



Statute Section

Equal Opportunities Plan 2017 (Gleichstellungsplan GLP 2017)

pursuant to Section 20b of the Universities Act
(Universitätsgesetz – UG)

Decision of the Rectorate dated 13 December 2017

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Statute on the Equal Opportunities Plan 2017 (Gleichstellungsplan – GLP 2017) pursuant to Section 20b of the Universities Act (UG)

Decision of the Rectorate dated 13 December 2017

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Introduction

The University of Graz aims to foster a sense of togetherness in diversity in which everyone can prosper. It works actively to eliminate discrimination on the grounds of gender, ethnic origin, religion, belief, age or sexual orientation or on the basis of a disability.

The University of Graz is committed to gender equality and to creating positive employment conditions for women that will be conducive to their careers. It is therefore a shared responsibility for all members of the University to pursue the goal of appropriate development opportunities commensurate with their qualifications, and to eliminate and compensate for any disadvantage to women. This is a particular obligation for those in leadership roles.

Actual gender equality and the empowerment of women will be adequately reflected in personnel policies, research and teaching, as well as in the distribution of resources. This includes the encouragement of women students as potential future scientists and academics. The University of Graz is actively committed to offering women and men equal conditions for study and work, in particular for scientific research, teaching and learning.

Furthermore, the University of Graz also counteracts any discrimination against university members who are defined as different due to deviations from the strict gender polarity, due to health status, economic situation, or family situation.

Part A General provisions

Section 1 Legal bases and guiding principles

The legal bases and guiding principles of the University of Graz Equal Opportunities Plan are taken largely from the Austrian Federal Constitution (in particular Article 7 of the Federal Constitutional Law (Bundes-Verfassungsgesetz – B-VG)), from Section 19 (2) no. 6 and Section 20b of the Universities Act (UG), and from the Statutes of the University of Graz.

Section 2 Scope

Under Section 94 of the Universities Act (UG), the Equal Opportunities Plan applies to all members of the University of Graz, as well as to applicants for an employment position at the University or for acceptance as a student. It is recommended that all companies, foundations and associations established by the University of Graz under Section 10 (1) of the Universities Act (UG), together with companies in whom the University holds, directly or indirectly, more than 50 per cent of the shares, apply this Statute Section analogously, insofar as this is reasonable and legally permissible.

Section 3 Objectives

In implementing the Equal Opportunities Plan, the University of Graz is pursuing the following strategic and operational objectives:

(1) Protection against discrimination

1. Equality of opportunity

In all organisational, academic and administrative units, at all hierarchical levels and in all functions and activities, women are to be recognised as equal partners. Framework conditions which facilitate women's access to all areas of university activity are to be created and maintained.

Equality of opportunity is to be realised without distinction of gender, ethnicity, religion or belief, age, sexual orientation or disability.

2. Gender mainstreaming and diversity management (Section 4)

The University of Graz applies the principles of gender mainstreaming to all its diversity management and decision-making processes.

3. Avoidance of disadvantage

Any disadvantage against individuals or groups defined as different on the basis of gender or on the basis of ethnicity, religion or belief, age, sexual orientation or disability in the context of employment or study at the University of Graz, is to be avoided.

(2) Empowerment of women

1. The empowerment of women is largely governed by the University of Graz Career Advancement Plan for Women; nevertheless, since it is an inherent element of gender equality, key principles are also to be enshrined in this Equal Opportunities Plan.

The aims are the promotion of women's academic achievements, the encouragement of junior researchers, an increase in the proportion of women participating in research projects and acquiring habilitation qualifications, and the encouragement of female students at the University of Graz. Steps are to be taken in order to enable women to qualify for positions of leadership in administrative units.

2. Elimination of under-representation of women

An existing under-representation of women at the University of Graz in all organisational, academic or administrative units, hierarchical levels, as well as in all functions and activities, is to be eliminated; to achieve this, there is not only a need for measures designed to support women, but also for the elimination of disadvantages.

(3) Combining studying and working and improvements in the work/study environment

In order to create a humane and liveable working environment for all persons working at the University of Graz, the following is particularly ensured:

1. Combining studying and working with family responsibilities; compatibility is a central concern and is therefore specified as an overriding issue within this Equal Opportunities Plan. The University of Graz therefore endeavours, whenever possible, to base any standards on an up-to-date concept of family that corresponds to the realities of life.

2. Protection of dignity at the workplace, in particular (also preventive) action against sexual harassment at the workplace or in the study environment, as well as bullying or harassment in connection with gender, ethnicity, religion or belief, age, sexual orientation or disability.

(4) Gender studies and women's and gender studies

Gender studies and women's and gender studies are to be integrated into research and teaching.

(5) Infrastructure und information

1. There must be an adequate infrastructure to enable gender equality and the empowerment of women to be realised.

2. Internal information and communication on the subject of the gender equality is a key prerequisite for the active implementation of this content, and as such it must be established and improved upon by everyone who works at the University.

3. In particular, transparency, objectivity, dialogue, and respect are essential principles for the implementation of this Equal Opportunities Plan and for actively counteracting discrimination. These principles are to be applied in all decisions and measures, internal coordination processes, and related processes as principles of organisational action.

Section 4 Gender mainstreaming and diversity management

(1) Definitions

1. Gender mainstreaming, as defined in this Equal Opportunities Plan, means that, when planning operational measures and decisions, potential different effects on the lives and interests of men and women must be systematically taken into consideration. The aim of gender mainstreaming is gender equality at all levels.

2. Diversity management within the meaning of this Equal Opportunities Plan means, in particular, actively promoting equality of opportunity and freedom from discrimination, especially without distinction as to gender, ethnicity, religion or belief, age sexual orientation or disability. It also means that when planning measures and decisions in the organisational area, possible different effects with regard to bearers of the characteristics mentioned are systematically taken into consideration and can include support measures within the framework of legal possibilities. The aim of diversity management is the targeted awareness and use of the diversity of persons to create structural and social conditions under which all university members can develop and allow their performance and willingness to perform to unfold for the benefit of all involved and to increase organisational success.

3. Cross-cultural skills: The funding of cross-cultural skills is an aspect of diversity management. Cross-cultural skills in the sense of this Equal Opportunities Plan means the ability to deal professionally and productively with cultural diversity in the university context, and thus improves the ability to cope with everyday work demands in research, teaching and administration. Cross-cultural skills include, in particular, dealing with culture and interculturality, knowledge of cultural perception filters and foreignness, of mechanisms of interference in intercultural communication, as well as adequate competence to act in an intercultural environment.

(2) Gender mainstreaming and diversity management require the integration of gender equality and the empowerment of women and equality of opportunity and non-discrimination pursuant to paragraph 2 in all activities, measures and decision-making processes of the University of Graz, especially by its highest-level bodies, such as the University Council, Rectorate and Senate (Sections 21, 22 and 25 of the Universities Act (UG)).

(3) To ensure consistent implementation of gender mainstreaming and diversity management principles in all decision-making and planning processes, the University of Graz will draw on the expert knowledge available in the Working Group on Equal Opportunities (AKGL), the Coordination Centre for Gender Studies and Equal Opportunities and the Gender Mainstreaming Advisory Board and will actively involve them.

Section 5 Training in gender mainstreaming, diversity management and cross-cultural skills

As budgetary resources allow, the Rectorate will arrange regular information and training events on the subject of gender mainstreaming, diversity management and cross-cultural skills (in particular for those in leadership roles).

Section 6 Under-representation of women

Women are deemed to be under-represented when their proportion of the total number of persons employed by the University of Graz in the staff-related categories set out in the Universities Act (UG), the Collective University Agreement, and the relevant University Operating Agreements, falls below 50% (full-time equivalents) in the respective academic discipline or administrative unit.

Section 7 Duty of career advancement for women

(1) The objective of the Equal Opportunities Plan and the Career Advancement Plan for Women is to increase, to a minimum of 50%, the proportion of female employees in the respective academic discipline or administrative unit and in all functions and activities of the University of Graz in all employment and training relationships. Initiatives for the empowerment of women are to be integrated into staff planning and development. The relative urgency for the advancement of women is determined according to the degree of under-representation.

(2) All members of the university, especially high-level administrative bodies, are committed to participating in the achievement of this objective within their sphere of influence.

Section 8 Equal pay

(1) Female employees may not be discriminated against, directly or indirectly, in the determination of remuneration, in particular in individual employment contracts. The same applies to any allowances and other benefits of monetary value.

(2) In determining remuneration, in particular in individual employment contracts, there shall be no direct or indirect discrimination on the grounds of sex, ethnicity, religion or belief, age, sexual orientation or on the grounds of disability. The same applies to any allowances and other benefits of monetary value.

(3) Equal pay and pay differentials should be analysed within the framework of gender budgeting activities.

Section 9 Public relations

Topics specific to gender equality are to be presented – with appropriate content and language – to the inter-university and non-university audience, as significant features of the university profile.

Section 10 Information regarding relevant legislation

The Rectorate must inform the heads of all university units and the Working Group on Equal Opportunities (AKGL) concerning all current legislative provisions relevant to the gender equality issues. These provisions must be made publicly available to all employees.

Section 11 General information

(1) On the home page of the University of Graz website, there must be easily accessible links to information on women's and equal opportunities matters (at least to the Working Group on Equal Opportunities (AKGL), the member of the Rectorate responsible for gender equality issues, the Coordination Centre for Gender Studies and Equal Opportunities, together with unikiid & unicare, the person(s) with responsibility for compatibility issues, and employee interest groups).

(2) Information systems and directories intended for the public and for members of the University of Graz (such as directories of organisational responsibilities, course catalogues and telephone directories), must list the names, addresses, and email addresses of bodies involved in the gender equality.

(3) Students will be given the relevant information as part of the admission process (Sections 60 ff of the Universities Act (UG)) and during the orientation events and courses which form the Students' Introduction and Orientation Phase. At the very least, they will be introduced to the committees and bodies concerned with gender equality. They should also be given information about contact points set up by the University of Graz for cases of sexual harassment and bullying, together with other forms of harassment.

(4) All employees should receive relevant information material from the Human Resources Department at the University of Graz on the day they start work. This should explain the role of the Working Group on Equal Opportunities (AKGL), the member of the Rectorate responsible for gender equality issues and the Coordination Centre for Gender Studies and Equal Opportunities, together with unikiid & unicare and the person(s) with responsibility for compatibility issues and employee interest groups. They should also be given information about contact points set up by the University of Graz for cases of sexual harassment and bullying, together with other forms of harassment.

Section 12 Non-biased language

(1) All work-related documents, official communications and other official documents produced by the University of Graz must use either explicitly female and male forms, or gender-neutral designations, or appropriate gender-equitable descriptions when more than just one gender is intended.

Furthermore, all organs and members of the University of Graz are required to use gender-equitable language in notices, forms, minutes, speeches, interviews and other communications addressed either to the public or to university members, as well as in their teaching, while preserving academic freedom and freedom of instruction. All documents and public utterances must therefore use either explicitly the female and male form, or else a

gender-neutral designation. Non-objective differentiations between women and men are not to be used.

(2) Formulations such as descriptions of organs and functions are to be selected so that they are equally appropriate to both women and men.

(3) All organs and members of the University of Graz are required to use non-discriminatory language and imagery with regard to gender, ethnicity, religion, belief, age, sexual orientation and disability in all official correspondence, official communications, official documents, mailings, forms, minutes, speeches, interviews and other promotional materials or communications directed at the public or university members and in teaching.

Section 13 Accompanying evaluation of gender equality

In accordance with Section 14 of the Universities Act (UG) and the Statute on Evaluation, regular evaluations must also cover gender equality.

Part B. Research

Section 14 Gender studies and women's and gender studies

- (1) The University of Graz promotes the establishment, expansion and integration of gender studies and women's and gender studies in research and teaching.
- (2) Scientific topics from the field of gender studies and women's and gender studies are to be seen as equivalent to work on other research topics in the context of qualification assessments (e.g., for completion of studies, in habilitation procedures, in appointment procedures). Interdisciplinary and non-university achievements in the context of gender studies and women's and gender studies are to be taken into consideration.
- (3) Financial resources (scholarships) are to be provided for at least two doctoral theses per academic year in the field of gender studies and women's and gender studies.
- (4) The University of Graz will establish or maintain at least one Professor of gender studies and women's and gender studies in at least one organisational unit.

Part C. Teaching

Section 15 Participation in teaching, proportion of women

- (1) Discrimination in the commissioning and entrustment of internal and external university teaching on the grounds of gender, ethnicity, religion or belief, age, sexual orientation or disability, is prohibited.
- (2) The Working Group on Equal Opportunities (AKGL) is to be involved in the allocation of teaching duties. In cases of discrimination on the grounds of non-objective allocation of teaching duties, the Arbitration Board may be called in.

Section 16 Visiting lecturers

When prioritising visiting lecturers, gender studies and women's and gender studies should be taken into consideration.

Section 17 Gender studies and women's and gender studies and other diversity-relevant topics in the curricula

- (1) When designing the curricula, the integration of gender studies and women's and gender studies, as well as women's and gender-related topics, is to be taken into consideration.
- (2) In all Bachelor's and Diploma programmes, gender studies and women's and gender studies are to be included in the curriculum to an appropriate extent – at least 2 credit points. In exceptional cases that must be justified, a recommendation for the free elective courses is sufficient.
- (3) A minimum of 4 credit points for teaching on gender studies and women's and gender studies should be covered by the regular budget of the organisational unit, e.g., for lecture series, subject-specific guest lectures, etc.
- (4) Deans of studies and Curricula Committees are to deal with the way in which a contribution can be made to raising the awareness of all students, especially with regard to the topics of anti-discrimination, gender mainstreaming and diversity management, as well as cross-cultural skills. These topics are to be taken into account when creating the curricula and the range of courses.

Section 18 Assessment of the curricula

The senate or the bodies responsible for enacting the curricula shall submit any draft amendment or enactment of a curriculum to the Working Group on Equal Opportunities (AKGL) for comment.

Section 19 Inter-faculty range of courses in interdisciplinary gender studies and women's and gender studies

- (1) The university management shall provide funds to an appropriate extent – at least sufficient for 34 semester hours of external teaching per year – for an inter-faculty range of courses on interdisciplinary gender studies and women's and gender studies.
- (2) These courses are accessible to students of all fields of study and ensure a minimum range of special courses on interdisciplinary gender studies and women's and gender studies,

in addition to the teaching offered at the organisational units. They also ensure professional development and deepening towards a systematic range of studies with a building character and certification. In addition, they support and promote the formation of focal points and specialisations in the individual fields of study.

(3) The corresponding teaching is publicly advertised on the basis of the module system available for the range of courses on interdisciplinary gender studies and women's and gender studies respectively and ranked by the scientific advisory board of the Coordination Centre for Gender Studies and Equal Opportunities on the basis of the assignment to the module system, the scientific and didactic quality of the individual proposed course, as well as the experience of the lecturers.

(4) The Head of the Coordination Centre for Gender Studies and Equal Opportunities shall make the proposal to the governing body responsible for study matters.

(5) The organisational processing is carried out by the Coordination Centre for Gender Studies and Equal Opportunities.

(6) Teaching on interdisciplinary gender studies and women's and gender studies is handled on an equal footing with examination subjects in other fields of study in terms of study law, especially with regard to its recognition, certification and admission as an examination subject in degree examinations and viva voce examinations. This is ensured by the body responsible for matters relating to study law.

Section 20 Non-biased language

Teaching staff are required to use gender-equitable language and to refrain from discriminatory examples, topics and images. This is without prejudice to the fundamental rights of academic freedom and freedom of instruction.

Section 21 Evaluation of teaching

(1) When evaluating teaching, it must be ascertained whether the equal treatment of female and male students is realised.

(2) It is to be ascertained whether, within the framework of the curriculum, courses with content related to the theory of science and/or critical methods in relation to gender studies and women's and gender studies, were offered to the students at least as an elective course within the framework of the study programme or recommended as a free elective course.

Part D. Study programme

Section 22 Increasing the proportion of women in fields of study where women are under-represented

(1) The University of Graz is adopting appropriate personnel, organisational and financial measures to promote women's access to fields of study in which women are under-represented.

(2) Women are under-represented in all areas of study in a discipline in which the proportion of women students is below 50%.

Section 23 Grants

(1) Grant offers should be publicised to students in a suitable way.

(2) The University of Graz is working towards raising funds for additional grants for women, so that grants may be interrupted by parental leave or by leave of absence for family reasons, and the age limit for grants can be increased in the event of family pressures.

(3) Grants awarded by the University of Graz itself are governed by the principles of paragraph 2.

(4) The allocation of grants and funding for study must take place in a transparent manner.

Section 24 Study environment

(1) The University of Graz works towards the compatibility of studies and family responsibilities, in particular, for example, that pregnancy, parenthood as well as the care of relatives in need of care or employment, can be combined with studying.

(2) The range of courses relevant to the examination is to be scheduled in such a way that participation is compatible with the care of children and relatives in need of care or

employment. Parallel events should be offered at different dates (spread over time, on different days of the week, at different times of the day). Special consideration is to be given to the care responsibilities of student parents and persons with dependents in need of care when choosing the dates.

(3) Sections 45 and 46 shall apply analogously to students.

Part E. Staff recruitment, staff and organisational development

Chapter I: Staff recruitment

Section 25 Job advertisement

(1) Job advertisement texts that lead to discrimination or disparagement of a person on the basis of gender, ethnicity, religion or belief, age, sexual orientation or on the basis of disability, are prohibited.

(2) Job advertisement texts are to be formulated in such a way that they serve as an objective basis for decision-making in the admission process. They must therefore contain all recruitment requirements, a comprehensive requirements profile (in particular the relevant and preferred qualifications), as well as comprehensible, sufficiently detailed qualification criteria.

(3) Job advertisement texts which are so general that they do not constitute an objective basis for decision-making for the subsequent staff selection procedure, or over-specified advertisements which unobjectively restrict the potential group of applications in favour of or to the disadvantage of a particular person or gender or the characteristics of ethnicity, religion or belief, age, sexual orientation or disability, are prohibited.

(4) Job advertisement texts shall be written in gender-equitable language throughout and shall not contain any additional remarks that suggest a specific gender.

(5) Job advertisement texts shall be formulated in such a way as to respect non-biased language with regard to the characteristics of ethnicity, religion or belief, age, sexual orientation and disability, and shall not contain any additional remarks suggesting a particular one of these characteristics.

(6) Job advertisements for positions of leadership, as well as advertisements for professorships, should mention gender mainstreaming skills as a selection criterion.

(7) Job advertisements shall be made known in a timely manner to the employees of the academic unit or administrative unit concerned, even during any form of absence from work or the workplace provided for by law or contract. This also applies to internal vacancies.

(8) The job advertisement texts and, if requested, the job description are to be brought verifiably to the attention of the Working Group on Equal Opportunities (AKGL) by the relevant academic or administrative unit via the Human Resources department promptly, but at the latest three weeks before publication of the job advertisement.

(9) If the Working Group on Equal Opportunities (AKGL) comes to the conclusion that the job advertisement text contravenes the principles of this Equal Opportunities Plan, and if it is not possible to reach agreement with the Rectorate, the Working Group has three weeks from the failed attempt to reach agreement within which they may refer the matter to the Arbitration Board. The job advertisement is deferred until the Board has reached a decision.

Section 26 General provisions for selection procedure

(1) After expiry of the application deadline, the list of applications received and, upon request, the application documents, shall be brought to the attention of the Working Group on Equal Opportunities (AKGL) without delay.

(2) Applications during a statutory or contractual form of absence from work or the workplace of employment/training/work shall be included in the selection procedure and considered on an equal footing with other applications.

Section 27 Job interviews

(1) If, in the course of the selection procedure for a vacant post or function, admission or selection interviews are held with female and male applicants, the list of persons invited shall be brought to the attention of the Working Group on Equal Opportunities (AKGL) without delay.

(2) In the course of the selection procedure for leadership roles, the Working Group on Equal Opportunities (AKGL) must be invited in writing to participate in all admission interviews, interviews, applicant presentations, assessment centres, etc. at least one week before the appointment.

(3) Discriminatory questions (e.g., about family planning) are to be avoided in admission interviews, applicant presentations, etc. When assessing the aptitude of applicants, no selection and evaluation criteria may be used that are based on a discriminatory, role-stereotypical understanding of gender.

(4) Furthermore, statements and questions that are likely to discriminate against female and male applicants on the basis of gender, ethnicity, religion or belief, age, sexual orientation or on the basis of disability, are to be avoided.

Section 28 Selection criteria

(1) In principle, admission criteria not mentioned in the job advertisement text may not be taken into consideration. If, in exceptional cases, the development of auxiliary criteria for decision-making is indispensable in the respective staff recruitment procedure, these are to remain unobjective. Nor may the qualification requirements listed in the job advertisement text be deviated from on the basis of an application of the auxiliary criteria. The auxiliary criteria are to provide a suitable means for decision-making. Aspects that are not meaningful in terms of future task fulfilment are not to be used. Furthermore, no auxiliary criteria may be used that are based on a discriminatory, stereotypical understanding of the roles of the sexes. If, in exceptional cases, auxiliary criteria are used in the selection decision, the necessity of using them and the resulting personnel decision is to be justified to the Working Group on Equal Opportunities (AKGL).

(2) No assessment criteria may be included in aptitude considerations which result in a disadvantage for female employees or which are based on a discriminatory, role-stereotyped understanding of gender, or which result in discrimination on the grounds of gender, ethnicity, religion or belief, age, sexual orientation or on the grounds of disability.

(3) The appointment proposal shall be justified in a factually comprehensible manner. Comprehensibility generally exists if all applicants are assessed on the basis of the criteria mentioned in the job advertisement text in the sense of an objective and substantiated comparison of qualifications. If the number of applications is high, the assessment of the eliminated candidates may well be shorter summary statements, provided that they show why the candidates who were not ranked (on the appointment proposal) were eliminated.

(4) Employment interruptions, reduction of working hours, or delays in the completion of individual training courses caused by obligations to care for children or other dependents in need of care, must not have disadvantageous consequences for the affected applicant.

(5) Non-university qualifications are to be taken into consideration in the selection process. For example, experience, knowledge and skills acquired through the actual care or nursing of a child or relatives in need of care, are also to be taken into consideration in the assessment of qualifications, unless such experience, knowledge and skills are irrelevant to the position to be filled.

Section 29 Additional requirements for appointment procedures

(1) When job advertisings for university professorships in areas of expertise in which courses related to women-specific topics and research are already specified in the curriculum, this fact is to be pointed out.

(2) If candidates who have not applied are also included in the appointment procedure pursuant to sentence 2 of Section 98 (2) of the Universities Act (UG), the Working Group on Equal Opportunities (AKGL) shall be informed of this without delay.

(3) Two members nominated by the Working Group on Equal Opportunity (AKGL) have the right to participate in meetings of the appointment committees in an advisory capacity, as well as to submit motions, make statements for the minutes, and have certain contributions to the discussion made by members of the appointment committee recorded in the minutes. The members of the Working Group on Equal Opportunity (AKGL) shall be invited to each meeting of the appointment committee in due time. In case of non-invitation, the Arbitration Board may be called in.

(4) If necessary, the Working Group on Equal Opportunities (AKGL) can obtain expert reviews and statements from experts pursuant to Section 42 (5) of the Universities Act (UG). If there is a reason to assume discrimination on the grounds of gender or ethnicity, religion or belief, age or sexual orientation, an appeal may be made to the Arbitration Board within three weeks – in the case of the rector's selection decision within two weeks (cf. Section 98 (9) of the Universities Act (UG)).

(5) This is without prejudice to the provisions of Article V of the Concordat between the Holy See and the Republic of Austria, together with the Supplementary Protocol, Federal Gazette II No 2/1934.

Chapter II: Staff and organisational development

Section 30 Staff and organisational development

(1) Staff and Organisational Development is to be regarded as an important instrument for increasing the proportion of women at the University of Graz and for ensuring freedom from discrimination within the university. The concepts of gender mainstreaming and diversity management should be applied to all measures affecting Staff and Organisational Development.

(2) The University of Graz shall implement appropriate personnel, organisational and financial measures with regard to the elimination of the existing under-representation of women in educational or employment relationships with the University of Graz.

(3) The University of Graz is adopting appropriate personnel, organisational and financial measures with regard to the elimination of disadvantaging and discrimination.

(4) Staff leaders are continuously informed about standards of good leadership and corresponding training opportunities.

(5) HR Development and Age(s) – The University of Graz develops and establishes career perspectives for older employees and lays the foundations for age-related human resource development through research and its coordination.

Section 31 Development plan

The Rectorate, the Senate and the University Council shall take into account the integration of gender studies and women's and gender studies in research and teaching when deciding on the subject-related dedication of vacant positions for university professorships.

Chapter III: Career planning, continuing education and training

Section 32 Mentoring

(1) Mentoring, i.e., the systematic professional, organisational and social introduction, guidance and support of employees, is an important aspect of career development or career advancement. In the introductory phase of new employees, the direct Supervisors are obliged to act as mentors. These Supervisors may also appoint other university employees experienced in the respective area of responsibility as mentors. However, the direct Supervisors remain responsible for a needs-based introduction of the new employees.

(2) Activities as a mentor are to be seen as an important contribution to the fulfilment of the duties arising from the employment relationship and are to be credited to the working or official time. The Supervisors shall give special consideration to the resulting additional pressure when allocating official duties.

(3) The Rectorate establishes a women-specific mentoring programme in accordance with budgetary resources.

Section 33 Official duties, official or working hours

(1) When defining the duties arising from the training or employment relationship (hereinafter: official duties), consideration shall be given to a balanced distribution of duties among all employees within the academic unit or administrative unit concerned.

(2) The official duties shall be designed in such a way that the respective employees can acquire the qualifications required for their career in the time provided for this purpose.

(3) When determining the official duties of academic staff, care shall be taken to ensure a balanced distribution of duties in research, teaching and administration in accordance with the job description. The use shall be such as to enable the acquisition of further qualifications through the achievement of academic performance. This means, in particular, that when defining official duties – especially in the case of part-time employees – consideration must be given to granting sufficient working hours for the provision of academic achievements.

(4) Aptitude assessments, service descriptions, appraisals and references must take into account job descriptions and the definition of official duties.

(5) When defining official duties, no discriminatory, career-inhibiting assignments of duties may be made, in particular no assignments based on a role stereotype understanding of gender-oriented task assignments. The same applies to the description of the workplaces.

Section 34 Continuing education and training

(1) When accepting participants for continuing education and training initiatives, care must be taken to ensure a balanced numerical ratio of women to men.

(2) Supervisors should encourage both all academic employees to study for doctoral and post-doctoral degrees. In addition, they should be informed of relevant academic conferences, subject-relevant academic associations, opportunities for publication, and the possibility of working on research projects.

(3) Supervisors should draw the attention of all employees to relevant continuing education and training opportunities and should ensure that all employees, including part-timers and those who are absent from work or the workplace for legally or contractually sanctioned reasons, receive information about events relating to professional advancement as well as training events for staff leaders. All employees should be advised in a comprehensive and timely manner – including during staff appraisal interviews – of any continuing education and training opportunities for which they are individually eligible.

(4) The Rectorate shall regularly publish an updated list of the above-mentioned events for all employees in a suitable form (e.g., intranet).

(5) When planning training seminars, family-friendly organisation should be taken into account in accordance with the budgetary resources (e.g., offer in such a way that, for example, part-time employees with care responsibilities can also participate during their working hours if possible, or that the time of participation is credited to their working hours, information on childcare possibilities).

(6) If their wish to participate in such an event is not approved, the Working Group on Equal Opportunities (AKGL) should, on request, be informed in writing of the reason for the rejection. If there is a reason to suspect discrimination, the Arbitration Board may be called in.

Section 35 Specific content of continuing education and training

(1) Training programmes in this sense include subject-relevant courses, training events for key skills and soft skills (rhetoric, communication, preparation for job interviews, project management, project acquisition, gender equality issues in science, cross-cultural skills, presentation methods, didactics, foreign languages, burnout, prevention of bullying, etc.).

(2) Principles of anti-discrimination and gender equality shall be demonstrably communicated to all employees in appropriate training programmes, information materials.

(3) Mandatory training for new recruits in gender mainstreaming, diversity management and cross-cultural skills.

Section 36 Conventions and conferences

Of the resources which the University makes available for financing its members' participation in conventions, conferences and similar events, an appropriate proportion is to be allocated to activities by women.

Section 37 Performance review, appraisal interview (MAG)

(1) The performance review serves, among other things, to discuss the achievements of the academic staff members with regard to the qualifications required for their academic career (doctoral thesis, habilitation) and to promote their academic progress through appropriate framework conditions. Performance reviews must therefore be held with all academic staff at least every two years, irrespective of the personnel law applicable to them.

(2) An appraisal interview must be held with all academic staff at least every two years, irrespective of the personnel law applicable to them. When conducting all staff appraisal interviews, Section 45a of the Civil Servants Employment Act (Beamten-Dienstrechtsgesetz – BDG) shall be applied (analogously, if applicable).

Section 38 Habilitation procedure

(1) Two members nominated by the Working Group on Equal Opportunities (AKGL) have the right to participate in meetings of the habilitation committees in an advisory capacity and to submit motions, make statements for the minutes and have certain contributions to the discussion made by members of the habilitation committee recorded in the minutes. The members of the Working Group on Equal Opportunities (AKGL) shall be invited to each meeting of the habilitation committee in due time. In case of non-invitation, the Arbitration Board may be called in.

(2) If necessary, the Working Group on Equal Opportunities (AKGL) can obtain expert reviews and statements from experts pursuant to Section 42 (5) of the Universities Act (UG). If there is a reason to assume discrimination on the grounds of gender or ethnicity, religion or belief, age or sexual orientation, the matter may be referred to the Arbitration Board.

Chapter IV: Further provisions

Section 39 Career progression

Decisions regarding the assignment of non-academic staff in leadership roles and decisions on changes of assignment and promotions shall be taken by the decision-making body with the accompanying involvement of the Working Group on Equal Opportunities (AKGL).

Section 40 Cover during maternity leave and leave of absence

To cover maternal and parental leave (general employment prohibition/restriction, leave of absence, part-time employment, early paternity leave etc) taken by female or male officials and employees, a substitute member of staff is to be appointed as soon as possible.

Section 41 Expert reviews; committees, panels

(1) When setting up appointment committees pursuant to Section 98 (4) of the Universities Act (UG) and habilitation committees pursuant to Section 103 (7) of the Universities Act (UG), as well as when choosing members for committees, care shall be taken to ensure that women are nominated as members. Section 20a of the Universities Act (UG) must be observed. The Working Group on Equal Opportunities (AKGL) will provide a list of qualified female scientists in the field on request.

(2) Furthermore, expert reviewers are to be informed at the time of their appointment that specifically female résumés are to be taken into consideration when reviewing female scientists.

(3) To implement the principle of gender mainstreaming and diversity management

the Working Group on Equal Opportunities (AKGL) has the right to participate in the meetings of committees (e.g., evaluation committees) dealing with personnel matters, with a maximum of two members, in an advisory capacity and with the right to make statements in the minutes. The Working Group on Equal Opportunities (AKGL) shall be invited to all such meetings at the same time as the members. In case of non-invitation, the Arbitration Board may be called in.

Part F. Work environment and protection of dignity at work

Section 42 Working hours

- (1) The Working Group for Equal Opportunity (AKGL) shall be involved in the development of new models for the organisation and recording of working hours and attendance and absence management.
- (2) Flexible working hours are to be promoted for all members of the university. It is to be discussed in all career talks and appraisal interviews.
- (3) Where required, leadership roles shall be designed in such a way that they can also, if possible, be performed by part-time employees.

Section 43 Special leave and other leaves of absence

- (1) The University of Graz informs employees comprehensively about the possibilities of reducing working hours and taking leave of absence to perform care duties and about the resulting implications, such as with regard to retirement benefits. At the university, male employees are encouraged to make use of these opportunities.
- (2) When taking special leave and leave of absence for family reasons and for care obligations, the following principles shall apply to all employees:
 1. Taking advantage of part-time employment and other options of leave absence, including to fulfil family duties, must not lead to direct or indirect discrimination of employees in connection with their employment or training relationship.
 2. In the case of return, these employees should be given sufficient time for training and becoming accustomed to their new area of responsibility.

Section 44 Compatibility of studies/work and caring tasks: Childcare and care of relatives in need of care

- (1) At the University of Graz, creating framework conditions benevolent to the compatibility of family tasks (in particular childcare and care of relatives) and work or studies is considered an obligation.
- (2) The Rectorate shall conduct regular needs assessments on the topic of the compatibility of work and family life, publish their results in the University Gazette and, as far as possible, take all appropriate measures to meet the needs (e.g., of childcare places) of university members. The needs of employees during a statutory or contractual absence from work shall be taken into consideration.
- (3) Upon the proposal of the Gender Mainstreaming Advisory Board, the Rectorate shall appoint an officer responsible for the compatibility of work and family life whose task shall be to advise the Rectorate and the university members on questions of compatibility/childcare/family care, in particular on performing needs assessments pursuant to paragraph 2 and on the creation of (childcare) offers.
- (4) To provide operational support to the officer responsible for the compatibility of work and family life, a contact point for issues of compatibility/childcare and family care has been established. Sufficient budgetary, personnel and spatial resources for this are to be ensured as far as possible. This contact point offers all members of the university assistance in finding or organising childcare, as well as advice and support in the context of family care obligations and further information on the compatibility of work and family life for parents/guardians and caring relatives. This contact point also acts in an advisory capacity when carrying out needs assessments pursuant to paragraph 2. The function of the officer responsible for the compatibility of work and family life can also be performed by the head of this institution.
- (5) Based on the needs identified, the Rectorate shall, where possible, take appropriate personnel, organisational and financial measures to ensure a sufficient number of childcare facilities for all university members with childcare responsibilities.
- (6) Furthermore, the unikid & unicare contact point has to take measures to provide information on topics such as childcare, family care, compatibility of studies/work and family, which in particular also serve to remove taboos and raise awareness.

Section 45 Working conditions

(1) All members of the University of Graz have the right to respect for their personal dignity, in particular to protection against sexual harassment, harassment on the grounds of gender, ethnicity, religion or belief, age or sexual orientation or on the grounds of disability as well as other forms of discrimination and bullying.

(2) The University of Graz shall therefore in particular take appropriate preventive measures and ensure that individuals who have been affected by sexual harassment, harassment on the grounds of gender, ethnicity, religion or belief, age or sexual orientation as well as other forms of discrimination or bullying receive free counselling by the Working Group on Equal Opportunities (AKGL) or, in the case of harassment on the grounds of disability, by disabled persons' representatives pursuant to Section 135 (3) of the Universities Act (UG) in conjunction with Section 22a of the Disability Employment Act (Behinderteneinstellungsgesetz – BEinstG) and/or the Disability Resource Centre.

Section 46 Sexual harassment, harassment and bullying

(1) Sexual harassment pursuant to Section 8a of the Federal Equal Treatment Act (GIBG), gender-based harassment within the meaning of Section 8a of the Federal Equal Treatment Act (GIBG), harassment on the grounds of ethnicity, religion or belief, age or sexual orientation within the meaning of Section 16 of the Federal Equal Treatment Act (GIBG) or harassment in connection with disability within the meaning of Section 7d of the Disability Employment Act (BEinstG) or bullying in connection therewith constitutes a violation of personal rights. The University of Graz does not tolerate sexual or gender-based harassment, sexist behaviour or harassment on the grounds of ethnicity, religion or belief, age or sexual orientation, or bullying. Appropriate measures to prevent harassment and bullying shall be implemented.

(2) All members of the University of Graz, in particular those with management responsibilities in research, teaching and administration, are responsible for ensuring that sexually or gender-based harassing behaviour as well as harassment on the grounds of ethnicity, religion or belief, age or sexual orientation and bullying do not occur in their area of work.

(3) Employees involved in personnel matters shall be instructed by the Working Group on Equal Opportunities (AKGL) or by a person designated by it on how to deal appropriately with incidents of sexual or gender-based harassment, discrimination on the grounds of gender as well as on the grounds of ethnicity, religion or belief, age or sexual orientation, and with bullying. The topic is regular part of mandatory further training events, especially for supervisors.

(4) Subject to budgetary resources, the University of Graz offers regular courses on self-assertion as part of its continuing education programme and at least one self-defence course for women per academic year as part of the university sports programme.

(5) All individuals or university members involved in such matters are subject to a duty of confidentiality.

Part G. Infrastructure and responsibilities of institutions for the gender equality, empowerment of women and gender studies, and women's and gender studies

Chapter I: Working Group on Equal Opportunities

Section 47 Basics

(1) The tasks and rights of the Working Group on Equal Opportunities (AKGL) result from the Federal Equal Treatment Act (GIBG), the Universities Act (UG), in particular Sections 41–44, and from the Equal Opportunities Plan as well as the Statute on the Career Advancement Plan for Women.

(2) The coordination pursuant to Section 19 (2) no. 7 of the Universities Act (UG) of the tasks of gender equality is carried out by the office of the Working Group on Equal Opportunities (AKGL).

(3) In the cases under Sections 42 (8–8d), 98 (9) of the Universities Act (UG), the time limit for appealing to the Arbitration Board (complaint or objection) begins on the day after the notification regarding the final decision or the composition of the collegial body is received by the Working Group on Equal Opportunities (AKGL).

Section 48 Rights and responsibilities of members

(1) The members of the Working Group on Equal Opportunities (AKGL) are not bound by any instructions or orders in exercising their function. They shall not be hindered while performing their powers and shall not be disadvantaged in their professional advancement because of this activity (Section 42 (3) of the Universities Act (UG)).

(2) The fulfilment of the tasks as a member of the Working Group on Equal Opportunities (AKGL) shall be regarded as an important contribution to the fulfilment of the duties or official obligations resulting from the educational or employment relationship and shall be credited to the working or official time.

(3) The members of the Working Group on Equal Opportunity (AKGL) shall be enabled to participate in regular training and information events, subject to budgetary resources. Participation in one event/course per semester must be approved in any case.

(4) The members of the Working Group on Equal Opportunity (AKGL) are entitled to perform their duties regarding equal opportunity-related matters at their workplace and to use the facilities available at the workplace for this purpose.

(5) The Working Group on Equal Opportunity (AKGL) shall immediately receive:

1. all advertisement texts for the filling of positions and functions before the job advertisement has been published;
2. the list of applications received;
3. the list of (male and female) applicants invited for admission interviews;
4. appointment proposals including justification and selection decision;
5. information on significant changes in the employment relationship;
6. information on the termination of the employment relationship.

Section 49 Head of the Working Group on Equal Opportunities office

The head of the Working Group on Equal Opportunities (AKGL) office shall have a university degree corresponding with the position and relevant practice experience in gender equality and women's issues. When appointing for this position, the Working Group on Equal Opportunities (AKGL) has a right of nomination. The post holder is only bound by instructions and decisions of the Working Group on Equal Opportunities (AKGL) as far as the support of the Working Group on Equal Opportunities is concerned.

Section 50 Infrastructure

(1) The Rectorate shall ensure the administrative support of the Working Group on Equal Opportunities (AKGL) as well as the provision of the necessary resources (personnel, space and material expenses). This must also be taken into consideration when submitting requirements to the relevant university bodies.

(2) The Working Group's needs are to be taken into account in the University of Graz' guideline for financial management and in the preparation of the target and performance agreements.

(3) If a student member of the Working Group on Equal Opportunity (AKGL) is required to undertake a travel in performing his duties, this travel shall be compensated as a travel for work purposes.

Section 51 Networking

The chairperson of the Working Group on Equal Opportunities (AKGL) and the head of the AKGL office also have the task of networking and collaborating with the institutions of other universities concerned with gender equality and the empowerment of women, with the offices responsible for gender equality issues in the federal ministries and with other institutions active in the field of the advancement of women and gender equality in Austria and abroad.

Chapter II: The division for gender equality in the Rectorate

Section 52 Responsibilities and infrastructure

(1) One member of the Rectorate shall be entrusted with the area of responsibility devoted to gender equality.

(2) The area includes the following tasks in particular:

1. gender mainstreaming, gender budgeting, diversity management;
2. communication of women's concerns within and outside the University of Graz;
3. women-specific personnel development measures (e.g., in the following areas: internal continuing education, supervision, coaching, mentoring);
4. improving the compatibility of family and work as a task of university personnel development;
5. integration of issues relevant to women in teaching and their evaluation;
6. Promotion of women's and gender research and studies;
7. Communicating concerns related to equal opportunity without distinction of ethnicity, religion or belief, age or sexual orientation inside and outside the university.

(3) The Coordination Centre for Gender Studies and Equal Opportunities shall be organisationally assigned to the gender equality area of responsibility to take care of the agendas mentioned in the next section.

Chapter III: Coordination Centre for Gender Studies and Equal Opportunities

Section 53 Responsibilities and infrastructure

(1) The Coordination Centre for Gender Studies and Equal Opportunities shall perform the following tasks:

1. Service, coordination and information for female academics and students in the field of gender studies or women's and gender studies in research and teaching; distributing information, production of information materials for a wide range of media;
2. Promotion of female junior researchers and personnel;
3. Conceptualisation and implementation of measures, development of instruments for gender mainstreaming, equal opportunities-oriented personnel development and continuing education for the university, related reporting; development and transfer of organisational and structural know-how relevant to gender equality, career planning, awareness-raising for students and researchers;
4. Support and expansion of research and teaching activities in gender studies or women's and gender studies; communication of the contents to the public.

(2) The Coordination Centre for Gender Studies and Equal Opportunities shall be responsible for coordinating the tasks of the empowerment of women and gender studies and women's and gender studies pursuant to Section 19 (2) no. 7 of the Universities Act (UG).

(3) The Rectorate shall ensure that the coordination office is provided with personnel, space and budgetary resources in accordance with the budgetary resources.

(4) The head of the coordination office shall receive support in his or her activities and decisions by a scientific advisory board consisting of experts in gender studies and women's and gender studies. The members are appointed by the responsible member of the Rectorate on the proposal of the incumbent scientific advisory board.

Chapter IV: Gender Mainstreaming Advisory Board

Section 54 Gender Mainstreaming Advisory Board

The member of the Rectorate entrusted with gender equality agendas, the chairperson of the Working Group on Equal Opportunities (AKGL) and the head of the Coordination Centre for Gender Studies and Equal Opportunities together form a committee that meets regularly and agrees on general objectives and strategies for the implementation of gender mainstreaming and gender budgeting. It is chaired by the competent member of the Rectorate.

Part H. Budgetary matters and incentive systems

Section 55 Budgetary matters

(1) Budget notions, especially those which counteract the under-representation or disadvantaging of women or discrimination on the basis of attributions in connection with gender, ethnic affiliation, religion or belief, age or sexual orientation are to be taken into consideration according to the resources available.

(2) The Rectorate is to involve the Working Group on Equal Opportunities (AKGL) when defining indicators for budget allocation and to consider any proposals and suggestions.

Part I. Implementation and reporting obligations

Section 56 General provisions for implementation

(1) Implementation of the measures in the Equal Opportunities Plan is compulsory for all bodies of the University of Graz that are required to take decisions or make proposals regarding the necessary organisational, personnel, and financial matters in accordance with their respective organisational regulations.

(2) The responsible bodies of the University of Graz undertake to implement the measures and objectives set out in national and international law (in particular Article 7 of the Austrian Federal Constitutional Law (B-VG); Section 1, Section 2 nos. 9, 10, Section 3 nos. 4, 9 of the Universities Act (UG); Sections 11 – 11d of the Federal Equal Treatment Act (GIBG); in the relevant EU legislation such as the Equal Treatment Directives; and in the UN Convention on the Elimination of All Forms of Discrimination Against Women). The standard of gender equality achieved thus far is to be continuously developed. All responsible bodies of the University of Graz recognise the need to take steps to raise awareness and to give individuals affected by discrimination the opportunity to assert their rights and thereby find real and effective support.

(3) Every type of discrimination or discriminatory action on the grounds of gender represents a dereliction of duty and is to be sanctioned in accordance with the (staff and employment) regulations. The implementation of the measures to achieve de facto equal rights for women and men at the University of Graz in all functions and activities and in all employment and training relationships is one of the duties arising from the employment relationship.

(4) When implementing the Equal Opportunities Plan, consideration must be given to the Works Councils' rights to information and participation under the Labour Constitution Act (ArbVG).

Section 57 Reporting obligations in connection with gender equality including empowerment of women

(1) To ensure transparency, an annual "Report on Gender Equality and the Advancement of Women" is given by the Rectorate on the status of the implementation of the measures within the framework of the university's internal reporting system and published in the University Gazette. This report is to be forwarded to both the Senate and the Working Group on Equal Opportunities (AKGL) and published in a suitable form (e.g., intranet).

(2) The report pursuant to paragraph 1 shall at least cover the areas to be presented in the Intellectual Capital Report.

(3) The status of gender equality and the fulfilment of the women's quota shall be reported on, in particular in the cases listed below:

1. employees in all job and remuneration groups, in all functions and activities as well as in all employment and training relationships according to scientific disciplines or administrative units;
2. admissions and continuations of employment, especially in relation to professorships and career positions;
3. habilitations;

4. the remuneration of women and men and the development of any existing wage differences between women and men. any allowances and other benefits of monetary value must be shown;
 5. participation in training and further education events as well as congresses etc;
 6. travel allowances and travels for work purposes (applications, approvals, refusals);
 7. allocation of posts in teaching, in particular gender ratio among teaching staff in the individual categories by subject area and the proportion of hours taught by women;
 8. allocation of funding (e.g., grants);
 9. gender ratio among students and graduates of the different degree programmes;
 10. gender relations in the course of appointment procedures (especially applications, applications for review, reviewers, presentations, short list of three-proposals, selection decision);
 11. fulfilment of the minimum quota of women in commissions and committees.
- (4) If equality or the minimum quota of women amounting to 50% is not achieved in an area, the reasons for this must be identified and appropriate measures to achieve equality must be proposed within six months of the publication of the report along with an indication of a period of time for these measures to be implemented. Incorporating these measures shall be specified and published in the target agreements. A report on this is to be verifiably submitted to the Working Group on Equal Opportunities (AKGL).
- (5) The reporting dates for the report may be identical to the reporting dates specified in the Intellectual Capital Report. The report shall be submitted annually by 31 December at the latest.
- (6) Every five years, an external evaluation of the measures for the empowerment of women at the University of Graz is carried out. The Working Group on Equal Opportunity (AKGL) has the right to propose the evaluation institution.

Part J. Entry into force Section 58 Entry into force

This Equality Opportunities Plan shall enter into force on the day following its publication in the University Gazette.

The Statute Section Gender Equality – Career Advancement Plan for Women (FFP/KFU 2005) pursuant to Section 19 (2) no. 6 in conjunction with Section 44 of the Universities Act (UG) by resolution of the Senate dated 9 December 2009, as amended by resolution of the Senate dated 16 May 2012, ceases to be effective on the date on which both the Equal Opportunities Plan and the Career Advancement Plan for Women to be adopted in accordance with Section 20b of the Universities Act (UG) take effect.

The Chair of the Senate:
Niemann ö