HOW TO STV / FV ?

A guide for student representation at the ÖH Uni Salzburg

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Preface

Dear Student Representative,

Student representation – whether at the STV or FV level – is a vital part of a vibrant university life. Through your commitment, you play a key role in actively shaping the student experience: you support your fellow students with their concerns, organise events, and ensure that the student voice is heard and taken seriously. Thank you in advance for your efforts!

Especially at the beginning, working in student representation can seem complex and, at times, overwhelming. This brochure is designed to help you get started and provide some initial guidance. At the same time, it serves as a reference tool that you can continue to use throughout your time in the student representation.

We wish you every success and much enjoyment in your work within the STV / FV!

Best regards,

Your Education Policy Department
at the ÖH University of Salzburg

Impressum

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The contents of this brochure apply exclusively to the study-programme and faculty representative bodies (STVs / FVs) of the ÖH Uni Salzburg. Despite careful preparation, this brochure is not legally binding. The official sources are the Federal Law Gazette of the Republic of Austria, the official bulletin of the University of Salzburg, and the statutes of the ÖH Uni Salzburg.

Subject to changes and printing errors.

Found an inconsistency? Have suggestions for an additional chapter? Please feel free to contact the Department for Educational Policy via email (bildung@oeh-salzburg.at).

Version 1.0 (October 2026)

Fundamentals

The beginning in the student representation

Welcome to the student representation! By getting involved in a study-programme representative group (STV) or a faculty representative group (FV), you are entering a diverse field of activity: from student participation in decision-making and providing advice to organising parties and events, there is a wide range of projects you can undertake. The ÖH provides you with numerous resources, opportunities, and the freedom to pursue these initiatives.

Entering a well-established, complex structure like the ÖH can feel a bit overwhelming–and that is completely understandable. Even those who have been part of the ÖH for a long time have experienced this feeling themselves. But everyone starts "small"–after all, even the mightiest oak was once just a small nut.

The good news is that you are not alone: there are often people within the STVs and FVs with years of experience, and there are always places you can turn to for support. We have included links to some of these resources in this guide.

This guide itself might also seem a bit daunting at first, given its length and the level of detail in some sections–this is simply because it is designed to be useful both when you are first starting out and as a reference tool later on. Don't stress; no one expects you to memorise specific legal regulations or similar technical details.

Finally–a tip based on our own experience–the ÖH offers plenty of room for personal growth that goes beyond your core responsibilities. It provides an opportunity to gain valuable experience in areas like team building, negotiation, public relations, and much more. It is also a fantastic way to meet new people and forge friendships.

We hope you enjoy the experience!

Abbreviations

In your work within the student representation, you will very quickly encounter a great many abbreviations. For this reason, people often–with a wink–attribute to the ÖH an "OWAb" ("Obsession with Abbreviations").

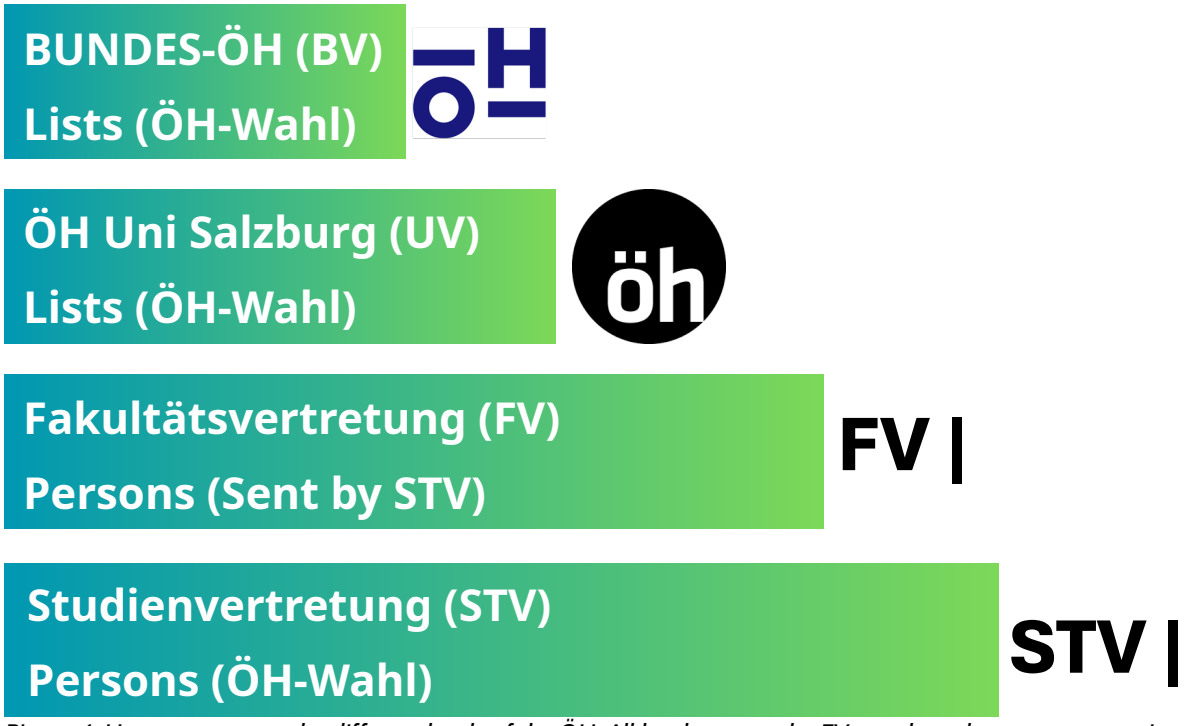
Don't worry–over time, you'll become familiar with the most important abbreviations. Here is an alphabetical list of the most common ones:

- AKG = Arbeitskreis für Gleichbehandlungsfragen (= Working Group on Equal Treatment Issues)
- BiPol = Bildungspolitisches Referat (= Education Policy Department)
- BeKo = Berufungskommission or Besetzungskommission
- BZ = Beratungszentrum (= Consulting Center of the ÖH Uni Sbg)
- BV = Bundesvertretung (= ÖH Federal Representation)
- CuKo = Curricularkommission
- DisRef = Referat für Disability (= Department of Disability Affairs of the ÖH Uni Sbg)
- ECTS = European Credit Transfer System
- FB = Fachbereich (= University department)
- FemRef = Referat für feministische Politik (= Department for Feminist Politics)
- FV = Fakultätsvertretung (= Faculty Representation)
- GesPol = Referat für Gesellschaftspolitik und Menschenrechte (= Department for Sociopolitical affairs and Human Rights)
- HabilKo = Habilitationskommission
- HSG = Hochschülerinnen- und Hochschülerschaftsgesetz (= University Students' Union Act)
- HSWO = Hochschülerinnen- und Hochschülerschaftswahlordnung (= University Student Union Election Regulations)
- HV = Hochschulvertretung (= Student Representation for one university)
- Internats = Referat für internationale Angelegenheiten und Diversity (= Department for International Affairs and Diversity)
- JVA = Jahresvoranschlag (= Annual Budget Plan)
- meineÖH = Online administration portal of the ÖH Uni Salzburg

- ÖH = Österreichische Hochschüler_innenschaft (= Austrian Union of Students) – Officially, it refers only to the National Representation, but the abbreviation is also used e.g. for the ÖH Uni Salzburg.
- OrgRef = Referat für Veranstaltung und Organisation (= Department for Events and organisation)
- QS = Qualitätssicherung (= Quality Assurance)
- QueerRef = Referat für queere Angelegenheiten (= Department for Queer Affairs)
- QV = Qualifizierungsvereinbarung (= Qualification Agreement)
- SB = Sachbearbeiter_in (= case worker)
- SozRef = Referat für Sozialpolitik (= Department for Social Policy)
- STV = Studienvertretung (= Student Representation)
- TechRef = Referat für Technik und digitale Infrastruktur (= Department for Technology and Digital Infrastructure)
- TOP = Tagesordnungspunkt (= Agenda Item)
- UG = Universitätsgesetz (= University Act)
- UV = Universitätsvertretung (= Student Representation for one university)
- WiRef = Referat für wirtschaftliche Angelegenheiten (= Department for Economic Affairs)

Student representation: The ÖH, the STV and the FV

Our involvement in student representation is often simply called "ÖH work" – ÖH being an abbreviation for "Österreichische Hochschüler_innenschaft" (Austrian Student Union). But perhaps you've already noticed that there seems to be more than just "one" ÖH?



Picture 1: Here you can see the different levels of the ÖH. All levels except the FV are elected every two years in the ÖH-Wahl, where the STV is the only personal election.

In this chapter we offer you a brief overview of the four levels of the Austrian student body:

1. The Federal Student Union (BV)

Here you can find the website of the Austrian Students' Union (ÖH):
https://www.oeh.ac.at/en/

The highest level of student representation in Austria is the Federal Student Union (ÖH). It represents the interests of students in Austria at the federal level, for example, in dealings with federal politicians. This level of representation is also referred to as the Federal Representation (BV).

The Austrian Student Union (BV) comprises various lists, that are somehow comparable to political parties e.g. in the National Council. These lists are elected nationwide every two years in the Austrian Student Union (ÖH) elections. Typically, several of these factions form a coalition, from which a chairperson is ultimately chosen. In addition, there are departments and committees. Furthermore, the BV sends representatives to the European Students' Union (ESU)

– the student representation at the European level.

The Austrian Students' Union (ÖH) also offers many services that are useful for you in a STV / FV:

- The Austrian Students' Union (ÖH) website offers free and useful information material that you can order for your student representatives (STV / FV) – for example, on study law, grants, working alongside your studies, and much more.
- The Austrian Students' Union (ÖH) offers various free training courses that can be useful for your work in student representation: From the QS pool training to the ÖH seminar, there are many offers that take place regularly and bring you together with other student representatives in Austria. Some of them are also available in English.

2. The ÖH Uni Salzburg (UV / HV)

	Hier findet ihr die Webseite der ÖH Uni Salzburg: https://www.oeh-salzburg.at/

Every university, like the University of Salzburg, has its own independent student union/ÖH that represents the interests of students at the university level – for example, to the rectorate. At the University of Salzburg, this body is often referred to as "ÖH Uni Salzburg." The representation is frequently abbreviated as "UV" for "Universitätsvertretung" or "HV" for "Hochschulvertretung" .

Similar to the BV, the UV consists of representatives from different lists who are elected in the Austrian Students' Union (ÖH) elections. Usually, several of these factions form a coalition and a chair. In addition, there are so-called Referate (= departments) which are somewhat similar to ministries, as they are dedicated to specific subject areas. Some – like the Department for Economic Affairs (WiRef) – are legally mandated, while others have been established additionally by the UV.

Currently, our UV has 13 representatives – this number depends on the number of eligible voters in the ÖH elections.

The ÖH Uni Salzburg operates the "ÖH Consulting Center," which is a good point of contact for various issues such as changing courses of study or obtaining student grants. Other frequently used services for students include plagiarism scanning, travel expense support, access to cultural funding, and free legal advice on tenancy law.

3. The Faculty representation (FV)

One level deeper, we find the so-called faculty representatives (FVen). These represent the interests of the students at a specific faculty (or at the SoE) and coordinate the work of the

student representatives (STVs) there.

This level of the ÖH has a special characteristic: it can exist, but it's not mandatory. At the ÖH Uni Salzburg, it exists under the name "Faculty Representation." Depending on the university, this level may have a different name or not exist at all, which is why it is generally referred to, somewhat awkwardly, as "body pursuant to Section 15 Paragraph 2 of HSG (= Students Union Act)." This wording is used on many forms and documents, such as the form for extending student grants or in the statutes of the ÖH Uni Salzburg.

The size of the FV depends on the number of students: depending on the number of eligible voters, the FV consists of either 5, 7, 9, or 11 representatives. These representatives are delegated by the STV belonging to the FV. The number of representatives a STV may delegate also depends on the number of eligible voters. The term is analogous to that of the UV/BV.

(Legal) tasks of a FV

§	See §27, §16 (3) & §52 (4) HSG 2014

The following responsibilities fall to a FV:

- Representing the interests and promoting students within the area of activity
- The disposal of the allocated budget: For example, for joint goodies for the STVs within a FV, for a faculty-site party, etc.
- Coordination of STVs: Often, issues affect several student representatives within a faculty. The FV is the appropriate forum for exchanging information and taking a position on these matters. The chair of the FV also has the right to speak and submit proposals for the UV on topics within their area of responsibility and can thus present their views.
- The submission of comments on drafts on regulations/laws – relevant, for example, with regard to draft laws that are currently undergoing a parliamentary review process.

In addition, there is a special case: Should a STV cease to exist independently for the time being due to a lack of personnel, its tasks and budget will be taken over by the responsible FV.

4. The Study representation (STV)

Study representatives (STVs) represent the students of a specific field of study and are the most student-centered level of the ÖH. Some STVs represent several degree programmes, while others represent one.

The STV team includes two types of people:

1. The voted **mandate holders** (= legal STV members)
2. The added **case workers** (= assigned to the STV and officially located at the OrgRef)

The main difference between the two groups is this: Representatives are elected as individuals in the ÖH elections and have voting rights for resolutions while case workers are not elected and officially do not have a vote. However, experience has shown that it is highly advisable for the STV to coordinate independently and make decisions as broadly and consensus-based as possible.

The size of the STV in terms of its number of representatives depends on the number of eligible voters: either 3 or 5 representatives. For the STV to exist, a majority of these seats must be filled; otherwise, the tasks/the budget will be taken over by the responsible FV.

(Legal) tasks of a STV

§	See §20 HSG 2014

The STV is responsible for the following areas:

- Representing the interests and promoting students within the area of activity
- Nominations to committees : See chapter ***Representation: Committees***– the STV proposes persons for the Curricularkommission, Habilitationskommission and Berufungskommission.
- Access to the allocated budget: For example, for events, goodies, etc.
- The submission of comments on drafts on regulations/laws – relevant, for example, with regard to draft laws that are currently undergoing a parliamentary review process.
- Advising both future and current students

Contact points

As you may have noticed, the ÖH is a very large organisation. While this may have the disadvantage that many things can seem complex at first, it also offers the advantage that many people working together in the ÖH do similar (or cross-cutting) work.

Many of these people are a good point of contact, both for your own questions and as a point of contact for students' questions.

We have listed the following contact points of the ÖH Uni Salzburg and the university for you – without guarantee of completeness:

- Department for Disability & Diversity: disability@plus.ac.at – University office that offers support services for students with disabilities and illnesses and also organises alternative examination methods.
- AKG: See https://www.plus.ac.at/akg/kontakt/ – The AKG is in Austria the legally established university office against discrimination (based on gender, worldview, etc.)
- BiPol: bildung@oeh-salzburg.at – For questions regarding study and university law matters, committee work and questions about this guide.
- Fire safety team at the University of Salzburg: See https://www.plus.ac.at/occupational-safety-occupational-medicine-and-environmental-management/fire-protection/?lang=en
- DisRef: disability@oeh-salzburg.at – For inquiries concerning students with (mental, chronic somatic, physical) illnesses and (psychosocial) disabilities.
- FemRef: femref@oeh-salzburg.at – Concerns regarding queer-feminist issues, advice in cases of discrimination/assault, conducting awareness training, support in implementing the awareness concept
- FV: Is there an issue that affects not only you in your STV but all STVs in your faculty? In this case, it makes sense to bring the issue to the level of the FV, as they coordinate the cooperation of the STVs.
- GesPol: gesellschaft@oeh-salzburg.at – For inquiries regarding social, economic and societal issues.
- InternatsRef: internationales@oeh-salzburg.at – Matters concerning Erasmus/exchange students, third-country students, etc.
- ÖffRef: oeffentlichkeit@oeh-salzburg.at – For inquiries regarding public relations, such as the ÖH newsletter.
- ÖH Consulting Center: beratung@oeh-salzburg.at – A good starting point for students with general questions about their studies (family allowance, student grant, etc.)

- OrgRef: organisation@oeh-salzburg.at – For matters concerning the internal organisation of the ÖH Uni Salzburg (inventory, room booking information, welcome bags for first-year students) and events.
- QueerRef: gender@oeh-salzburg.at – For concerns of students who identify as belonging to the LGBTQIA+ community (issues of inclusion, any discrimination that may have occurred, etc.)
- Legal Department of the University of Salzburg: See https://www.plus.ac.at/rechtsangelegenheiten/
- ÖH-Sekretariat: sekretariat@oeh-salzburg.at – Administrative matters (submission of forms, etc.)
- SozRef: sozial@oeh-salzburg.at – For all questions regarding support measures such as the social scholarship, travel allowance, childcare support, and the mental health fund
- TechRef: technik@oeh-salzburg.at – Questions regarding the digital infrastructure of the ÖH Uni Sbg, such as the website or meineÖH
- UmweltRef: umwelt@oeh-salzburg.at – All topics related to the environment and sustainability, questions or input on projects, networking with other climate-active students.
- Chairpersons of the curriculum committees: See https://www.plus.ac.at/senat/curricularkommisionen/
- ÖH chair team: vorsitz@oeh-salzburg.at – Regarding committee appointments, confirmation of room booking requests, and much more.
- WaKo: Julian Kessler, julianfrederik.kessler@plus.ac.at – Among other things, for the confirmation of elected positions in a STV.
- WiRef: wiref@oeh-salzburg.at – For all financial questions in your STV / FV (expenses, refunds, etc.)

Relevant documents

The content of this guide is based on various (mostly legal) documents. These are accessible online but in generally only in German.

Of course, it's not necessary to memorise such legal texts, but it's often worthwhile to consult them to understand the regulations governing specific topics. We've listed the most important documents for working in the STV / FV here:

Universitätsgesetz 2002 (UG 2002)



https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20002128

The Universitätsgesetz (UG, University Act) regulates most legal matters concerning public universities in Austria, including study and examination law. For us as student representatives, this includes provisions on the following areas, among others:

- Committees (such as the Senate and certain collegial bodies)
- Enrolment, de-registration
- Recognition, study law

You don't need to know this law by heart, of course – much of it won't apply to you – but especially for student representatives, it's advisable to take a closer look at certain sections, such as study law. You'll find some references to the relevant paragraphs in this brochure.

Hochschülerinnen- und Hochschülerschaftsgesetz 2014 (HSG 2014)



Hier kommt ihr zum HSG:
https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20008892

The Hochschülerinnen- und Hochschülerschaftsgesetz (HSG, Students' Union Act) regulates most matters concerning the Austrian Students' Union, the legally mandated student body. Here you will find, among other things:

- Structure of the Austrian Students' Union (including STV / FV)
- Rights/Tasks for the student representation
- Organisational processes, supervision, and much more.

Again, not the entire text is relevant for your work in the STV / FV, but it's certainly advisable to review the sections that pertain to you over time. You'll also find many references to

corresponding paragraphs in the brochure.

Statutes of the ÖH Uni Salzburg

	Statutes of the ÖH Uni Salzburg: https://www.oeh-salzburg.at/downloads/

The ÖH Uni Salzburg – just like all other student unions at the individual universities/colleges – has its own statutes, which define structures and procedures in more detail. These also regulate many aspects of the student representatives and departments; here you will find information on, for example:

- Structure of the ÖH Uni Salzburg
- Meeting procedures, (circulating) resolutions, agendas, minutes

It is advisable to familiarise yourself with the parts that also affect STV / FV – for example, regarding the holding of your meetings.

Statutes of the University of Salzburg

	Statutes of the University of Salzburg: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

Be careful not to confuse these: Not only does the ÖH Uni Salzburg have its own statutes, but so does the University of Salzburg itself. These two sets of statutes are entirely separate.

Many processes are specifically defined in terms of content. This includes, for example:

- Study and examination regulations at the University of Salzburg (registration/de-registration, ranking procedures, attendance, etc.)
- Tuition fee waiver for student representatives
- Committee delegation

The section on study and examination law is particularly relevant for everyday work in the STV; here you will find answers to many frequently asked questions.

Rules of Procedure of the Senate

	Rules of Procedure of the Senate: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

The Senate's rules of procedure should not go unmentioned at this point: Although you as

STV / FV do not send representatives to the Senate, these rules of procedure also apply to the collegial body for which you nominate (Curricularkommission, Habilitationskommission, Berufungskommission)

Rules of Procedure for the Faculty and Department Councils and the School of Education Council at the University of Salzburg

	Rules of procedure for the faculty and department councils and the SoE Council: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

These rules of procedure may be relevant for you if any of your members are on the Faculty Council/SoE Council/Faculty Council. For information on how to be appointed to these bodies, see the chapter '' ***Representation: Committees***''.

Organisational chart of the University of Salzburg

	organisational chart of the University of Salzburg: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

For the sake of completeness, you will also find a link here to the organisational chart of the University of Salzburg. This contains information on the structure of the university:

- The faculties
- Tasks of the Faculty Councils/Department Councils/SoE Council
- Tasks of the different functions/persons

You will hardly need the organisational plan in your daily work, but of course there may be times when you are looking for information on task allocation.

Handbook for Teaching

	Here you can access the teaching handbook (VPN / access via university network): https://im.sbg.ac.at/spaces/QM/pages/303891077/Handbuch+f%C3%BCr+Lehrende

The teaching handbook is neither a set of rules nor a legal document. However, it provides answers to many frequently asked questions from students: It contains information for lecturers on administering and grading examinations.

Note: To access this document, you must be on the university network/connected to the university VPN.

Financial code of conduct

	Here you can find the currenct financial code of conduct: https://www.oeh-salzburg.at/oeh-salzburg/referate/wirtschaftsreferat/

What are you allowed to purchase for the STV / FV and what do you need to consider? The WiRef's financial code of conduct answers this question. There you will also find references to the relevant legal regulations. If in doubt, you should always consult the WiRef.

Your curriculum

Finally, one of the most important documents for your studies is the study plan, the curriculum. Here you will find the answers to most student questions. Besides the content and requirements of the course, it also regulates matters relating to examination regulations.

Rights as a student representative

ECTS credits for HSG activities

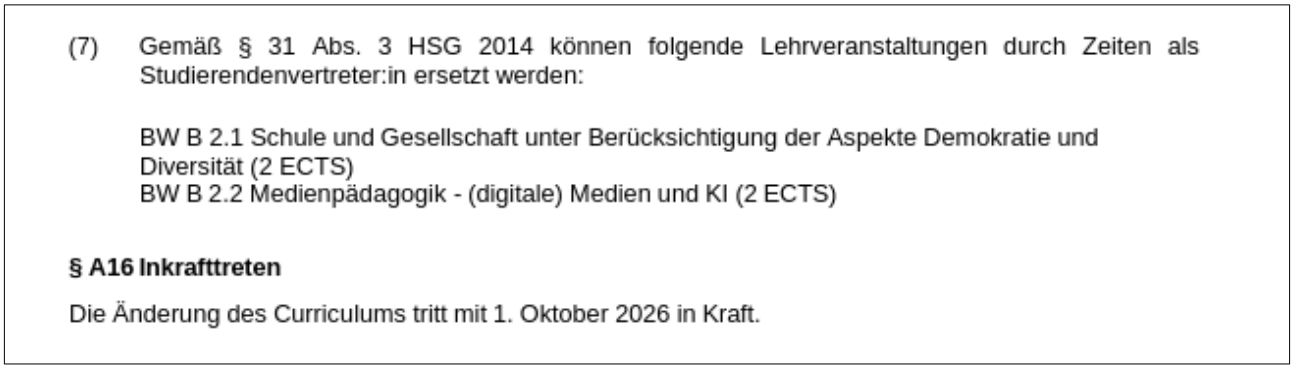
§	See §31 (3) HSG 2014

For each full semester in which a person is active in your STV / FV, they receive 6 ECTS credits for so called HSG-Activities, which they can have recognised towards their studies as follows:

1. Elective courses
2. Coursework within the curriculum that is open for HSG activity ECTS credits

Recognition for ''elective courses'' is probably easy to understand. But what exactly are these assessments for which HSG activity credits can be used? They may be included in a curriculum, but they don't have to be. The curriculum will then specify precisely whether and which assessments can be replaced by these HSG activity ECTS credits.

Tip: You can also work towards such a clause in the curriculum as part of your committee work in the CuKo.



(7) Gemäß § 31 Abs. 3 HSG 2014 können folgende Lehrveranstaltungen durch Zeiten als Studierendenvertreter:in ersetzt werden:

BW B 2.1 Schule und Gesellschaft unter Berücksichtigung der Aspekte Demokratie und Diversität (2 ECTS)
BW B 2.2 Medienpädagogik - (digitale) Medien und KI (2 ECTS)

§ A16 Inkrafttreten

Die Änderung des Curriculums tritt mit 1. Oktober 2026 in Kraft.

Picture 2: example from the teacher-training study-programme: Coursework that is open for HSG-activity ECTS credits.

What else needs to be considered regarding these ECTS credits?

- It only applies to one activity at a time per semester (= 6 ECTS). Therefore, it is not possible to combine multiple activities (for CuKo + STV + FV + etc.) for these ECTS credits.
- Case workers can generate and use the proof directly in meineÖH. Mandate holders must have their proof confirmed by the election commission (WaKo).
- In order for a person to use these ECTS credits, they must perform this activity for the entire semester (also relevant for the enrolment of case workers).
- These ECTS credits replace an assessment; you will not receive a grade for them (but a ''pass'').

Reduced attendance requirement in courses

§	See §31 (6) HSG 2014

Is the committee meeting or the setup for the festival happening at the same time as the seminar again? There are legal provisions for this too: The HSG allows you, as student representatives, to be absent from mandatory courses 30% more often. Please note the following:

- This additional absence is only possible if it is for the purpose of serving as a student representative.
- These 30% are deducted from the actual attendance requirement – in the case of a course with an 80% attendance requirement, this amounts to 56% with regard to HSG activities.
- This excludes internships in teacher training programmes.

Extended eligibility period: Student grant

§	See §31 (2) HSG 2014 and BGBl. II Nr. 245/2015

Depending on the position and its duration, the eligibility period for student financial aid can be extended by between a quarter and four semesters. The scholarship office provides form "SB09" for this purpose; the applicable criteria (positions) are listed on the back of this form.

Special rights during examinations

§	See §31 (5) HSG 2014

For individual exams, you as student representatives are entitled to take them in the form of a examination by a commission. From the second attempt onwards, you can also choose the examiners. This is intended to prevent the examination from influencing your representation work.

Function fee

Depending on your position, you may also be entitled to a small function fee – you can find more information and the actual amount in the chapter ***Function fee***.

Note the following to avoid any confusion: In the HSG you will find a list of legally permissible maximum amounts, which do not correspond to the amounts paid at the ÖH Uni Salzburg (these are adjusted / lower).

Tuition fee waiver

§	See Sections 31-32 of the University of Salzburg Statutes

	Here you can find the forms for waiving/refunding tuition fees: https://www.plus.ac.at/studium/studienabteilung/forms/?lang=en

Finally, depending on your position, your tuition fees may also be waived or refunded. Tuition fees are the amount you pay if you study "too long," meaning you've used up your allotted semesters of grace.

Depending on the position, this fee can be waived for up to a maximum of four semesters. Important examples:

- Maximum 1 semester: Committee work, for example in a collegial body (e.g. CuKo)
- Maximum 2 semesters: Representatives of a STV / FV
- Maximum 3: Chair of a STV / FV

If someone holds more than one position, these can also be added together, but the maximum limit is in any case a maximum of 4 semesters.

The procedure is as follows:

1. Under the QR code/link above you will find a verification form for the functions – fill this out and have it confirmed by the ÖH Uni Salzburg.
2. Under the QR code/link above you will also find the application form for waiver or refund – this must also be filled out.
3. The verification form is then sent to the student services department along with the application form.

Applications for a waiver must be submitted by October 31st (winter semester) or March 31st (summer semester). Applications for a refund must be submitted by the last day of February (winter semester) or September 30th (summer semester).

Internal work STV / FV

Meetings & Decisions

Meetings are important for the work of the STV/FV as decisions are made here (such as nominations to committees) and you meet with the other members. The chairperson must convene at least two "regular meetings" per semester. These can take place in person and/or online.

§	See §4-11 & §17 of the statutes of the ÖH Uni Salzburg

Meetings are generally public (unless a simple majority decides to treat an agenda item confidentially). Theoretically, other people are allowed to attend, although this is very rare. However, some student representatives do announce their meetings openly to the students.

Invitations (regular meeting)

§	See §4 & §17 of the statutes of the ÖH Uni Salzburg

For a regular meeting, an invitation must be sent out at least **seven days** in advance. If the meeting is to be held during the Christmas, Easter, or summer holidays, the invitation must be sent out two weeks in advance.

What must be included in an invitation?

- Date of the meeting
- Time
- Location
- Agenda proposal

Agenda (regular meeting)

The meetings have an agenda, and an agenda proposal must be included with the invitation. The following points must be included:

1. Feststellung der ordnungsgemäßen Einberufung (= Confirmation of proper convocation)
2. Feststellung der Anwesenheit und Beschlussfähigkeit (= Determination of attendance and quorum)
3. Bestellung eines_r Protokollführer_in (= Appointment of a protocol-taker)
4. Genehmigung der Tagesordnung (= Approval of the agenda)

5. Genehmigung des Protokolls der letzten Sitzung (= Approval of the protocol of the last meeting)
6. Bericht des Vorsitzes (= Report of the chair)
7. Allfälliges (= Any other business)

While not mandatory, another agenda item (TOP) entitled "Proposals in the general interest of students" is also useful, as it allows for decisions to be made on submitted proposals.

Start of the meeting

§	See §6 (2) & §7-§9 of the statutes of the ÖH Uni Salzburg

The chairperson of the STV / FV generally leads the meeting. One agenda item is addressed after another. First, proper notification, attendance, and quorum are confirmed.

A quorum is reached when more than half of the representatives are present. If a quorum is not reached, the chairperson must adjourn the meeting.

- If a quorum cannot be reached within 30 minutes, the chairperson may end the meeting.
- If a quorum cannot be established within 60 minutes, the chairperson must end the meeting.

Resolutions

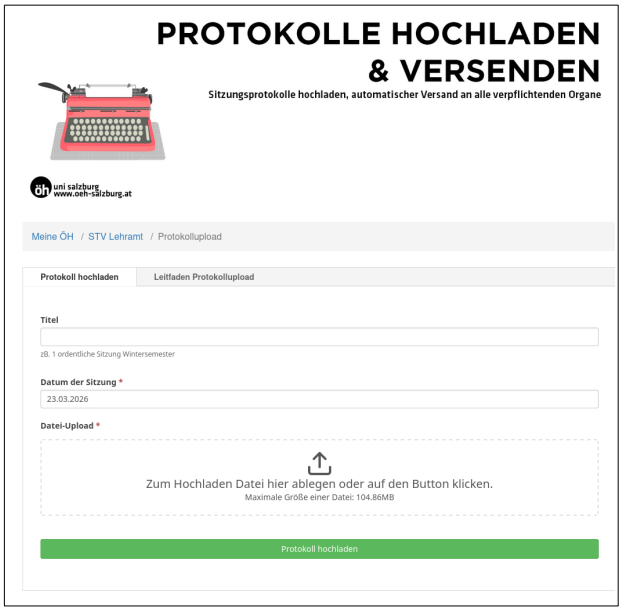
Resolutions can be passed on all agenda items except for "Any Other Business". A simple majority is required in the vast majority of cases. Abstentions are permitted and are considered as votes not cast.

- When can you use a resolution? Basically, you can work with resolutions in many ways, for example by establishing binding common positions or procedures.
- When do you need a resolution? Nominations for committees (see chapter ***Representation: Committees***) or the delegation of the STV to the FV (usually happens in the constituent meeting) must be made by resolution.

Protocol

§	See §11 of the statutes of the ÖH Uni Salzburg

Protocols must be taken at the meetings and then sent to all members and the chairperson of the ÖH Uni Salzburg within 21 days. MeineÖH provides a dedicated tool for this, allowing you to upload the minutes with a single click, and they will be automatically sent to all relevant parties.



Picture 3: Simply enter title + date of the meeting. With uploading, the protocol, this will be sent out by email to all relevant parties.

What needs to be included in the protocol?

- Agenda
- Location, date, time: Start & end time of session
- Names of the representatives present
- Applications and decisions
- Results of votes / elections
- The content of the meeting "in essential"

In “essential“ now means that the meeting does not need to be transcribed verbatim. The level of detail to which discussions are recorded, for example, is up to the protocol-taker.

Extraordinary meeting

§	See §4 (4) & §17 (1) of the statutes of the ÖH Uni Salzburg

In addition to the "regular meeting," there is also an "extraordinary meeting," which, although relatively rarely needed in STVs / FVs, should be briefly mentioned here: Such a meeting takes place within 10 days (17 days if during the holidays) if 20% of the representatives request it. This can be useful if an issue needs to be addressed quickly or if there is no longer any contact with the chairperson.

Circulation decision

§	See §18 of the statutes of the ÖH Uni Salzburg

For urgent matters, a resolution can also be passed by email. The following points should be noted:

- There must be a reasoned proposal, where the vote is "yes" or "no".
- Voting takes place via the university email address
- There must be a clear time frame for the vote (minimum 72 hours).
- If a member objects to a vote on a written resolution, the vote is cancelled and the matter will be addressed at the next meeting.

Term and ÖH-election

As STV / FV, you have a term that lasts two years. The closer this term ends, the more you should think about the future of the STV / FV:

STVs: ÖH election and constitution

§	See §43, §52, §54 HSG 2014

The student representatives are elected every two years in the nationwide ÖH-elections. This is the only level where a direct election of individuals takes place: Three or five people are elected as representatives for the STV for the upcoming term.

In the run-up to the election, it is advisable for the STV to give some thought to the ÖH election:

- **Who will be running for the STV again in the upcoming election?** Experience shows that the vast majority of candidates come from within the STV itself, and it's wise to plan accordingly to ensure the STV is well-positioned after the election. Ideally, it's better to have as many people as possible running, as this allows for replacements should someone drop out (for example, due to graduation).

- **How do we inform students about the election?** The ÖH election is among the elections with the lowest participation, so it makes sense to highlight the importance of you as student representatives for the election.
- **How do we present the candidates to the students?** Perhaps through social media posts, introductory rounds, or similar means. It's important that you wait until the WaKo has officially announced the candidates – if you, as the student representatives, give the candidates a platform, it must be open to everyone (including candidates who are not (yet) members of the STV !).

Candidate for the STV

For a name to appear on the STV ballot, the candidacy must be submitted to the WaKo. This can be done in person, by mail, or electronically (if signed via ID-Austria). In the past, it has also been possible to submit multiple candidacies together, but prior consultation with the WaKo is necessary for that.

After the election is before the election

After the election, the newly elected representatives are invited to the inaugural meeting. There, the leadership team is elected and, if necessary, individuals are appointed to the FV. Therefore, the following points should be considered:

- **Who will take on which role in the chair team?** You are not bound by the election results for these roles and will elect your chairperson independently at the inaugural meeting.
- **Who will you send to the FV?** You should decide this at the inaugural meeting. These individuals do not need to be members of the STV, but they must at least be enrolled in a degree programme that falls under the purview of the FV. It should be noted again that the number of students you can send to the FV depends on the number of students in your degree-programme(s).

FVs: Constitution

The representatives of the FV are not elected in the ÖH elections, but are sent by the respective student representatives (you can later change this sending with a 2/3 decision).

Before the inaugural meeting, you should coordinate with each other in the FV who will take on which functions (chair, 1st deputy, 2nd deputy).

Handover of the STV / FV

Unfortunately, information and knowledge can easily be lost when the STV / FV is handed over to a new generation. To prevent this from happening, here is a checklist of the most important things:

- ☐ Passwords for the accounts (Instagram, etc.)
- ☐ Important files (logo, brochures, etc.)
- ☐ Relevant valid resolutions
- ☐ Are there any outstanding invoices/refunds?
- ☐ Do committees need to be re-filled?
- ☐ Who has office keys? (People who are no longer with STV should return them ASAP)

Changes in the team

Changes to the STV / FV team can also occur during the term of office. We have listed the most important cases here:

Change in the chair team

§	See §33 (1)-(2) & (5a) HSG 2014

A change in the chair team (between chairperson, first deputy, second deputy) is relatively straightforward if it is agreed upon beforehand:

Those who are changing roles/exchange positions announce their resignation during a meeting. These positions are then filled through elections. Please refer to the election procedure.

A straightforward process would then look like this:

1. Decide among yourselves who will have which role.
2. The chairperson will convene a regular meeting. The following items regarding the exchanged roles can already be placed on the agenda:
    1. Re-election of the [Chairperson / 1st Deputy / 2nd Deputy]
    2. Re-election of the [Chairperson / 1st Deputy / 2nd Deputy]
3. During the meeting, those who are moving to a different role will announce their resignation. The corresponding position will then be filled by a new election under the relevant agenda item. Important: The election must be secret, as it is a personal election.
4. All of this must be recorded in the protocol. Once you have uploaded the completed protocol, send an email to the chair team (for the transfer in meineÖH) and to the WiRef (in case the change in role results in changes to the function fees).

STV: Loss of elected representatives

§	See §54 (2) & §55 (3)-(4) as well as §51 (2a) Z2 HSG 2014

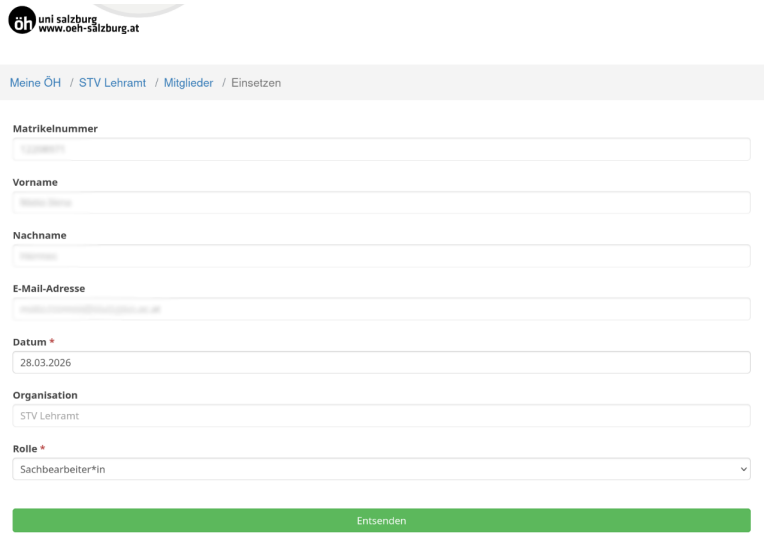
It is more difficult when elected representatives in the STV step down. There are usually two reasons for this:

1. The person has completed their studies. However, the mandate does not automatically expire upon graduation, but only when the person is no longer admitted to any study-programme at the University of Salzburg and does not enrol in any new study-programme at the next opportunity.
2. The person voluntarily steps down from their mandate – either temporarily or permanently.

In both cases, the termination of the mandate must be confirmed by the chairperson of the WaKo. If the mandate terminates, it is then assigned to the person with the next highest number of votes – this is why it makes sense to have more people on the ballot than necessary.

Add case workers

An easy way to add more team members to the STV is to add case workers (SBs). You can easily do this via meineÖH:



Picture 4: Click on „Members“ in meineÖH → Add members and enter their student email address.

The request for a student assignment is then automatically forwarded to the ÖH Uni Salzburg, which then approves it.

Remove case workers

Removing administrative staff is just as straightforward as adding them. Simply go to meineÖH → Members → and click the remove icon ( ).

Next, state your reason for leaving and enter the date of departure. The ÖH Uni Salzburg will be automatically informed and can then approve your resignation.

Offices, equipment & keys

If you have an STV- or FV-office (which is the case for most student representatives at the University of Salzburg), this offers several advantages: Internally, it's practical for team meetings and also provides a place to store things. Externally, it can be an important point of contact for students, for example, if you offer advising sessions, goodies, etc.

The following things should be considered regarding office and equipment:

Keys

If you have an office, you can easily submit a key request via meineÖH. This request will then be approved by the chair of the ÖH Uni Salzburg, and subsequently sent to both the relevant university office and the person who is to receive the key. Night and weekend access to the

building is only granted to certain positions (e.g., the chair of the STV / FV).

Depending on your office location, the key can be picked up at the NaWi (for all NaWi offices) or at the ZWD at Kapitelgasse 4-6 (all other offices). An appointment with the key management office must be scheduled for both picking up and returning the key.

Contact addresses for the key management:

- For a NaWi-office: schluessel.nawi@plus.ac.at
- For all other locations: schluessel@plus.ac.at

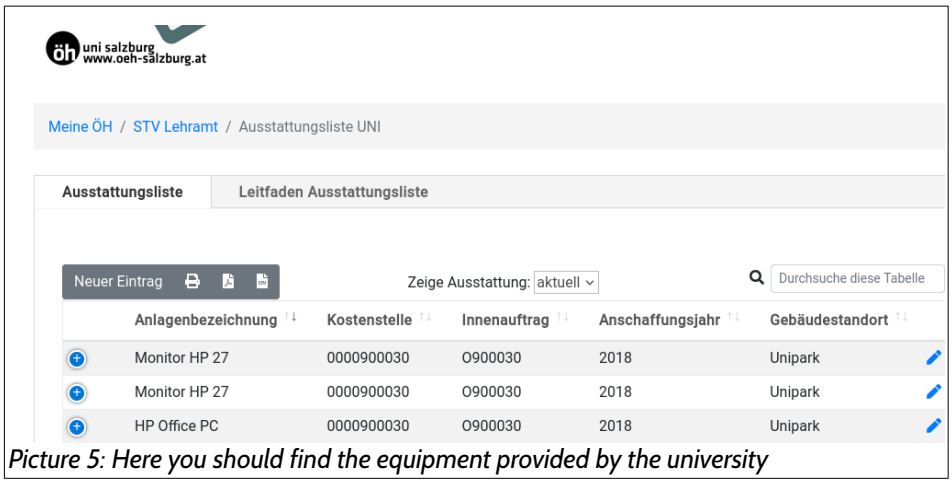
Unfortunately, keys are usually very limited, which is why there are often waiting lists. The meineÖH application is sent regardless of the number of keys available. If no key is available, it is recommended to contact the key management office to find out how many keys are available and which people have received a key.

We advise against internally sharing a key within the STV / FV.

Equipment

§	See §14 (2) HSG 2014

In the office, you'll find many items provided for your use, many of them by the university. We are required to keep a list of these items. You can access this list via meineÖH: Under "Personalised Applications" you will find a button for "University Equipment List."



Picture 5: Here you should find the equipment provided by the university

All university items have a sticker (mostly yellow) on which you can find the information required for registration.

Inventory

§	See §41 (5) HSG 2014

The same applies to ÖH-items purchased with a value exceeding €400: a list must also be kept for these. This can also be done via meineÖH; in the "Personalised Applications" tab, you will find the "ÖH Inventory List" button.

IT problems

Is your printer not connecting, can no one log in to your PC, or are there older university devices in your office that need to be de-inventoried or replaced? If so, please contact the university's IT services. The easiest way to do this is by email to ticket@plus.ac.at

Consulting & PR

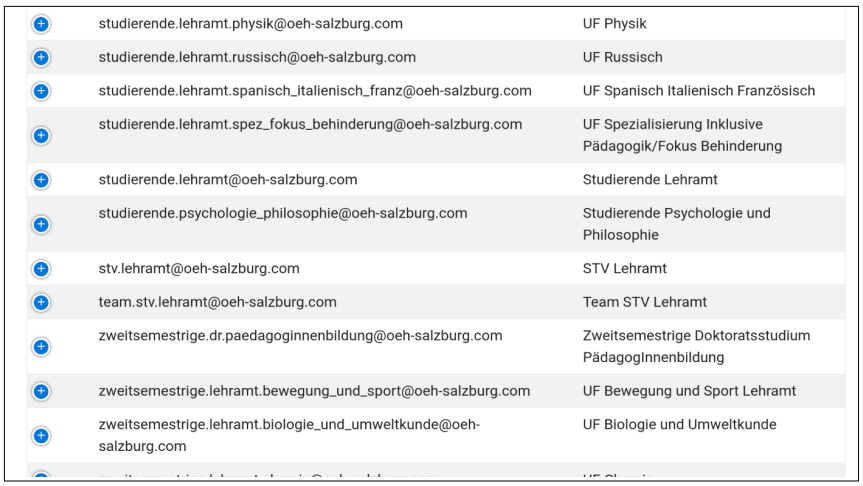
Channels

Which channels you use is up to you. Here are a few considerations regarding advisory channels used by some STVs:

- STV email address: In most cases (and especially for complex issues) the central, simplest and most important consultation channel.
- Instagram: Easy to use, but unfortunately the messages can quickly become overwhelming.
- WhatsApp groups / WhatsApp community: Low-threshold, students can also advise each other.
- Discord channel: Low-threshold, thematically segregated, students can also advise each other.
- Studio: Here you have the option to have the account specifically activated for STV work.

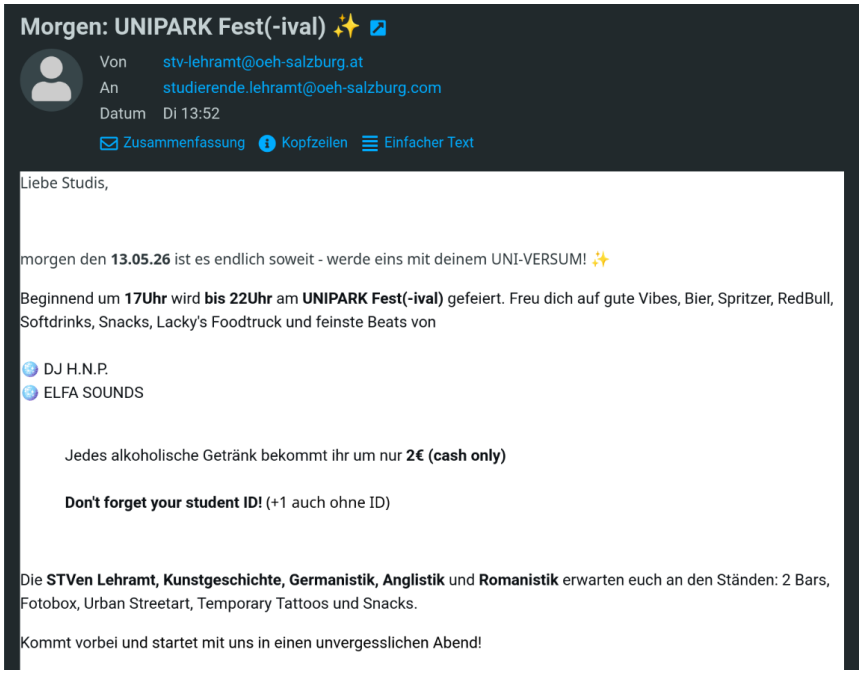
Send out an email to your students

You can easily send an email to your students. On meineÖH, under the "Personalised Applications" tab, you'll find the "Mailing Lists" button, which provides an overview of who you can send a mass email to and from which address. It looks like this:



studierende.lehramt.physik@oeh-salzburg.com	UF Physik
studierende.lehramt.russisch@oeh-salzburg.com	UF Russisch
studierende.lehramt.spanisch_italienisch_franz@oeh-salzburg.com	UF Spanisch Italienisch Französisch
studierende.lehramt.spez_fokus_behinderung@oeh-salzburg.com	UF Spezialisierung Inklusive Pädagogik/Fokus Behinderung
studierende.lehramt@oeh-salzburg.com	Studierende Lehramt
studierende.psychologie_philosophie@oeh-salzburg.com	Studierende Psychologie und Philosophie
stv.lehramt@oeh-salzburg.com	STV Lehramt
team.stv.lehramt@oeh-salzburg.com	Team STV Lehramt
zweitsemestrige.dr.paedagoginnenbildung@oeh-salzburg.com	Zweitsemestrige Doktoratsstudium PädagogInnenbildung
zweitsemestrige.lehramt.bewegung_und_sport@oeh-salzburg.com	UF Bewegung und Sport Lehramt
zweitsemestrige.lehramt.biologie_und_umweltkunde@oeh-salzburg.com	UF Biologie und Umweltkunde

You can then simply send an email to the chosen address – the mailing list will then forward it to the relevant students:


Morgen: UNIPARK Fest(-ival) ✨

Von stv-lehramt@oeh-salzburg.at
An studierende.lehramt@oeh-salzburg.com
Datum Di 13:52

Zusammenfassung Kopfzeilen Einfacher Text

Liebe Studis,

morgen den **13.05.26** ist es endlich soweit - werde eins mit deinem UNI-VERSUM! ✨

Beginnend um **17Uhr** wird **bis 22Uhr** am **UNIPARK Fest(-ival)** gefeiert. Freu dich auf gute Vibes, Bier, Spritzer, RedBull, Softdrinks, Snacks, Lacky's Foodtruck und feinste Beats von

DJ H.N.P.
ELFA SOUNDS

Jedes alkoholische Getränk bekommt ihr um nur **2€ (cash only)**

Don't forget your student ID! (+1 auch ohne ID)

Die **STVen Lehramt, Kunstgeschichte, Germanistik, Anglistik** und **Romanistik** erwarten euch an den Ständen: 2 Bars, Fotobox, Urban Streetart, Temporary Tattoos und Snacks.

Kommt vorbei und startet mit uns in einen unvergesslichen Abend!

Picture 6: This email went out to all teacher-training (lehramt) students

Tip: Keep in mind that students already receive a lot of emails from university departments. If the STV / FV address is to be considered an "important" address, constantly sending out a large number of emails is rather counterproductive.

Profile on the ÖH page

All STVs / FVs have a short profile page on the ÖH website, which you can customise. You can access and edit this page via meineÖH. Select "Profile on the ÖH website" there.

Next, you'll be taken to the profile page. There, click on Beaver Builder to edit your profile:



Picture 7: Click on "Beaver-Builder" to edit your profile page.

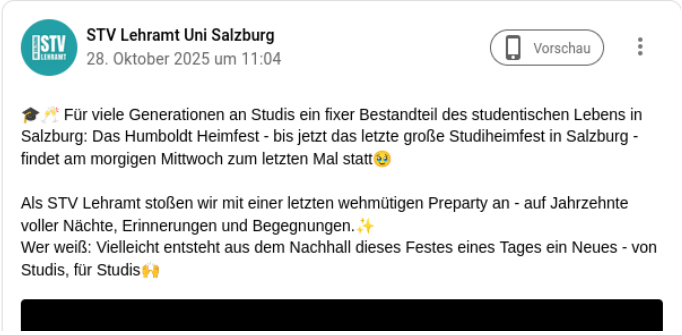
Studio app account

Studo is a third-party app that allows users to view course times and access course-specific chats.

As STV / FV you can create an organisation-account via Studio Connect and add student representatives as users using their email addresses. This offers two main advantages:

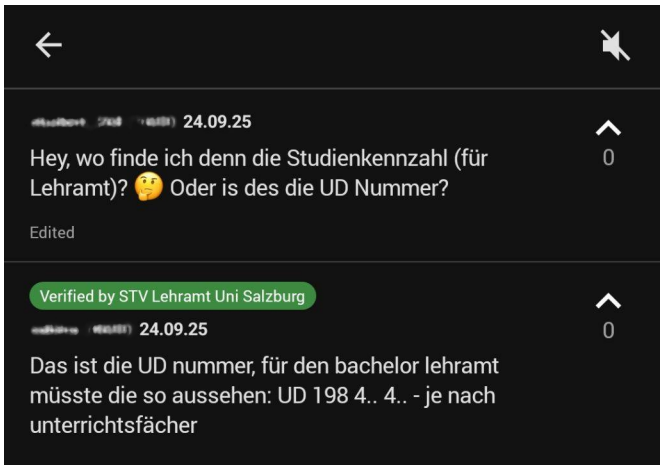
- You can post in the newsfeed, for example to promote events.
- You can mark correct answers in the chat as STV.

A created post in the newsfeed then looks like this:



Picture 8: Example of a newsfeed post

And in the chat, answers can then be marked as verified:



Picture 9: This verification label can be added by clicking on the message.

First-semester consulting

As a STV / FV, you can organise events for first-year students that can be supported by the UV. Depending on the type of event, a fee of up to €250 per speaker is possible.

The most important information:

- The event must take place within the following period: 15.09-15.11 (in the winter semester) or 15.02-15.04 (in the summer semester).
- Maximum two speakers per event.
- Examples of such events include: information sessions, lectures, tutorials, campus and building tours.

There is a separate application form, which must be completed and submitted to the WiRef. Invoicing is then possible until December 15th (winter semester) or May 15th (summer semester) using the Honorarnote/Werkvertrag form.

Budget and expenses

As STV / FV, you have a certain sum at your disposal each year, which you can use in compliance with the regulations. Those who have been involved in the ÖH for some time may already be familiar with the five key concepts: legality, expediency, economy, efficiency, and ease of auditability.

To ensure that an expense is actually relevant to students or meets the above-mentioned criteria, you should consult the WiRef – otherwise, you may end up having to bear the costs yourself!

We have written down the most important information and guidelines here.

Annual budget: Sachaufwand

As a STV / FV, you have a certain budget each fiscal year (July 1st - June 30th) which you can use in compliance with legal regulations and in consultation with the WiRef. This is called ''Sachaufwand = operating expenses''.

You can see how much is available to you in a year in the annual budget plan (JVA) of the WiRef. The amount depends on the number of students you represent – legally, 30% of the ÖH fee goes to the respective STV and 10% to the respective FV.

You can inquire about how much of the annual budget is currently still available to you by emailing the WiRef.

Function fee

If you have made a corresponding resolution, certain position in the STV / FV may receive a function fee. This is deducted from your annual budget, thus reducing the Sachaufwand (the budget for events, etc.). The functional fee is paid 11 times a year.

For the STV, the amount depends on the size of represented students:

- Up to 150 students: €15 for the chair team
- Up to 400 students: €25 for the chair team
- Up to 750 students: €35 for the chair team + €15 for other mandate holders
- Up to 1000 students: €40 for the chair team + €15 for other mandate holders
- >1000 students: €45 for the chair team + €20 for other mandate holders

In the FV, things are a bit different. There, the chair team receives a fee, and this fee is not differentiated based on the number of students.

Semester meals and team building

According to the financial code of conduct, you can go out for a meal with the members of your STV / FV either once per semester or once per fiscal year. The money will be deducted from your operating expenses, just like other expenses.

The maximum permitted amount is €20 (once per semester) or €40 (once per year) per person. A list of participants must be kept.

Furthermore, it is possible to conduct internal team-building activities. For this, you may use a maximum of 10% of your annually allocated budget as a STV and a maximum of 5% as a FV.

Financial code of conduct: What is possible and what is not.

	The current code of conduct can be found on the WiRef website: https://www.oeh-salzburg.at/oeh-salzburg/referate/wirtschaftsreferat/

The financial code of conduct specifies how expenses may be made and which products/services may be spent on. Generally, all expenses must be relevant to students and are made in consultation with the WiRef!

The following products must not be paid for through the ÖH under any circumstances:

- Alcohol over 14% (except with justified special permission, which must be obtained in advance from the WiRef)
- Fuel bills, vignette, toll or parking fees
- Medications
- Tobacco products
- Bottle deposit (except with permission from the WiRef, see financial code of conduct)

Spending limits

As mentioned previously, all expenditures require prior consultation with the WiRef – otherwise, you risk being stuck with the bill. Depending on the amount of the expenditure, the chairperson of the FV / STV may also require further approval. In summary, these limits are as follows:

- ≤ €600: Approval from the WiRef is sufficient.
- > €600: Three offers must be submitted (to the WiRef / the ÖH chair)
- ≥ €900: In the case of a STV, in addition to the approval of WiRef, the approval of the ÖH chair is also required.
- ≥ €1800: Also in case of a FV, in addition to the approval of the WiRef, the approval of the ÖH chair is now also required.
- ≥ €9000: A resolution from the UV is required.

In practice, the whole process is relatively straightforward: You contact the WiRef about a planned expense, including costs.

If the expense exceeds €600, you can send the WiRef three offers and a recommendation for one of them (if you don't send any quotes, the WiRef will also point this out). The WiRef also knows which departments might still need to grant approval and will then, for example, usually set the chair team in CC.

Revenue

With prior approval from the WiRef, it is also possible for a STV / FV to generate income at events. The WiRef can also provide you with a cash box and change. The money initially goes to the WiRef and is then credited to the STV / FV after a corresponding adjustment to the JVA.

When setting prices, keep in mind that students already finance your STV / FV through their ÖH contribution – therefore, the prices should be proportionate!

Refund: Here's how it works

If you've made an expense – for example, for brunch – it's important to keep the original receipt safe. You'll need it for the refund application, which you can submit either online (meineÖH) or as a paper form.

Note: There is generally a four-week deadline for submitting invoices. If this deadline is significantly exceeded, it could theoretically lead to refusing payment.

Online application:

- Step 1: Go to https://meine.oeh-salzburg.at/ and select the "Refunds" button in the "Services for ÖH Activists" tab.
- Step 2: Click on “New Refund”
- Step 3: Select the organisation that will be used as the for the refund and give your refund a title.

- Step 4: Prepare the invoice – you must write the following on it: Ausgabe ÖH, date of application, signature of the person submitting the application.
- Step 5: Take a photo of your invoice, making sure the entire invoice is clearly visible in the picture. It should look something like this:



abraham Gesellschaft m b H. Ausgabe ÖH, 12.05.26, [illegible]
Gebirgsjägerplatz 4
5020 Salzburg

Tel: 0662-88 22 51-0
Fax: 0662-88 22 51-20
UID Nr: ATU33863502

Rechnung

Stück	Artikel	E-Preis
4	45410000	8,91
Rollengutschein (1000 Abrisse)		35,64

Stückzahl: 4
S U M M E : **35,64**

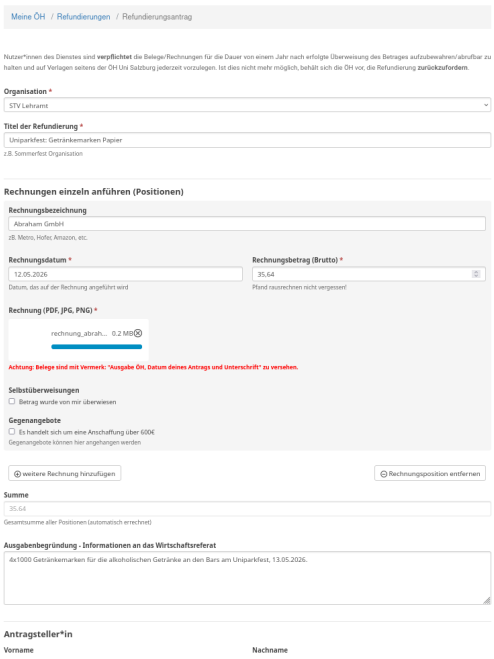
Rabatt abgezogen: 3,96

Total EUR ohne MwSt. **29,70**
20% MwSt. 5,94
Total EUR inkl. MwSt. **35,64**

Datum: 12. Mai 2026 Zeit 12:53

7164817RG Barrechnung Kassa Lager
Es bediente Sie: Hr. Peham

- Step 6: Upload the image (ideally as a PDF). Ensure the invoice page size is no larger than A4. In the form, add the invoice date, the invoice amount (always gross), and check the boxes as indicated. For the invoice shown, it would then look like this:



Meine ÖH / Refundierungen / Refundierungsantrag

Nutzer*innen des Dienstes sind **verpflichtet** die Belege/Rechnungen für die Dauer von einem Jahr nach erfolgte Überweisung des Betrages aufzubewahren/abrufbar zu halten und auf Verlangen seitens der ÖH Uni Salzburg jederzeit vorzulegen. Ist dies nicht mehr möglich, behält sich die ÖH vor, die Refundierung **zurückzufordern**.

Organisation *
STV Lehramt

Titel der Refundierung *
Uniparkfest: Getränkemarken Papier
z.B. Sommerfest Organisation

Rechnungen einzeln anführen (Positionen)

Rechnungsbezeichnung
Abraham GmbH
zB. Metro, Hofer, Amazon, etc.

Rechnungsdatum *
12.05.2026
Datum, das auf der Rechnung angeführt wird

Rechnungsbetrag (Brutto) *
35,64
Pfand rausrechnen nicht vergessen!

Rechnung (PDF, JPG, PNG) *
rechnung_abrah... 0.2 MB

Achtung: Belege sind mit Vermerk: "Ausgabe ÖH, Datum deines Antrags und Unterschrift" zu versehen.

Selbstüberweisungen
Betrag wurde von mir überwiesen

Gegenangebote
Es handelt sich um eine Anschaffung über 600€
Gegenangebote können hier angehangen werden

weitere Rechnung hinzufügen | Rechnungsposition entfernen

Summe
35,64
Gesamtsumme aller Positionen (automatisch errechnet)

Ausgabenbegründung - Informationen an das Wirtschaftsreferat
4x1000 Getränkemarken für die alkoholischen Getränke an den Bars am Uniparkfest, 13.05.2026.

Antragsteller*in
Vorname Nachname

- Step 7: The person requesting the refund enters their details, checks the boxes on the checklist, and signs with the mouse. They can then submit the request.
- Step 8: Don't forget to keep the invoice safe! (for one year)

- Step 9: Next, the STV / FV chairperson must review and confirm the application: This can be found in the "Personalised Applications" tab under the "Refunds" button – the application will be reviewed and confirmed.

The application will then be processed by the relevant departments at the ÖH Uni Salzburg, which may take some time. If something is incorrect (e.g., the photo does not show the entire invoice), the application will be rejected with a corresponding note and can be resubmitted. If everything is correct, the money will then be transferred.

Paper application:



You can find the refund form on the WiRef website: https://www.oeh-salzburg.at/oeh-salzburg/referate/wirtschaftsreferat/

You can find the paper application form on the website of the WiRef. Fill it out and hand it, along with the invoice, to the ÖH office (please check the opening hours of the ÖH office).

What is the advantage of the traditional paper application? The invoice does not need to be kept by yourself, and if something is wrong, it can be clarified on the spot.

Payment instruction: Here's how it works



You can find the payment instruction form on the WiRef website: https://www.oeh-salzburg.at/oeh-salzburg/referate/wirtschaftsreferat/

At first glance, a payment order looks very similar to a refund request, but there is one major difference: With a refund request, someone has initially advanced money, which is then refunded. With a payment order, the payment is made directly by the ÖH.

Similar to the refund request, there are two options for the payment instruction: online via meineÖH or the traditional paper form. Both are very similar in format to the detailed refund instructions; of course, the payment details must be specified where the payment should be received.

However, it is important to note that the billing address must be the official ÖH address. This is as follows:

- Hochschülerinnen- und Hochschülerschaft an der Universität Salzburg
  Universitätsplatz 7 / 1
  5020 Salzburg

Honorarnote/Werkvertrag (service contract)



You can find the form on the WiRef website: https://www.oeh-salzburg.at/oeh-salzburg/referate/wirtschaftsreferat/

This service contract is needed, when someone provides a service – for example, a DJ you hire for your party. The consulting events for first-year students, already described, are also a special case.

Here too, the fee must be clarified with the WiRef beforehand. For some services – such as creating a design – the prices are fixed. You can find these in Appendix A of financial code of conduct.

The form is filled out by the person performing the work and submitted by the chairperson of the STV / FV to the WiRef.

Orders: Print center, office supplies, etc.

Through meineÖH you can easily place several types of orders without anyone having to advance any personal money:

Printcenter

Various printed products can be ordered inexpensively through the University of Salzburg's print center. This includes posters in different sizes, as well as brochures or even roll-up banners.

To do this, simply click on "Print jobs" in the "Personalised applications" tab in meineÖH, upload the corresponding PDF file and fill in the boxes.

Tip: Make sure the format is suitable for printing (e.g., including bleed margins, DPI resolution, high-resolution graphics or vector graphics).

Office supplies / Amazon



On this intranet page (accessible via VPN/university network) you will find the current catalogue for office supplies: https://im.sbg.ac.at/spaces/ZWD/pages/223483213/B%C3%BCromaterialausgabe

In the "Personalised applications" tab under "Orders" you will find a tool with which you can order both office supplies via the University of Salzburg and Amazon products in general.

For office supplies, you can browse the catalogue linked above and place an order with the item number. For Amazon orders, the link to the corresponding Amazon product must be provided.

Metro-card

For certain products/quantities, shopping at Metro is often convenient. You can easily apply for a metro-authorisation through meineÖH, which authorises you to make the purchase. You only need to specify the purpose and the expiry date. Ideally, this should be requested at least one week before the planned shopping.

If the authorisation is approved, you will receive it as a PDF which you can print. Take this to Metro, where it will be processed directly at the counter after the entrance. Afterwards, you can shop as usual; the receipt will be submitted via a refund request as normal.

Note: Prices at Metro are listed as net prices. However, the STV / FV/ÖH pays gross prices, which must be taken into account when planning expenses.

Travel expenses



You can find the relevant forms for car travel expenses on the WiRef website: https://www.oeh-salzburg.at/oeh-salzburg/referate/wirtschaftsreferat/

Sometimes travel expenses may be incurred – for example, if a training course or committee meeting takes place outside Salzburg. These can be reimbursed if they are related to the purpose of the trip.

Public transport should be used preferentially, where tickets will subsequently be refunded according to the terms and conditions.

If this is not possible, travel expenses for the use of a private car may be approved in exceptional cases, provided this is agreed upon with the WiRef in advance. It can then be calculated 20 cents/km for the driver and 7 cents/km for each additional passenger. Fuel costs, vignettes, tolls, and similar expenses cannot be reimbursed.

For the reimbursement of car travel expenses, appropriate forms are available on the website of the WiRef.

Representation: Committees

One of the central tasks of student representatives – as the name suggests – is to represent the interests of the students. This primarily takes place in committees, in which the student representation also has a seat.

Note: This chapter primarily concerns the STVs.

Curriculum Commission (CuKo)

The central body where we as students can express and represent our opinions on our studies is the Curriculum Commission (CuKo). This commission deals with study-programme matters, such as curriculum changes.

A curriculum committee typically consists of 9 members, 3 of whom are students – except in teacher training programmes. The remaining members are from the professorial staff or the Mittelbau. The students have the same rights as the other members.

CuKo: How do students get onto this committee?

The corresponding STV nominates the student members (and alternates) for the curriculum committee. This requires a (majority) decision, which is made in a meeting or by circulation decision. The nominated person must be enrolled in the relevant degree programme (however, it is not necessary for the person to be a team-member of the STV).

The curriculum commission has its own field in the meineÖH committee tool, where these people can then be entered.

The official assignment then takes place at a UV meeting, where this nomination is confirmed. However, especially given that assignments are often time-critical, a preliminary assignment is also possible.

Changes to the nomination can be made at any time. A nomination generally remains valid until a new nomination is made.

How a CuKo works

At the first meeting – the inaugural meeting – the CuKo elects a chairperson (consisting of at least two people: a chairperson and a deputy chairperson). Students could theoretically also be elected as chairpersons, but this is the exception.

The responsibilities of this chair include administrative tasks such as providing expert opinions on recognition and issuing invitations to meetings. There are approximately 2-4 meetings per year, though this can vary – meetings can be particularly intensive when far-reaching curriculum changes are being discussed.

A new/changed curriculum will first be decided by the Curriculum Committee and subsequently

decided by the Senate of the University of Salzburg.

Important documents for working in the CuKo

	Here you can find the Senate's rules of procedure: https://www.plus.ac.at/wp-content/uploads/mitteilungsblatt/2025-1117-GO-Senat-2.pdf

In addition to any existing curriculum, the rules of procedure of the Senate of the University of Salzburg are particularly relevant, as the CuKo is appointed by the Senate. These rules of procedure therefore always refer to the collegial bodies (of the Senate), to which the CuKo belongs.

	Handbook for Curriculum Committees at the University of Salzburg: https://im.sbg.ac.at/spaces/QM/pages/323879191/Handbuch+f%C3%BCr+Curricularkommissionen (VPN / Access via university network)

The University of Salzburg has an online handbook that describes the processes in the CuKo in detail.

Berufungskommission

A "Berufungskommission" (BeKo) does not exist permanently, but is established by the Senate when a new professorship is to be filled. It should be briefly mentioned that not all professorships require such an appointments committee (only those according to §98 of the UG 2002).

It usually consists of 7 members, including 1 student member who has the same rights as other members.

Berufungskommision: How do students get onto this committee?

The relevant STV nominates the student member (and alternate member). This requires a (majority) decision, which is made in a meeting or by circulation decision.

A nominated person may, but does not have to, be a member of the STV. However, they must either be enrolled in a Master's programme or in their third semester of a Bachelor's/Diploma programme.

The ÖH chair sets up a field in the meineÖH committee tool where a person can then be entered.

The official assignment then takes place at a UV meeting, where this nomination is confirmed. Especially considering that an assignment is often time-critical, a preliminary assignment may also be possible.

How a Berufungskommission works

Following the Senate's decision, the Berufungskommission will hold its inaugural meeting. The next steps are then:

- The preparation of an tender text
- Review of applications
- Invitation of applicants to the hearings
- Taking place of the public hearings
- Preparation of a reasoned, usually ranked proposal (generally a three-person proposal)

The Rectorate will make a selection based on this proposal, although it is not bound by the ranking. The AKG (Working Group for Equal Treatment questions) can appeal the Rectorate's decision. The Rectorate also has the option, in principle, to reject a nomination proposal and refer it back to the Berufungskommission.

Important documents for the work in the Berufungskommission

	Statutes of the University of Salzburg: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

The statutes of the University of Salzburg contain a section on the procedure in paragraphs §133-§142.

	Here you can find the Senate's rules of procedure: https://www.plus.ac.at/wp-content/uploads/mitteilungsblatt/2025-1117-GO-Senat-2.pdf

Since the Berufungskommission is appointed by the Senate, the Senate's rules of procedure are also one of the most important documents in this context. These rules of procedure, in turn, refer to the collegial bodies (of the Senate), which include the Berufungskommission.



Handbook for appointment procedures at the University of Salzburg: https://im.sbg.ac.at/spaces/QM/pages/384402000/Handbuch+Berufungsverfahren (VPN / access via university network)

The University of Salzburg has an online handbook that describes the procedure in detail.

Besetzungskommission

Even though the names and responsibilities of a Besetzungskommission (sometimes also abbreviated as BeKo) may seem similar, it is based on a completely different foundation and has a more limited scope of responsibilities: Here, it is about professorship positions with a so-called qualification agreement (QV), which the appointed person must later fulfill within a specific period of time in order to become a university professor.

A selection committee consists of 6 people, including 1 student member.

Besetzungskommission: How do students get onto this committee?

The student member is appointed by the responsible student representative in accordance with the corresponding Rectorate guideline.

Working methods of a Besetzungskommission

Key tasks of a selection committee include:

- Preparation of the tender text
- Organising a hearing
- Preparation of a staffing proposal with the three most suitable candidates.

Ultimately, the personnel decision rests with the rector.

Important documents for the work in the Besetzungskommission



Rectorate's guidelines on Besetzungskommissionen/QV jobs: https://www.plus.ac.at/wp-content/uploads/mitteilungsblatt/FrWrtgqK48MK97fU_MmA2DTW4ZypA8pNR.pdf

Here you will find all information about the responsibilities of a Besetzungskommission and the procedure for the QV process.

Habilitation Commission (HabilKo)

Similar to a Berufungskommission, a Habilitation Commission (HabilKo) is not a permanent committee. It comes into play when a person is to be awarded a habilitation – you may have already seen in the email announcements that habilitations are regularly awarded at an university.

What exactly is a habilitation? It is essentially the highest qualification at an university, stating that a person is suitable to obtain the teaching license (venia docendi) for a certain subject.

An application for habilitation is submitted to the rectorate via the corresponding faculty; subsequently, the Senate establishes the HabilKo. The HabilKo typically consists of 7 members, 1 of whom is a student.

HabilKo: How do students get onto this committee?

The relevant STV nominates the student member (and one alternate member). This requires a (majority) decision, which is made in a meeting or by circulation.

A nominated person may, but does not have to, be a member of the STV. However, they must either be enrolled in a Master's programme or in their third semester of a Bachelor's/Diploma programme.

The ÖH chair sets up a field in the meineÖH committee tool where the person (and possibly the alternate member) can then be entered.

The official assignment then takes place at a UV meeting, where this nomination is confirmed. Especially considering that an assignment is often time-critical, a preliminary assignment may also be possible.

Working methods of a HabilKo

The habilitation process involves obtaining three external expert opinions, assessing the person's scientific and didactic qualifications, and examining the submitted written work.

The student member (together with another member) prepares a written report on the didactic skills of the person in relation to their previous lecturing activities/those to be performed in the procedure.

At the end of this process is a public habilitation colloquium, which includes a public lecture (the details of which are regularly communicated to students via email) and a discussion of the habilitation thesis. The habilitation committee then makes a decision, based on which the rectorate issues the notification of the granting of the teaching qualification (which is also regularly communicated to students via email).

Important documents for working in the HabilKo:

	Statutes of the University of Salzburg: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

The statutes of the University of Salzburg contain a section on the habilitation procedure in paragraphs §121-§130.

	Rules of Procedure of the Senate: https://www.plus.ac.at/wp-content/uploads/mitteilungsblatt/2025-1117-GO-Senat-2.pdf

Since the HabilKo is appointed by the Senate, the Senate's rules of procedure are also one of the most important documents in this context. These rules of procedure, in turn, refer to the collegial bodies (of the Senate), which include the HabilKo.

	Handbook for habilitation procedures at the University of Salzburg: https://im.sbg.ac.at/spaces/QM/pages/312419297/Handbuch+Habilitationsverfahren (VPN / access via university network)

The University of Salzburg has an online handbook that describes the habilitation process in detail.

	Habilitation guidelines: https://www.plus.ac.at/wp-content/uploads/2021/03/Habilitationsrichtlinie-Fassung-2015.pdf

The Senate's habilitation guidelines are applied during the habilitation procedure.

Promotionskommission

To put it simply, the term "promotion" always belongs together with PhD or doctorate. A Promotionskommission therefore only concerns a few STVs – namely the PhD-STVs, as well as the STV Lehramt, STV Juridicum and the STV Theologie.

This committee usually consists of 4 members, 2 of whom are students, and has an advisory function to the dean.

Promotionskommission: How do students get onto this committee?

Normally, a STV will be asked to register a new member for the doctoral committee in meineÖH. This appointment is then subsequently made via the ÖH chair.

Tasks of a Promotionskommission

As already mentioned, this committee has an advisory function to the dean. This can include the following areas:

- Admission of a dissertation
- Selection of supervisors, reviewers, examiners for the examination committee and discussants in the Defensio.

Important documents for working in the Promotionskommision:

	Statutes of the University of Salzburg: https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

The statutes of the University of Salzburg contain in paragraph §24 a section on dissertations, which also regulates the composition and tasks of the doctoral committee.

Department Council (FB-Rat)

Each department has a departmental council (FB-Rat) which has an advisory function. It formulates proposals/statements, particularly on the following topics:

- Target agreement between the department and the rectorate
- Resource negotiation with the Rectorate, resource allocation by the department head.
- Appointment of teaching duties by the dean's office
- Development planning of the FBs
- Structure of the FB
- Honorary and visiting professorships
- Honorary doctorates

The composition of the Faculty Council is determined by agreement with representatives of the academic staff, the general staff, and the students. Members of the works council and the AKG also participate. The size of the council varies (maximum 26 members), as does the number of student members.

FB-Rat: How do students get onto this committee?

Often, the student representatives are sent directly to the FB council by the relevant STV. Sometimes, meineÖH may also be used.

Since there is not a clearly responsible STV for every department, it happens that some STVs do not send anyone to any FB council, while some FB councils also have members from different STVs represented.

Important documents for working in the FB-Rat



Here you can find the guidelines for the FB-Rat:
https://www.plus.ac.at/rechtsangelegenheiten/universitaetsrecht/

There is a guideline for the FB-Rat, which defines the procedures.

Faculty Council

Each faculty has a faculty council with an advisory function. In particular, proposals/statements are formulated on the following topics:

- Faculty Development Plan
- Allocation of teaching resources by the Dean's Office
- Commissioning and entrustment with the holding of teaching courses by the Dean's Office
- Honorary and visiting professorships
- Honorary doctorates

The Faculty Council is composed in agreement with representatives of the academic staff, the general staff, and the students. Members of the works council and the AKG also participate. The size of the council varies (maximum 26 members), as does the number of student members.

Faculty Council: How do students get onto this committee?

Generally, student members of the Faculty Council are appointed based on the strength of the lists within the UV. However, these lists frequently approach STVs/FVs to request if someone of them will take a seat.

AKG

Anyone who has read about the previous committees will probably have noticed that a representative from the AKG is present in almost every one. There's a reason for this: the AKG is

the official, legally designated body tasked with "counteracting discrimination by university bodies on the grounds of gender, ethnicity, religion or belief, age, or sexual orientation." The AKG also includes student members, namely 4 of its 22 members.

Should a case of discrimination occur in your work, the AKG is therefore the right place to contact.

Senat

The university's senate should also be briefly mentioned here, as it works across disciplines with other bodies and is basically the highest governing body, in which student representatives also have a voice.

The Senate's tasks are wide-ranging: it draws up a shortlist of three candidates for the election of the rector, approves the curricula, appoints committees, and much more.

The Senate at the University of Salzburg consists of 26 members, 6 of whom are student members. The student members of the Senate are appointed based on the strength of the lists in the UV.

Planning: Events & Event Planning

A rough checklist

Depending on the size of the event, there are a number of points to consider:

- ☐ Have expenses (and any income) been clarified with WiRef? Is the financial code of conduct being followed?
- ☐ Have the room bookings been approved for the date/time?
- ☐ Are the fire safety officers present? Are awareness personnel present?
- ☐ Has the registration for licensed content (e.g., music) been done?
- ☐ Was equipment/waste disposal/etc. arranged with the building services?
- ☐ Was the event adequately advertised?

Promote events

Depending on the type of event, there are various options for promoting your events:

- Through your channels (Instagram, Discord, WhatsApp).
- Printed posters / flyers
- Studio app (in the news feed)
- Email to your students
- Mention in the weekly ÖH newsletter (simply write to ÖffRef for this)
- Mention in the Instagram story of the ÖH Uni Sbg (tag/send a private message for this)

Room bookings

Depending on the type of event, there are two different options for booking a room: the ÖH's Frei:Raum and university room/space.

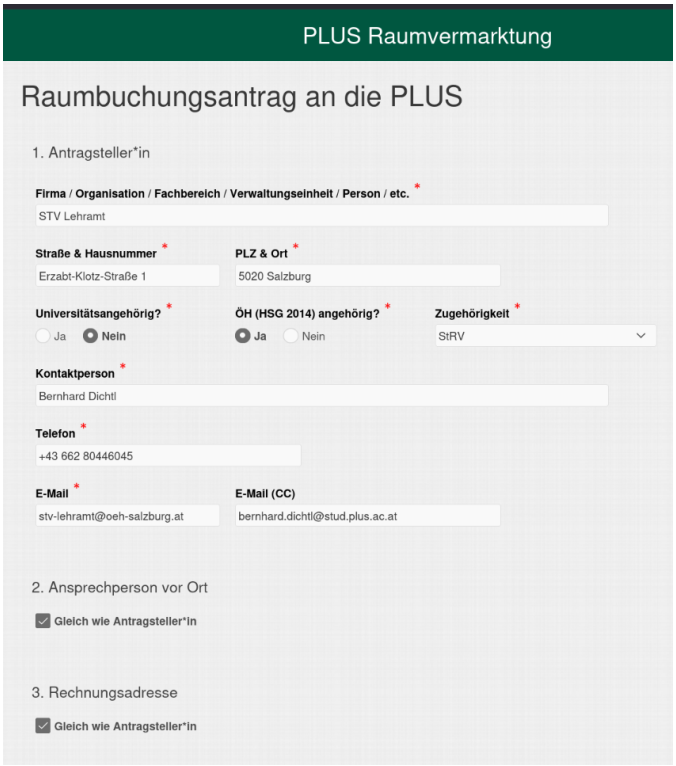
University room

As STV / FV you have the right to organise events at the university:

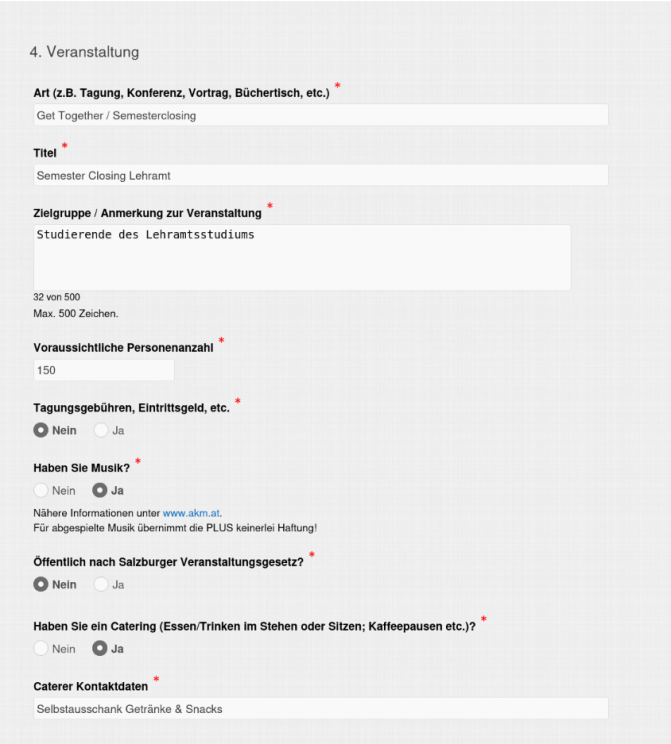
According to HSG, the event must be registered 72 hours in advance; the university can prohibit it within 48 hours if the event could only be held by disrupting teaching and research activities (both deadlines exclude weekends/holidays).

Ideally and usually, you should register an event a little earlier, also because it makes booking the room much easier:

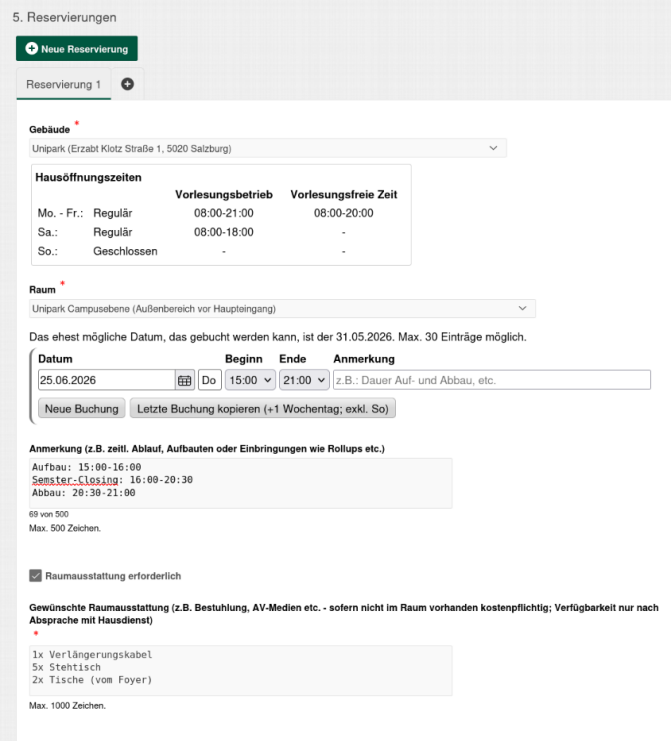
- Step 1: Check if the selected room is available on the desired date/time. This can be done via PlusOnline.
- Step 2: Obtain a room booking confirmation from the chair of the ÖH Uni Salzburg (vorsitz@oeh-salzburg.at). In your email, you should mention the following: date, time, room, and purpose.
- Step 3: Go to the University of Salzburg's room booking website: https://raumbuchung.plus.ac.at/
- Step 4: Fill in the general data – the following is an example of a room booking for an STV:



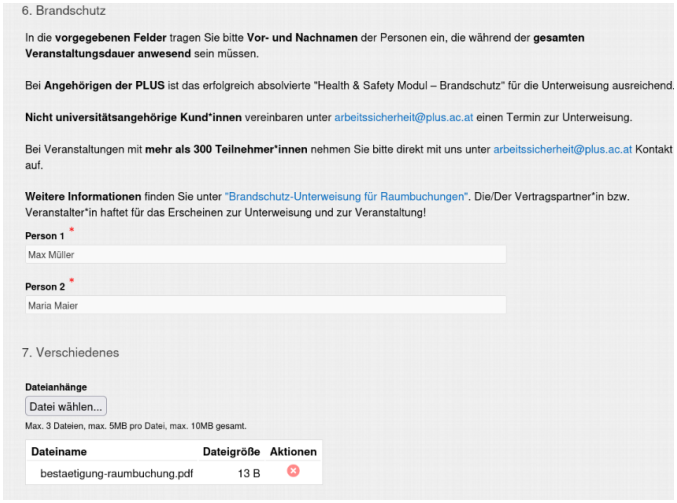
- Step 5: Now enter the basic information about your event. Note: At some locations (including NaWi), the responsible persons request that self-service be indicated under ''Catering''.



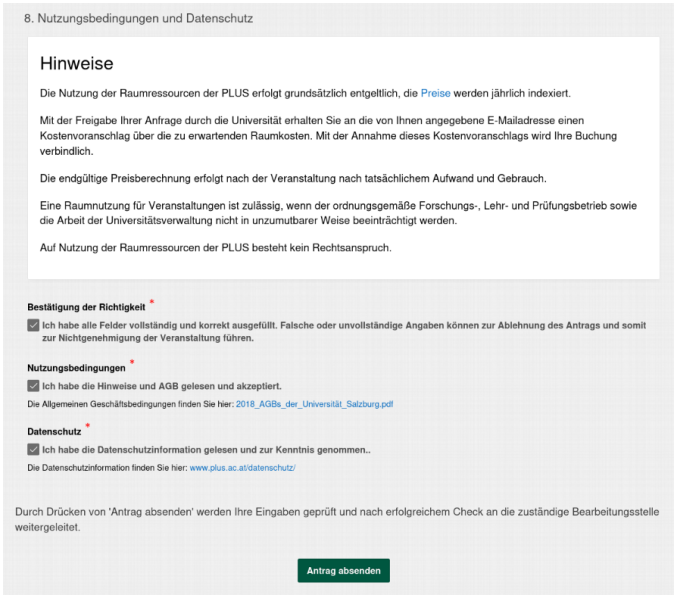
- Step 6: Now specify the location and times of your event, as well as the approximate schedule (setup, etc.).



- Step 7: Depending on the size of the event, a certain number of people with fire safety training are required. You can find out how to organise this in the ***Fire safety training***. Additionally, upload the room booking confirmation from the ÖH chair here under "Attachments".



- Step 8: Finally, you confirm this information and can submit the form.



As you may have noticed, the room booking form only allows bookings with 14 days' notice. However, as mentioned earlier, we at the ÖH actually have a different deadline (72 hours, excluding weekends and holidays). If you have less than 14 days (but more than 72 hours), you can still book a room:

1. Fill out the form as usual.
2. Choose the earliest possible date
3. In the notes, please indicate that the room booking refers to a different date.
4. Depending on the faculty, it is also advisable to send an email to the responsible person with this information, just to be on the safe side.
5. The date in the room booking request should then be adjusted manually; you will also receive an automated email about the change.

Fire safety training

As you may have just noticed, events at the university require people with valid fire safety training. But how does one obtain such fire safety training?

There are two possibilities:

- The ÖH Uni Salzburg regularly organises fire safety training courses for STVs / FVs – registration and participation are straightforward. The fire safety training is valid regardless of the location where it is held.
- You organise one yourself – which should ideally be done at regular intervals so that you always have enough people with valid fire safety training

Here's how to arrange fire safety training: Simply send an email to arbeitssicherheit@plus.ac.at with the subject line "Fire Safety Training Appointment Request" – please also include three suggested dates and times in the email. The responsible personnel will then contact you.

Fire safety training is valid for exactly one year. The training session lasts approximately 15-20 minutes.

Frei:Raum

In addition to the university premises, the ÖH's Frei:Raum in the old town can be easily booked via meineÖH. The space is located at Kaigasse 17 and can accommodate approximately 20 people.

Under meineÖH you will find the button "Frei:Raum Kalender" – if you click on it, you can see when the room is booked and you can also create a booking request for your event.

If your application is approved, you can borrow the key against a deposit at the ÖH consulting center at Unipark.

Awareness concept



The awareness concept and related documents can be found here: https://www.oeh-salzburg.at/oeh-salzburg/referate/referat-fuer-feministische-politik/

The ÖH Uni Salzburg has an awareness concept for its events. You can find the concept and an information sheet for security personnel on the linked page of the FemRef. The FemRef is also the contact point for any questions or materials you may need.

The concept differentiates the events according to their size:

- Events with fewer than 100 people: At least two people are familiar with the awareness concept guidelines and try to keep track of whether the event is safe and enjoyable for everyone. A dedicated awareness team is not yet necessary.
- For events with 100 to 200 people: There must be at least 4 people in the awareness team. They can divide the evening into shifts: It is sufficient if 2 people are on duty at the same time.
- For events with 200 or more people: There are at least 8 people on the awareness team. Shifts are assigned according to what the awareness team members deem most suitable, based on their experience during peak times. A small room is also available for FLINTA* individuals for events with 200 or more people.

Adherence to the awareness concept is not mandatory for you as STV / FV unless you pass a corresponding resolution. This also gives you the freedom to implement individual points differently depending on your resources – for example, by using the same people for multiple purposes, using a different number of people, or similar measures.

In any case, it is advisable to think about awareness before an event and plan accordingly: Past experience has shown that inappropriate situations can occur even at ÖH events.

Licenses (film / music)

The event is on – can I just quickly turn on the streaming service and play some music? Unfortunately, it's not that simple. Public performances generally require a permit (usually for a fee), which is obtained through collecting societies.

In Austria, AKM is responsible for music rights. Registering an event is relatively straightforward and can be done online, but it should definitely be done before the event. The costs depend on the size of the event..

	Website AKM: https://www.akm.at/musiknutzende/

Is it always necessary to register with/pay AKM? Yes and no – there is an exception as long as neither a direct nor an indirect commercial purpose is pursued and all participants receive no payment. However, this is often the case at an event more quickly than you might think. Therefore, our recommendation, as well as AKM's, is: Register in advance, just to be on the safe side. If you are then unexpectedly billed, you can contact the AKM to verify its accuracy and the basis for payment.

	Website MPLC: https://at.mplc.com/

Regarding films, the process is very similar; a performance license is required for each film. This should also be clarified in advance; the largest licensing agency in Austria is MPLC. Additionally, since film music is involved, registering AKM is also necessary.