







- (3) Formulating a development and staff plan for the cooperative study program, monitoring deviations from the development plan, and approving annual work plans.
- (4) Examining and approving the wage scheme, the budget and the final accounts.
- (5) Making decisions on developing new or terminating existing Chinese-foreign cooperatively run study degree programs.
- (6) All decisions not covered by other bodies.

### **III. The Academic Director**

§1. The Academic Director is appointed by the Management Committee and confirmed by the University Board of Modul University Vienna from among the faculty employed at or hired by NJPJI. Candidates must have relevant management expertise and communication skills.

§2. The Academic Director is responsible for executing the decisions of the managerial committee, implementing the development plan and drafting annual work plans, directing all academic affairs conferred by the cooperation agreement, in particular, in implementing the study degree programs as decided by the University Board of Modul University Vienna, the quality management of teaching and research, and the management of human resources among faculty. The Academic Director shall ensure that all the curriculum plans, teaching plans, and teaching and research quality of the program must meet the degree qualification requirements of AQ Austria and NJPJI for graduates.

§3. In case of repeated failure of the appointed Academic Director to adhere to his or her functions, the University Board of Modul University Vienna may revoke its confirmation as outlined in §1 ('vote of no confidence'). In this case, the Management Committee will dismiss the Academic Director and make a new proposal for the appointment of the Academic Director, as soon as possible, but not later than 2 (two) months. In case no appropriate Full or Associate Professor is employed at the NJPJI, an appointment procedure (see Art. IX) must be launched instead. Modul University Vienna will support NJPJI with the identification and recruitment of qualified candidates.

§4. The Academic Director has signatory authority over the functions assigned. He/she reports to the Management Committee each month in written form.

§5. If prevented from performing his/her duties, the Academic Director shall be deputised by the longest serving Program Area Director.

§6. The Academic Director is responsible for the following functions:



- i. Preparation of the annual budget and annual financial statements related to the study programs offered for approval by the Management Committee.
- ii. Drafting proposals for resolution by the Management Committee concerning amendments to the collaboration agreement and the Guidelines of Academic Collaboration.
- iii. Initiating rules and administrative processes related to the academic affairs of the Modul University Vienna programs in compliance with the requirements of Modul University Vienna's Quality Management System and the local authorities in China.
- iv. Appointing members of the Admissions Committees for the Modul University Vienna's study program offered in collaboration with NJPJI.
- v. Making suggestions for the appointment of staff and faculty members with a work load dedication to the Modul University Vienna programs of 50% or more, where Full and Associate Professors are only appointed upon previous recommendation by an Appointment Committee suggested by the Academic Director and approved by Modul University Vienna's University Senate. The President of Modul University Vienna shall approve the nomination of Full and Associate Professors and other faculty with a workload dedication to the Modul University Vienna programs of 50% or more, which are nominated and recruited by NJPJI.
- vi. The President of Modul University Vienna has the right to reject any of the appointed external teaching staff in case the same is not qualified for teaching a particular course. Any such rejection should be made in a fair and reasonable basis and should avoid, as far as possible, disruption to the operation of the current semester.
- vii. Implementation of Modul University Vienna's quality-assurance measures and instruments while respecting the cultural and legal conditions at the campus in Nanjing.
- viii. Facilitation of the election of student representatives (see Art. VIII); all students enrolled at Modul University Vienna's study programs offered in collaboration with NJPJI are members of the Austrian Student Union (ÖH) by Austrian Law (HSG 2014).
- ix. Informing the President of Modul University Vienna about elected members of the campus bodies within 1 (one) week after the elections have been held.
- x. Submitting minutes of meetings of bodies outlined in this guideline to the President of Modul University Vienna within 1 (one) week upon request.



- xi. Submitting grades for each student enrolled in the program to the Academic Office of Modul University Vienna and the Teaching Affairs Department of NJPJI following the form of a template (excel datasheet) agreed between Modul University Vienna and NJPJI within (2) two weeks after the end of the respective semester. Studies and Examination Committee and Semester Conference changes of grades for each student must be submitted in the form of updates to the (excel) datasheet within 2 (two) weeks after the decisions by the Studies and Examination Committee or Semester Conference.
- xii. Representing NJPJI in campus-wide academic committees and other bodies.
- xiii. Approving the content of PR and advertising material related to Modul University Vienna's study programs offered in collaboration with NJPJI.
- xiv. Negotiating with the members of staff of NJPJI's Teaching Affairs Department, preparing course schedules with allocated instructors ahead of the start of each semester and informing the Academic Office of Modul University Vienna no later than 10 (ten) days prior to the start of the semester.
- xv. Preparing an annual report following the requirements of the Austrian Accreditation Council. Modul University Vienna will support the Academic Director with advice on the specific requirements for the report.
- xvi. Preparing an annual quality management report to the University Board of Modul University Vienna and NJPJI.
- xvii. Preparing an annual activities and accreditation report to the NJPJI board in accordance with the Chinese Ministry of Education.
- xviii. Ensuring compliance with the Modul University Vienna study and examination regulations and syllabi. Drafting proposals for amendments to the Modul University Vienna study and examination regulations, which are necessary due to cultural differences or legal requirements in China. Amendments to Modul University Vienna's study and examination regulations must be approved by the University Senate of Modul University Vienna.



#### **IV. Program Area Directors**

§1. The study programs offered by Modul University Vienna are organized in modules. The Academic Director can assign modules with similar content to a program area and appoint a Program Area Director among the faculty with a doctorate. Each Program Area Director is responsible within the scope of their authority for all matters concerned with the instruction within their study program modules.

§2. Program Area Directors' functions are:

- i. Representing and developing the subject area and associated research fields with respect to the development plan and to other university bodies;
- ii. Ensuring that the teaching program complies with the curriculum;
- iii. Assuring the quality of teaching within the corresponding study program modules;
- iv. Assigning the internal teaching staff to the courses following consultation with the Academic Director;
- v. Making suggestions for appointing external teaching staff;
- vi. Receiving responsibility for the resources assigned by the Academic Director.

#### **V. Studies and Examinations Committee**

§1. The Studies and Examinations Committee is responsible for performing the functions assigned in the Modul University Vienna examination regulations. It consists of 1 professor representative (Full, Associate Professor or Assistant Professors), 2 other faculty members, 2 student representatives, and optionally 1 representative of the Teaching Affairs Department of NJPI.

§2. The Studies and Examination Committee is appointed by the University Senate of Modul University Vienna based on a proposal by the Academic Director. At its initial meeting, the committee elects one of the faculty members as the chairperson. Re-election is possible.

§3. The duration of the members' term of office is three years. If one of the members of the Studies and Examinations Committee resigns their office, a new member is appointed by the Academic Director for the rest of the term.

§4. The Studies and Examinations Committee is convened by the chairperson and has a quorum if the chairperson and two additional members are present. The Studies and Examinations Committee



passes its resolutions with a majority of the valid votes cast. Abstentions count as votes, which have not been cast. In the event of a parity of votes, the chairperson makes the decisive vote.

§5. The Studies and Examinations Committee ensures that the Modul University Vienna Examination Regulations are complied with and reports regularly to the Academic Director on the development of the examination results and periods of study.

§6. The Studies and Examinations Committee can be consulted by all students and examiners of Modul University Vienna's study programs offered in collaboration with NJPI.

§7. Members of the Studies and Examinations Committee must leave the room when dealing with matters that could involve them in a conflict of interests.

§8. Members of the Studies and Examinations Committee must recuse themselves for matters that may involve a conflict of interest. All discussions within the Committee are to be treated as confidential.

## **VI. Semester Conference**

§1. If stipulated by the Study Regulations, a Semester Conference is held at the end of every semester. If not stipulated by the Study Regulations, the functions of the Semester Conference are taken by the Academic Director.

§2. The Semester Conference is the decisive body deciding on a student's termination of enrolment due to academic reasons (which will be executed by the NJPI legally responsible office), subsequent readmission to a course, examination reattempts, and the waiving of retake fees in exceptional cases. All further details (criteria and appeal opportunities) are regulated in Modul University Vienna's Examination Regulations.

§3. The members of the semester conference are the Academic Director, all Program Area Directors and all members of the teaching staff of the Modul University Vienna study program, and two student representatives. The Academic Director, the Program Area Directors, and each member of the teaching staff have one vote; student representatives only have an advisory vote.

§4. The Semester Conference is convened by the Academic Director and has a quorum if a minimum of three other members with a vote are present. The Semester Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as votes, which have not been cast. In the event of a parity of votes, the Academic Director makes the decisive vote.



§5. Members of the Semester Conference must recuse themselves for matters that may involve a conflict of interest. All discussions within the Conference are to be treated as confidential.

## **VII. Admissions Committee**

§1. Admission of students (who have passed a comprehensive exam) to the study programs of Modul University Vienna offered in collaboration with NJPI must meet both NJPI's requirements and Modul University Vienna's requirements as outlined in Modul University Vienna's Study Regulations. In addition, students must pass a comprehensive exam, including an English proficiency test, at the end of their first year of studies at NJPI in order to enrol in the Modul University Vienna study program.

§2. The Academic Director appoints an Admissions Committee for the Modul University Vienna study program and reports to the Recruitment and Employment Department of NJPI and the President of Modul University Vienna for approval. The Admissions Committee is composed by one Program Area Director or faculty member responsible for examining the academic qualifications of candidates, as well as one representative of the administrative staff who is responsible for examining the formal admissions criteria.

§3. The function of the admissions committee is to assess applicants to the study programs and to make recommendations for the admission of students based on the qualification of the candidates. The admissions committee submits its recommendation, including all documents necessary to prove the eligibility of applicants to the Admissions Office of Modul University Vienna via electronic means latest until 60 (sixty) days prior to semester start of year 2. These documents include:

- a) Proof of secondary school leaving certificate as per applicable study regulation and/or National College Entrance Examination (Gaokao);
- b) Proof of English level as per applicable study regulation;
- c) CV;
- d) Study agreement;
- e) Copy of passport;
- f) Student photograph.

Documents a-d that are not in the German or English language must be accompanied by a translation by a certified translator.





§4. The President of Modul University Vienna confirms the admission of students with his signature.

### **VIII. Study Program Conference**

§1. The goal of the Study Program Conference is to monitor and to further develop the quality of the study degree programs offered by Modul University Vienna in collaboration with NJPI. The Study Program Conference monitors, discusses and decides on instruments that ensure similar standards of evaluation of students in Vienna and Nanjing. The Study Program Conference makes recommendations for changes in academic regulations of the university, like study regulations, examination regulations, and conduct of examinations to the University Senate of Modul University Vienna. The Study Program Conference considers cultural or legal requirements when making suggestions. It also serves as a platform for information and is an important tool for the further development of the quality of learning and teaching at the university.

§2. The members of the Study Program Conference are the Academic Director, all Program Area Directors or two faculty members (Associate or Assistant Professor, Senior Lecturer or Lecturer) if no Program Area Directors are installed, two Nanjing student representatives, the Dean of Modul University Vienna's undergraduate study degree programs, and the responsible representative of Quality Management of Modul University Vienna (see Art. XV § 2). All members of the Study Program Conference have one vote. The Conference can invite informants with an advisory vote. The Study Program Conference may be organized in form of a teleconference.

§3. The Study Program Conference is convened by the Academic Director at least once per semester. It has a quorum if a minimum of two faculty members of the Modul School Nanjing and one faculty member of the campus in Vienna are present. The Study Program Conference passes its resolutions with a majority of the valid votes cast. Abstentions count as votes, which have not been cast. In the event of a parity of votes, the Academic Director casts the decisive vote.

### **IX. Student Representatives**

§1. Two student representatives per Modul University Vienna study program are elected during the first two months of every academic year by the entire student body of the respective study program. The Academic Director shall inform the President of Modul University Vienna and the elected President of the Austrian Student Union (ÖH) at Modul University Vienna about the outcome of the election (incl. contact details of the elected student representatives).

§2. Student representatives have to be provided with office space and a budget set up by NJPI to fulfil the tasks as outlined in the university regulations.



## **X. Appointment Procedure for Academic Staff**

§1. Each faculty post with a work load dedication to the Modul University Vienna study programs of 50% or more is to be publicly advertised by the Academic Director on the websites of Modul University Vienna and NJPJI and online on platforms for academic jobs after the approval of the Vice President of Human Resource of NJPJI and the President of Modul University Vienna.. Prior to being published, every tender must be reviewed by the Diversity Manager of Modul University Vienna. The period during which the post is to be advertised must be at least three weeks.

§2. For Junior Researchers and Assistant Professors, the Academic Director, or another Full or Associate Professor nominated by the Academic Director, leads the search process. The person leading the search process prepares a written report on the procedure for advertising the post (advertising text, media and period during which the post is to be advertised, statement of the diversity manager) and a justified recommendation to the President of Modul University Vienna regarding the appointment. After MU's President has submitted a written confirmation of the selection to NJPJI, NJPJI executes the appointment.

§3. In the case of the appointment of Full or Associate Professors an Appointment Committee must be formed. Each appointments committee consists of three Full Professors, one Associate Professor, one other member of the faculty, and one student representative. If in the starting phase not enough full and associate professors are employed yet, a lower number of members of this category can be appointed while the total number of faculty members must be three.

§4. The Academic Director makes a suggestion for the appointment of the professor representatives, the representatives of the other academic teaching establishment, as well as the chairperson of the appointments committee. The student member is nominated by the student representatives. Each appointments committee must be approved by Modul University Vienna's University Senate.

§5. The committee reaches its decision on the basis of the reports and opinions of its members and external assessors. A minimum of three external assessors must be commissioned by the committee to evaluate the research and scholarly performance of the candidate in a written report. Additional internal or external assessors may be invited by the committee to assess other areas of activities. Each member of the committee is entitled to a vote. Internal or external assessors nominated by the committee are required to submit a written report and are not considered as members of the committee. The committee has a quorum if at least two thirds of its members are present when the resolution is put to a vote. The committee passes its resolutions by a simple majority of the votes of the members present when the resolution is voted upon. Voting is done by ballot. Abstentions do



not count. The committee is convened by its chairperson. The invitation must be sent in writing to the other members. At least one week must elapse between the posting of the invitation and the date on which the constituent meeting of the committee is held.

§6. In the case of the appointment of Full Professors and Associate Professors, the applicants who fulfil the formal and academic requirements must attend an appointments committee hearing. If necessary, the appointments committee can insist on an example class or lecture. The appointments committee must announce to the Academic Director which applicants they would shortlist for selection.

§7. The members of the appointments committee must assess the suitability of the shortlisted applicants for the advertised post of Full Professor or Associate Professor and prepare a report on this. In particular, they must judge whether applicants possess the high level of academic and professional qualifications required for the advertised post (e.g. habilitation or equivalent proof).

§8. On the basis of the reports and opinions, the appointments committee prepares a justified appointment proposal containing up to three applicants who are deemed most suitable for the post according to the appointments committee's requirements. Special reasons must be stated for a proposal containing fewer than three candidates.

§9. The President of Modul University Vienna makes a selection from the appointment proposal, but can refer back to the appointments committee if the proposal does not include the most suitable applicants. The successful candidate is appointed by NJPI.

§10. Upon signing their contract of employment with NJPI, the Full Professor or Associate Professor acquires the Modul University Vienna teaching licence (venia docendi) for the subject for which they have been appointed. They are required to use the title 'Full Professor' or 'Associate Professor' with the suffix 'at the private university'.

§11. The Modul University Vienna teaching licence (venia docendi) of a Full or Associate Professor expires when he/she does not execute teaching activities for more than 2 consecutive years.

§12. For all other NJPI internal faculty and external lecturers, Modul University Vienna issues a teaching licence for the course subjects to be taught in the Modul University Vienna's study programs offered in collaboration with NJPI.



## XI. Supervision and Assessment of Undergraduate and Postgraduate Theses

§1. All academic staff and external lecturers may take on the supervision and assessment of bachelor and master theses. However, the supervision of a bachelor or master thesis by external lecturers or by academic staff without a doctorate requires the approval and assessment of the Academic Director.

## XII. Academic Staff and Responsibilities

§1. In the sense of the inseparability of research, teaching, and self-administration of academia, target agreements with the academic staff ensure a minimum teaching, research, and administrative obligations. The various types of academic staff and their expected responsibilities (approximate percentage of total hours of employment) are outlined in following table:

WSHY = Weekly semester hours per year (the percentage of teaching responsibilities includes preparation time for classes)	Teaching Responsibility	Research	Administration and Services
<b>Faculty (funded by Pujiang IHD resources)</b>			
<b>Full Professor (FProf)</b> (Post-Doc, habilitated or equivalently qualified academic employee)	40% 12 WSHY	25%	35%
<b>Associate Professor (AcProf)</b> (Post-Doc, habilitated or equivalently qualified academic employee)	40% 12 WSHY	25%	35%
<b>Assistant Professor (AsProf)</b> (Post-Doc, non-habilitated academic employee, basic and applied research)	45% 15 WSHY	35%	20%
<b>Senior Lecturer (SL) / Assistant Professor</b> (Post-Doc, non-habilitated academic employee, applied research)	90% 30 WSHY	0%	10%
<b>Researcher and Lecturer (RL)</b> (Pre-Doc currently studying)	25% 3/8 WSHY (1 <sup>st</sup> /2 <sup>nd</sup> year)	50%	25%
<b>Lecturer (L) Type A</b> (Post- or Pre-Doc) without administrative tasks	100% 34 WSHY	0%	0%
<b>Lecturer (L) Type B</b> (Pre-Doc) with substantial administrative tasks	60% 20 WSHY	0%	40%
<b>Other Academic Staff</b>			
<b>Senior Researcher (SR) / Assistant Professor</b> (Post-Doc, non-habilitated academic employee, basic and applied research)	0%	50-100%	0-50%
<b>Researcher (R)</b> (Post- or Pre-Doc without teaching obligations)	0%	50-100%	0-50%



§2. Researchers and Senior Researchers are academic employees without teaching obligations who are financed exclusively by third party funds.

§3. The Academic Director, with the support by the Program Area Directors, regularly reviews the success of research based on the rendered output of research already carried out. In order to ensure the most objective evaluation, the criteria used by the relevant international scientific community must be applied.

### **XIII. Quality Management**

§1. The university employs mechanisms and strategies for ensuring the appropriate management of academic quality and standards, promoting good practice and enhancing the student experience. All teaching staff and student representatives have a role in assuring quality.

§2. The University Board of Modul University Vienna's Quality Manager will be responsible for the communication, analysis and reporting of the implementation of the Modul University Vienna quality standards in the Modul University Vienna's study programs offered in collaboration with NJPI. The Quality Manager is the primary contact person for the Academic Director for all quality management related questions.

§3. The maximum number of participants in courses in the format of seminars (SE) and exercises (EX) has to match the criteria on maximum capacity as defined by the Examination Regulations of Modul University Vienna.

§4. Within six months after each study year, the Modul School Nanjing reports on the development of academic quality in teaching and research to the University Board of Modul University Vienna. This quality management report includes all facts and figures required for the annual report to be submitted to the Agency for Quality Assurance and Accreditation Austria (AQ Austria) as well as Statistic Austria, but at least the following indicators:

#### **1. Research**

- a. Faculty development
  - i. Faculty structure (name, type, nationality, hours of employment)
  - ii. Promotions
  - iii. Awards and prizes
  - iv. Conference participations
  - v. Research community services
- b. Research publications
  - i. Peer-reviewed articles
  - ii. Monographs



- iii. Conference publications
  - c. Research projects
    - i. Basic research (short description, funding organization, economic value)
    - ii. Industry research (short description, sponsor, economic value)
  - d. Research Resources/Budget
- 2. Education / Teaching**
- a. Faculty development
    - i. Internal/external teaching ratio;
    - ii. Teaching load;
    - iii. Professional training;
    - iv. Number of exceptions concerning Art. IX. § 1.
  - b. Student development
    - i. Statistics on and the names of students admitted (number by course, English proficiency, SAT scores on average);
    - ii. Statistics on and names of students expelled and reasons for expulsion;
    - iii. Statistics on and names of students withdrawn and reasons for withdrawal;
    - iv. Names of students accused for academic misconduct, as well as statistics categorized by type of academic misconduct according to Modul University Vienna's Guide to Understanding Plagiarism;
    - v. Graduates and study time;
    - vi. Grades (average, stdev by course);
    - vii. Student mobility (exchange programs);
    - viii. Professional development (internships);
    - ix. Graduates leaving survey;
    - x. Alumni survey.
  - c. Course evaluations (by Modul University Vienna's evaluation instrument)
    - i. Overall by all lecturers in comparison and study programs.
- 3. Other services**
- a. List of staff / faculty members voted in offices including, but not limited to, the Studies and Examination Committee, etc.
    - i. Overview of the committee meetings that took place in the reporting period including the list of members that participated and committee dates.
  - b. Student & Career Services
    - i. Volume of services;
    - ii. Evaluation by students.
  - c. Library
    - i. Volume of services;
    - ii. Evaluation by students;
    - iii. Evaluation by faculty.
- 4. External accreditations and audits**
- a. Programs in place
  - b. Planned activities



c. Assessments (summaries, etc.)

§5. In case of failure to adhere to the agreed-on reporting procedure as outlined in this guidelines, the University Board of Modul University Vienna shall inform the Vice President of International Affairs of NJPI about the failure and that it plans to make use of its “vote of no confidence” right as outlined in Art. II § 3 if the failure is not eliminated and the contractually owed state restored within a period of 14 (fourteen) calendar days from the date of receipt of such written request (“Rectification Period”) during the semester period.

§6. The Academic Director and NJPI will follow adaptations to study and examination regulations and syllabi as decided by the University Senate of Modul University Vienna. Modul University Vienna instantly informs the Academic Director when amendments have been decided and the Academic Director and NJPI will have up to 1 (one) year time to inherit these changes.

§7. Modul University Vienna shall have electronically access to

1. all syllabi categorized by semester in use.
2. all theses as well as unabridged pre-evaluation reports including suggested grades and reviews of supervisors and assessors of theses prior to the issuance of the final grade. Within 3 (three) weeks from receipt of thesis documents, Modul University Vienna will review and revert with feedback and plagiarism reports on the thesis work to the Academic Director. The final thesis grade will be issued by the respective thesis supervisor after consideration of Modul University Vienna’s feedback. Final thesis documentation shall be submitted to Modul University Vienna within 1 (one) week after the final assessment.
3. all internship contracts and internship reports categorized by student and by semester.
4. all course evaluation forms filled out by students categorized by semester and courses.

§8. Modul University Vienna acting reasonably reserves the right to request additional supporting documentation and to receive said documentation within 2 (two) weeks upon request.

§9. Modul University Vienna shall have the right to obtain personal student information and to contact students directly at any time.

§10. Modul University Vienna carries out at least one audit per year. The auditor is a senior member of faculty, is nominated by the President and reports to the University Board of Modul University Vienna. A 1 (one) month written notice is required from Modul University Vienna prior to the envisaged date of an audit. During the audit, Modul University Vienna employees have the right to





inspect all written assessments completed by students during the last two semesters and to talk to all members of the faculty, lecturers, and administrative staff as well as representatives of NJPI involved in the Modul University Vienna study degree offer upon request and depending on availability. Based on the audit visit NJPI receives recommendations on how to improve and further develop the operations of the Modul University Vienna's study degree programs. In case an auditor concludes that assignments or examinations do not meet the standards of Modul University Vienna, a meeting of the Management Committee shall take place. The conference is held to discuss the reasons for the negative report and to decide on measures to be implemented as well as a concrete timeline. If the Management Committee does not agree on measures or if the measures agreed fail to restore the academic standards, then Modul University Vienna reserves the right to pronounce an important reason for terminating the collaboration as stipulated in Art. D of the Milestone Agreement.

#### **XIV Issuance of Diplomas, Diploma Supplements, and Transcripts**

§1. Upon completion of the study program by the students and receipt of graduate documentation, Modul University Vienna shall review the documentation and, if all requirements are fulfilled, issue the graduation diploma, diploma supplement, and final transcript within a period of 30 (thirty) calendar days from the receipt of the respective graduation documentation.

§2. All diplomas, diploma supplements, and final transcripts will be sent by Modul University Vienna to the Academic Director for the purpose of the organization of a graduation event and handover to the respective students.

§3. All academic diplomas issued by Modul University Vienna at the Nanjing Campus related to this cooperation agreement have to be signed by the President of Modul University Vienna, the Dean of the respective study program at Modul University Vienna, and the Academic Director; all diploma supplements are signed by the Dean of the respective study program at Modul University Vienna; all final transcripts are signed electronically by the President of Modul University Vienna or by an administrative member assigned by him/her.

§4. Temporary transcripts issued by Modul University Vienna at the campus in Nanjing, are signed by the Academic Director or by an administrative member assigned by him/her.