



The Legal Basis of your Employment

Magdalena Kietaihl – PhD Orientation Week, 27. September 2023

University Assistents Praedoc are...

- scientific staff (research and teaching assistants)
- with completed master/diploma studies relevant to the position and an
- employment agreement with the university.
- The purpose of your employment is to deepen and broaden your professional and scientific/artistic education.

Legal Basis of your Employment (1)

- Labour and social security regulations,
- in addition the University Act and
- also the collective bargaining agreement : representatives of the employers (Dachverband der Universitäten) and the employees (unions;GÖD) agreed on important terms and conditions of employment including wages, benefits, hours, leave etc.

Legal Basis of your Employment (2)

- Plus works agreements: legally binding internal agreements between your employer (the University of Vienna, represented by the Rectorate) and the staff (represented by the two works councils): the works council for academic university staff and the works council for general university staff (eg Home Office)
- Employment contract

Main Duties (1)

According to § 26 Collective Bargaining Agreement

1. Co-operation in research, teaching and administrative tasks of your unit/sub-unit
2. Assistance in examinations
3. Organizational and administrative tasks as well as evaluation measures

Main Duties (2)

4. Supervision of students
5. Independent research activities
6. Teaching lectures autonomously and conduct examinations according to your contractual obligations

Working Hours

- 30 hours/week (=75 %)
- of which 10 hours/week are reserved for own academic work, in particular for doctoral thesis as well as for relevant further education/training

Teaching Hours

- Year 1: none
- Year 1 with seminar „basic qualification“: 1.5 on average, max 2 teaching hours/week
- If 3 years of previous work experience have been taken into account, the teaching load from the beginning is 3 hours on average and a max of 4 teaching hours/week
- Year 2 + 3: on average 1.5, max. of 2 teaching hours/week
- Year 4: on average 3, max. 4 teaching hours/week

Intranet

- <https://wiki.univie.ac.at/pages/viewpage.action?pageId=171475627>
- Contact us here: personaladministration@univie.ac.at



Thank you!