



INTRODUCTION FOR STVS

Version 2024

english

overview of ÖH for study representatives

**Hochschüler*innenschaft Kunstuniversität Linz
Hauptplatz 8
A-4010 Linz**

Important information for study representatives

Duties of student representatives ('Studienvertretung', STV)	2
Structure of the ÖH	3
Austrian National Union of Students (ÖH)	3
The Federal Representation ('Bundesvertretung', BV)	3
The University Representation ('Hochschulvertretung', HV)	3
The student representatives ('Studienvertretung', STV).....	4
Office and departments	4
STV premises / office / common room	6
Dokapi - Café	7
Committees at the University of the Arts	8
Senate.....	8
Curricula Commission (CK)	9
Working Group for Equal Treatment (AKG)	9
Study Commission (StuKo)	10
STV budget	11
Purchases via the STV budget	11
Options for settling the invoice.....	12
How large may purchases be?.....	13
Is there a way to avoid having to advance the money?.....	13
When will I be reimbursed?	13
Procedure for workshops, DJs, performances etc.	13
Work contract and fee note	13
Inventory / Inventory list / Inventory.....	14
Basic information on attending meetings	15
Audience meeting	15
Participation in admission examinations	16
Participation in general assembly meetings (HV meetings).....	16
Regular team meetings (STV internal).....	16
Activity report.....	16
Pots of the ÖH	17
Social pot:	17
Tuition fee subsidy:	17
Project funding	18
Excursion grants	18

Excursion grant Rectorate	18
Excursion grant STV	19
Services of the ÖH	20
Publication of information	21
ÖH goodies for STVs	22
Laws	23
Forms	24

Dutys of student representatives ('Studienvertretung', STV)

- Representation of all students in a department in all matters relating to daily needs
- Link between the students and the ÖH
- An audience meeting should be held twice per semester
- Management of the ÖH equipment of the STV
- Administration of the student representatives' budget and handling of refunds
- Submission of excursion grants from the STV
- Mandatory participation in HV meetings
- Writing an activity report (Tätigkeitsbericht) at the end of each semester

Structure of the ÖH

Austrian National Union of Students (ÖH)

The Austrian National Union of Students is the legal representation of students' interests throughout Austria. Students are members of this interest group by virtue of their enrolment and are financed by membership fees (ÖH contribution) and funds from the BMWFW and the universities, which are allocated to the ÖH by law.

Together with the university, faculty and student representatives, the ÖH advocates for the interests of students at all levels.

The legal basis of the ÖH is formed by the 2014 Student Union Act, the university election regulations and the ÖH statutes.

The Federal Representation ('Bundesvertretung', BV)

The ÖH Federal Representation is the highest level of representation for students in Austria.

The Federal Representation of the Austrian National Union of Students (ÖH) represents all students at universities, private universities, universities of applied sciences and teacher training colleges throughout Austria.

The ÖH is directly elected by all students every two years and is the voice of the students vis-à-vis the universities and politicians.

The executive of the ÖH Bundesvertretung is led by one or more parliamentary groups (which form a coalition) and works for the students from its headquarters in Taubstummengasse in Vienna.

The 55 members of the Federal Representation are directly elected every two years as part of the ÖH elections. They form the legislative body within the ÖH structure and meet at least twice a semester to make decisions on the work of the ÖH.

Only lists or parliamentary groups are permitted to stand for election to the Federal Representation.

You can find the website of the Federal Representation at <https://www.oeh.ac.at/>

The University Representation ('Hochschulvertretung', HV)

The University Representation is the highest decision-making body of the ÖH at university level.

It is responsible for representing the general and study-related interests of students vis-à-vis state authorities and university bodies, as well as having a decisive voice in the various committees. It also has a decisive vote in the various committees.

The defined tasks of the HV include the coordination of the lower ÖH levels and the delegation of students to the University Senate and its committees. Furthermore, the HV distributes the available budget to its subordinate levels. At least two meetings of the HV take place each semester.

The HV is elected by the students in a list election.

We have 9 HV mandataries. Their term of office lasts two years.

The student representatives ('Studienvertretung', STV)

The student representatives represent the interests of the students in a degree program. They are the direct contact for study-specific questions. They stand up for the interests of their students and for their promotion.

They also have the budget allocated to the student representatives.

They are elected in the ÖH elections according to the right of personal choice.

The current names of the respective student representatives can be found on the website.

<https://oeh-ufg.at/vertretung/#stv>

Office and departments

Our offices are located at Hauptplatz 8, 3rd floor (H8.03.23-H8.03.28).

There you will find all information on social, study law and other study-related issues. You will also find various information material, application forms, application documents and much more.

The advisors and consultants are the executive bodies of the ÖH, so to speak, and work on specific tasks in their departments.

Departments offer consultation hours.

The current office hours of the individual departments and the secretariat are listed below

The current times are listed on the office door and on the website.

<https://oeh-ufg.at/referate/> <https://oeh-ufg.at/kontakt/>

Vorsitz: Hauptplatz 8, H8.03.25 OEH.Vorsitz@kunstuni-linz.at

Consultation hours by appointment

Sekretariat: Hauptplatz 8, H8.03.24 OEH.Office@kunstuni-linz.at

Monday to Thursday: 08.30 - 12.30 Uhr

Referat für Wirtschaft & Finanzen: Hauptplatz 8, H8.03.25 oeh.wirtschaft@kunstuni-linz.at

Consultation hours by appointment

Referat für Soziales & Internationales: Hauptplatz 8, H8.03.27 oeh.sozial@kunstuni-linz.at

Monday: 10.00 – 12.00 Uhr

Tuesday: 14.00 – 16.00 Uhr

Referat für Kunst & Kultur:
Hauptplatz 8, H8.03.27 oeh.kunstkultur@kunstuni-linz.at

8. April 2024: 09.00 – 10.00 Uhr

22. April 2024: 12.45 – 13.45 Uhr

6. May 2024: 09.00 – 10.00 Uhr

27. May 2024: 12.45 – 13.45 Uhr

10. June 2024: 09.00 – 10.00 Uhr

24. June 2024: 12.45 – 13.45 Uhr

Referat für „Queerfeminismus, Antirassismus, Antifaschismus und Accessibility“
(to be changed to "Referat für Intersectional Empowerment" at the HV meeting in April 2024)

Hauptplatz 8, H8.03.27

OEH.Accessibility@kunstuni-linz.at, oeh.queerfem@kunstuni-linz.at

Consultation hours tba.

OEH, Bipol oeh.bipol@kunstuni-linz.at

OEH, Dokapi OEH.Dokapi@kunstuni-linz.at

OEH, Entlehnung OEH.Verleih@kunstuni-linz.at

OEH, Nachhaltigkeit oeh.nachhaltigkeit@kunstuni-linz.at

OEH, Presse OEH.Presse@kunstuni-linz.at

The STVs office is H8, 3rd floor (H8.03.023) oposite of our kitchen.

There are computers and infos for all STVs

(law books, info folder, forms, ect...)

STV premises / office / common room

In your function as a student representative, you have an STV office at your disposal for your tasks. Here you can work in peace and quiet and meet with students for consultations.

The office is equipped with three workstations with computers, printers, office supplies and much more. If you need anything else, simply contact the secretary's office.

The STV office is located at Hauptplatz 8, 3rd floor, H8.03.23

Opposite the STV office is the lounge and meeting room, H8.03.28 of the ÖH. There is also a kitchen with a coffee machine.

Studienvertretungen:

OEH, STV-Architektur oeh.stv-architektur@kunstuni-linz.at

OEH, STV-Bildende Kunst OEH.STV-BiKu@kunstuni-linz.at

OEH, STV-Fashion & Technology OEH.STV-FAT@kunstuni-linz.at

OEH, STV-Grafikdesign & Fotografie oeh.stv-grafikdf@kunstuni-linz.at

OEH, STV-Industrial Design oeh.stv-id@kunstuni-linz.at

OEH, STV-InterfaceCulture OEH.STV-InterfaceCulture@kunstuni-linz.at

OEH, STV-KuWi/MKKT oeh.stv-kuwi_mkkt@kunstuni-linz.at

OEH, STV-Lehramt OEH.STV-Lehramt@kunstuni-linz.at

OEH, STV-Medienkunst oeh.stv-medienkunst@kunstuni-linz.at

OEH, STV-Postdigital Lutherie oeh.stv-pdl@kunstuni-linz.at

OEH, STV-Doktoratsstudien OEH.STV-PhD@kunstuni-linz.at

OEH, STV-Plastische Konzeptionen/Keramik OEH.STV-PlastischeK@kunstuni-linz.at

OEH, STV-Raum&Designstrategien oeh.stv-rudstrategie@kunstuni-linz.at

OEH, STV-Textil.Kunst.Design OEH.STV-TextilKD@kunstuni-linz.at

Dokapi - Café

Dokapi in Domgasse welcomes all students to visit, perform, create and collaborate. Listen to music or make music. Enjoy good food or cook for yourself. Just drop by!

On the second floor in Domgasse

Mon - Thu 10:30 am to 6:30 pm

The daily offer includes drinks as well as food and various sandwiches.

Film evenings, concerts, lectures and more are also offered during the semester.

The announcements will be sent out via the info mailing list.

Committees at the University of the Arts

This work is on a voluntary basis without receiving a function allowance.

However, it not only offers you the opportunity to develop your professional skills and actively help shape future processes, but also the possibility of extending your study grant and receiving credit for free electives.

Senate

Together with the Rectorate and the University Council, the Senate forms the governing body of the University of Art and Industrial Design.

It includes representatives from all areas on a pro rata basis.
Meetings of the Senate are not public and are held in German.

Tasks of the Senate:

- Confirms decisions of the Curricula Commission or decides in the event of a dispute if Stukos or the study administrator and the Curricula Commission cannot reach an agreement
- Approves and comments on the development plan and organizational plan
- Preparation of the proposal for the election of the Rector (together with the University Council)
- Issuing the curricula
- Determination of academic degrees
- Issuing statutes of the university
- Appointment of the commission and reviewers in appointment procedures
- Appointment of members to the Working Group for Equal Treatment Issues
- Appointment of members to the Arbitration Commission

You can find out more about the Senate from the ÖH Chair or at <https://www.kunstuni-linz.at/universitaet/organisation/universitaetsleitung/senat>

Curricula Commission (CK)

The Curricula Commission according to UG 2002 performs the tasks of the Senate according to §25 10 and §25 (8) 3 on its behalf.

The CK is a decision-making body and considers the overall well-being of the university.

- Guidelines for curricula
- Automatically adopts decisions made by Stukos and the study administrator if they does not raise an objection within 4 weeks
- Raises or decides on curricula

You can find out more about the Curricula Commission from the ÖH Chair or at <https://www.kunstuni-linz.at/universitaet/organisation/universitaetsleitung/senat/curricula-kommission>

Working Group for Equal Treatment (AKG)

What does the AKG stand for?

- Gender equality and equal participation in science, education, work, art and society
- Increasing the proportion of women, especially in management positions, by promoting women
- Increasing the proportion of people with a migration background among employees and students at the University of Art and Design Linz
- Increased implementation of gender studies
- Transparent, fair and legally compliant recruitment procedures
- Use of gender-equitable and non-discriminatory language
- *What does the akg stand up against?*
- against discrimination based on gender, ethnic origin, nationality, religious affiliation, health status, age or sexual orientation
- against racism and the exclusion of minorities
- against sexual and gender-specific harassment, against sexual violence
- against verbal discouragement
- against the use of stereotypical role models

You can find out more about the AKG from the ÖH Chair or at <https://www.kunstuni-linz.at/universitaet/organisation/interessenvertretungen/arbeitskreis-fuer-gleichbehandlungsfragen>

Study Commission (StuKo)

The StuKo is a working committee. It drafts **new curricula and major changes**.

A maximum of one per field of study is set up by the head of the institute

Size and composition according to pragmatic aspects; neither the professors' committee, the mid-level faculty committee nor the students' committee may be excluded if they wish to participate in the study committee.

STV budget

The financial year of the ÖH corresponds to the academic year and therefore begins on July 1 and ends on June 30. The budgets of the ÖH always refer to a financial year.

30% of the total budget is available to the study programs. Half of this budget is divided equally between the current 14 fields of study (= base amount). The other half is based on the number of students per field of study.

As the actual number of students is not known until after the end of the enrolment period, the exact budget can only be announced at that time. Prior to this, an expected sum is determined in the annual budget (JVA), which can be reckoned with until then. This budget is published annually in June, at the last AGM meeting of the academic year.

Ideas, proposals and any financial and economic concerns of the study program can only be submitted by its representatives.

It is your responsibility to keep an eye on your expenses.

Therefore, each STV should keep an Excel list of its own expenses so that you as student representatives have an overview of your budget.

It is also advisable to draw up a budget plan in consultation with your students (student assembly).

An example of a budget plan would be to divide the budget: 50% for equipment, 50% for parties, cooking, coffee.

Purchases via the STV budget

What can the budget be used for?

The funds must be used to support your studies.

Basically, it is up to you what you want to spend your budget on. However, it must benefit your students and may not be used for things that should actually be paid for by your department (e.g. materials, exhibitions as part of a course, etc.).

It is important that these purchases serve as large a group of students as possible. It is not the intention to use the budget for individual projects.

"Financial management must be carried out in accordance with the principles of regularity, expediency, economy and controllability." (HSG 2014)

Options for settling the invoice

1. refund of invoices already paid:

If the invoice has already been paid, the refund form must be used for the refund:

This form is available at the STV office, HP 8, 3rd floor, H8.03.23, or as a download on our website <https://oeh-ufg.at/referat-fuer-wirtschaft-und-finanzen/>

The reimbursement form is checked and signed by a member of the STV (mandatory). It can be handed in to the Department of Economics and Finance or posted in the letterbox HP8.03.25.

Please note the following for the reimbursement of costs:

- 1) Only **original receipts** can be reimbursed. It is advisable to keep a copy of the invoice (or photo) in your documents.
- 2) The dual control principle applies: forms should be signed by your colleagues, not by yourself. This is in your own interest.
- 3) Please do not list more than 2 invoices per reimbursement form.
- 4) For events such as regulars' tables, breakfasts, etc., please also state the date of the event in the reason for payment.
- 5) **No deposit will be refunded.** Therefore, please always mark the deposit on the invoice and deduct it from the total amount. (The same applies if you return empties. You can then add the amount to the total amount).
- 6) Name + IBAN should match, otherwise incorrect transactions may occur.

2. the invoice is addressed to us:

The invoice is to be addressed to the ÖH. We will then transfer the invoice amount directly to the company's account in due time. This must always be clarified in advance with the Department of Economics and Finance!

The correct billing address is a prerequisite:

Please state STUDENT DEPARTMENT (Studienrichtung) !!!

Hochschüler*innenschaft der Kunstuniversität Linz
STUDIENRICHTUNG
Hauptplatz 8, H8.03.25
4020 Linz

The STV must approve and sign the invoice (before payment)!

How large may purchases be?

The total of all expenses per academic year may not exceed the budget. Up to an amount of € 400, - consultation with the Department of Economics and Finance is sufficient. The expenditure may only be made after consultation!

For purchases over € 400, a resolution of the AGM is necessary and 3 offers must be obtained. This application must be sent to the ÖH office at least 2 weeks before the AGM meeting.

Is there a way to avoid having to advance the money?

In exceptional cases, payment can be made on account by the ÖH. These cases must always be discussed with the Department of Economics and Finance.

When will I be reimbursed?

Usually within two weeks. In the case of purchases that are included in the inventory (camera, coffee machine, kitchen, etc.), the reimbursement will only be made after the proper inventory has been made.

Procedure for workshops, DJs, performances etc.

PERSONNEL QUESTIONS should always be clarified in advance with the Department of Economics and Finance!

If you want to hire a band, a DJ, a guest speaker, a workshop leader or a graphic designer, you must clarify this with the Department of Economics and Finance at least 3 weeks in advance!

We then have to work out together how the staff can be billed (contract for work / honorarium or service contract).

Work contract and fee note

If work contracts and fee notes are billed in combination, the ÖH forms must be used, as the contract is formally concluded with the ÖH.

Furthermore, it must be clarified in advance whether the person is self-employed or must be registered by us on the day of the event.

For this purpose, an employee master data sheet must be completed and sent to our payroll department. This can be found on the website <https://oeh-ufg.at/referat-fuer-wirtschaft-und-finanzen/>

Inventory / Inventory list / Inventory

All STV equipment must be inventoried. On the one hand, this serves as an overview and information (for you or your successors), on the other hand, the STV inventory is partly managed as fixed assets of the university representation. A complete inventory list is therefore necessary for accounting purposes to ensure correct annual financial statements.

If something is purchased (e.g. a lamp), it must be included in the STV's own inventory list. The Department of Economics and Finance also records this. The STV must then collect an inventory sticker from the secretary's office (Ms. Helga Rudolf) and stick it on the item so that it can be fully and clearly identified.

At the end of each semester, the STVs send the updated inventory list to the ÖH office. Any changes must be noted (items can no longer be found, items are missing from the list, items are defective, etc.).

Basic information on attending meetings

The work of student representatives in university collegial bodies is - alongside other one of the most important pillars of student participation at the university.

This ensures that students, indirectly via the student representatives they elect, can influence many decisions that affect them.

How far this influence can go depends, on the one hand, on the type of collegial university body, but also, in particular, on the motivation and willingness to work of the respective student representative.

Audience meeting

The Students' Assembly must be convened twice a semester.

The invitation to the Students' Assembly must be sent to all students on the degree program.

It serves to inform and deal with study-related matters of the students. Students' concerns and wishes must be discussed, and the possibility of STV funding for excursions must also be pointed out. Furthermore, the budget planning of the STV is to be discussed and decided upon.

However, the resolutions of the Student Assembly are not binding, but should be discussed as a working basis at the next HV Meeting.

Written minutes must be kept of the Students' Assembly.

Institute meetings

The institute meetings at the University of Art and Design are convened by the head of the institute. There are usually two meetings per semester, one of which is mandatory. You as student representatives must be invited. If this is not the case, please contact your head of department.

Your participation in the institute meetings is important, as otherwise you will not know about changes and decisions that are taking place in your institute. You can speak up at the meetings and represent the position of your students. If you have something to discuss, you can have an item added to the agenda by your department head. This allows you to help shape decisions within your institute. The participation of student representatives from the institutes is usually welcome, as it is also in their interest to be able to obtain student opinions directly.

Participation in admission examinations

As a student representative, you must be invited to the admission examinations. If this is not the case, please contact your institute management.

Participation in general assembly meetings (HV meetings)

There are at least two regular meetings per semester. These are convened by the ÖH chairperson. Attendance at HV meetings is mandatory for student representatives. At least 1 person per study representation should be present! If someone is unable to attend, please cancel at oeH.office@kunstuni-linz.at

Motions from the STV for the HV must be submitted to the Chair or the Department of Economics and Finance in good time ... **at least 14 days before the HV meeting.**

Regular team meetings (STV internal)

It is important that you function as a team. Meet regularly internally to keep each other up to date.

Activity report

According to HSG 2014, §22 (1), the HV must publish an activity report every year by June 30. Therefore, each STV must send an activity report as a Word document to: OEH.Vorsitz@kunstuni-linz.at and CC to OEH.Office@kunstuni-linz.at at the end of the respective semester. The submission deadlines will be announced.

Try to record what you have done, organized, hosted, purchased and where you have participated this semester. Perhaps you held consultations, an audience meeting, a workshop in person or digitally, attended general assembly meetings, breakfasts, etc., were present at institute meetings or at the entrance exam? Anything is possible. Only one activity report is required per STV, per presentation. Please communicate with each other and clarify all necessary questions together.

Pots of the ÖH

Social pot:

The social pot, allocated by the university representation of the University of Art and Design Linz, serves to directly support students in social and financial need. The one-off payment can be used to offset study-related costs that are not covered by other funding. The social pot is advertised every semester and awarded by a jury consisting of the chairperson of the University Representation, the economic officer and an advisor from the social department.

Since winter semester 23, the application form can be completed and uploaded online in the University of Art and Design's call system. Details on the guidelines and the required documents are available at <https://oeh-ufg.at/sozialtopf/> or during office hours at the Department of Social and International Affairs.

The submission deadline will be announced via the ÖH info list and on notice boards at all study locations.

Tuition fee subsidy:

The tuition fee subsidy, awarded by the University Representation of the University of Art and Design Linz, serves to refund the tuition fees paid under certain conditions, provided that these are not refunded by other bodies. This support was set up by the University Representation of the University of Art and Design Linz together with the Rectorate of the University of Art and Design Linz. All regular students can apply. The University Representation manages a pot of just under €15,000, which is distributed to students in the form of grants for tuition fees paid. The grant is announced each semester and awarded after the grace period of the respective semester by a jury consisting of the chairperson of the University Representation, the economic officer and an advisor from the social department. Since WS 23, the application form can be completed and uploaded at <https://calls.kunstuni-linz.at/calls/> can be completed and uploaded.

Details on the guidelines and the required documents can be found on the website <https://oeh-ufg.at/wp-content/uploads/2021/12/Richtlinien-Zuschuss-Studiengebuehrens.pdf> or during the office hours of the Department of Social and International Affairs.

The submission deadlines will be published.

Project funding

With the project funding of the Students' Union of the University of Art and Design Linz, funding is awarded once a year by an external jury to unfinished projects by regular students of the University of Art and Design Linz. The maximum funding amount per project is €800.

The call for proposals always takes place at the beginning of the summer semester of the respective academic year.

Submissions are made via the Calls platform of the University of Art and Design Linz. The guidelines can be found on the website at <https://oeh-ufg.at/wp-content/uploads/2022/03/2022-04-22-Poster-Projektfo%CC%88rderung-Final-1.pdf>

Excursion grants

The university representatives have two different excursion grants.

There is the joint excursion grant, which is distributed together with the Rectorate, and the smaller individual grant, which is distributed by the respective student representatives.

Excursion grant Rectorate

The excursion grant is a joint initiative of the student body and the Rectorate of the University of Art and Design Linz. Its purpose is to enable all students to go on excursions abroad.

This is an annual budget that is always allocated in January.

It is also based on the calendar year, which corresponds to the period from January 1, 2024 to December 31, 2024.

2024. This must be taken into account when planning ahead. Accounting,

budget planning and financial processes are fundamentally linked to the financial year or financial year, and this fact cannot be changed in any balance sheet.

For the calendar year 2024, € 60,000 has been committed.

Applications for excursions to be funded can be submitted **by the institutes** and branches of study using the application form. The application forms and guidelines will be sent to lecturers and institutes by email in good time. The guidelines can be found on the website https://oeh-ufg.at/wp-content/uploads/2023/11/Exkursionszuschuss_Richtlinien2024.pdf

A jury consisting of representatives of the ÖH and the Rectorate will decide on the allocation of funds in January.

Excursion grant STV

This excursion grant is a joint initiative of the ÖH University Representation (HV) and the ÖH Student Representation (STV) at the University of Art and Design Linz.

It is funded by the student representatives and supported by administrative and infrastructural resources of the university representatives.

The STV can subsidize excursions. A distinction is made between domestic and international excursions. For national excursions, €30 per student can be subsidized, for excursions abroad €50. Each student may only receive funding for one domestic and one international excursion per academic year. This option should be decided in the student assembly.

What is the procedure?

Applications are submitted by the students to the STV. If there is no STV, the applications must be submitted to the HV, which then decides on the allocation. There is no legal entitlement to a grant!

If the student representatives award the grant, the STV will send an application form to the applicant. This allows all participating students from their own branch of study to register on the form. During the excursion, the lecturer is asked to confirm and sign the correctness of the participation of the persons listed.

After the excursion, the applicant must return the completed and signed form together with all current study sheets of the participating students to the student representatives.

The student representatives check that the form is complete, sign it and then submit everything to the Department of Economics and Finance so that the grant can be transferred to the participants.

Services of the ÖH

The ÖH of the University of Art and Design Linz offers you

- Information about scholarships and benefits for students
- Help with social and study law issues
- Issue of the culture pass - only to students who receive a social pot.
- Issue of various brochures
- Advice and assistance with applications for scholarships, insurance, family allowance ...
- Review of legal texts and curricula; taking a stand on the development of education policy, right to have a say in various committees: Senate, Curricula Commission, Appointment Commissions, HV,...
- OEH.info mailing list
- Offers the opportunity to send information to students simply, quickly and easily by e-mail.
- Social fund of the ÖH of the University of Art and Design Linz
- Subsidy for tuition fees
- Excursion fund
- Project funding - financial support for artistic projects,
- Submission deadline always at the beginning of the SS of the respective academic year
- Cooperation tenants' association
- The Students' Union of the University of Art and Design Linz has established a cooperation with the Tenants' Association, which students can turn to with questions about housing, studios, tenancy and housing law problems.
- Plagiarism check
- The student body of the University of Art and Design Linz has established a cooperation with the ÖH of the JKU, where students of teaching, media culture and art theories and cultural studies can have their theses checked for plagiarism.
- - ÖH accident and liability insurance
- All students and their underage children are covered by the ÖH accident and liability insurance for the whole semester by paying the tuition fee, as EUR 0.70 of the tuition fee is paid to the insurance company. Details at <https://www.oeh.ac.at/service/oeh-versicherung/>
- Rental of technical equipment: <https://oeh-ufg.at/entlehnungen/>
- ÖH bus, music system, DJs set More information at <https://oeh-ufg.at/entlehnungen/>
- Dokapi - Café by students for students
- Detailed programs will be sent out by the Dokapi team
- KUKI Kiste Childcare for children up to 3 years of age of students and staff of the University of Art and Design Linz.
- HV project pot for the organization of workshops, seminars, guest lectures,
- project realizations,...
- Organization of the first semester information day at the University of Art and Design Linz
- Psychological counseling for students
- All students in Upper Austria have access to the professional and free services of the Psychological Student Counseling Service. psychol.studber@jku.at or Telephone 0732/2468-7930

Publication of information

ÖH-Newsletter of the University of Art and Design Linz

It contains information on current calls for applications, events, competitions, grants, scholarships, job offers, apartments, workshops, parties, news - what's happening at the university, Dokapi, ÖH and much more.

It is sent to ALL students at the University of Art and Design and to people who have registered to subscribe to the newsletter. Student data is updated every semester.

Procedure and deadline for publication: Send information to oeh.presse@kunstuni-linz.at in good time, as the newsletter is always sent out on the 10th and 25th of the current month.

Website of the ÖH at the University of Art and Design Linz

Here you will find all the most important information about the University Representation of the University of Art and Design Linz.

Whether it's advice, support or parties: the ÖH makes your everyday student life easier! More information at <https://oeh-ufg.at/>

Social Media

Instagram: [oeh-kunstuni.linz](https://www.instagram.com/oeh-kunstuni.linz)

Facebook: ÖH-Hochschüler*innenschaft Kunstuniversität Linz

UfG.blackboard - mailing list

This list is a free platform for discussion, announcements, questions ... related to the University of Art and Design Linz.

Using UfG.Blackboard To send a message to all list members, send it to ufg.blackboard@LISTS.ufg.at .

You can subscribe to this list or change an existing subscription in the following section.

Subscribe to UfG.Blackboard by filling out the form at the following link

<https://lists.ufg.at/mailman/listinfo/ufg.blackboard>

You will shortly receive a confirmation email to ensure that it is really you who wants to subscribe. This is a hidden mailing list, which means that the list of subscribers can only be viewed by the administrator of the list.

ÖH Newsletter of the ÖH Federal Representation

If you do not yet receive the monthly newsletter of the ÖH-Bundesvertretung, you can register for the newsletter free of charge.

Here is the link <https://www.oeh.ac.at/formulare/newsletter-anmelden>

Simply fill out the form and from next month you will receive all information from the ÖH Federal Representation reliably.

ÖH goodies for STVs

Here you will find important social and tax law information as well as a brief overview of the benefits of ÖH work. This information is aimed at all those who hold a position in the Austrian National Union of Students (ÖH).

Working as a student representative is an honorary activity and it is associated with various benefits:

Extension of the period of entitlement to family allowance and student grant
Periods as a student representative act as an extension of the period of entitlement for both family allowance and student grant. For each semester in which an activity is carried out, you can extend your period of entitlement by a quarter, half a semester or a whole semester. The exact extent depends on the activity.

The application for the extension of the family allowance is submitted to the tax office of the parent entitled to the allowance, in the case of the study grant to the responsible scholarship office.

The confirmation will be confirmed by Ms. Tarnok, Study Department, HP 6.

More detailed information on extensions can be obtained from the ÖH Secretariat.

Crediting ÖH time for free electives

Depending on your function, you will receive 2-6 ECTS points per semester for free electives for your ÖH activities if these are included in the curriculum. The form will be confirmed by Ms. Tarnok, Department of Studies, HP 6.

More detailed information on crediting can be obtained from the ÖH Secretariat

Tuition fees At the University of Art and Design, the ÖH currently has the option of awarding a tuition fee subsidy in the amount of the basic tuition fee.

As there is only a contingent of 20 places (amounting to € 363.36 each), the allocation will be decided by the chair after the submission deadline. The submission deadlines are sent out via the staff list.

The ÖH contribution of € 22.70 must be paid by the student! The funding amount can be subsidized per ÖH employee with a maximum of € 363.36 per semester. A study success of at least 8 ECTS must be proven from the previous semester in order to be considered active for examinations. The grant can only be awarded in the semester in which the student is actively involved in the student body.

Laws

Which laws do we work with?

To always read the latest version, use the free downloadable RIS <https://www.ris.bka.gv.at> (RIS = legal information system of the federal government)

- **HSG - Students' Union Act 2014**

Version from 27.03.2024

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20008892>

The Students' Union Act 2014 is the legal basis for the Austrian Students' Union and contains the regulations for the ÖH Federal Representation, the university representations (including faculty and study representations) and the representations of the universities of teacher education and universities of applied sciences. The law covers the rights and duties of the ÖH, the composition of all levels, its infrastructure and finances.

- **UG - Universities Act 2002**

Federal law consolidated: Complete legal regulation for the Universities Act 2002 version of 27.03.2024

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

Universities Act 2002: The Universities Act is the legal basis for all universities in Austria. It contains general provisions (principles, tasks, scope, funding, management), management and internal structure (general and special provisions, research funding), equality between men and women, procedures. Of particular importance to us: study law (general, studies, students, examinations, academic degrees, nostrification, tuition fees), members of the university and penal provisions.

- **Statutes of the Students' Union at the University of Art and Design Linz**

These can be found in the handbook and on the website https://oeh-ufg.at/wp-content/uploads/2024/02/Satzung-31_01_2024.pdf

The student unions at the universities are corporations under public law - they adopt their own statutes by a two-thirds majority. This regulates the meetings of the federal and university representations, the establishment of departments as well as organization and administration.

- **Students' Union Election Regulations 2014**

The HSWO regulates the organization of the ÖH elections at universities and university colleges of teacher education and the delegation to the federal representation. It contains information on who can stand as a candidate and how and when this must be done.

- **Guidelines of the Control Commission**

In its budget management, the ÖH must adhere to the principles of truthfulness, expediency, economy and easy controllability. To this end, it is monitored by the Control Commission. It has drawn up binding guidelines for the management of student unions.

Forms

You can find your forms in the Group drive Group/oeh/General/ Forms/Forms STV or in the STV office at Hauptplatz 8, 3rd floor, H8.03.23 - or on the website <https://oeh-ufg.at/referat-fuer-wirtschaft-und-finanzen/>

- Invoice-Reimbursement STV
- Excursion grant
- Invoice for fees
- Employee master data
- Contract for work