

# Operating principles for the Research Cluster/Research Platform of the Medical University of Vienna

## I. General Information

### § 1. Legal Principles

- (1) These rules of procedure apply to the Research Platform Medical Imaging (RPMI) of the Medical University of Vienna.
- (2) The RPMI is a research cluster/research platform of the Medical University of Vienna, according to the development plan of the University.
- (3) Correspondence via e-mail fulfills the written form requirement. This also applies analogously to mailings to the members of the Cluster/Platform.

### § 2. Mission, Aims and Tasks of the Research Cluster/Research Platform

- (1) The primary aim of the RPMI is to (i) provide an interaction and communication platform for all members of staff that deal with any fundamental basic, translational and clinical research aspects in the fields of the RPMI, (ii) to actively contribute to shaping the future of this discipline within the Medical University of Vienna at the level of research interactions, established facilities, organization of interest groups, organization of new core and specialized facilities, (iii) to promote the retention and recruitment of staff, local and foreign.
- (2) The RPMI sees fostering of internationally-competitive frontline research as its primary goal, including the training and mentoring of PhD students, post-doctoral fellows, junior PIs and assistant professors who qualify as "future research leaders" by publication output and internationally (or nationally) successful peer-reviewed funding.
- (3) The RPMI is open to all members of the Medical University of Vienna according § 3, whose documented research, regardless of preclinical or clinical in nature, and teaching activity deals with any topic of the field of the research cluster/research platform. The RPMI is open to members of other Research Clusters/Research Platforms of the University as long as their long-term interests and research activity encompass questions related to the topic of the cluster/platform.
- (4) To achieve the aims, the RPMI places particular emphasis on the following mandatory short- and long-term activities:
  - organization of an annual retreat or scientific meeting with attendance for free for all members and selected guests
  - organization of at least 2 keynote lectures from invited (international) speakers
  - annual "General Assembly" (GA) open to all members where the speaker(s) and the steering board (SB) will present annual activities
  - regular meetings of the SB
  - maintain a dedicated website according to Medical University of Vienna's rules that (i) describes specific and all interests within the cluster/platform, (ii) identifies members, their research activities and interests, funding, and (iii) research interactions in the form of interdisciplinary interest groups, and (iv) provides scheduling information for future events.
  - Giving input to the development plan.
- (5) Optional activities might include:

- support exploratory and interdisciplinary research projects jointly written and submitted by members of Medical University of Vienna's preclinical and clinical departments
- grant application support
- support participation at national or international meetings, workshops or conferences
- provide career mentoring to younger researchers
- fundraising and sponsorship activities

## II. Organization

### § 3. Members

A distinction can be made between regular members with voting rights and associate members without voting rights as follows:

- (1) Regular members have a voting right at the GA, while associate members have no voting right.
- (2) For regular cluster/platform membership, minimal requirements: researcher of the Medical University of Vienna working in any clinical/theoretical field of the RPMI, has published peer-reviewed original scientific research articles as both first and last (senior) author, and succeeded in peer-reviewed academic grant competition nationally or internationally and supervised PhD students.
- (3) Associate member of the XXX can be any individual who is employed at the Medical University of Vienna and works in research.
- (4) Application for regular/associate membership is open throughout the year (by self-nomination). The SB approves new members, which will be announced at the Annual GA.
- (5) Members can opt to cease their memberships and contributions and leave the RPMI without any period of notice or delay. A member of the SB (including speakers) can be recalled anytime if the absolute majority of the members express this in writing. Thereafter, intermediate elections will be called as per the procedures for SB members and speakers.
- (6) Membership expires upon resignation or expulsion, in particular due to a proven breach of integrity in academic studies, teaching and research. Expulsion is to be decided by the SB with a 75% majority.
- (7) Scientists from other Universities (e.g. University of Vienna, University of Veterinary Medicine Vienna) or Research Institutions (e.g. CeMM, CCRI, IMP, IMBA, ISTA), can be accepted as associate members. In this case, minimal requirements are the same as for regular members of the RPMI.
- (8) All members should actively participate in events and activities, including GA and elections of SB members.
- (9) Members must comply with the RPMI statutes and the resolutions of the Steering Board (SB) and the General Assembly (GA).

### § 4. Bodies of the Research Cluster/Research Platform

The bodies of the RPMI are:

- (1) The General Assembly (GA)
- (2) The Steering Board (SB), represented by the speaker and a deputy speaker.

### § 5. The General Assembly

The following rules and regulation apply to the General Assembly (GA)

- (1) The ordinary GA takes place once a year. An extraordinary GA must be held within eight weeks of a decision by the SB, the GA or at the written request of at least one third of the members, stating reasons.
- (2) All active members are entitled to participate. Each regular member has one vote. The transfer of voting rights to another member by means of a written proxy is permitted.

- (3) The GA shall be convened by the SB, stating the agenda. The meeting must be convened at least 4 weeks before the date of the GA. Motions for the GA must be submitted in writing to the SB at least 2 weeks before the date of the GA. The final agenda must be made known to the members 1 week before the GA.
- (4) The GA is quorate regardless of the number of members attending who are entitled to vote.
- (5) Valid resolutions - with the exception of those on a motion to convene an extraordinary GA - can only be passed for points that are included in the agenda.
- (6) Elections and resolutions in the GA are passed by a simple majority of votes.
- (7) Resolutions to amend the statutes of the RPMI require a qualified majority of 2/3 of the valid votes cast.
- (8) The GA is chaired by the speaker of the SB or, if he/she is unable to attend, by his/her deputy. If the latter is also unable to attend, the SB members present shall appoint a replacement.

### **§ 6. Tasks of the General Assembly**

The GA is responsible for the following tasks:

- (1) Appointment (election) of the members of the SB.
- (2) Dismissal of members of the SB.
- (3) Acceptance of the annual report and the financial statements.
- (4) Passing resolutions on amendments to the Articles of Association.

### **§ 7. Steering Board**

- (1) The steering board will consist of 4, 6 or 8 members. The members of the SB (50% male and 50% female members) are elected by the GA.
- (2) Every regular member of the RPMI is entitled to actively apply for a position in the SB (i.e. self-nominations are allowed). The term of office for members of the SB is four years. Every second year, 50% of the steering board has to be renewed.
- (3) There will be a list of (self)nominated female and male candidates. At the GA or online vote according to the status of MedUni Vienna for online voting, each regular member with voting rights can elect up to 2,3 or 4 female and resp. 2, 3 or 4 male candidates. The female and male candidates with the most votes are elected to the board. In case of equal votes, the decision is made by drawing lots.
- (4) Particular attention must be paid to different stages of academic careers and an equal representation of pre-clinical and clinical research fields. Members of the steering board should not be from the same organizational unit.
- (5) In the case of documented misconduct or inactivity over a longer period of time (more than 12 month), the SB can dismiss the speakers from the speaker function and from the SB by a 2/3 voting majority.

### **§ 8. Tasks of the Steering Board**

The SB is responsible for the management of the RPMI. It is responsible for all tasks that are not assigned to another body by these Operating Principles.

- (1) In particular, the SB's area of responsibility includes the following agendas:
  - Nomination of one Speaker and one Deputy Speaker
  - Organization of the SB election
  - Strategic development of the RPMI
  - Preparation of an annual plan and drafting of an annual report
  - Planning and organization of events (RPMI Lectures, Grand Rounds, etc.)
  - Planning and organization of the annual retreat or scientific meeting
  - Planning and implementation of training, further education and training courses



- Support rectorate in cluster-related matters, e.g. developmental plan
  - Preparing the content of the GA
  - Deciding on the convening of ordinary and extraordinary GAs
  - Deciding on finances in compliance to MedUni Vienna rules (see Appendix A)
  - Admission and expulsion of members
  - Carrying out necessary co-optations
  - Public relations work for the RPMI
  - Recruitment of members
  - Cooperation with other clusters
  - International networking
  - Infrastructure development
- (2) SB resolutions are passed by a simple majority of votes. Each member of the SB has one vote. The transfer of voting rights to another member by means of a written proxy is permitted. In the event of a tie, the Speaker has the casting vote.
- (3) The SB has a quora when more than 50% of the members are present in the SB meeting.

#### **§ 9. Speaker and Deputy Speaker of the Research Cluster/Platform**

- (1) The Speaker and Deputy Speaker will be nominated by the SB. Speaker and Deputy Speaker are elected among the members of the SB. Those with the highest votes will be suggested as Speaker resp. Deputy Speaker.
- (2) Speakers will be appointed by the Rectorate of the Medical University of Vienna.

#### **§ 10. Tasks of the Speaker of the Research Cluster/Research Platform**

In particular, the Speaker's area of responsibility includes the following agendas:

- Coordination of the SB so that all tasks as listed in § 8 are properly performed.
- Organization of the SB meeting. They should take place at least 2 times a year. Meetings must be convened at least two weeks before the date of the meeting and must include an agenda. The Speaker must convene a meeting immediately if at least one third of the members of the Steering Committee request this in writing. The meeting must be convened at the earliest within two weeks and at the latest within four weeks of receipt of the request by the Speaker.
- Representation of the Research Cluster/Research Platform within and outside the Medical University of Vienna.
- Responsible for the proper submission of all reports to the rectorate.

#### **§ 11. Reporting to members**

To maintain transparency, the minutes of the SB meetings as well as of the annual GA will be available to all members upon request. These protocols will be available 14 days after the said meeting, contain (i) list of attending members, (ii) order of topics, (iii) discussion regarding and action upon each topic, (iv) opinions, particularly expressions of concern, (v) results of voting, and (vi) scheduling of subsequent meeting.

### **III. Final Provision**

#### **§ 12. Entry into force and transitional provisions**

- (1) These operational procedures are effective from 12.12.2025.
- (2) Previous Rules of Procedure dated 30.08.2018 and last amended on 01.01.2025, shall cease to apply upon implementation of the new rules.



- (3) Bodies established at the time these Rules of Procedure enter into force shall remain in place until the end of their original term of office.

Wien, 11.12.2025

Die/Der Vorsitzende der Generalsversammlung

N.N.

## Appendix A

Funds from the internal MedUni Vienna mandate may be used to support networking activities, increase visibility, initiate cooperation within the cluster/platform, and promote young researchers. Prizes, awards, or individual research projects cannot be awarded to individuals or employees in form of direct money transferred to an employee account, nor can they be established as a new internal contract.

Eligible costs for the internal account (SO Innenauftrag) of the cluster/platform include:

- Networking activities within the cluster and with other MedUni Vienna clusters. This includes costs associated with events and guest speakers.
- Increasing the visibility of the research area or cluster/platform activities, whether digital or in print (e.g., flyers), in coordination with the MedUni Vienna Corporate Communication Department.
- Initiating internal cooperation within the cluster, e.g., covering event, travel, or material costs, MedUni Vienna Core Facility costs (without creating a new internal C number).
- Promotion of young scientists, e.g., covering congress, training, travel, or material costs; or MedUni Vienna Core Facility fees.

Non-eligible costs include:

- Personnel costs
- Investments
- Prizes and awards for individuals/employees, unless based on covering eligible costs (see above)
- Research projects or grants with an additional or own internal accounting number

Donations and fundraising proceeds must be used in accordance with the MedUni Vienna rules for §27 projects and according to the purpose of the donation.