



RESEARCH AND INNOVATION BOARD (RIB)

GUIDELINES – 45

In effect since September 21st.2021

For better readability, Paracelsus Medical Private University is abbreviated here to PMU. This document is a translation of the German Guidelines "R-45-Research and Innovation Board (RIB), rev.no. 3, in effect since September 21st 2021. In the event of discrepancies between the German version and this translation, the German version prevails.

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2. Goal and Purpose

The Research & Innovation Board (RIB) is the advisory body to the Vice President for Research. It serves as a forum for the discussion and decision-making on matters concerning the planning, development, and implementation of research, innovation, and digitalization at the Paracelsus Medical University and its affiliated university hospitals from a strategic and organizational perspective. Furthermore, it prepares research-, innovation-, and digitalization-related matters for decision-making by other duly authorized bodies of the university.

3. Release

The guidelines were presented and adopted in advance by the Research and Innovation Board (RIB) of the PMU. It was approved in full as follows:

President

4. Members

The Vice President for Research (VP) acts as the Chair of the RIB. He or she convenes and chairs the meetings.

The Vice President for Research, the Dean and Vice Dean for Faculty of Medicine, (Salzburg campus), the Deans for Research, Faculty of Pharmacy, the Deans for Nursing Science, the Deans for Research (external campuses), the heads of the Research and Innovation Centers (FIZ), the Head of Research Management (Salzburg campus), and the Head of Research Management and Services (Nuremberg campus) are ex officio permanent members of the RIB. The Dean for Research, Faculty of Medicine, serves as Deputy Chair.

All Deans may, in consultation with the Vice President for Research, appoint a permanent representative for the entire respective term of office. These representatives shall attend meetings in place of the Deans, exercise their voting rights independently, and receive all relevant information, invitations, etc. In addition, the minutes shall also be sent to the appointing Deans for their information.

An additional 8 to 10 members shall be nominated and appointed by the Vice President for Research. The appointment of representatives for these members is not envisaged. In constituting the RIB, care shall be taken to ensure broad representation of the university's research- and innovation-related interests.

Each appointment by the Vice President for Research is made for a term of three years, with the possibility of reappointment. Appointed members shall step down after a maximum of six consecutive years of membership in the RIB. This does not preclude a renewed appointment to the RIB at a later date. In order to maintain continuity within the committee while also enabling the participation of new members through rotation, approximately two thirds of the members should, where possible, remain on the RIB beyond the end of the three-year term, while approximately one third shall leave the RIB after three years and be replaced by new members appointed by the Vice President for Research. Prior to each new term of office, the Vice President for Research shall submit the new composition of the RIB to the Rectorate for information.

In addition to the permanent and appointed members with voting rights, further individuals may be invited as experts or guests where the subject matter requires expertise from fields not sufficiently represented within the RIB.

The current composition of the RIB can be found on the university website: +(<https://www.pmu.ac.at/forschung-innovation/forschungsservices>).

5. Meeting frequency and Agenda (TOP)

Meetings of the RIB shall be convened by the Chair at least three times per year following consultation with the committee. No later than one week prior to each meeting, the Chair shall prepare an agenda and distribute it to all members by email. All members may submit agenda items in writing by email not later than 48 hours before the start of the respective meeting. Agenda items submitted after this deadline may be discussed under "Any Other Business" but shall not be subject to a resolution or vote.

6. Quorum Requirements and Resolutions

The RIB shall constitute a quorum if at least half of its members, together with the Chair or the Deputy Chair, are present. If the RIB does not constitute a quorum at the scheduled starting time, a new meeting shall be convened twenty minutes later at the same location and with the same agenda. This meeting shall constitute a quorum regardless of the number of members present.

All elections and resolutions shall be decided by a simple majority of votes cast. All members shall have equal voting rights. In the event of a tie, the Chair shall have the deciding vote.

Amendments to these Rules of Procedure may only be adopted by a qualified majority (two-thirds of the votes cast) and with the consent of the Chair.

A member who is unable to attend a meeting may transfer their vote to another member in advance, provided that the transfer is made in writing. No member may exercise more than one proxy vote in addition to their own vote in any ballot. The transfer of a vote to a guest requires the prior approval of the Chair.

Resolutions may only be adopted on agenda items that have been submitted in writing within the prescribed deadline. All resolutions shall become effective only upon approval by the President for Research. No resolutions may be adopted under the agenda item "Any Other Business".

7. Meeting minutes

The minutes of each meeting shall be prepared by a member of the Research Management staff and distributed to all members. The minutes shall contain a concise summary of the outcome of each agenda item discussed, including any actions taken, as well as the persons responsible or bodies.

The minutes shall be approved by the RIB at the subsequent meeting. Until such approval, members may raise objections to the minutes.

All experts, advisors, and guests shall receive the parts of the minutes relevant to them from the meeting in which they participated.

8. Responsibilities of the RIB

The responsibilities of the RIB shall include in particular:

- The general strategic development and promotion of research, digitalization, and innovation at the PMU's clinics and institutes, with regards to existing research and innovation priorities, special research centers and research facilities, as well as their coordination and further development. Particular consideration shall be given to the cross-disciplinary development of the University.
- The review of proposals for the establishment of institutes and other academic entities in accordance with the Policy on University Institutions, and the provision of recommendations to the Rector.
- The review of evaluations and the provision of recommendations regarding the modification or closure of institutes and research facilities established by PMU.
- The preparation of a list of proposed subject-matter experts for appointment by the Vice President for Research to the Review Board of the PMU Research & Innovation Fund (RIF).
- The preparation of recommendations to the President on matters relating to research, digitalization, and innovation when such matters are referred to the RIB for consideration.

9. Dissolution of the RIB

The RIB shall be established for a term of three years and shall automatically cease to exist upon expiry of this term. If the Vice President for Research ceases to hold this office, the RIB shall be dissolved at the conclusion of the last regular meeting chaired by the Vice President for Research during their term of office. During an ongoing term, the President may dissolve the RIB or instruct the Vice President for Research to dissolve it. The dissolution shall take effect at the end of a regular meeting or, in exceptional circumstances, by written notice issued by the President.

10. Revision History

Datum	Rev.No	Description of Amendment
10 April 2024	02	Change in the composition of the RIB
20 April 2026	03	Change in the composition of the RIB; Deputy Chair changed to the Dean for Research, Faculty of Medicine; alignment with the new regulatory framework