



WELCOME TO THE MONTANUNIVERSITÄT

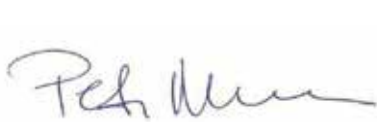
THE MONTANUNIVERSITÄT INTRODUCES THEMSELVES

WELCOME TO THE MONTANUNIVERSITÄT LOEBEN

We – the Rectorate of the Montanuniversität Leoben – are pleased to welcome you as a new staff member at our university and thank you for choosing us as your new employer.

We will make sure that you will be able to use your competencies and skills to the full extent in your field of activity, so that you can work together on exciting challenges in research and teaching. We want to continue to work together to develop the image of our university as an innovative, future-orientated educational institution in the international environment and need your fullest support to do so.

We wish you all the best for your start and hope that today marks the beginning of a long and fruitful cooperation.



Peter Moser



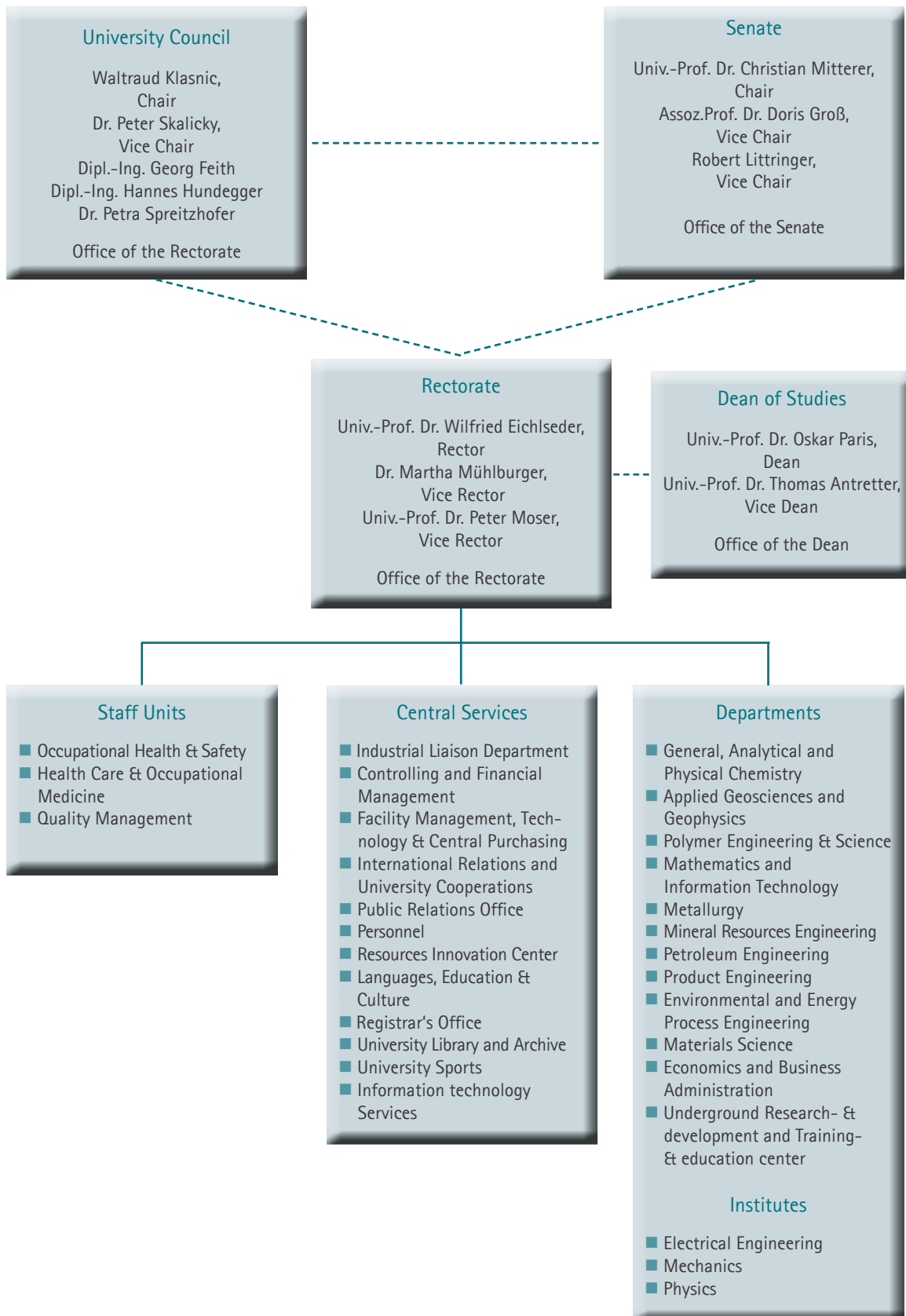
Wilfried Eichlseder



Martha Mühlburger



ORGANIGRAM



RESPONSIBILITIES

The **Rectorate** conducts the operational business of the University.

Rector, Univ.-Prof. Dr. Wilfried Eichlseder, is the Rectorate member responsible for Research and Human Resources, Dr. Martha Mühlburger is Vice Rector for Finance and Infrastructure and Univ.-Prof. Dr. Peter Moser is Vice Rector for International Relations.

The **Senate**, in which professors, academic staff, students and general employees are represented, is responsible, among other things, for the enactment and amendment of the statutes, participates in habilitation and appointment procedures, and enacts the curricula for the regular studies and study courses.

The **University Council**, which consists of external persons, has control and steering functions equivalent to a supervisory board.

The **Dean of Studies** is responsible for enforcing the provisions of study law (e.g. approval of admission to individual studies, issuing of certificates, awarding of academic degrees, etc.).

The **Scientific Units** are divided into institutes and departments, the latter comprising several chairs.

The **University's Service Facilities**, ranging from the Library, the Office of the University/Human Resources, Finance and Controlling, Public Relations, International Relations, Buildings, Technology and Procurement to the Central IT Service - are brought together in Central Services.

The structure of the academic organisational units, as well as that of the Central Services organisational unit, are shown in great detail in **MU_online** (<https://online.unileoben.ac.at>).

Shaping Teaching and Research in Symbiosis

Developing the Montanuniversität Leoben into a top European research institute

Establish Innovation, Sustainability and Environmental awareness in the studies

Promoting Internationality for scientific and strategic partners

Creating value for the future

Make a scientific contribution to addressing the challenges in the areas of resource scarcity, climate and energy

Active networking between science and business

Digitalisation shapes the research projects

Continuous improvement of teaching quality

Actively living cultural diversity

From Leoben out into the world – not a slogan – Reality!

SERVICE

FIRST STEPS

Your organisational unit is looking forward to welcoming you as a new employee. For a successful start, you should have completed the following points:

- Signed employment contract: personalabteilung@unileoben.ac.at
- Commuter flat rate: personalabteilung@unileoben.ac.at
- P-Number for all accesses: MU-Online-Department representative
- Key incl. access authorisations and permission for a parking space: Coordination via the OU and application via the GTB-Platform
- Safety instruction, incl. alarm explanations: Department / Occupational Safety
- Workplace furnishings: Department / GTB
- Phone/Mobile number: GTB
- MU-Online-access: MU-Online-Organisational unit representative
- PC / Laptop / Lotus Notes / Mail Account: ZID (IT services)

You will find the printer for the staff ID card in the main building, 1st floor on the right, next to the Office of Studies and Study Courses. This staff ID card is also used to confirm your identity when benefiting from employee discounts.

THE MOST IMPORTANT SERVICE POINTS

Human Resources

<https://personalabteilung.unileoben.ac.at>

Tasks: Handling all labour/service law issues, personnel recruiting, personnel development, personnel administration; answers your questions about:

- Employment Contract
- Commuter flat rate
- Holidays (workflow application, special holidays)
- Care leave

Mail: personalabteilung@unileoben.ac.at, Ext. number: 7050

Walk-in office hours: Monday to Friday 9 to 12 am and also, Tuesday and Thursday from 2 to 4 pm

ZID (Central information services)

<https://zid.unileoben.ac.at>

Tasks: Provision, maintenance and servicing of IT infrastructure

Mail: zid@unileoben.ac.at, Ext. number: 7510

GTB (Buildings, technology and procurement)

<https://gtb.unileoben.ac.at>

Tasks: Occupational safety, media technology, maintenance, fleet management, parking permits, concierge, locking systems, event management, registrations, lecture hall management

Mail: gtb@unileoben.ac.at, Ext. number: 7061 or 7700

Workplace safety

<https://asi.unileoben.ac.at>

Tasks: Advice and support in all matters of occupational health and safety, accident prevention

Mail: robert.lieb@unileoben.ac.at, Ext. number: 7062

Preventive health care and occupational medicine

Tasks: Assessment of workplace stress, individual counselling and examinations, vaccination campaigns, proposal of preventive measures, eye test, refresher courses in first aid.

Dr.med. Robert Jernej

Mail: robert.jernej@unileoben.ac.at, Tel: +43 664 615 89 45

Available inhouse every Tuesday from 8 to 12 am, Main building, 3rd floor left, room number 312

Finance und Controlling

<https://fico.unileoben.ac.at>

Tasks: Project controlling, cost accounting, balance sheet preparation, financial and asset accounting, budget preparation, payroll and travel expense accounting, payslips for any supporting documents

Mail: finanzbuchhaltung@unileoben.ac.at, Ext. number: 7123

Office of Rectorate

Tasks: Administrative and operational support of the Rectorate in the conduct of meetings and events, coordination of appointments, handling of written and telephone enquiries, participation in appointment and habilitation procedures

Mail: ursula.papst-morina@unileoben.ac.at, Ext. number: 7001

Quality Management

<https://qm.unileoben.ac.at>

Tasks: Further development of the QM system, certifications, implementation of measures according to the continuous improvement process

Mail: qm@unileoben.ac.at, Ext. number: 7204

Library

<https://bibliothek.unileoben.ac.at>

Tasks: Workstations with internet access, use of books and journals in the reading rooms, advice on literature searches and library use, electronic journals with access to full texts, borrowing from the book collections, supply of scientific literature from other university libraries via interlibrary loan, access to international literature databases.

Mail: univbibl@unileoben.ac.at, Ext. number: 7801

MIRO (International Relations and University Cooperations)

<https://international.unileoben.ac.at>

Tasks: Support for exchange students, Exchange programs for MUL students and staff, Welcome Center for international degree seeking students & academic guest researchers, Collaborations with partner institutions around the globe

Mail: international@unileoben.ac.at, Ext.number: 7238

USI (University Sports Institution)

<https://usi.unileoben.ac.at>

Variety of sports and leisure activities as a balance to studies and work

Mail: usi@unileoben.ac.at, Ext. number: 6401

ZSBK (Centre for Languages, Education and Culture)

<https://zsbk.unileoben.ac.at>

Individual language and further education opportunities and hosts of music and cultural events

Mail: zsbk@unileoben.ac.at, Ext. number: 6410

Emergency Number

+43 664 889 89 603

WORKS COUNCIL

The works council is the representative body for the general university staff and the scientific university staff and advocates the employees of the University of Leoben in all matters of labour law. The tasks of the works council include, safeguarding and promoting the economic, social, health and cultural interests of the employees and achieving a balance of interests for the benefit of all employees. They ensure that the applicable laws, the collective agreement, regulations, contracts, guidelines and company agreements are observed and implemented for the benefit of the employees. The role of the works council, as negotiating partners of the rectorate, is particularly important in order to regulate operational details and to secure the co-determination rights of all staff. As service and advice centres, the works council provide information on innovations and developments in the university sector and are available to provide advice and support on service and labour law issues or problems.

Contact Details:

Works Council for General University staff

Chairman: ADir. Jürgen Edlinger

+43 3842 402-7007

betriebsrat@unileoben.ac.at

Works Council for Scientific University staff

Chairwoman: Dipl.-Ing. Dr. Eva Wegerer, MBA

+43 3842 402-7004

betriebsrat-wissenschaft@unileoben.ac.at

Umweltschutz-Gebäude, Franz Josef-Straße 18, 2nd floor, Rooms (respectively) 252 to 254

Secretary: Ext. Number: 7017, Mail: marianne.kieninger@unileoben.ac.at



ADir. Jürgen Edlinger



Dipl.-Ing. Dr. Eva Wegerer, MBA

AT A GLANCE

65,000 m²
Campus area



25 %
Female
Students



12 Bachelor studies
18 Master studies

1840
founded

The Montanuni is rated
above average by its'
students with 8 out of 10
points.
(Universum-Survey)



94 %

Of students at the Montanuni
would recommend their studies
to others
(trendence Student Barometer)



8:1-Ratio

Students : Lecturers

92

sports
courses



29

Golden buttons
am Bergkittel

4,000
Students

164 km
from Vienna



Students from

80
Nations



APPLIES IN ALL BUILDINGS



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University Campus

- 1 Main Building, Franz Josef-Straße 18
- 2 Rittinger Building, Franz Josef-Straße 18
- 3 Chemistry Building, Franz Josef-Straße 18
- 4 Environmental Protection Building, Franz Josef-Str. 18
- 5 Metallurgy Building, Franz Josef-Straße 18
- 6 Workshops, Franz Josef-Straße 18
- 7 Archduke Johann Building, Franz Josef-Straße 18
- 8 Petroleum Engineering, Parkstraße 27
- 9 Academy of Sciences, Jahnstraße 12
- 10 Peter Tunner Building, Peter Tunner-Straße 5
- 11 Technology Transfer Centre, Peter Tunner-Straße 27
- 12 RWZ, Erzherzog Johann-Straße 3
- 13 IZW, Max Tandler-Straße 9
- 14 Polymer Engineering, Otto Glöckel-Straße 2
- 15 Academy Montanuniversität, Peter Tunner-Straße 15
- 16 IZR, Roseggerstraße 11a
- 17 ZAT, Peter Tunner-Straße 19



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