

Information for employees

CHANGE OF (FIRST) NAME AND PERSONAL STATUS FOR TRANSGENDER, INTERSEX, AND NON-BINARY PERSONS AT THE ACADEMY OF FINE ARTS VIENNA

The official change of name and/or personal status undertaken by transgender, intersex, and non-binary persons will necessitate an update of master data in Personnel Administration. The Academy is eager to proceed with the necessary steps as smoothly as possible and will treat all changes confidentially.

The Academy of Fine Arts Vienna cares for the well-being of transgender, intersexual, and non-binary persons on its premises and tries everything to carry out all administrative measures with due respect and sensitivity.

For changing your master data, please contact the

LEGAL AND HUMAN RESOURCES DEPARTMENT

Diellza Ndreshaj, BA
Karl-Schweighofer-Gasse 3
1070 Wien
Telefon: +43 (1) 58816-1601
d.ndreshaj@akbild.ac.at

CHANGE OF MASTER DATA

Please bring evidence confirming your change of name and/or personal status (e.g. official notification of your change of name, passport etc.). The legally valid data status must emerge from the document brought along so that it can be correctly entered into the personnel management system.

MODIFICATION OF THE EMPLOYMENT CONTRACT

Employment contracts are generally issued at the Academy of Fine Arts Vienna on the basis of a passport/ official notification of your change of name. If you wish to have a contract in non-binary notation, please contact the person in the Legal and Human Resources Department listed above.

SELF-DETERMINED NAMES AND SALUTATIONS IN THE INTERNAL ACADEMY PROFILES OF EMPLOYEES

"ARTIST'S NAME"

A copy of the passport/ official notification of your change of name must be available in the Legal and Human Resources Department for the handling of the personnel-administrative and social security formalities. On the basis of this information (gender, name), the person will be registered with the social insurance.

For the presentation on the homepage of the Academy of Fine Arts Vienna and in Akademie Online there is, however, the possibility of a freely selectable first or last name.

ADDRESS ON THE BUSINESSCARD IN AKADEMIE ONLINE

The personal business card in Akademie Online automatically contains a salutation that is taken from the gender information (according to passport, etc.) in the SAP personnel management system. If desired,

however, this salutation can be suppressed so that no salutation appears on the business card. To do this, please contact the person in the Legal and Human Resources Department listed above.

ASSISTANCE AND COUNSELING

If requested, a member of the Equal Opportunities Working Team [Arbeitskreis für Gleichbehandlungsfragen] will accompany you to your appointment in the Legal and Human Resources Department and offer further advice, e.g. on how to deal with colleagues, etc.

ARBEITSKREIS FÜR GLEICHBEHANDLUNGSFRAGEN AT THE ACADEMY OF FINE ARTS VIENNA

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Office hours

Mon–Fri 10 am–1 pm