

Habilitation guidelines of the Department of Socioeconomics

Specification of the Senate Directive

(English translation of the official document in German)

(October 4, 2021, amendment March 5, 2025)

§1 Preliminary remarks

The habilitation guidelines of the Department of Socioeconomics specify the relevant provisions of the [Universities Act 2002](#) (in particular §103) and the habilitation guidelines of the WU Senate ([Annex 6 of the WU Statutes](#)), which must be fulfilled for a teaching license (*venia docendi*). They serve as a guide for habilitation candidates and guidelines for habilitation committees at the Department of Socioeconomics. At the request of the Senate Office, the Department of Socioeconomics supports habilitation applications if the *venia docendi* applied for falls within its area of activity, i.e. corresponds to (at least) one of the subjects represented at the department. The guidelines are also used analogously to assess habilitation-equivalent achievements.

These guidelines apply to all habilitation applications at the Department of Socioeconomics, i.e. regardless of whether they are submitted by internal or external habilitation applicants and regardless of the habilitation subject applied for. However, §5 specifies additional requirements for external habilitation applicants.

A minimum requirement is formulated for publication achievements that can demonstrate "outstanding academic qualifications" (§ 103 para. 2 UG 2002). With the exception of §2 (4) and §5 (3), the teaching skills (§ 103 (2) UG 2002), which are also central to obtaining a teaching license, are not the subject of this guideline.

According to the legal requirements, habilitation committees are free in their decisions. A final decision as to whether the publications demonstrate the required academic qualification is made by the members with *venia docendi* of the respective Habilitation Committee based on the expert opinions and statements (§103 para. 8 UG 2002). In this final decision, deviations from the positive list of international publishers mentioned in §3 and §4, the number of contributions according to §4(2), the definition of "fields" according to §4(4) and the co-author discount factors according to §4(5) can be taken into account if they are well justified in writing. However, applicants may insist on the default rankings (§3(2) and §4(4)).

§2 Habilitation achievements (overview)

- (1) The habilitation achievements must clearly go beyond the doctoral achievements. They serve to demonstrate aptitude for research activities assigned to professors. In case of doubt, the habilitation committee may request explanations and suitable documentation

from the habilitation candidate that the work submitted (see §3 and §4) differs from the work submitted for the PhD defense.

- (2) According to §1, para. 1 (5), b of the Senate Habilitation Directive regarding the Department of Socioeconomics, a monographic thesis (see §3) or several scientific publications related to the habilitation subject (see §4) may be submitted as habilitation work. All academic work submitted by the habilitation candidate must have been published or at least accepted for publication. For book manuscripts (monographs), agreement with the publisher on a future publication is not sufficient; rather, the manuscript must be in a final version accepted for publication.
- (3) Monographic theses in accordance with §3 must have been published or demonstrably accepted for publication in the last three years. In the case of cumulative habilitation achievements in accordance with §4, the academic contributions submitted must have been published or demonstrably accepted for publication in the last ten years; for cumulative habilitation achievements, maternity leave, part-time employment or equivalent reasons lead to an extension of the aforementioned period.
- (4) The Senate Habilitation Directive (§7) provides for an academic presentation followed by a discussion (oral habilitation performance) as part of the habilitation colloquium. This presentation should be at least 30 minutes long. It is used to assess outstanding academic qualifications for the subject as well as didactic skills.

§3 Independent qualification document (Habilitation thesis)

- (1) A monographic thesis is defined as a) a relevant academic monograph published by a leading international publisher or b) a relevant academic book manuscript with a promise of publication by a leading international publisher (see §2(2)) in sole authorship. Textbooks, anthologies and the like do not count as academic monographs in the sense of an independent qualification publication.
- (2) There is no complete and constantly updated list of leading international publishers that are classified by the relevant scientific community as very good publication organs. We are guided by the positive list of leading international publishers developed by the SENSE Research School and use those listed as category A there as leading international publishers.¹ Following the logic of the SENSE list, equivalent lists for specific habilitation subjects/fields can be used if they are comparable in terms of creation logic and selectivity, if the applicant desires so and is able to provide written justification. Publications in other editorials (not SENSE category A) can be part of a cumulative habilitation achievement according to §4.

¹ http://www.sense.nl/gfx_content/documents/ABCDE-indeling%20Scientific%20Publishers%20SENSE_approved_May_2009.pdf (accessed July 20, 2020, web archive version: http://web.archive.org/web/20201126030041/http://www.sense.nl/gfx_content/documents/ABCDE-indeling%20Scientific%20Publishers%20SENSE_approved_May_2009.pdf). Publishers in category A are: Cambridge University Press, Columbia University Press, Harvard University Press, John's Hopkins University Press, The MIT Press, Oxford University Press, Princeton University Press, Stanford University Press, University of Chicago Press, Yale University Press.

§4 Cumulative habilitation achievement

- (1) A cumulative habilitation thesis may consist of a combination of relevant scientific monographs and/or articles in relevant scientific journals.
- (2) The habilitation candidate must submit at least three articles, each of which must be published in a relevant scientific journal in the department-specific journal list² or officially accepted for publication as a scientific monograph by a scientific publisher.³ One of the contributions must be written by a single author.
- (3) The contributions must be related in terms of content, which is set out in an accompanying synopsis. The synopsis is similar in scope and style to an independent publication. It sets out the relationships between the individual publications and places them critically and reflectively in the larger research context (research paradigm or methodology, field of research).
- (4) To formally classify the quality of the journals and publishers in which the submitted articles have appeared, they are rated on a points scale. For journal publications, the journals are classified into subject categories⁴ and assigned points based on the quartiles of the Clarivate Journal Citation Report (JCR) Impact Factor Rankings for the proven year of first submission. For habilitation applicants within the framework of a qualification agreement, the starting year of the benchmarking in the qualification agreement, i.e. the conclusion of the qualification agreement, is used as the basis, analogous to §3.2 of the "Research performance standards for successful completion of a qualification agreement at the Department of Socioeconomics". In addition, an assignment according to Scopus SJR can be made if this is requested by the applicant and justified in writing.⁵ In the event of major differences in the corresponding point scores, a deviation from the guideline value shown in § 4(6) can be justified. If a journal falls into different "fields", the one with the best classification of the journal is selected.⁶ Publications in the first quartile (Q1) receive 1.0 points, publications in the 2nd quartile receive 0.5 points, publications in quartiles 3 and 4 receive 0 points. For book manuscripts, book manuscripts in SENSE rating category A receive 4 points, category B 2 points and category C 1 point.

² The department-specific journal list is defined in the "Departmental guidelines for performance bonuses for special research achievements in organizational units" (as of 2022-12-07). It is made up of journals that are listed in the Science Citation Index (SCI), Social Sciences Citation Index (SSCI) and the Arts and Humanities Citation Index (AHCI). SCI, SSCI and AHCI include international journals and are subject to the international standards of the research communities relevant to the Department of Socioeconomics (in particular peer reviews). In the practice of this guideline, these are the journals according to §4(4)

³ The SENSE rating (see footnote 1), category A, B, C, applies as a positive list of scientific publishers.

⁴ A subject category ("field") is a SCI, SSCI bzw. AHCI "Category" to which the corresponding journal is assigned in the Journal Citation Report (JCR).

⁵ For example, in the event that recognized top journals in a discipline do not have a high impact factor among the Journal Citation Report (JCR).

⁶ If Web of Science is permanently unavailable at WU, SCImago Journal Rank positions for "only WoS journals" will be used according to the version of the guideline from May 9, 2024, and a "field" corresponds to a SCImago "subject category".

(5) For co-authored contributions, the points determined according to (4) are multiplied by the following discount factors.

Number of authors	Factor
1	1.00
2	0.95
3	0.90
4	0.80
5	0.70
6	0.55
7 or more	0.40

(6) For a cumulative habilitation achievement, the sum of the points determined according to (4) and (5) should be at least 4.0.

§5 Special regulation for external habilitation applicants

- (1) External habilitation applicants should have been actively and substantially associated with WU, and especially the Department of Socioeconomics, for several years (including the last five years). External habilitation applicants must have a total of at least 6 credit hours (SWS) of teaching experience in academic programs associated with the Department of Socioeconomics at WU.
- (2) The habilitation work of external habilitation candidates must be relevant to the *venia docendi* applied for and should also be visibly related to the research profile of the Department, e.g. through joint research activities with members of the Department of Socioeconomics.
- (3) Before applying for the *venia docendi*, a commitment to teaching at WU is expected, especially in the last three years before submitting the habilitation application. This applies specifically to programs or teaching modules for which the Department of Socioeconomics is curricularly responsible at WU. Evaluations of teaching contributions in the recent past should be available (e.g. peer evaluation, student "fast feedback" on individual teaching units, standardized evaluation of courses). These evaluations serve as proof of the required didactic skills (§ 103 para. 2 Universities Act 2002).
- (4) External habilitation candidates must present themselves at the Department of Socioeconomics by giving an academic research seminar at least 6 months before the habilitation procedure is initiated.

§6 Application for a *venia docendi*

The requirements and process for applying for a teaching authorization at WU are regulated in detail in §1 of the Senate's Habilitation Guidelines. In addition, the Senate Office has prepared [guidelines](#) for applicants for habilitation.

§7 Transitional regulation/ protection of legitimate expectations

The trust of habilitation applicants, who can claim that they have relied on previous rules, must be protected. Legal certainty is regulated in the WU statutes (here: Annex 6 [Habilitation Guidelines of the Senate](#), § 1 (5a)).

“In the event of a change in the habilitation guidelines of the respective department, including the external quality criteria mentioned therein (e.g. journal ratings) or the subject-specific regulations mentioned in paragraph 5, the principle of protection of legitimate expectations must be observed. The habilitation candidate has the right to submit the application for the granting of the venia docendi in accordance with the department-specific directive valid at that time or in accordance with a department-specific directive that was valid for a maximum of 4 years prior to the application for the granting of the venia docendi. This 4-year period is extended by periods pursuant to § 20 para. 3 subparas. 1 and 2 KollV; the extension periods pursuant to subpara. 1 may not exceed a total of three years, and those pursuant to subpara. 2 may not exceed one year. This regulation also applies to changes to the subject-specific regulations mentioned in paragraph 5.”

For clarification purposes, it is stated here that the department-specific guideline in force at the time of new employment at WU Vienna applies in any case. The protection period of 4 years for new hires at WU Vienna can only apply to future changes.

§8 Entry into force and evaluation

The Department Conference and the WU Senate are consulted on the habilitation guidelines of the Department of Socioeconomics. They then enter into force upon publication in the WU Bulletin. The habilitation guidelines are evaluated regularly, at intervals of no more than 3 years.

References

Legal basis

- [UG 2002](#): Federal Act on the Organization of Universities and their Studies (Universities Act 2002 - UG); (here in particular provisions in §103)
- [Statutes of the WU](#) (2022-06-22): Statutes of the Vienna University of Economics and Business. Bulletin 40, No. 215 of June 26, 201, here:
 - Section VI, Habilitation procedure
 - Habilitation guidelines (Annex 6 of the Statutes)

Further sources

SENSE - Socio-Economic and Natural Sciences of the Environment (2009): Sense Ranking of Academic Publishers. SENSE Research School.

http://www.sense.nl/qfx_content/documents/ABCDE-indeling%20Scientific%20Publishers%20SENSE_approved_May_2009.pdf, web archive
at

http://web.archive.org/web/20201126030041/http://www.sense.nl/qfx_content/documents/ABCDE-indeling%20Scientific%20Publishers%20SENSE_approved_May_2009.pdf