

## GUIDELINES FOR SUBMITTING AN APPLICATION FOR HABILITATION

Habilitation proceedings are an official administrative procedure under Austrian law (Universities Act 2002, WU By-Laws, Senate Habilitation Directive). The application for habilitation must be submitted in German, but the habilitation thesis itself may also be written in English.

### Before applying

To avoid problems or delays during the application process, please make sure to obtain the following information before you apply:

- Which WU department is willing to coordinate the academic aspects of the habilitation proceedings?
- What is the name of the subject for which the desired *venia docendi* is to be awarded? Is this academic subject represented at WU?

Please inquire with the appropriate department chairs and representatives of the relevant discipline who may be suitable candidates for serving as members of Habilitation Committee.

Please also be sure to request the respective department's interpretation guide for the Senate Habilitation Directive.

- Considering the applicant's academic qualifications and the academic requirements for the habilitation, is it reasonable to assume that the Habilitation Committee will approve the application for habilitation?

Please inquire with the appropriate department chairs and representatives of the relevant discipline who may be suitable candidates for serving as members of Habilitation Committee.

The members of the Habilitation Committee are nominated by the associations representing WU's full professors, junior faculty, and students after the submission of the application. For information on which subject representatives should be contacted, please inquire with the coordinating department.

### Evaluation of the formalities by the Senate Office

The WU Rector's Council is the official authority that confers the *venia docendi*. The Senate Office provides administrative support to the Rector's Council for habilitation proceedings. For this reason, applications for habilitation have to be submitted to the Senate Office. Please note, however, that the Senate Office can and will not provide any advice on the academic aspects of the habilitation process.

The **application** has to be made **in writing** and must be **submitted to the Senate Office in person** after making an **appointment** for this purpose. The application and the accompanying documents are checked for formal completeness and compliance by the Senate Office, which then forwards the application to the Rector.

The application must be in German, but the documents to be enclosed may also be written in English.

In the application, applicants are required to outline in what way the habilitation thesis and the papers submitted fulfill the requirements of the Senate Habilitation Directive (annex 6 of the WU By-Laws/*Satzung*) and the interpretation guide of the relevant department.

After the Rector's decision, the Senate Office needs a period of at least four weeks to process the application before the Senate meeting at which the Habilitation Committee will be appointed. Please keep this minimum processing period in mind when planning your application schedule (please see the Senate meeting schedule at the end of this document).

The duration of the habilitation proceedings depends on the time needed for the evaluation of the habilitation thesis and the time required for the Habilitation Committee's work. For this reason, the Senate Office cannot provide any estimates about the total duration of the habilitation proceedings. Based on the statutory periods and deadlines for the required evaluation procedures, applicants should expect a total duration of about six months during the semester when classes are in session, excluding any breaks during this period.

#### **Required documents:**

In addition to the written application for habilitation, you are also required to provide the following documents, pursuant to § 1 of the Habilitation Directive (annex 6 of the WU By-Laws):

- Habilitation thesis (three bound copies)
- Curriculum vitae
- List of academic publications
- List of academic presentations delivered, list of all your previous teaching activities at recognized post-secondary educational institutions
- A short description of the topic of the habilitation thesis
- A copy of your doctoral/PhD diploma

According to the WU By-Laws (annex 6, Senate Habilitation Directive, § 1 [3]), at least three copies of the required academic work (habilitation thesis) must be submitted. If more than two reviewers are appointed, one additional copy must be provided for each additional reviewer.

The other required documents have to be submitted in single copies.

In addition, all required documents must also be submitted in digital form (USB flash drive).

#### **Additional information concerning the habilitation thesis:**

The requirements for habilitation theses vary from habilitation subject to habilitation subject and are specified in § 1 (5) of the Senate Habilitation Directive (annex 6 of the WU By-Laws). In any case, the habilitation thesis must be published or at least be officially accepted for publication.

If you intend to submit a cumulative habilitation thesis, please note the following guidelines issued by the Senate's full professors' representatives:

- A cumulative habilitation thesis is a collection of published journal articles that are related to each other.
- The cumulative habilitation thesis (the collection) must have a title.

- A list of the articles to be included in the cumulative habilitation thesis and a separate list of other academic publications should be submitted along with the application (i.e. two separate lists).

Please also make sure to comply with the specific habilitation guidelines issued by the individual WU departments.

Information on co-authorship by colleagues from the same department:

The Austrian Supreme Administrative Court (*Verwaltungsgerichtshof, VwGH*) has issued a ruling (May 28, 2010, 2008/10/0161) which states that judging from the individual papers (submitted as part of the habilitation proceedings) it must be possible to draw a clear, unequivocal conclusion about the academic qualifications of the habilitation applicant. This means that cases where several persons from the same department would like to submit identical papers may already be problematic for the mere fact that they involve a division of work. In such cases, it is recommended to discuss the issue within the department in advance.

\*\*\*\*\*

**Senate meetings in the 2024/2025 winter semester**

Wednesday, October 16, 2024

Wednesday, November 20, 2024

Wednesday, January 22, 2025

**Senate meetings in the 2025 summer semester**

Wednesday, March 19, 2025

Wednesday, May 14, 2025

Wednesday, June 18, 2025

*Senate Office, version dated August 14, 2024*