

Applicant (name):  
BOKU Department

Date stamp

Att.:  
Chairperson of the Senate  
Senate's Office

Application for approval  
of a guest professor  
for the Academic Year \_\_\_\_ / \_\_\_\_

☐ WS  
☐ SS

Surname:	
First name:	Social Security Number (date of birth requested):
Academic degree:	
Other academic titles:	
Citizenship:	
Gender: <input type="checkbox"/> male <input type="checkbox"/> female	Family status:
Home address (country, postal code, city, street, house number):	
e-mail:	
Current employment as:	
at: address:	
Is there a current public employment in Austria:	
<input type="checkbox"/> yes <input type="checkbox"/> no    if yes: <input type="checkbox"/> public servant <input type="checkbox"/> contract worker	
Government department:	

Has there been an appointment as a guest professor within the last 5 years: ☐ yes ☐ no

Duration of residence: from \_\_\_\_\_ to \_\_\_\_\_ (number of days: \_\_\_\_\_)

Will the course be offered virtually: ☐ yes ☐ no

### Teaching activity at BOKU

Title of the course:	Type of course:	Semester hours per week:	ECTS:
Fields of study involved:			
Learning objectives:			

Will the course be taught in blocks: ☐ yes ☐ no

Exploratory focus at BOKU / common exploratory focus: (in note form)

**Reimbursement of allowances/Remuneration:**

The Guest Professor's teaching activity is being paid per semester hours per week.  
The fixed salary per semester hour per week is € 1.000,-

Remuneration for teaching: \_\_\_\_\_

€ 50,- accommodation expenses per day for max. 7 days per semester period per week (5 working days residence per semester hour per week are obligatory). The maximum that guest professors can apply for is 4 semester hours per week with a maximum of 28 days of stay.

Accommodation expenses: \_\_\_\_\_

Travel expenses can be refunded if you hand in the original documents in the personnel office. The maximum that can be refunded is € 400,- for Europe, € 1.000,- world-wide.

Expected amount of travel expenses: \_\_\_\_\_

**Please note that if the course is offered virtually, there will be no refund of traveling expenses or daily allowance!**

**Total amount requested:** \_\_\_\_\_

\_\_\_\_\_  
Date, signature of the applicant

\_\_\_\_\_  
*To be discussed by the department conference*

Department conference \_\_\_\_\_ dealt with

approved: ☐ yes ☐ no

\_\_\_\_\_  
Date, signature of the head of department

**Please submit your application per e-mail to the Senates Office  
([helga.kahofer@boku.ac.at](mailto:helga.kahofer@boku.ac.at)).**

Attachments:

- Statement of the applicant
- Guest's CV with a special emphasis on the scientific career and the current area of work
- Statement of the head of department
- Confirmation of Habilitation Equivalence