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Supplement to the Habilitation Standard Procedures “Requirements for Habilitations at the Vienna University of Natural Resources and Applied Life Sciences“

1. Introduction¹

The Vienna University of Natural Resources and Applied Life Sciences is committed to ensuring high quality standards of qualification for the young scientific community. Part of this commitment comprises establishing a framework of reference for comparing the scientific achievements of habilitation candidates, who play a particularly important role in academic research.

The present guidelines are intended to provide early orientation for those working towards a habilitation when it comes to planning this stage of qualification. All habilitation candidates are recommended to consult the vice rector of research at an early stage (1-2 years before the intended date of completion). Obviously, the reviewers of the habilitation commission are free to find the scientific achievements of a candidate insufficient with regard to both quantity and substance, formal correctness of the number of publications and publication types notwithstanding.

A habilitation at the Vienna University of Natural Resources and Applied Life Sciences is primarily intended as a means to demonstrate the candidate's ability to teach independently. It also documents the research capacity of our young academic community, increasing their chances at appointments to national and international universities.

These requirements are also intended as guidelines for the reviewers of the habilitation commission; obviously, however, these formal guidelines do not replace the reviewer's professional competence and services.

2. Research

2.1 General

These requirements are intended as a means for habilitation candidates at the Vienna University of Natural Resources and Applied Life Sciences to demonstrate their ability to author referred scientific publications, to acquire funding for and manage research projects and to contribute towards the education of the young scientific community. Besides demonstrated competence in publishing and acquisition of research funding, the Vienna University of Natural Resources and Applied Life Sciences sees scientific community services as the third main area of competence of a scientist. Significant

¹ *Universities Act 2002*, Section 103, par. (2) and (3): The award of an authorisation to teach shall be conditional on evidence of outstanding academic or artistic credentials, as well as teaching abilities. The habilitation paper submitted must: be of impeccable methodological quality, contain new academic insights and demonstrate the candidate's ability to exercise his/her artistic discipline within the full scope of the authorisation to teach applied for.

contributions in this domain are to be used to (strategically) strengthen the researcher's department.



2.2 Publications

- ✓ publications in journals
 - classified into categories I to IV
- ✓ articles in books
 - published by a science publisher (no self-publishing)
- ✓ books
 - monograph (traditional habilitation)
 - editions
 - published by a science publisher (no self-publishing)
- ✓ patents

Contributions to conferences are an integral part of scientific work. Since quality assurance of conference contributions is much harder to achieve as in the cases of refereed journals or books, the results of conference papers have to be mirrored by publications of the other types (see above). Of course, refereed papers in proceedings books are to be counted as full contributions in a book.

The size of a candidate's habilitation paper proper notwithstanding, a habilitation at the Vienna University of Natural Resources and Applied Life Sciences should comprise a minimum range of publications in the respective research field. These publications are measured according to a credit system; a total of at least 10 credits should be achieved. Of course, the credit count includes the sum of all publications, including those that have been authored while working on diploma- or dissertation theses, for instance. There are several publication and credit categories:

- ✓ publications in journals (Categories I to IV)
Credits per publication, ranked in descending order according to categories:
(1.25 – 1 – 0.75 – 0.50 credit points)
- ✓ books
 - editions
 - single editor 1.5 pts / publication
 - co-editor 1.0 pts / publication
 - scientific monograph 3,0 pts / publication
published by a science publisher or an international organization; please
enclose any reviews
- ✓ articles in books 0,75 pts / publication
published by a science publisher or an international organization; please
enclose any reviews
- ✓ patents
 - pending 0,75 pts / patent
 - accepted 1,00 pts / patent



At least 7 out of 10 credit points have to consist of publications in the I-IV categories. A minimum of 7 points have to be achieved as first author, senior author (last-mentioned) or corresponding author), the other three points can be obtained by co-authoring publications. The idea is to ensure that the majority of the publications contain a significant personal contribution by the candidate. If specific conventions in a particular research area make the above categorization non-applicable (e.g., listing of authors in alphabetic order exclusively), the candidate themselves have to provide an approximating assessment. In these cases, the “first-, senior- or corresponding author” requirement is formally met by a 33% contribution.

The classification of specific journals into four categories for the respective research fields is the departments’ responsibility. This way, it is possible to take into account specific differences in publication types in particular scientific fields. Scientific fields that do not have access to a wide range of SCI-listed journals may include non-SCI-listed refereed journals in the list. The criteria for the categorization chosen have to be briefly explained.

The Vice-Rectorate of Research reserves the right to have these publication lists externally evaluated. The equivalence lists of journals, once agreed on, are made accessible to habilitation candidates on the Research Service’s BOKU-Web website. Journals that are not included in the respective list are assessed by the habilitation candidate; this assessment is part of the habilitation review process.

The Vienna University of Natural Resources and Applied Life Sciences also expects its habilitation candidates to author publications with high publicity effects in scientific journals (also without blind review system, e.g. for schools or media), in popular journals, or in the form of reviews of articles or books. Furthermore, the Vienna University of Natural Resources and Applied Life Sciences expects habilitation candidates to make contributions in the domain of knowledge transfer to practical applications, for instance in the form of unpublished talks at educational institutions. While this type of contribution does not enter the quantitative credit points system, the candidate has to deliver confirmation of this type of activities.

➤ **Publishing Activities for Cumulative Habilitations**

A cumulative habilitation (“*Sammelhabilitation*”) is a habilitation that consists of several articles in refereed journals (e.g., in journals listed in the Science Citation Index) and/or of refereed articles in books. A cumulative habilitation comprises a framework paper (“*Rahmenschrift*”) and the list of publications (which is to be selective) to be submitted as part of the habilitation.

While cumulative habilitations are the preferred type of habilitation at the Vienna University of Natural Resources and Applied Life Sciences, traditional habilitations (monographs) are not explicitly excluded. However, habilitation candidates are advised to work towards a cumulative habilitation for reasons of quality assurance.

➤ **Publishing activities for “Traditional Habilitations” (Monographs)**



A habilitation presented in the form of a monograph is evaluated like a regular book publication (monograph, 3 credit points). The book has to be published by a science publisher.

Beside the monograph, at least 7 credit points out of a minimum of 10 points have to consist of articles in scientific journals of the categories I to IV. At least five further credit points have to be achieved as first author, senior author or corresponding author, 2 credit points can be gained as co-author. For adaptations of these requirements depending on discipline-specific conventions, please see above.

2.3. Presentations at Scientific Conferences

The Vienna University of Natural Resources and Applied Life Sciences expects habilitation candidates to be present at international scientific conferences. The minimum target consists in 5 talks or poster presentations.

2.4. Research Projects

Information for habilitation candidates

Researchers working towards a habilitation at the Vienna University of Natural Resources and Applied Life Sciences have to demonstrate successful acquisition of funding for research projects or their contribution towards such acquisitions. Moreover, habilitation candidates are expected to have conducted research projects in a managing position (project manager, vice project manager).

Information for reviewers of habilitation papers submitted by habilitation candidates

The Vienna University of Natural Resources and Applied Life Sciences requests reviewers to assess a candidate's ability to acquire funding for research projects or their contribution towards such acquisitions under the following aspects: type of funding acquired, contracted research or project applications, acquisition of research projects with peer-review systems (e.g. projects funded by the Austrian Science Fund, the *Jubiläumsfonds* of the Austrian National Bank, EU projects, projects participating in national projects such as KLD, proVISION, etc.).

2.5. Advisorship of diploma and dissertation candidates

Habilitation candidates should be able to demonstrate their contribution towards the education of the young scientific community in the form of co-advising successful diploma- and doctoral theses.

2.6. Scientific Community Service

The Vienna University of Natural Resources and Applied Life Sciences expects habilitation candidates to be able to demonstrate early efforts towards the strengthening of their chosen research area. Activities that fall into this category include:

- ✓ reviews – research project proposals
- ✓ organization – conferences, workshops

- ✓organizational committee – conferences, workshops
- ✓reviewer – scientific journals
- ✓etc.



Please cf. the corresponding list in the BOKU research documentation.

3. Teaching

3.1 General

These guidelines are intended to ensure that habilitation candidates at the Vienna University of Natural Resources and Applied Life Sciences are qualified to teach a wide range of subjects to the young scientific community on both graduate and postgraduate level, in a manner that meets high international quality standards with regard to presentation (including use of presentation technology), rhetoric and presentation techniques, structuring of the subject and adequacy given a particular target audience.

3.2 Student reviews

Students provide two reviews regarding the candidate's didactic and pedagogic qualification. These reviews should discuss the following skills:

- ✓structuring of presentation/subject matter
- ✓rhetoric, ability to speak without notes
- ✓ability to impart knowledge
- ✓ability to keep imparted knowledge topical
- ✓skills using presentation technology (e.g., PowerPoint, video, e-learning, etc.)
- ✓response to criticism / neutrality towards subject matter taught
- ✓discussion skills
- ✓printed notes: quality of presentation, structure, layout, etc.

3.3 Statement of the habilitation candidate

Habilitation candidates should submit a written statement regarding their teaching activities together with the habilitation proposal, discussing the following aspects:

- ✓independent organization of courses (including evaluation!)
- ✓advising student groups (courses with seminar or workshop character, practical exercises for projects, summer schools, etc.)
- ✓co-advising and support for diploma students and doctoral students
- ✓creation of printed course- and lecture notes
- ✓courses and lectures in English
- ✓teaching activities at foreign universities
- ✓participation in further vocation training measures for improving didactic skills
- ✓teaching experience at postgraduate level (e.g., PhD courses, etc.)
- ✓non-academic teaching experience (e.g., lectures at education centers, etc.)



3.4. Quantity of teaching activities

The minimum amount of teaching experience to be demonstrated is 3 semester hours. The quality of the teaching activities is to be assessed based on the student review as part of the habilitation review process. The results of the course evaluations have to be made accessible to the habilitation commission.

3.5 Habilitation colloquium

The habilitation colloquium, which has to be accessible to the research community, should be assessed by the commission with regard to the structure, adequate presentation and didactic ability of the habilitation candidate.

This supplement to the standard procedures becomes effective one year after the senate's resolution.