

## **Procedural regulations for habilitation procedures**

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## 1. General provisions

(1) The Rectorate has the right to grant the authorisation to teach (*venia docendi*) for an entire academic subject upon application (§ 103 para. 1 Universities Act 2002). The prerequisite for the granting of a teaching authorisation is proof of the applicant's outstanding academic qualifications and teaching skills (§ 103 para. 2 Universities Act 2002).

(2) The habilitation procedure serves to establish outstanding academic and didactic qualifications as a prerequisite for obtaining the authorisation to teach (*venia docendi*) in a subject area that falls within the scope of the university. The authorisation to teach entitles the holder to supervise and assess academic work.

(3) The requirements for a habilitation at the University of Natural Resources and Life Sciences, Vienna are set out in a supplement to this guideline ("Requirements for a habilitation at the University of Natural Resources and Life Sciences, Vienna"), which, like this guideline, is to be issued by the Senate in agreement with the Rectorate.

(4) The following applies to the preparation of the habilitation application:

1. The habilitation candidate conducts a consultative preliminary meeting with the member of the Rectorate responsible for research; supervisors and any mentor of the habilitation candidate may also participate:
  - a) In particular, it should be clarified in advance whether the previous scientific achievements as well as the achievements in teaching can fulfil the requirements (para. 3). A quality-assured data extract from the research information system of the University of Natural Resources and Life Sciences, Vienna ("FIS") must be submitted as the basis for this preliminary interview, supplemented by additional information compiled manually if necessary.
  - b) The name of the habilitation subject should also be discussed (if possible with the involvement of the head of department).
  - c) The habilitation applicant must be informed of the usual time schedule and possible delays in the procedure (e.g. late submission of reports, etc.).
  - d) It is recommended that this preliminary discussion be held one to two years before the planned submission.
  - e) It is recommended that the habilitation applicant creates an ORCID number before this preliminary interview.
2. The research and teaching achievements to be listed in the curriculum vitae and teaching portfolio (§ 2 para. 3) must be presented on the basis of quality-assured or standardised data:
  - a) The research data is collected by the FIS, if necessary supplemented by manually compiled additional information.
  - b) The teaching data can be collected by the Quality Management Unit. The co-supervision of final theses should also be recorded.
  - c) The E-Learning and Didactics Office, which is part of the Teaching Development Service Centre, is available to provide support in creating the teaching portfolio.

- d) These services also apply to habilitation applicants who are not employed by the University of Natural Resources and Life Sciences, Vienna. At the request of the head of department, the Research Service will create an authorisation as a guest researcher for the FIS research information system for external habilitation applicants.

## **2. Application for authorisation to teach**

(1) The application for authorisation to teach (*venia docendi*) for an entire academic subject must be submitted to the Rectorate. The application must specify the academic subject for which the authorisation to teach is to be granted.

(2) The application must be accompanied by a habilitation thesis in the form of a monograph or in cumulative form in English or German, in five paper copies (for review and for libraries), and an identical digital version must also be enclosed.

(3) A cumulative habilitation thesis must contain the following:

- a) A framework paper summarising the scientific work that forms part of the habilitation thesis. The scientific questions, methods and findings should be summarised and an outlook on future research approaches should be given.
- b) A list of the academic work that forms part of the habilitation thesis. This list must also include the applicant's own work.
- c) The scientific works selected for this habilitation thesis.

(4) In the preface to the habilitation thesis, approximately six keywords relating to the relevant research fields must be defined in English and German. This supports the department head in the search for reviewers.

(5) Furthermore, the habilitation thesis must include a detailed academic curriculum vitae including lists of publications, projects and community services, as well as a detailed teaching portfolio. The required contents of the teaching portfolio are defined in the guidelines supplement (§ 1 para. 3). These documents must be written in the main language of the habilitation thesis. On the basis of the documents submitted, the Rectorate must provide confirmation that the contents described in the guideline supplement have been fulfilled.

"Requirements for the habilitation" were fulfilled.

(6) In addition, a copy of each of the following documents must be enclosed with the application:

- Doctoral degree or doctoral certificate,
- Proof of citizenship or passport,
- Registration certificate.

If possible, these documents should be submitted in German or English. If individual documents are only available in another language, a certified translation must be enclosed.

(7) The Rectorate shall examine whether the teaching authorisation applied for falls within the scope of the University. If this is not the case, the application must be rejected. If the application

If the application is incomplete, the applicant must be instructed to complete it within one month with reference to the consequences of default. If the amendment is not made in time, the application shall be deemed withdrawn. The Senate must be informed of any rejection or default.

(8) If the complete application fulfils the requirements of this paragraph, the Rectorate must forward the application together with all enclosed documents to the Senate without delay.

### **3. Habilitation Commission**

(1) The Senate must set up a committee authorised to make decisions in accordance with Section 25(8)(1) UG in conjunction with Section 103(7) UG. The Senate determines the size of the committee and the number of representatives of the groups represented in the Senate. This decision also requires a majority of the members present at the Senate meeting from among the university professors (§ 25 para. 4 subpara. 1 UG) and the other Senate members present with *venia docendi*. The habilitation committee consists of a maximum of nine members. The representatives of the university professors must have an absolute majority of members, the academic staff and the students each have at least one member. The representatives of the academic staff must be authorised to teach (*venia docendi*).

(2) The members or substitute members of the committee are delegated by the groups of university professors, academic staff and students represented in the Senate in accordance with the provisions of the statutes at the request of the Chair of the Senate. The request must be accompanied by documents indicating the subject of the intended authorisation to teach (e.g. application, list of academic work). If a group does not fulfil the request within the deadline set by the Chairperson of the Senate, § 20 para. 3 UG 2002 shall apply.

(3) Only persons who do not have such close professional ties with the applicant that they could be considered potentially biased may be appointed as members and substitute members of the commission. However, these persons may be consulted as non-permanent informants. In any case, persons who have published or worked on projects together with the applicant within the last five years must be consulted to clarify whether they are potentially biased.

(4) Section 20a UG applies to the composition of the committee. The commission must therefore include at least 50 per cent women, whereby in the case of commissions with an uneven number of members, the calculation is made in such a way that the number of members is mathematically reduced by one member and the required proportion of women is determined from this number. In the event of non-compliance with the required quota of women, the Equal Opportunities Working Group may raise the defence of incorrect composition.

(5) Persons who have been appointed as experts may not be members or substitute members of the commission, but may be invited to attend the commission meetings as advisory members after submitting their expert reports.

(6) The Chair of the Senate must immediately inform the Equal Opportunities Working Group of the members of the commission and ask it to appoint a representative to the commission with an advisory vote and the right to make statements for the minutes.

delegate. The Equal Opportunities Working Group must be invited to the meetings of the Commission at the same time as the Commission members.

(7) The habilitation committee is to be convened by the Chairperson of the Senate for its constituent meeting within one month of the submission of the expert reports, if possible. The one-month period does not apply during the lecture-free period. At this meeting, a representative of the university professors must be elected as chairperson. If possible, women are to be included in the nomination for the chair.

(8) Any substitute members nominated are authorised to attend all meetings with the right to speak.

(9) The applicant must be informed immediately of the composition of the commission.

(10) The University Administration shall provide the Commission with suitable staff to take the minutes and administer it.

#### **4. Appointment of experts**

(1) The university professors represented in the Senate (§ 25 para. 4 subpara. 1 UG) must appoint a total of at least three reviewers, including at least two who are not employed by the University of Natural Resources and Life Sciences, Vienna. The reviewers must have a teaching authorisation or a qualification equivalent to a teaching authorisation in the intended habilitation subject or a related subject.

(2) The reviewers are appointed on the basis of proposals from the university professors in the department. The "department" comprises those university professors who are academically active in research or teaching in the intended habilitation subject or in related subjects.

(3) The Chairperson of the Senate shall request the heads of the relevant departments to submit the proposals of the university professors of the faculty to the Senate within a period to be determined by him/her. The heads of the departments must immediately request the university professors to submit proposals. The balanced representation of the genders must be observed when appointing the reviewers. In addition, Section 126 (2) and (3) of the Statutes of the University of Natural Resources and Life Sciences, Vienna shall apply.

(4) In preparation for the appointment of external reviewers, the head of the department may obtain a list of suitable scientists for appointment as external reviewers from an external science funding organisation (e.g. the FWF) and for this purpose submit the applicant's CV and the keywords pursuant to § 2 para. 4 to this science funding organisation. The head of department must obtain the applicant's consent for this transmission in advance.

(5) When submitting proposals for the appointment of reviewers, the head of the relevant department must also comment in writing on the question of professional and personal connections between the proposed reviewers and the applicant. In any case, in the case of persons who, within the last five years

have published with the applicant or worked together on projects, to clarify whether this results in any conflicts of interest.

(6) The applicant is authorised to nominate up to three persons who should not be appointed as experts for reasons of bias.

(7) The applicant must be informed of the appointed experts immediately after their appointment.

(8) The reviewers must be asked to submit their reviews to the Senate within a period of two months and also to answer the question of whether they have been or are in personal contact or professional cooperation with the applicant, in particular with regard to the preparation of publications.

(9) The documents for the reviewers must also include the provisions of the women's promotion plan relevant to the habilitation procedure.

## **5. Preparation of expert opinions and submission of statements**

(1) The reviewers must examine the submitted academic work in accordance with the criteria of § 103 para. 3 UG (flawless methodological implementation, new scientific results, proof of scientific mastery of the habilitation subject and the ability to promote it) and report their findings to the Senate. They must also enclose an assessment of the teaching portfolio. The review must not include any assessment criteria that are based on a discriminatory (as defined by the B-GIBG, BGStG and BEinstG) and/or role-stereotypical understanding of groups of people.

(2) All expert reports must be submitted to the applicant in full.

(3) The applicant can provide expert opinions themselves.

(4) The university professors and academic staff in the subject area, related subject areas, the applicant and the members of the habilitation committee are authorised to comment on the expert opinions. To this end, the Chair of the Senate must inform the university professors, the academic staff and the applicant of the availability of the expert reports and invite them to submit any comments to the Chair of the Habilitation Committee within two weeks.

## **6. Commission procedure**

(1) Unless otherwise stipulated, the AVG and the Senate's rules of procedure shall apply to the Commission's proceedings.

(2) The Chairperson of the Senate shall forward all expert opinions and statements to the members of the Commission. Any additions to the expert opinions must be arranged by the committee.

(3) On the basis of the expert opinions and statements obtained as well as other evidence, the commission shall examine and assess whether the requirements of § 103 para. 3 UG are to be regarded as fulfilled, otherwise the procedure shall be supplemented.

(4) If one or more appraisals are negative, the Commission may commission additional appraisals and inform the additional appraisers of the appraisals already available.

(5) Based on the submitted teaching portfolio, the relevant assessments in the academic reports and any other knowledge of the applicant's teaching held by the committee members, the committee must decide whether a positive assessment of the didactic qualification is possible. If necessary, the committee can request further documents and, if necessary, additional courses. Furthermore, it can obtain opinions on teaching, for which students in particular should be commissioned. It can also commission an expert observation. Furthermore, the E-Learning and Didactics Office, which is part of the Teaching Development Service Centre, is also available to support and advise the committee and any external contributors.

(6) The following aspects, for example, can be taken into account when assessing teaching skills:

- Clear presentation of learning outcomes.
- Conformity of the content and the forms of teaching and examination with the learning outcomes.
- Structure of the respective courses or lectures.
- Comprehensible presentation of complex content.
- Matching the level of expertise to the scientific level of the audience.
- Presentation of practical references and application examples.
- Presentation of aspects of own research.
- Appropriate use of teaching methods and technical aids.
- Interaction with the audience, answering comprehension questions, discussion skills.
- Appreciative, non-discriminatory interaction with students and colleagues, including the use of gender-equitable language and imagery.
- Integration of the gender and diversity dimension into teaching.
- Availability and quality of course materials.
- Rhetorical skills (pace of speech, articulation, volume).

(7) If the committee comes to the conclusion that the outstanding academic qualification is not given for the intended habilitation subject, but for another subject that falls within the scope of the university, it can suggest to the applicant that the application be changed to this subject. If the applicant amends his or her application in this sense, the committee must continue the procedure; otherwise a decision rejecting the application must be made and reported to the Rectorate.

(8) The committee must decide that the applicant must present his/her qualifications in a habilitation lecture and colloquium. The committee determines the topic of the presentation. It may suggest topics to the applicant or select topics from those suggested by the applicant. The habilitation lecture must consist of a didactic and a scientific part (teaching lecture and specialised lecture).

(9) The chairperson sets the date for the habilitation lecture and the habilitation colloquium, taking into account that the members of the committee can attend this date if possible and that the applicant has a reasonable period of time to prepare.



(10) The habilitation lecture and habilitation colloquium are public. In any case, the university professors and academic staff working at the university must be informed of this, and this must also be publicised in the university buildings. The commission must ensure that other interested parties are also informed by providing as much information as possible.

(11) Following the habilitation lecture, a publicly accessible discussion (habilitation colloquium) must take place, which is to be chaired by the chairperson of the committee. The applicant should primarily be asked questions about the habilitation lecture and the academic work presented. In addition, topics may also be discussed that are suitable for demonstrating the applicant's methodological mastery and scientific penetration of the habilitation subject.

(12) If possible, the final meeting of the committee should take place immediately after the habilitation colloquium. At this meeting, the committee decides whether the applicant has both the required outstanding academic qualifications and the required teaching skills. The committee decides on this on the basis of the expert reports and statements as well as the other evidence and must also take into account its own findings from the academic work, the habilitation lecture and the habilitation colloquium in its decision.

(13) The decision on the existence of outstanding academic qualifications and teaching skills as well as on the assignment as a private lecturer to an organisational unit of the University of Natural Resources and Life Sciences, Vienna must be made in separate voting procedures. The decision on outstanding academic qualifications must also be made by a majority of members with teaching authorisation.

(14) If the committee comes to the conclusion that outstanding academic qualifications or teaching skills are not sufficiently present, it must make a negative decision and report to the Rectorate.

(15) The submission of a minority vote is permitted in accordance with the provisions of the Senate's Rules of Procedure.

## **7. Report of the Commission**

(1) The chairperson of the committee shall submit a report on the procedure, including annexes, to the rectorate. In any case, the minutes of the meetings and any minority votes, the expert opinions and statements as well as the application enclosures submitted by the applicant must be attached to the report.

(2) The report shall describe the course of the Commission's proceedings, the Commission's decisions and the reasons why expert opinions and statements were not taken into account.

(3) In particular, the report must contain the committee's decisions on the questions of the applicant's outstanding academic qualifications and teaching skills.



## **8. Decision of the Rectorate**

- (1) On the basis of the submitted report and the annexes, the Rectorate shall examine whether any essential principles of the procedure have been violated. If this is the case, the Rectorate must refer the committee's decisions back and inform the Chair of the Senate accordingly. The Senate shall decide, taking into account the legal opinion of the Rectorate, whether a new habilitation committee should be appointed, whether other reviewers should be appointed and/or whether the committee should conduct the entire procedure or parts of it again.
- (2) If the commission's procedure has been carried out properly and the commission has come to the conclusion that the applicant has outstanding academic qualifications and the necessary teaching skills, the Rectorate must issue a decision granting the authorisation to teach on the basis of the commission's decision. The decision shall also specify the organisational unit to which the applicant is to be assigned as a private lecturer.
- (3) If the procedure of the commission has been carried out properly and the commission has come to the conclusion that the candidate does not have outstanding academic qualifications or the required teaching skills, the rectorate must reject the application for authorisation to teach.
- (4) The Rectorate shall announce the conferral of the authorisation to teach in the bulletin.

## **9. Duration and expiry of the teaching authorisation**

- (1) The authorisation to teach is granted for an indefinite period.
- (2) The authorisation to teach expires
  - a) Waiver,
  - b) Revocation due to continued unjustified non-exercise for four years; the Privatdozent must be informed of the consequences of the unjustified non-exercise of the teaching authorisation one year before the expiry of this period,
  - c) Disqualification due to a conviction by a domestic court that results in the loss of office for a civil servant in accordance with Section 27 of the Criminal Code,
  - d) Death.
- (3) The revocation is made by decision of the Rectorate.

## **10. Scope of application**

- (1) Insofar as these procedural regulations relate to the activities of the habilitation committee, they shall apply as guidelines of the Senate pursuant to § 25 para. 1 no. 15 UG 2002. Any amendment is only permissible in agreement with the Rectorate.
- (2) Insofar as these procedural regulations affect the activities of members of the Rectorate, they are bound by them. They may only be amended in agreement with the Senate.

## 11. Entry into force

These procedural regulations enter into force at the end of the day on which they are published in the University Gazette. When these procedural regulations come into force, the previous procedural regulations for habilitation procedures, published in the University of Natural Resources and Life Sciences, Vienna's official gazette on 7 April 2016, cease to apply. Habilitation procedures that are already pending at the time these procedural regulations enter into force shall be concluded in accordance with the previous procedural regulations.

For the Senate:  
Assoc. Prof. DI Dr Roland Ludwig Univ.

For the Rectorate:  
Prof. MMag. Dr Eva Schulev-Steindl, LL.M.

## 12. History

Version	Amendment	from	decided on	published
1.0	Appointment and habilitation procedures; supplement to the guidelines (as of 11 January 2005) "At its meeting on 1 December 2004, the Senate adopted the following guidelines for the activities of appointment and habilitation committees in accordance with § 25 para. 1 no. 15 UG 2002: Appointment and habilitation committees shall, in cases in which the committee only has one member from the mid-level faculty and/or students on the basis of the Senate's resolutions, include a nominated substitute member in the meetings and grant this member the right to speak and submit motions in accordance with § 4 para. 3 and 4 of the Senate's rules of procedure." This resolution shall enter into force upon publication in the University Gazette. The Chairperson of the Senate O.Univ.-Prof. Dr.phil. Helga Kromp-Kolb	Rectorate and Senate	1.12.2004	2005/06 03.05.2006 21. piece
2.0	Guideline - Supplement to the Habilitation Guidelines "Requirements for a Habilitation at the University of Natural Resources and Life Sciences, Vienna"  BOKU-RL Requirements for the habilitation - Senate 032006 (German) BOKU-RL Requirements for the habilitation - Senate 032006 (English)	Rectorate and Senate	Joint resolution of the Senate and the Rectorate - version of 22 June 2006	2005/06 05.07.2006 32nd piece
3.0	Procedural regulations for habilitation procedures including supplement to the habilitation guidelines "Requirements for a habilitation at the University of Natural Resources and Life Sciences Vienna"	Rectorate and Senate	Resolution of the Senate in agreement with the Rectorate - 23.6.2010	2008/09 15.07.2009 53rd piece  2009/10 28.10.2009 2.piece

<b>4.0</b>	<p>Habilitation guidelines</p> <ul style="list-style-type: none"> <li>- Procedural regulations for habilitation procedures</li> <li>- Supplement to the habilitation guidelines "Requirements for a habilitation at BOKU"</li> </ul>	Rectorate and Senate	<p>Concurrent resolutions of the Senate and the Rectorate - 19 January 2011)</p> <p>Resolution of the Senate in agreement with the Rectorate - 23 June 2010)</p>	<p>2010/11</p> <p>08.02.2011</p> <p>07. piece</p>
<b>5.0</b>	<p>Amendment to guidelines Decision text 15.10.2014</p> <p>Procedural regulations for appointment procedures (version dated 5 November 2014)</p> <p>Appointment guidelines 05.11.2014</p> <p>Procedural regulations for habilitation procedures (version dated 5 November 2014)</p> <p>Habil guidelines 05.11.2014</p> <p>Requirements for a habilitation at the University of Natural Resources and Life Sciences, Vienna (version dated 5 November 2014)</p> <p>Supplement habilitation guidelines 05.11.2014</p>	Rectorate and Senate	<p>Unanimous resolutions of the Senate (15 October 2014) and the Rectorate (28 October 2014)</p>	<p>2014/15</p> <p>05.11.2014</p> <p>02. piece</p>
<b>6.0</b>	<p>Amendments to appointment and habilitation guidelines 2016</p> <p>Amendment of guidelines 2016: Decision text</p> <p>Procedural regulations for appointment procedures (appointment guidelines 8.4.2016)</p> <p>Procedural regulations for habilitation procedures (habilitation guidelines 8.4.2016)</p>	Rectorate and Senate	<p>Resolutions of the Rectorate (05.04.2016) and the Senate (20/04/2016)</p>	<p>2015/2016</p> <p>07.04.2016</p> <p>09.piece</p>
<b>7.0</b>	<p>Change in the requirements for a habilitation at the University of Natural Resources and Life Sciences, Vienna:</p> <ul style="list-style-type: none"> <li>- Habil guideline supplement amendment 2016: Decision text</li> <li>- Supplement habilitation guidelines 01.05.2016</li> <li>- Supplement habilitation guidelines 01.01.2017</li> </ul>	Rectorate and Senate	<p>Unanimous resolutions of the Rectorate (05.04.2016) and the Supervisory Board Senate (20/04/2016)</p>	<p>2015/16</p> <p>29.04.2016</p> <p>10. piece</p>
<b>8.0</b>	<p>Supplementary provisions to the procedural regulations for appointment and habilitation procedures</p> <p>In order to enable online appointment lectures and online habilitation colloquia, the following provision is added to the relevant procedural guidelines:</p> <p>Supplement to procedural guidelines 21.04.2020</p>	Rectorate and Senate	<p>Concurrent resolutions of the Senate of 14 April 2020 and the Rectorate of 20 April 2020</p>	<p>2019/20</p> <p>20.04.2020</p> <p>14th piece</p>
<b>9.0</b>		Rectorate and Senate	<p>Resolutions of the Senate on 15 November 2023 and of the Rectorate on 28 November 2023</p>	<p>2023/24</p> <p>21.12.2023</p> <p>06. piece</p>