

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 [*Habilitationsrichtlinien des Senats*]). The application for habilitation must be submitted in German.

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 coordinating Department Chair.)
- Considering the applicant's academic qualifications and the academic requirements for the habilitation, is it reasonable to assume that the Habilitation Committee will approve/look favorably at the application for habilitation? (Please inquire personally with the appropriate Department Chair and representatives of the subject in question who might presumably be members of the 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 scientific aspects of the habilitation process.

The application has to be submitted **in writing**. It is recommended to hand in the application and the required documents **personally** at the Senate Office. The documents are checked for formal completeness and compliance by the Senate Office, which then forwards the application to the Rector.

After the Rector's decision the Senate Office needs a period of at least 4 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 attached Senate meeting schedule).

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 5 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:

- Habilitation thesis
- CV
- 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

Please submit at least **three copies** of your habilitation thesis. If more than two referees are appointed, one additional copy must be provided for each additional referee.

Your CV, list of academic publications, academic presentations, and courses taught, and the short description of the topic of the habilitation thesis must also be submitted in digital form.

Additional hints concerning the habilitation thesis

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

If you intend to submit a cumulative habilitation thesis (collection of published papers), please note the following guidelines issued by the Senate's Full Professors' representatives:

- A cumulative habilitation thesis is a collection of published journal articles which 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.

Meetings of the Senate in Winter Semester 2022/2023

Wednesday, 19 October 2022

Wednesday, 23 November 2022

Wednesday, 25 January 2023

Meetings of the Senate in Summer Semester 2023

Wednesday, 22 March 2023

Wednesday, 10 May 2023

Wednesday, 21 June 2023