

Guidelines for the Grading of Master's Theses at WU
(Vienna University of Economics and Business)

1. The following types of faculty members may grade master's theses without special authorization:

- Full professors¹ (**Universitätsprofessor/inn/en, Univ.-Prof.**) with an active employment contract at WU
- Associate professors (**außerordentliche Universitätsprofessor/inn/en, ao. Univ.-Prof.**) with an active employment contract at WU²
- Professors emeriti/emeritae previously employed at WU
- Visiting professors (Gastprofessor/inn/en) with an active employment contract at WU
- Honorary professors (Honorarprofessor/inn/en) with an active employment contract at WU
- University readers (Universitätsdozent/inn/en) with an active employment contract at WU
- Non-tenured associate professors (Privatdozent/inn/en) with an active employment contract at WU
- Associate professors (assoziierte Professor/inn/en) with an active employment contract at WU

2. The following types of faculty members may grade master's theses if special approval has been obtained from the Vice-Rector for Academic Programs and Student Affairs³ and the Senate has been informed:⁴

- Academic staff members without a *venia docendi* (habilitation) who have completed at least a doctoral/PhD degree and have an active employment contract at WU.⁵
- Full professors (Universitätsprofessor/inn/en), associate professors (außerordentliche Universitätsprofessor/inn/en, Privatdozent/inn/en, assoziierte Professor/inn/en), professors emeriti/emeritae, and honorary professors (Honorarprofessor/inn/en) from other recognized universities in Austria or abroad. A separate application for approval must be filed with the Vice-Rector for Academic Programs and Student Affairs for each student and each master's thesis topic.
- An application for approval by the Vice-Rector for Academic Programs and Student Affairs is also required for full professors (Universitätsprofessor/inn/en), associate professors (außerordentliche Universitätsprofessor/innen, Privatdozent/inn/en, assoziierte Professor/inn/en), professors emeriti/emeritae, and honorary professors (Honorarprofessor/inn/en) who have obtained their *venia docendi* (habilitation) from WU but do not have an active employment contract at WU (but at another recognized university in Austria or abroad). A separate application for approval must be filed with the Vice-Rector for Academic Programs and Student Affairs for each student and each master's thesis topic.

3. Master's theses may be co-supervised by

- Academic staff members who have an active employment contract at WU.

¹ This does not include assistant professors (Assistenzprofessor/inn/en, Ass.Prof.), i.e. faculty members without a *venia docendi* (habilitation)

² Formerly designated as "Universitätsdozent/inn/en"

³ See § 33 (1) (2) of the WU By-Laws

⁴ The authorization by the Vice-Rector for Academic Programs and Student Affairs must be obtained before the start of the thesis supervision period (date of the supervision agreement). It enters into effect as of the date of the signature by the Vice-Rector for Academic Programs and Student Affairs.

⁵ This includes external lecturers. The authorization by the Vice-Rector for Academic Programs and Student Affairs must be obtained while the faculty member in question still has an active employment contract at WU. It is possible to complete the thesis supervision period and to arrange for the payment of the remuneration due to the lecturer within one year after the end of his/her employment at WU