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Statute section “Implementation of the Habilitation Procedure” Amendment

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Amendment to the statute section “Implementation of the habilitation procedure” – Senate decision of June 26, 2013

§ 3 subs. 4 as follows: The constituent meeting of the habilitation commission is to be convened by the chairperson of the Senate. The dean presides at the constituent meeting until a chairperson is elected. The chairperson is chosen from the circle of habilitated university lecturers and elected by a simple majority.

Statute section “Implementation of the Habilitation Procedure” (consolidated version, effective 06/26/2013)

Habilitation

§ 1 The Rector's Office is entitled, upon request, to grant the authorization to teach (*venia docendi*) for an entire academic subject. The requested authorization to teach must fall within the sphere of action of the university (§ 103 subs. 1 UG).

Application

§ 2 (1) The application to receive an authorization to teach is to be submitted to the Rector's Office and must include the subject for which the applicant seeks the authorization to teach (§ 103 subs. 4 UG).

(2) Documents to be enclosed:

- a) a résumé focusing on previous academic activities;
- b) proof of completion of an Austrian doctoral program, an equivalent foreign program or an equivalent academic qualification;
- c) a list of written works;
- d) the habilitation thesis and other papers; and
- e) a description of previous teaching activities.

(3) A habilitation thesis is either an independent academic paper, or consists of several thematically related academic publications. In the latter case, a detailed description of the correlation between publications must be included.

(4) The papers are to be submitted in at least triplicate. If one of these papers is a habilitation thesis, two more copies must be provided for the purpose of being transferred to the national library and the library of the University of Graz.

(5) If more than one person contributed to the papers, the applicant must enclose a declaration stating his/her share of the work on the paper.

(6) The Rector's Office determines who is responsible for the requested habilitation subject. If the applied for authorization to teach is not within the sphere of action of the University of Graz, the Rector's Office must reject the habilitation application due to lack of authority. Otherwise, the application and the enclosed documents must be forwarded to the Senate.

Appointing a habilitation commission

§ 3 (1) The Senate must appoint a habilitation commission authorized to make decisions. It consists of 10 members with the seats allocated 6:2:2 (i.e. university professors under § 94 subs. 2 no. 1 UG : members of the group of university lecturers as well as academic research and teaching staff under § 94 subs. 2 no. 2 UG : students).

(2) Members of the habilitation commission are to be university members from the relevant field of expertise or a related field of expertise (§ 5). At least one of the members of the group under § 94

subs. 2 no. 2 *UG* (university lecturers)/research and teaching staff) has to be habilitated; the student members must have completed courses worth 120 ECTS credits.

(3) The curia of university professors under § 94 subs. 2 no. 1 *UG* and the curia under § 94 subs. 2 no. 2 *UG* (university lecturers, academic research and teaching staff) of the respective competent faculty board are entitled to recommend members of the habilitation commission to the Senate. The students have the right to appoint under § 23 *HSG* 1998. At least one substitute member must be recommended for each curia. The Senate is not bound by these recommendations.

(4) The constituent meeting of the habilitation commission is to be convened by the chairperson of the Senate. The dean presides at the constituent meeting until a chairperson is elected. The chairperson is chosen from the circle of habilitated university lecturers and elected by a simple majority.

Appointing reviewers

§ 4 (1) The chairperson of the Senate shall solicit suggestions concerning the appointment of reviewers from the university professors of the field of expertise within a period set by the chairperson. Based on these suggestions, the representatives of university professors in the Senate shall appoint at least two representatives of the intended habilitation subject as reviewers of the submitted academic work. At least one of them shall be an external reviewer. They may assign this task to the university professors of the field of expertise and the related specialist field.

(2) Thereafter, the chairperson of the Senate calls upon the reviewers to carry out the assessment concerning the requirements under § 103 subs. 3 *UG*. The assessments are to be completed within an agreed period, but at most within 3 months after acceptance.

(3) The reviewer is required to disclose any circumstances that may cause doubt concerning their complete impartiality (§ 7 *AVG*).

(4) The chairperson of the Senate must forward the application of the habilitation applicant along with all enclosed documents immediately to the reviewers under § 2 subs. 2.

(5) The chairperson of the Senate shall forward the assessment to the commission immediately after receiving it.

Definition of the subject area

§ 5 The determination of the subject area and related field (§ 3 subs. 2, § 4 subs. 1) is made by the Rector's Office. Before determination by the Rector's Office, the faculty board is to be consulted.

Procedure before the habilitation commission

§ 6 (1) When all assessments have arrived, the chairperson of the habilitation commission must inform the habilitation applicant, the members of the habilitation commission, the university professors of the field of expertise and the related specialist field that the submitted papers and the assessments are available for inspection.

(2) The university professors of the field of expertise and the related field of expertise and the habilitation applicant are entitled to submit comments on the assessment within a period of no more than 4 weeks from the notification (§ 103 subs. 6 *UG*).

(3) The habilitation applicant has the right to access the assessments and advisory opinions. Furthermore, the habilitation applicant is entitled to present additional assessments.

(4) The habilitation commission must hold a publicly accessible habilitation colloquium with the habilitation applicant. The habilitation colloquium consists of a technical presentation and a debate including in particular the assessments and opinions.

Criteria for academic qualification

§ 7 In order to receive an authorization to teach, the applicant is required to demonstrate outstanding academic qualification. Submitted pieces of work must

1. be conducted in a methodically immaculate way.
2. comprise new academic findings and
3. demonstrate academic proficiency in the habilitation subject and the skill to advance it (§ 103 subs. 2 and subs. 3 *UG*).

Proof of didactic ability

§ 8 (1) In order to receive an authorization to teach, the applicant is required to demonstrate didactic ability (§ 103 subs. 2 *UG*). Therefore, before receiving an authorization to teach under this statute section, the habilitation applicant must prove repeated teaching activities at accredited post-secondary educational institutions. The habilitation commission must examine the habilitation applicant's respective didactic ability. For this purpose, at least four members of the habilitation commission, two of whom must be students, are appointed to carry out assessments concerning the didactic qualification based on previous teaching and lecturing activities or teaching and lecturing activities required within the framework of the procedure. It must be determined whether the habilitation applicant conducts his/her courses in a methodically impeccable way, incorporates the latest academic findings and is able to demonstrate general mastery of the habilitation subject and the skill to advance it.

(2) In addition, the habilitation applicant may provide other documents to prove his/her didactic ability, e.g. evaluation results of university and non-university courses or a certificate of a completed tertiary didactics training program.

(3) The habilitation commission shall take into account the results of all performance evaluations of the habilitation applicant (§ 14 subs. 8 *UG*).

(4) If the habilitation applicant cannot provide evidence of independent teaching activities at the Universities of Graz, the habilitation commission is entitled to require the habilitation applicant to hold at least two different courses.

Decision

§ 9 (1) The habilitation commission shall decide whether the habilitation applicant has provided ample evidence of outstanding academic qualification and didactic ability in the habilitation subject he/she applied for. The habilitation commission decides based on the assessments and advisory opinions by majority rule.

(2) The chairperson of the habilitation commission shall forward the ruling, including all procedural documents, to the Rector's Office and inform the Senate of the result.

(3) If essential principles of the procedure were violated, the Rector's Office must reject the decision of the habilitation commission and decide anew (§ 103 subs. 10 *UG*).

Granting the authorization to teach

§ 10 (1) The Rector's Office issues an order concerning the application for granting an authorization to teach based on the ruling of the habilitation commission. An appeal against the decision of the Rector's Office is not permitted (§ 103 subs. 9 *UG*).

(2) If the habilitation commission awards a passing grade, the Rector's Office shall issue an authorization to teach. Granting the authorization to teach includes the right to conduct academic teaching activities freely at the University of Graz by means of its facilities and the right to supervise and grade academic work (§ 103 subs. 1 last sentence *UG*).

Chairperson of the Senate:
Hinteregger