GUIDELINES

on habilitation procedures at the Faculty of Architecture and Planning at TU Wien

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GUIDELINES ON HABILITATION PROCEDURES

The habilitation procedure is generally regulated in the Austrian Universities Act (UG) 2002 and specifically in the statutes of the TU Wien. As an orientation, the Faculty of Architecture and Spatial Planning has also developed a guide to the habilitation process, with the intention of providing some initial support for candidates looking to understand how to embark on the habilitation procedure. It should be noted that completing the documented process steps and meeting the subsequent requirements is no guarantee for the habilitation procedure to end positively. This decision rests exclusively with the habilitation committee and will be based on the expert reports prepared.

1. INFORMATION ABOUT THE LEGAL AND FORMAL FRAMEWORK

A habilitation is the highest-ranking university examination with which, as part of an academic examination procedure, the ability to teach (venia docendi) in a scientific or artistic subject is determined (e.g. in Germany, Austria, Switzerland). The habilitation is associated with the right to freely practice scientific or artistic teaching at the university that has granted the license to teach, depending on its availability, and to supervise and evaluate scientific work (section 1 of the statutes on habilitation procedures at TU Wien dated 18/10/2018).

Pursuant to section 103(1) UG as amended, the rectorate may grant a license to teach a scientific or artistic subject covered by the university's sphere of activities. (section 1 of the statutes on habilitation procedures at TU Wien dated 18/10/2018).

Outstanding scientific or artistic qualification is demonstrated by means of a habilitation thesis and other scientific publications, coupled with their successful defence during a scientific presentation, followed by a hearing as part of the habilitation procedure. The applicant's didactic qualifications are evidenced by means of the teaching work performed and a test lecture on a topic to be determined by the habilitation committee.

Being granted a license to teach (venia docendi) does not result in the establishment of an employment relationship or lead to any changes to an existing employment relationship with the university (lecturer without tenure).

The venia docendi applied for must relate to an established scientific subject or discipline which is covered by the faculty's remit and scope. Whether there is indeed a fit in terms of content and scientific discipline is discussed in a faculty colloquium and commented on via statements made by members of the faculty.

2. INFORMATION ABOUT THE REQUIREMENTS OF THE HABILITATION THESIS

The habilitation thesis must:

- be carried out in a methodically correct manner,
- contain new scientific results, and
- demonstrate scientific command of the habilitation subject, as well as the ability to represent it in its full scope and to contribute to its advancement.

Several thematically related scientific publications (cumulative habilitation) may also count as a habilitation thesis. In such cases, the applicants must specify in his or her application which of the scientific papers constitute the habilitation thesis and which constitute the other scientific papers. The thematic connection must be justified by a written statement. If the scientific papers have other authors in addition to the applicant, the applicant must include an explanation outlining the nature of his or her contribution to these publications with the application.

The relevance for the scientific or artistic qualification is determined by both the number and the quality of scientific publications. In addition, scientific/artistic projects arising as a result of an accepted proposal (projects that have been accepted for funding, are currently running, or have already been completed) may also be included in the evaluation, although only the scientific/artistic content of the project is what matters here.

3. INFORMATION ABOUT THE APPROVAL PROCEDURE

The habilitation procedure is composed of two main parts:

1. The approval procedure

1. Preliminary meeting with the dean
2. Exploratory talk with the review board
3. Faculty colloquium (one year before submitting the habilitation thesis)
4. Follow-up meeting

2. The habilitation procedure

5. Application for habilitation and submission of the habilitation thesis
6. Appointment of the committee
7. Constitutive meeting of the committee and appointment of experts
8. Period for expert review
9. Thesis defence
10. Granting of the license to teach

The focus of the approval procedure is on discussing the venia being applied for together with the scientific or artistic relevance of the habilitation thesis currently being prepared. Particular importance is attached to the faculty colloquium and the preparatory exploratory talk. The minimum requirements applicable to a habilitation thesis must also be considered.

3.1. Minimum requirements

For a monograph

If a stand-alone habilitation thesis is submitted, the statutes of TU Wien require it to have been published by an academic publishing house or accepted for publication. Academic publishing houses are ones where manuscripts are checked to ensure they meet both formal and content-based scientific requirements, or where this is done in a peer-review process.

For a cumulative habilitation thesis

If a cumulative habilitation thesis is submitted, it can be a compilation of scientifically peer-reviewed publications published or accepted for printing in reputable journals, supplemented by an additional explanation of the individual publications are thematically connected and linked to the intended habilitation subject (the framework chapter in the habilitation thesis).

As stipulated by law, the scientific publications must have been published or accepted for publication by an academic publishing house, and the artistic papers submitted must be able to represent the artistic subject to the extent of the requested license to teach.

The minimum requirements listed below are intended to serve as a guideline for a cumulative habilitation thesis that should have been met at the time of submission.

Minimum requirements for publication achievements for cumulative habilitations:

- Essays of more than 10 pages appearing in peer-reviewed journals (2 points)
- Scientific/artistic books published by scientific/artistic publishing houses with a corresponding review process (4 points)
- Published doctoral thesis (2 points)
- Chapters in scientific or artistic books (2 points/chapter)
- Published books (1 point)
- Scientific/artistic projects arising as a result of an accepted proposal (1 point)
- Proceedings publications (0.5 points).

The publications should have appeared in different scientific journals (diversity). 15 points are required for submission, although this is for orientation purposes only due to the different publishing cultures in scientific or artistic fields. The relevance of the publications and the projects in terms of content as well as their number in relation to the minimum requirements are discussed during the exploratory talk.

If (individual) articles have been published in non-peer-reviewed journals, their subject/scientific relevance and their use for scientific/artistic research must be described in specific detail. It must also have undergone a single-blind review process at the very least in order to be deemed reviewed. The journal must also have been published regularly twice a year for at least two years at the time of submission, have a publicly known editorial board that has been substantially stable for several years, and be geared towards an international audience. The same applies to publications in conference proceedings (full papers). If these requirements have been demonstrably fulfilled, then these essays and publications may be taken into account for the minimum requirements.

In heavily artistic or application-oriented subjects, scientific/artistic projects can also be included when assessing the scientific/artistic quality where there is an insufficient number of publications in peer-reviewed journals. This is subject to the condition that these projects have come about on the basis of an approved proposal (projects accepted for funding, projects currently in progress, projects already completed).

The framework paper for cumulative habilitations:
A framework paper, which as a rule should be around 60 pages in length, is an important part of a cumulative habilitation. The framework paper must be a stand-alone piece of work, which means not an annotated table of contents. As regards the individual works, it is important that there is a clear link to the venia being applied for and that the following content is covered in the framework paper:

+ Introduction to the topic
+ Discussion of the theoretical and conceptual framework with reference to the focal points and fields of research
+ Description of the research design (particularly with regard to methodology and methods)
+ Presentation of the central, summarized results
+ Summary and conclusions related to new scientific results
+ Presentation of the perspectives related to the further development of the habilitation subject

Evidence: Teaching
The applicant's suitability for teaching must be documented by a summary of the teaching activities performed so far (titles of individual courses, information about the extent of involvement, number of sessions, evaluation results). The teaching undertaken must have a substantive connection to the venia being applied for, which can be outlined by means of explanatory notes if necessary.

Evidence: Miscellaneous
Services, committee work...

3.2. Exploratory talk

The exploratory talk must be completed before being able to participate in the faculty colloquium. The primary objective of the meeting is to discuss the relevance of the habilitation thesis in progress and to consult on the venia being applied for. Following this meeting, the review board will issue a statement regarding any invitation to the faculty colloquium.

In order to prepare for the exploratory talk (and certainly before the faculty colloquium), the applicant is recommended to contact the dean at an early stage. In preparation for the exploratory talk, an overview with the following information is expected: CV, intended venia, structure of the habilitation thesis (for a cumulative habilitation thesis: scientific papers already available / in progress and other scientific papers), lists of publications and, if applicable, projects.

The dean advises on the composition of the review board for the exploratory talk in view of the venia being applied for. Applicants are free to bring a mentor to the exploratory talk.

3.3. Participation in the faculty colloquium

The faculty colloquium should be held approximately one year prior to submission of the habilitation thesis, with the aim being to obtain qualified statements on the venia being applied for as well as on the structure of the habilitation thesis. This means that it is important for these points to be presented and explained in a comprehensible way.

The following structure is recommended for the speech:

+ Presentation of your yourself/reason for seeking habilitation
+ Explanation of the venia being applied for
+ Structure of the habilitation thesis
+ Cumulative/stand-alone thesis, planned scope....
+ Structure of the habilitation thesis
+ Overview of the scientific/artistic papers/contributions (topic and short description of the content, type (book as author, book as editor, essay in peer-reviewed journal etc.), scope of the contributions, where/in which medium were they published? Scientific/artistic projects, if applicable, overview of outstanding/planned contributions
+ Framework paper (planned scope, nature with statements on the presentation of new scientific findings in the research field of the venia being applied for and/or on the methodological inventory for teaching, etc.). The framework paper must be a stand-alone piece of work, which means not an annotated table of contents! As regards the individual works, it is important that there is a clear link to the venia being applied for.
+ Presentation of the scientific/artistic and teaching activities carried out to date
+ Timeline for submission of the habilitation thesis

The individual members are requested to comment on the intended habilitation procedure. The statements will be attached to the application for approval and discussed in a follow-up meeting with the dean and the review board.

4. APPLICATION FOR APPROVAL

The formal application for a license to teach must be addressed to the rectorate and submitted to the relevant office of the dean. The application must contain

- the name of the subject for which the license to teach is being sought, and
- the name of the faculty to which the habilitation procedure is assigned.

The following documents must be submitted together with the application

a) Application for habilitation (letter to the rectorate)
b) Habilitation thesis (3 hard copies and 3 working copies)
c) Other scientific papers (3 hard copies and 3 working copies)
d) Curriculum vitae (including list of publications and description of previous scientific/artistic and teaching activities)
e) Statement confirming the applicant's personal contribution to the habilitation thesis and the additional publications (if the applicant is not the sole author)
f) Proof of having obtained a doctoral degree or an equivalent scientific or artistic qualification
g) Three proposed topics for the test lecture focusing on the fundamentals of the subject area for which the license to teach is being sought.

Applicants for habilitation are asked to arrange a date with the dean's office for submission.

5. MORE INFORMATION

Habilitation at TU Wien

https://www.tuwien.at/tu-wien/organisation/universitaetsleitung/dekan-innen/dekanate-im-freihaus/habilitation/

Section 103 UG Habilitation (in German)

https://www.jusline.at/gesetz/univg/paragraf/103

Statutes on habilitation procedures at TU Wien dated 18/10/2018 (in German)

https://www.tuwien.at/index.php?eID=dms&s=4&path=Berufung%2520und%2520Habilitation/Habilitationsverfahren%2520gueltig%2520ab%252001112018%2520%25281%2529.pdf

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https://ar.tuwien.ac.at/Fakultaet/Habilitationsverfahren