

INFORMATION ABOUT THE HABILITATION PROCEDURE

(Excerpt to the JKU's ST Habilitation Procedure)

The application to confer a lecturing qualification (*venia legendi*) must be informally submitted in writing, stating

- **the subject area in which the lecturing qualification is being sought,**
- **the title of the Habilitation dissertation,**
- **and whether or not the dissertation is a comprehensive, independent academic paper ("monograph") or a collection of thematically-related publications**

is to be sent addressed to the Rectorate (ST-HV § 2 (1)). Send the application together with the required documentation (1)-(8) in print form to the Office of the Rectorate (ST-HV § 2 (2-3)).

- (1) Curriculum vitae outlining all academic activity(ies) performed to date**
- (2) Verification of having successfully completed university studies**
- (3) A habilitation dissertation¹**
- (4) A list of all previously written and published academic/scientific papers, including the respective paper(s)**
- (5) List of previous educational/teaching activities (both at the university and outside of the university)**
- (6) Optional: A list documenting other activities in academic/scientific work, i.e. taking part in organizing academic/scientific conferences/symposia, actively participating in academic committees, international teaching and research experience, managing and/or actively taking part in a research study/project that is undocumented in publications or granted patents**
- (7) 2 hard-bound copies of the habilitation dissertation**
- (8) All application documents (incl. the habilitation dissertation) in an electronic PDF file (flash drive)**
- (9) JKU MED form (only for habilitations at the Faculty of Medicine)**

¹ Habilitation Dissertation

- The habilitation dissertation may be a comprehensive, independent academic paper ("monograph") and must be designated as such when submitting the application. ST-HV § 2 (4)
- A collection of thematically-related publications may also be submitted as a habilitation dissertation. In this regard, the collection must be designated as a habilitation dissertation and as part of the introductory section, the relation between the individual publications must be explained. ST-HV § 2 (5)
- If more **than one author** has contributed to the habilitation dissertation, submit a statement signed by each co-author indicating the contribution(s) made (in scope and content) to the academic/scientific paper(s). ST-HV § 2 (6)
- The habilitation dissertation must focus on a different topic than the dissertation or contain thematically significant academic/scientific progression in regard to topic(s) addressed in the dissertation. If the habilitation dissertation (monograph) has not yet been published by a publishing company, attach a commitment of promise to print - or a commitment of promise to publish – in electronic form issued by a publishing company. ST-HV § 2 (7)

Submit **4 unsealed packages** to the **Senate Office (Schloss Auhof, Altenberger Straße 69, Ground Floor, Room 0002)**, each containing the following:

(1) a habilitation dissertation¹ (printed)

In each package, all application documents (incl. the habilitation dissertation) in an electronic PDF file (flash drive):

- (2) Curriculum vitae outlining all academic activity(ies) performed to date**
- (3) Verification of having successfully completed university studies**
- (4) A habilitation dissertation¹**
- (5) A list of all previously written and published academic/scientific papers, including the respective paper(s) (copies are sufficient)**
- (6) List of previous educational/teaching activities (both at the university and outside of the university)**
- (7) Optional: A list documenting other activities in academic/scientific work, i.e. taking part in organizing academic/scientific conferences/symposia, actively participating in academic committees, international teaching and research experience, managing and/or actively taking part in a research study/project undocumented in publications or granted patents.**

§ 20 Simplified Procedure (“Re-habilitation”) at the Faculty of Medicine:

University members in an active employment relationship with the JKU and persons with an equivalent close relationship to the JKU based on their previous professional activity who have habilitated at another domestic university or private university or a university or private university from another EU/EEA member state or a Swiss university or private university for an entire scientific subject that is predominantly thematically assigned to the Faculty of Medicine may be granted a lecturing qualification for the same subject in a simplified procedure in accordance with § 20 para. 1 ST-HV (“re-habilitation”).

The provisions of ST-HV § 2 (see explanations regarding the application and documents to be submitted in advance) are applied under the condition that the application to confer a lecturing qualification (re-habilitation) must be submitted with the expert opinions of the previous, positively completed habilitation procedure and the confirmation of habilitation.