

## 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 dissertation<sup>1</sup>**
- (4) A list of all previously written and published academic/scientific papers, including the respective paper(s) (copies are sufficient)**
- (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)**

### <sup>1</sup> 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**, each containing the following:



**(1) a habilitation dissertation<sup>1</sup>**

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 dissertation<sup>1</sup>**
- (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.**