

PART C: Procedural regulations

Section 1 Appointment procedures for full professors in accordance with Section 98 of the Universities Act [*Universitätsgesetz*]

- (1) The appointment of full professors in accordance with Article 98 of the Universities Act shall be made in line with the following statutory provisions and taking into account the Advancement of Women Plan.
- (2) The dedication of a position to be filled in accordance with Article 98 of the Universities Act and for a period of less than three years shall be determined at the request of the Rectorate and after hearing the Deans in the Senate.
- (3) For each appointment procedure pursuant to Section 98 of the Universities Act, the Senate shall constitute an Appointments Committee with decision-making powers, taking into account Section 42, Paragraph 8a of the Universities Act and Section 51 of the Advancement of Women Plan, and shall appoint expert evaluators. The members from the groups of full professors and the academic staff are appointed by the Senate, generally on the basis of a proposal from the responsible Dean. For the purpose of producing this proposal, the Dean must inform all members of the academic staff and ask for relevant comments or suggestions. The Dean is also responsible for coordinating the proposals for the appointment of the expert evaluators in accordance with Section 98, Paragraph 3 of the Universities Act.
- (4) The Appointments Committee consists of nine or eleven members and is composed as follows:
 1. Five or six members from the group of full professors; at least two members must belong to another university, of which at least one belongs to a foreign university
 2. Two or three members from the group of academic staff
 3. Two members from the group of students (posted in accordance with the Act on Students and Students' Unions [*Hochschülerinnen- und Hochschülerschaftsgesetz*]).
- (5) The Dean has the right to participate in the appointment procedure in an advisory capacity. In the case of organisational units that are not assigned to a faculty, this right is granted to the responsible member of the Rectorate. The works council of the general university staff and the works council of the academic university staff have the right to participate with one representative each, while the Equal Opportunities Working Group has the right to participate in the procedure with two representatives. The former holders of the advertised position cannot be appointed as either members of the Appointments Committee or expert evaluators. If necessary, the Appointments Committee may consult respondents on specific matters.
- (6) The Appointments Committee is convened and constituted by the chairperson of the Senate. The members of the Appointments Committee elect a chairperson by a simple majority and, if necessary, a vice-chairperson. The Appointments Committee is quorate if at least half of the members are present.
- (7) The Appointments Committee shall draw up a proposal for the job advertisement text. This proposal must contain the subject-specific dedication defined by the assignment of the job, the specific responsibilities (main focuses) associated with this professorship, the qualification profile and the requirements for the application documents. The proposal must be submitted to the Rectorate to enable the job advertisement to be carried out.

- (8) Within one month after the end of the closing date for applications, the Appointments Committee shall examine the applications received in accordance with Section 98, Paragraph 5 of the Universities Act and, in agreement with the Rector, shall determine whether the overall situation is sufficient with regard to applicants and whether the requirements stipulated in Section 35, Paragraph 4, Clause 3 of the Advancement of Women Plan have been fulfilled. Up until the time when the applications are forwarded to the expert evaluators in line with Section 8a, academics who have not applied may also be included as candidates in the appointment procedure by the Appointments Committee or by the Rector in accordance with Section 98, Paragraph 2 of the Universities Act, provided that they have given their consent.
- (8a) Those applications that meet the criteria set out in the job advertisement and the documents to be provided by any candidates who are additionally involved in the procedure shall be submitted by the Senate Office to the expert evaluators with the request that they assess the suitability of each individual application on the basis of the most important criteria and classify it as follows: (0) not assessable by the expert evaluator (1) highly suitable, (2) suitable, (3) not suitable. The expert evaluators must disclose close relationships with individual applicants. Pursuant to Section 98, Paragraph 6 of the Universities Act, the Senate Office must inform the Rector of the applications that will be forwarded to the expert evaluators at least seven weekdays before they are forwarded. If one or more applications do not meet the criteria set out in the advertisement or if not all of the applications meeting the criteria set out in the advertisement have been included, the Rector shall advise the Appointments Committee of this fact.
- (9) Taking into account the evaluation of the applications by the expert evaluators, the Appointments Committee decides which candidates are to be invited to the presentation.
- (10) In addition, the student members of the Appointments Committee are expected to give their opinions on the didactic qualities of the candidates.
- (11) On the basis of the expert reports, statements and presentations, the Appointments Committee shall draw up a reasoned proposal for appointment within seven months after the closing date for applications. This shall include the three candidates most suitable to hold the advertised position ranked in an appropriate order. A proposal with fewer than three candidates must be specifically justified.
- (12) If the Rector rejects an appointment proposal in accordance with Section 98, Paragraph 8 of the Universities Act, this must be justified in writing. In this case, the Appointments Committee must consult again and, if necessary, obtain comparative expert reports.
- (13) The Rector must involve the Dean and the head of the organisational unit concerned in the appointment negotiations.

Section 1a Filling professorships in accordance with Section 99a of the Universities Act

- (1) The basis and prerequisite for filling a professorship in accordance with Section 99a of the Universities Act is the determination of a number of positions for full professors in accordance with Section 98 of the Universities Act without subject-specific dedication in the development plan. If the Rector intends to fill the position in accordance with Section 99a of the Universities Act, the following official bodies or persons must be informed in writing:
 1. Chairperson of the Senate
 2. Dean responsible for the department
 3. Head of the organisational unit to which the professorship is assigned
- (2) This information shall include details on the following points:
 1. Prospective person, including a short academic profile
 2. Justification for the existence of the prerequisites according to Section 99a, Paragraph 1 of the Universities Act
 3. Intended subject-specific dedication of the professorship, duration of the appointment and extent of employment. Where a permanent employment contract is intended, this shall be specifically justified.

- (3) With regard to the intended subject-specific dedication, the responsible Dean in accordance with Paragraph 1 shall draw up a descriptive proposal, which lists the full professors entitled to be heard in accordance with Section 99a, Paragraph 2 of the Universities Act, as well as the extraordinary and associate professors within the subject-specific area. The chairperson of the Senate and the head of the responsible organisational unit in accordance with Paragraph 1 shall have the right to raise reasoned objections against the proposed group of those entitled to be heard to the Rector, within one week.
- (4) After the expiry of the response period, the Rector shall, after having assessed any objections in accordance with Paragraph 3 and after consulting the chairperson of the Senate, determine the group of full professors and extraordinary and associate professors within the subject-specific area to whom a right to be heard within the meaning of Section 99a, Paragraph 2 of the Universities Act is granted.
- (5) The Rector shall forward the information referred to in Paragraph 2 to the group of persons entitled to be heard defined in accordance with Paragraph 4, and shall also specify the date for a university lecture, open to the public, by the person under consideration.
- (6) The persons entitled to be heard in accordance with Paragraph 4 may submit their comments in writing regarding the intended filling of the position, up to a maximum of two weeks after the lecture pursuant to Paragraph 5. The opinions must be sent by email to the office of the Rectorate and the office of the Senate.
- (7) The Rector shall decide on the commencement of appointment proceedings, taking into account any comments in accordance with Paragraph 6 and after consultation with the chairperson of the Senate and the responsible Dean.
- (8) In the case of a fixed-term employment contract, the application for an indefinite extension can be submitted after completion of the fourth year (Section 99a, Paragraph 3 of the Universities Act), but no later than nine months before the end of the fixed-term contract.
- (9) The applicant must draw up a report on the achievements in research and teaching, including the promotion of young scientists (qualification examination within the meaning of Article 99a, Paragraph 3 of the Universities Act). A guideline should be issued by the Rectorate regarding the central content of this report.
- (10) The Rector shall obtain at least two expert reports from internationally designated external evaluators for the report in accordance with Paragraph 9. These are to be ordered by the full professors represented in the Senate, in accordance with the regulations of Section 98, Paragraph 3 of the Universities Act in connection with Part C, Section 1, Paragraph 3 of the Statutes. The Rector, analogously to Section 98, Paragraph 3 of the Universities Act, has the right to appoint another expert evaluator.
- (11) In addition to the Rector, the right to access the expert reports in accordance with Paragraph 10 shall be granted to the official bodies or persons referred to in Paragraph 1 and to the group of authorised persons entitled to be heard in accordance with Paragraph 4.
- (12) The Rector shall inform the group of full professors defined in Paragraph 4 and the extraordinary and associate professors within the department of the intention to remove the time limit, and shall give the opportunity to submit statements within a period of time to be determined.
- (13) The Rector shall always consult the responsible Dean and the Students' Union at the University of Klagenfurt on the performance provided by the full professor in teaching. The results of the course evaluation must be taken into account.
- (14) The Rector shall be responsible for the decision on the permanent extension on the basis of the expert reports obtained in accordance with Paragraph 10 and the statements pursuant to Paragraphs 12 and 13.
- (15) The Equal Opportunities Working Group and the works council for academic university staff must be included in the entire procedure pursuant to Section 99a of the Universities Act, in accordance with the applicable legal regulations.

Section 2 Habilitation procedure

- (1) Teaching authority is granted on the basis of Section 103 of the Universities Act and the following regulations in the Statutes, taking into account the Advancement of Women Plan.
- (2) Proof of excellent academic qualifications can be provided either based on a monograph or on publications.
 1. If a monograph is submitted as a habilitation document, further academic publications by the applicant must be submitted.
 2. For publication-based submission, several publications with a thematic link must be submitted. In justified cases, works submitted for publication may also be taken into account. The works shall be accompanied by a supporting document, which shall address each of the individual works and highlight the thematic link. Further academic publications by the candidate must also be submitted.
- (3) The application for the award of teaching authority must be addressed to the Rectorate and include the name of the academic nominal subject sought and the following enclosures:
 1. Documents in accordance with Paragraph 2
 2. Publication list, including an explanation regarding the relevant share of the applicant in academic works involving multiple authors
 3. Proof of repeated teaching at recognised post-secondary educational institutions and a list of courses taught
 4. CV
 5. Proof of academic degrees earned

There must be a charge for the application in accordance with the relevant regulations of the Fees Act [*Gebührengesetz*].
- (4) After formal examination of the documents submitted by the Rectorate, they are forwarded to the Senate. The application must be rejected if the applicant has already submitted the same application to a university.
- (5) The Senate must set up a Habilitation Committee with decision-making powers for each habilitation procedure initiated in accordance with Section 103 of the Universities Act, taking into account Section 42, Paragraph 8a of the Universities Act and the regulations set out in the Advancement of Women Plan. The members of the groups of full professors and academic staff are appointed by the Senate on the basis of a proposal from the Dean of the faculty responsible. For the purpose of producing this proposal, the Dean must inform all members of the academic staff and ask for appropriate comments or suggestions. The Dean is also responsible for coordinating the proposals for the appointment of the expert evaluators in accordance with Section 103, Paragraph 5 of the Universities Act by the representatives of the full professors in the Senate.
- (6) The Habilitation Committee consists of seven or nine members and is composed as follows:
 1. Four or five members from the group of full professors, of which at least one member must belong to another university.
 2. One or two members from the group of academic staff.
 3. Two members from the group of students (posted in accordance with the Act on Students and Students' Unions 2014 [*Hochschülerinnen- und Hochschülerschaftsgesetz 2014*]).

- (7) The Habilitation Committee is convened by the chairperson of the Senate and is constituted by the longest-serving member from the group of full professors of the University of Klagenfurt. The members of the Habilitation Committee shall elect a chairperson by a simple majority and, if necessary, a vice-chairperson. The Habilitation Committee is quorate if at least half of the members are present.
- (8) The Equal Opportunities Working Group is informed in good time by the Rectorate about the initiation of the habilitation procedure. The Working Group sends up to two representatives to monitor the habilitation procedure. The representatives of the Working Group must be invited to every meeting of the Habilitation Committee within the appointed period.
- (9) The documents submitted for the assessment of the academic qualification must be forwarded to the expert evaluators. The expert reports shall be addressed to the chairperson of the Habilitation Committee within a time period set by the Committee, and the chairperson shall make them available to the members of the Committee and the applicant. The chairperson also notifies the full professors within the department and the area of specialisation of the possibility of viewing the expert reports received and sets a deadline of two weeks for any comments in accordance with Section 103, Paragraph 6 of the Universities Act.
- (10) The applicant may submit additional written comments on the academic papers submitted and regarding the didactic qualification. The applicant shall be given the opportunity to comment on the expert reports and opinions, and shall be given a reasonable period of time to do so.
- (11) In a public lecture with a specified duration, the applicant must demonstrate subject-specific qualifications and didactic skill. For this purpose, the applicant proposes two topics to the Habilitation Committee, and the Habilitation Committee selects one. Following the lecture, a public discussion takes place with the applicant. This may be followed by a non-public section (debate with the Habilitation Committee), with the latter being particularly designed to enable discussion of the expert reports and opinions.
- (11a) The applicant is free to withdraw the habilitation application at any time during the ongoing procedure.
- (12) The Habilitation Committee decides on the academic qualification on the basis of the available expert reports, written statements and the public lecture, together with discussion and debate. In this decision, the majority of the Committee members with teaching authority is the deciding factor.
- (13) The representatives of the students provide a written statement on the didactic qualification of the applicant. The basis for assessment is the previous teaching activity. With the approval of the applicant, results of an evaluation of the teaching can be used.
- (14) The Habilitation Committee must then decide on the didactic qualification. The basis for this assessment is the public lecture, the opinions presented and any evaluation results.
- (15) If both decisions are positive, a decision within the meaning of Section 103, Paragraph 9 of the Universities Act is deemed present. In addition, the Habilitation Committee proposes the assignment of the habilitated person within the institution.
- (16) The chairperson of the Habilitation Committee draws up a final report on the decision of the Habilitation Committee and forwards it to the Rectorate, accompanied by the expert reports, written statements and minutes. One set of the submitted documents and publications remains in the university archive, while one copy of the submitted habilitation thesis is held by Klagenfurt university library, and another by the Austrian National Library in Vienna.
- (17) Based on the decision of the Habilitation Committee, the Rectorate rules on the application for award of teaching authority.

Section 3 Evaluation

(1) Definition and objective:

Evaluation is understood as the description and evaluation of processes and/or structures and/or services at the university in the discourse of the participants and with the aim of quality assurance and improvement. The individual activities must be anchored in a quality management system.

The primary objective of the quality management system is to support the achievement of objectives in research and teaching.

(2) General rulings:

- (a) The quality management system must be monitored continuously and revised if necessary.
- (b) The evaluation activities must be targeted. Depending on the subject of the evaluation, the framework conditions for determination of the objective are given by:
 - The statutory tasks of the university according to Section 3 of the Universities Act
 - The strategic goals of the university and its organisational units
 - The tasks defined in the target agreements
 - The objectives set out in the respective employment contracts

(3) In particular, the following measures are planned for the evaluation processes:

(a) Research documentation

The heads of the organisational units must ensure that the research achievements of the members of their organisational units (projects, publications, events, lectures) are continuously collected and entered in the university's research database.

(b) Course feedback

The Rectorate must ensure that courses are regularly evaluated by the students. The results must be taken into account by the official bodies responsible for the planning of teaching and included in the evaluation of the organisational units, programmes of study and courses concerned.

(c) Teaching meeting

At least once a year, the heads of the organisational units organise a meeting of the teachers and lecturers in their organisational unit, with the involvement of the student representatives on the subject of quality in teaching, and ensure that the organisational unit is represented in an annual university-wide event on this topic.

(d) Evaluation of organisational units

Organisational units engaged in research and teaching activities shall conduct an internal evaluation every four years. Organisational units that are the subject of an internationally established accreditation procedure by a recognised institution are exempt from internal evaluation during the procedure and for as long as the accreditation is valid. An external evaluation involving peers and/or professional evaluators is carried out either by the organisational unit on a voluntary basis or at the instigation of the Rectorate. Faculties are exempt from evaluations.

(e) Personal evaluation

The performance of individual persons must be regularly evaluated in accordance with Section 14, Paragraph 7 of the Universities Act

Detailed regulations for carrying out evaluations (including any publication) and the implementation of the results shall be laid down in the guidelines issued by the Rectorate.

Section 4 Academic honours

- (1) Academic honours serve to honour persons or organisations who have made a special contribution to the University of Klagenfurt or to the academic subjects that are represented at the University of Klagenfurt.
- (2) An honorary doctorate (*Doctor honoris causa*) is awarded to persons who have distinguished themselves through outstanding academic or artistic achievements and have made a major contribution to the academic and cultural intentions represented by the University of Klagenfurt.
- (3) The award of Honorary Senator is given to persons who have made a special contribution towards promoting the university and its scientific and cultural tasks in a non-material or material manner.
- (4) The Honorary Citizen award is given to persons who have made a special contribution in connection with the development and design of the university.
- (5) The Ring of Honour of the University of Klagenfurt is awarded to former university members who have made a special contribution in connection with the development and design of the university.
- (6) Rooms of the university may be named after persons or organisations who have made a special contribution to the University of Klagenfurt or to the disciplines represented at it. The assignment of the name is always indefinite.
- (7) Companies that have a permanent business relationship with the University of Klagenfurt in connection with the execution of academic and cultural tasks can be granted the right to hold a title that expresses this connection. Those who receive awards are entitled to use the title that refers to their cooperation with the university in their business name.
- (8) Applications for the award of an academic honour must be sent to the Senate. The Senate will decide on the award of the honorary doctorate, and on the honours in accordance with Paragraphs 3 to 7 in agreement with the Rectorate. The revocation of an academic honour requires a two-thirds majority in the Senate.

Section 5 Honorary professorship

- (1) Persons who are particularly qualified in their field and who are not in a permanent employment relationship with the University of Klagenfurt can be awarded the title of Honorary Professor by the Senate.
- (2) Prerequisites for the award are a doctorate relevant to the subject, particular academic achievements, regular teaching activity at the University of Klagenfurt in the subject in question over several years, special didactic skills and outstanding professional achievements.
- (3) The heads of the organisational unit responsible for the subject with research and teaching tasks are entitled to apply after consulting the department or organisational unit conference. The application shall be accompanied by a statement from the Dean of the faculty responsible for the subject, evidence that the prerequisites are met and a statement from the students regarding the applicant's didactic skills. If possible, the Senate will decide in agreement with the Rectorate.
- (4) The award does not create an employment relationship with the University of Klagenfurt, nor does it confer a teaching authority pursuant to Section 103 of the Universities Act.
- (5) The Senate may revoke the award if there are compelling reasons to do so.

Section 6 University lecturers

Persons who are contracted to teach and who are not in any other employment relationship with the university may hold the title of university lecturer in the semester in which they carry out the teaching.

Section 7 Visiting professors

Persons who are contracted to teach and who are not in a permanent employment relationship with the University of Klagenfurt may, in the semester in which the teaching is carried out, hold the title of visiting professor, following a decision by the Rector of Studies.

Section 8 Alumni

The involvement of graduates in accordance with Section 19, Paragraph 2, Item 9 of the Universities Act takes place in particular through offers in the area of continuing education, through events and publications, and through the promotion of networks between university members and graduates. Surveys of graduates are conducted at regular intervals.

Section 9 Entry into force

- (1) Part C of the Statutes will enter into force on the day after it is published in the university bulletin.
- (2) Section 1 and Sections 4 to 8 in the version of the university bulletin dated 19.10.2011, issue 2, No. 12, shall enter into force on the day after publication in the university bulletin.
- (3) Section 1, Paragraph 8 in the version of the university bulletin dated 02.04.2014, issue 15, No. 103.3, shall enter into force on the day after publication in the university bulletin.
- (4) Sections 3 and 8 in the version of the university bulletin dated 16.07.2014, issue 22, No. 148.1, shall enter into force on the day after publication in the university bulletin.
- (5) Section 1a in the version of the university bulletin dated 06.12.2018, issue 6, No. 35, shall enter into force on the day after publication in the university bulletin.
- (6) Section 1a, Paragraphs 6 and 7 in the version of the university bulletin dated 17 April 2019, issue 15, No. 95.1, shall enter into force on the day after publication in the university bulletin.
- (7) Section 2 in the version of the university bulletin dated 05.06.2019, issue 18, No. 110.1 shall apply to those habilitation proceedings initiated from 1 July 2019 by the application for the award of teaching authority.
- (8) Section 1, Paragraphs 8, 8a and 11, Section 1a, Paragraphs 2, 7 to 9, and Section 3, Paragraph 3 lit. d in the version of the university bulletin dated 06.04.2022, issue 15, No. 69.2, shall enter into force on the day after publication in the university bulletin. Section 1a, Paragraphs 8 and 9 shall also apply to employment contracts concluded before the entry into force.
- (9) Section 1a, Paragraphs 8 and 9 in the version published in the university bulletin dated 03.07.2024, Issue 22, No. 110.3 shall enter into force on the day following publication in the university bulletin. Section 1a, Paragraphs 8 and 9 shall also apply to employment contracts concluded prior to the entry into force.