

Guidelines¹ issued by the Rector of Studies concerning the approval of co-supervision for Master's and Diploma dissertations

I. Legal basis

In accordance with Section 18, Paragraph 6, Part B of the Alpen-Adria-Universität Klagenfurt Statute, submitted Master's and Diploma dissertations are assessed by the supervisor. Only individuals with relevant authorisation to teach can be considered for the role of supervisor. If required, academic staff in possession of a doctoral degree can also be entrusted with the supervision of Master's and Diploma dissertations from their area of research (Section 18, Paragraph 2, Part B of the Statute).

The terms 'co-supervision' and 'preliminary reviewing' are used in neither the Universities Act nor the Statute. They are 'relics' from the federal law on the remuneration of teaching and examination activities at universities, which ceased to have effect as of 31/07/2001. Section 5 of that law mentioned 'university or research assistants involved in supervising the diploma student or doctoral thesis student and in preliminary reviewing'. As preliminary reviewing is de facto equivalent to co-supervision in common internal practice at universities, the latter term is explained in more detail here.

Engaging someone as a co-supervisor serves two purposes. First, the aim is to lessen the workload of individuals with authorisation to teach whose remit includes (in principle) supervising and reviewing academic theses. Second, co-supervision also helps to train junior academics.

II. Co-supervision

Based on the legal regulations and the above considerations, supervision requests for Master's and Diploma dissertations that involve the appointment of a co-supervisor will only be approved if the following requirements are met:

- (1) **No co-supervision in general**
 - a. where there is dual supervision of Master's and Diploma dissertations (Section 18, Paragraph 2a, Part B of the Statute) or
 - b. where Master's and Diploma dissertations are supervised by individuals whose main occupation within the meaning of Section 100, paragraph 3 in conjunction with Paragraph 4 of the Universities Act is not at Alpen-Adria-Universität Klagenfurt.

¹ Last revised: 31 January 2019

- (2) **Co-supervision can only** be undertaken by academic staff **who are actively employed** at Alpen-Adria-Universität Klagenfurt. Co-supervision ends no more than three months after the employment ends.
- (3) The **topic of the Master's or Diploma dissertation must align with the co-supervisor's research area.**
- (4) In accordance with Paragraphs 1 to 3, **co-supervision is possible** if:
 - a. the supervisor is a qualified professor who has completed a Habilitation and the co-supervisor has a Master's degree or Diploma at least but has not completed a Habilitation or
 - b. the supervisor has a doctoral degree but has not completed a Habilitation (Section 18, Paragraph 2, Part B of the Statute) and the same applies to the co-supervisor².
- (5) If the person proposed to undertake the co-supervision in accordance with Paragraph 4 a has a doctoral degree, notification must be given that there is a possibility of independent supervision in accordance with Section 18, Paragraph 2, Part B of the Statute before the co-supervision is approved in a suitable form.
- (6) Both the supervisor and co-supervisor must **agree to the co-supervision.**
- (7) Co-supervision requires the **consent of the relevant department manager responsible for staff matters** and their confirmation that the topic of the academic thesis aligns with the co-supervisor's area of research and that there will be no negative impact on the co-supervisor's principle research and teaching activities.
- (8) The **co-supervision must be documented on the title page** of the Master's or Diploma dissertation ('co-supervised by ...'). The amount of remuneration and the internal division of tasks between the supervisor and co-supervisor is determined by the rectorate.
- (9) Only the supervisor in question can be the expert reviewer of the Master's and Diploma dissertations. This will not affect any preparation of a preliminary review for the supervisor as part of co-supervision.

² Allows co-supervision to a limited extent where supervisors have a doctoral degree but have not completed a Habilitation. In this case, pre-doctoral students are excluded from co-supervision.