



Statute of the St. Pölten UAS

Part 4 – Designations in the University System

1. Version: 28/08/2018 (decision-making date in agreement with the Provider)
2. Version: 16/07/2019 (decision-making date in agreement with the Provider)
3. Version: 07/07/2020 (decision-making date in agreement with the Provider)

Table of Contents	Page
I. General Remarks	2
II. FH-Professor*in.....	3
2.1. Criteria	3
2.2. Proceedings	3
III. FH-Honorarprofessor*in	4
3.1. Criteria	4
3.2. Proceedings	5
IV. Appendix.....	5
Appendix FH-Prof Evaluation Form	5
Appendix FH-Prof-Application Form	5
FH-Hon. Prof Evaluation Form.....	5
FH-Prof Application Form	5

I. General Remarks

The Statute is to contain provisions for the corresponding use of designations regarding the university landscape (Art. 10 (3) line 10 University of Applied Sciences Act – FHG, Federal Law Gazette, BGBl. I no. 340/1993, as amended). The Provider can, in accordance with the regulations of the Board, authorise its employees to use the university designations which are defined in the University Law. The use of these designations is only permitted with the addition “FH”, “(FH)” or “Fachhochschul-...” (Art. 10 (8) FHG).

II. FH-Professor*in

Sec. 1. Hereinafter, the criteria and the proceedings for obtaining the right to use the designation “Fachhochschul-Professor*in” (short form: “FH-Professor*in”, “FH-Prof.”) are defined.

2.1. Criteria

Sec. 2. Permission to use the designation “FH-Professor*in” requires the following **formal** and **qualitative** criteria to be met when the application is filed:

1. Formal criteria:

- a. The person concerned is to provide proof of completion of a diploma, master or doctoral programme from a recognised post-secondary educational institution.
- b. At the time of the application (the day of submission is the reference date), the person concerned is to provide proof of a full-time employment relationship with the Provider in the position of a lecturer/FH-lecturer or a senior researcher to the extent of 20 or more hours per week at the St. Pölten UAS. If she/he is not habilitated, the employment relationship in a position which qualifies for a hearing (FH-lecturer/FH-lecturer for teaching and practice, researcher, senior researcher) needs to be upright for more than 30 months.
- c. The person concerned is to provide proof of a total of at least 25 semester periods per week (SWS) of teaching for the duration of the employment relationship.

2. Qualitative criteria:

Two of the following three criteria are rated at a high level:

- a. Proof of pedagogic-didactic suitability
- b. Proof of research activities or practical experience in the professional field and the corresponding transfer of knowledge
- c. Particular achievements regarding the (further) development of (UAS) study programmes

2.2. Proceedings

Sec. 3. (1) At the request of the Chairperson of the Board, the UAS service unit Human Resources and Legal Affairs draws up a list with persons who fulfil the required criteria and informs the Board thereof.

(2) The application for the use of the designation „FH-Professor*in“ needs to be addressed to the Board of the UAS. Applications can be suggested by

1. the respective Academic Director or head of the institute regarding a person assigned to the respective study programme/institute or

2. the respective head of the department regarding the Academic Director or head of the institute assigned to the respective department

3. the Chairperson of the Board regarding heads of department.

(3) The application is to be signed by the person suggested for the designation.

(4) The Board is to verify the fulfilment of the formal and qualitative criteria and, if possible, seek written statements from the respective superior of the applicant. In case statements are not possible, appropriate or compatible with the function of the concerned person, this should be recorded in writing.

(5) The Board is to decide on an application within six months of the application date. In exceptional cases, fulfilment of one of the criteria can be waved with a 2/3 majority of the Board. The presence of all groups of persons is not necessary, a 2/3 majority, however, is. The Board is to inform the Executive Directors immediately after the decision has been made and provide all decision-relevant documents (proofs, certificates, etc.).

(6) After a positive evaluation of the Board and verification of the decision-relevant preconditions, the Executive Directors allow the use of the designation “FH-Professor*in” for the person concerned.

(7) There is no legal claim to use the designation. A negative decision of the Board or the Executive Directors cannot be appealed. The submittance of a new application is not possible until 12 months after the prior application at the earliest.

(8) If a person authorised to use the designation withdraws from her/his full-time employment relationship with the St. Pölten UAS within 36 months (except for retirement), the person is no longer entitled to use the designation. Otherwise, the designation may be used for life.

(9) In case of a renewed employment, the title already granted may be re-established.

III. FH-Honorarprofessor*in

Sec. 4. (1) To use the designation “Fachhochschul-Honorarprofessor*in”, short form “FH-Hon.Prof.” or “FH-Hon-Profⁱⁿ” is only permitted to persons who have been granted the use of the title by the Provider of the St. Pölten UAS according to the verification proceedings of an application specified below and who hold the position of part-time lecturer at the St. Pölten UAS.

(2) The designation is granted for life. The Board has the right to withdraw the right to use the designation in justified cases.

3.1. Criteria

Sec. 5. The permission for a suggested person to use the designation is dependent on the proven and verified fulfilment of the following criteria:

1. Prerequisites for the nomination are:

- a. A teaching position at the St. Pölten UAS for at least five years with at least 25 semester periods per week (SWS) (the day of submission is the reference date)
- b. At least 10 years of relevant practical experience in the profession
- c. A good evaluation of the teaching activity is to be proven. The assessment of the teaching activities is the responsibility of the Board which therefore gathers statements from the respective academic directors and/or heads of departments

- d. Completion of a higher education degree programme with the degree “Magister” or “Magistra” or “Dipl.- Ing.” or “master” or proven professional experience in combination with the completion of a continuing education master programme.

2. Further decision criteria are:

- a. Special didactic achievements
- b. Supervision of bachelor or diploma theses (also co-supervision) in the course of the last three years before the application
- c. Special scientific or artistic achievements, implementation of research projects or publications related to the St. Pölten UAS
- d. Special linkage of the St. Pölten UAS with the professional practice
- e. Membership of the Board of the St. Pölten UAS (at least for 1 office term)
- f. Sustainable services to the St. Pölten UAS (e.g. arrangement of sponsoring, contacts with businesses or other stakeholders, research assignments, etc.)
- g. Participation in the development of study programmes

At least 4 of the above-mentioned criteria need to apply.

3.2. Proceedings

Sec. 6. (1) The application for the appointment as FH-Honorarprofessor or FH-Honorarprofessorin can be filed by the respective Academic Director or head of the department and is to be signed by the applicant.

(2) The application is to be examined by the committee of human resources and the fulfilment or non-fulfilment of criteria is to be indicated in a clear and precise way.

(3) The Board is to decide on an application within six months of the application date. In exceptional cases, fulfilment of one of the criteria can be waved with a 2/3 majority of the Board. The presence of all groups of persons is not necessary, a 2/3 majority, however, is. After a positive evaluation of the Board, the Provider allows for the use of the designation “FH-Honorarprofessor” or “FH-Honorarprofessorin”.

(4) There is no legal claim to use the designation. A negative decision of the Board or the Executive Directors cannot be appealed. The submittance of a new application is not possible until 12 months after the prior application at the earliest.

IV. Appendix

FH-Prof Evaluation Form

FH-Prof Application Form

FH-HonProf Evaluation Form

FH-HonProf Application Form