

Guidelines on the analogous use of university system designations at University of Applied Sciences BFI Vienna pursuant to section 10(3)(10) and section 10(8) Universities of Applied Sciences Act as amended

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1. Legal basis

Concerning the possibility of awarding designations in the university system, Section 10(8) *Fachhochschulgesetz* (Universities of Applied Sciences Act) states as follows: “The provider shall be authorised according to the regulations of the University of Applied Sciences Board to allow persons employed to use the corresponding designations in the university system under the Universities Act in an appropriate manner. The use of these designations shall only be admissible with the addendum ‘FH’, ‘(FH)’ or ‘Fachhochschul-...’.”

The Academic Council and the university’s providing organisation unanimously adopted the following Guidelines to specify the regulations.

2. Designations (titles) at the University of Applied Sciences BFI Vienna

The following designations (male/female/non-binary) may be used:

For the chair of the Academic Council: Rector (FH)

For the deputy chair of the Academic Council: Vice Rector (FH)

For degree programme directors: Professor (FH)

For lecturers or researchers: Professor (FH)

3. Criteria and requirements for the award of designations (titles)

Individuals may only use these designations (titles) if they have a valid contract with the University of Applied Sciences BFI Vienna (UAS BFI Vienna or “the university”).

3.1. Rector (FH) and Vice Rector (FH)

The designations “Rector (FH)” and “Vice Rector (FH)” are tied to exercise of the function of elected chair or deputy chair of the Academic Council.

Professor (FH)

Lecturers at the UAS BFI Vienna use the designation “university lecturer”. For outstanding achievements, lecturers and degree programme directors can be awarded the title “Professor (FH)”.

University system designations

3.1.1. Formal requirements

University or university of applied sciences degree with at least the academic degree of Magister/Magistra or equivalent, or Dipl.-Ing. or equivalent, or Master.

Degree programme directors must have performed their function for at least one year, unless they have already been awarded the designation “Professor (FH)” on the basis of their lecturing activities at the university.

University lecturers must have a cumulative workload of at least 36 teaching hours per week at the university and 36 months of full-time employment (with at least 24 working hours per week). If an individual has performed outstanding service in the introduction and development of degree programmes or certificate programmes (see section 9 Universities of Applied Sciences Act) at the university, this period may be reduced to 24 months.

3.1.2. Quality criteria

- a) Average grading of at least ‘good’ in the evaluation of the lecturer’s course(s) in the last two academic years
- b) Professional experience in academic research, or publications demonstrating such experience
- c) Specialised research carried out for the University of Applied Sciences BFI Vienna, or in exceptional cases where there are reasonable grounds, outstanding achievements connected with the introduction and development of degree programmes or certificate programmes (see section 9 University of Applied Sciences Studies Act) at the university
- d) Outstanding achievements and outstanding service connected with the development of the University of Applied Sciences BFI Vienna

3.1.3. Usage of designations (titles) after retirement

Holders of the designations may continue to use the designations (titles) after their retirement with the addition “em” (f.ex. “Professor (FH) em.”).

4. Application

Applications to use the title “Professor (FH)” must be submitted to the Managing Director or the chair of the Academic Council.

The application must include an up-to-date CV and documentation demonstrating fulfilment of the criteria and requirements.

5. Award of a designation (title)

Pursuant to the Universities of Applied Sciences Act, the Managing Director of the university – as the representative of the providing organisation – approves the use of designations in agreement with the Academic Council. They do so by means of a document bearing an official signature.

6. Nomination rights

Proposals for the award of the designation “Professor (FH)” may be submitted by the Academic Council – based on a resolution in the meaning of the Rules of Procedure as amended – and the Managing Director.

7. Assessment of fulfilment of requirements, and award

Fulfilment of the requirements is assessed by the Managing Director in consultation with the chair or deputy chair of the Academic Council.

The Managing Director of the university makes decisions on the award of the designation “Professor (FH)” in agreement with the Academic Council (section 10(7) Universities of Applied Sciences Studies Act).

There is no legal entitlement of any kind to the award of university system designations in the meaning of these Guidelines.

It is planned that the Managing Board and the chair of the Academic Council will, at appropriate intervals, evaluate the extent to which holders of the designation “Professor (FH)” continue to fulfil the basic criteria following award.