



**University of  
Applied Sciences  
St. Pölten**

# **Statute of USTP – University of Applied Sciences St. Pölten**

## **Part 4 – Designations in the University System**

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## I. Scope of Application

**§ 1.** (1) This document (Part 4) is an integral part of the Statute of USTP – University of Applied Sciences St. Pölten and is to be issued by the USTP Board in agreement with the Provider (see § 10 FHG<sup>1</sup>).

(2) It applies to all study programmes and continuing education programmes at USTP accredited in Austria and forms the basis of the educational relationship between the Student and the Provider (USTP).

**§ 2.** The Statute is to contain provisions for the corresponding use of designations from the university sector (§ 10 (3 (10)) FHG). The Provider can, in accordance with the regulations of the USTP Board, authorise its employees to use the designations of the university sector as defined in the University Act. The use of these designations is only permitted with the addition “FH”, “(FH)”, or “Fachhochschul-...” (§ 10 (8) FHG).

## II. FH-Professor\*in

**§ 3.** In the following, the criteria and proceedings for obtaining the right to use the designation “Fachhochschul-Professor” or “Fachhochschul-Professorin” (short form: “FH-Professor\*in”, “FH-Prof.”) at USTP are defined.

### 2.1. Criteria

**§ 4.** (1) The permission to use the designation “FH-Professor” or “FH-Professorin” requires that the affected person has a valid principal employment relationship in the position of (Leading) Professor, Senior Researcher, Academic Director, or Head of Institute at USTP at the time that the application is submitted (the submission date is the reference date).

(2) The necessary criteria for this include the fields of

- a) Teaching activity
- b) Research activity
- c) Practical experience & knowledge transfer
- d) (Further) development and positioning of USTP & internationalisation

(3) Each of the listed areas needs to be outlined in the application.

(4) Within these areas, there are a number of both obligatory and optional criteria that need to be individually specified within the framework of the application. Achievements preceding employment at USTP can be recognised.

(5) During a transition period until the awarding of “FH-Professor\*innen” titles in the year 2028, the appropriate regulations pursuant to Part 4 of the Statute (in its version from 08/02/2021) shall continue to be applied to FH-Dozent\*innen and Senior Researchers (as set out in Career Model or LBM 2.0).

### 2.2. Proceedings

**§ 5.** (1) The initiative comes either from the employee themselves or from their team coordinator, e.g., within the framework of their regular performance review. In case the team coordinator rejects the employee’s initiative,

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<sup>1</sup> University of Applied Sciences Act, Federal Law Gazette no. 340/1993 as amended by Federal Law Gazette I no. 177/2021

the employee has the possibility to take their initiative to the Committee for Quality Assurance in the Human Resources unit for Teaching and Research.

(2) The team coordinator's substantiated application for the use of the designation "FH-Professor\*in" is to be addressed to the USTP Board. Persons authorised to file the application are:

- a) the responsible Academic Director or Head of Institute for those persons who are allocated to their respective study programme / institute,
- b) the responsible Head of Department for those Academic Directors or Heads of Institute who are allocated to their respective department, or
- c) the responsible Head of Faculty for those Academic Directors or Heads of Institute who are simultaneously Heads of Department.

(3) The application is then reviewed in the Committee for Quality Assurance in the Human Resources unit for Teaching and Research, and the fulfilment/non-fulfilment of criteria is clearly outlined. If necessary, written statements of the applicants are obtained. The Committee is to formulate a recommendation to the USTP Board for every application.

(4) From the date that the application was filed, the USTP Board has six months to take a decision. After the decision has been taken, the USTP Board is to notify the Provider thereof and to hand over to the Provider all decision-relevant documents (proofs, certificates, etc.).

(5) Following the positive decision of the Board and the review of all decision-relevant documents, the Provider bestows upon the affected person the right to use the title "FH-Professor\*in".

(6) There is no legal claim to the bestowment of this title. No appeal is possible against a negative decision of the USTP Board or of the Provider. Submitting a new application is not possible until 12 months after a previous application.

(7) If a person authorised to use the designation withdraws from their principal employment relationship with USTP within 36 months (except for retirement), the person is no longer entitled to use the designation. Otherwise, the designation may be used for life. The Provider reserves the right to revoke the right to use this title in justified cases (e.g., if facts become known later that would have prevented the bestowment of the title, or if the person in question conducts in a way that is unworthy of an "FH-Professor\*in").

(8) In case the employment relationship is renewed (§ 4 (1)), the title of "FH-Professor\*in" already granted may be re-established, taking into account any possible time limits or periods (§ 5 (6)).

(9) Subsequently, the Provider gives their approval for the use of the designation "FH-Professor\*in" within the framework of an award ceremony.

### **III. FH-Honorarprofessor\*in**

**§ 6.** (1) In the following, the criteria and proceedings for the use of the designation "Fachhochschul-Honorar-Professor\*in" (in short: "FH-Hon-Prof\*in") at USTP shall be determined.

(2) The purpose of the "FH-Honorarprofessur" is to permanently bind "FH-Lektor\*innen" to USTP and thus contribute to the reputation of the study programme / department / institution. It is a way of honouring good teaching and a recommendation for high-quality education with a strong practical relevance.

(3) The designation is granted for life. However, the Provider has the right to withdraw the right to use the designation in justified cases (e.g., if facts become known later that would have prevented the bestowment of the title, or if the person in question conducts in a way that is unworthy of an “FH-Honorar-Professor\*in”).

§ 7. The permission to use the designation “FH-Honorar-Professor\*in” is linked to the fulfilment of certain formal and content-related criteria.

### 3.1. Formal Criteria

§ 8. Persons eligible for this honour are “FH-Lektor\*innen” who have to prove compliance with the following formal criteria:

- a) Teaching with a scope of at least 10 semesters and at least 30 weekly semester periods at USTP (the submission date is the effective date)
- b) A minimum of 10 years of relevant professional practice
- c) Proof of a good assessment of their teaching activity in the form of a written statement by the Academic Director or Head of Department
- d) Completion of a degree programme in higher education (diploma or master-degree study programme or proven professional experience in combination with a master-level continuing education programme)

### 3.2. Content Criteria

§ 9. (1) The obligatory criteria in terms of content entail areas that are essential for USTP and that need to be fulfilled at the time that the application is submitted:

- a. Special didactic achievements
- b. Supervision of bachelor’s or master’s theses (also co-supervision) at USTP in the last three years before the application
- c. Special scientific or artistic achievements, implementation of research projects or publications thematically connected to USTP
- d. Special connection between USTP and the professional practice
- e. Membership in the USTP Board (for at least one term of office)
- f. Particularly impactful services on behalf of USTP (e.g., arrangement of sponsoring, contacts with businesses or other stakeholders, research assignments, etc.)
- g. Participation in the development of study programmes

(2) These areas are to be individually specified in the application, and at least four of these requirements need to be met.

### 3.3. Decision-Making Process

§ 10. (1) The USTP Board issues a call for nominations once a year.

(2) Academic Directors and Heads of Department are entitled to nominate candidates. Nominations are to be submitted to the Board through the responsible Heads of Department who serve as intermediaries. The affected lecturers are not actively involved and are not entitled to submit applications by themselves.

- (3) The first preselection is carried out in the departments including a vote across departments in order to compare proposals in relation to the number/ratio of “FH-Lektor\*innen”.
- (4) The nominations are reviewed by the human resources committee which then issues a recommendation to the USTP Board (possibly including a request for amendment/clarification / with reservations).
- (5) The USTP Board takes a decision by resolution with simple majority within six months after the application has been submitted.
- (6) In case of a positive decision, the title “FH-Honorar-Professor\*in” is bestowed upon the affected person by the Provider.
- (7) There is no legal claim to the use of this designation. Neither can an appeal be filed against the Board's negative decision. Submitting a new application is not possible until 12 months after the previous application.