

AFFILIATION AT PARACELSUS MEDICAL UNIVERSITY

GUIDELINE – 02

In force since 19th of August, 2021

For better readability, Paracelsus Medical University is abbreviated here to PMU.

This document is a translation of German Guideline “R-02-Affiliation, rev.no. 1, in force since 19th of August 2021”. In the event of discrepancies between the German version and this translation, the German version prevails.

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2. Goal and Purpose

These guidelines ensure that the PMU is consistently cited on all publications and research projects carried out, and that all persons and groups of persons listed below and their respective rights and obligations are covered.

3. Release

These were approved in full as follows:

President

4. General provisions and scope

Research is a central component of the PMU next to teaching and learning.

Visibility at the national and international level is of great importance, and it is essential for the university and its researchers that their published works¹ and research projects are attributable to the PMU and perceived as such.

As a medical university with a focus on health sciences, the PMU represents a broad spectrum of individuals and groups of individuals.

A distinction is made between individuals and groups of individuals who are closely related to the PMU, and persons and groups of persons who are associated with the PMU:

Members of the PMU are

1. All university employees (members of the academic and general administrative staff)
 - a. of the legal entities of the PMU (i.e., Paracelsus Medical Private University Salzburg – Private Foundation in Salzburg and Medical School Nürnberg GmbH in Nuremberg) as well as wholly owned subsidiaries of PMU;
 - b. the associated clinics and university clinics; and
 - c. the university institutions of the PMU within the meaning of the University Institutions Directive in its currently valid version².
2. Emeritus professors are included among those mentioned under item 1 above.
3. Visiting professors at the PMU
4. All students enrolled in a degree program or university course at the PMU

The following groups of people **associated with the PMU** are

5. Employees of teaching hospitals or teaching departments of the PMU
6. Employees of teaching practices and teaching pharmacies
7. All people who have habilitated at PMU or who hold an “Associate Professur” or “Außerplanmäßige Professur” or “Außerordentliche Professur” at the PMU. This affiliation is linked to the duration of the underlying agreement (habilitation or professorship).
8. All PMU alumni who have successfully completed a degree program or university course at the PMU.

All university members and associates are advised to ensure that their names are written as consistently as possible in their affiliation, as this increases their visibility. The PMU expressly points out the possibility of using a Unique Author Identifier and recommends ORCID for this purpose.

¹ The term “published work” includes not only articles in journals, book chapters, etc., but also lectures, scientific posters, abstracts, and all other types of scientific publications.

² Which persons are considered employees of university institutions that are not subject to the legal entities of the PMU in Salzburg or Nuremberg or associated clinics and university clinics must be specified separately in the respective founding agreement.

Due to the international nature of the PMU, the English version of the affiliation must always be used for works published in international journals. The German version may also be used in German-language journals.

For the evaluation of publications for internal university purposes, please refer to **R-30 Evaluation of Scientific Publications** in its currently valid version.

5. Citation of the affiliation on publications or research projects

5.1. All employees of the PMU mentioned in section 4.1.

People who are members of this group have to state the following affiliation on all publications produced as part of their professional activities at the PMU, or an associated hospital or university hospital:

- a) Author's last name, first name or initials if applicable
- b) Paracelsus Medical University *or*: Paracelsus Medizinische Privatuniversität
- c) *If applicable: Name of the associated hospital or university hospital*
- d) Department of/for .../Institute of/for.../ Research Programme for...
or: Universitätsklinik für.../Universitätsinstitut für.../Forschungsprogramm für...
- e) *If applicable: Name of the assigned research institute or program*
- f) *If applicable: Center for... or other names for working groups or similar*
- g) Strubergasse 21, 5020 Salzburg, Austria *or*: Österreich
or: Prof.-Ernst-Nathan Straße 1, 90419 Nürnberg *or*: Nuremberg *or*: Nuernberg, Germany *or*: Deutschland
or the respective postal address of the associated hospital or university hospital

If a person belongs to several organizational units, the organizational unit in which the respective publication originated should be cited; if there are several organizational units, both or all of them should be cited.

Collaborations that do not fall within the scope of the PMU, or those concerning other types of affiliations of the respective people (e.g., external laboratories) can be mentioned additionally in the affiliation. The correct naming of these parts of the affiliation must be clarified with the respective responsible parties.

5.2. Emeritus professors of the PMU and its associated clinics and university hospitals

People who fall under this group have the right to cite the following affiliation in their publications:

- a) Author's last name, first name or initials if applicable
- b) Paracelsus Medical University *or*: Paracelsus Medizinische Privatuniversität
- c) *If applicable: Department of/for .../Institute of/for.../ Research Programme for...
or: Universitätsklinik für.../Universitätsinstitut für.../Forschungsprogramm für...*
- d) Strubergasse 21, 5020 Salzburg, Austria *or*: Österreich
or: Prof.-Ernst-Nathan Straße 1, 90419 Nürnberg *or*: Nuremberg *or*: Nuernberg, Germany *or*: Deutschland

5.3. Visiting professors at PMU

People who fall under this group may use the following affiliation for publications produced during their visiting professorship at the PMU:

- a) Author's last name, first name or initials if applicable
- b) Paracelsus Medical University *or*: Paracelsus Medizinische Privatuniversität
- c) Department of/for .../Institute of/for.../ Research Programme for...
or: Universitätsklinik für.../Universitätsinstitut für.../Forschungsprogramm für...
- d) Strubergasse 21, 5020 Salzburg, Austria *or*: Österreich
or: Prof.-Ernst-Nathan Straße 1, 90419 Nürnberg *or*: Nuremberg *or*: Nuernberg, Germany *or*: Deutschland

This right expires upon termination of the visiting professorship. For more information, please refer to **R-15 Visiting Professorship** in its currently valid form.

5.4. All students enrolled in a degree program or university course at PMU

People who fall under this group have to cite the following affiliation in their publications **if** it was produced as part of the relevant curriculum and/or under the supervision of PMU-affiliated researchers.

In all other cases, the PMU affiliation must generally not be used. If this is desired in individual cases, the student has to obtain the PMU's approval for the planned use of the PMU affiliation **before** submitting the publication. This request must be submitted in writing to the Vice-President for Research, exclusively via the email address forschung.service@pmu.ac.at.

- a) Author's last name, first name or initials if applicable
- b) Paracelsus Medical University *or*: Paracelsus Medizinische Privatuniversität
- c) Name of the respective degree program or university course according to the accreditation notice
- d) *If applicable: Department of/for .../Institute of/for.../ Research Programme for...*
or: Universitätsklinik für.../Universitätsinstitut für.../Forschungsprogramm für...
- e) Strubergasse 21, 5020 Salzburg, Austria *or*: Österreich
or: Prof.-Ernst-Nathan Straße 1, 90419 Nürnberg *or*: Nuremberg *or*: Nuernberg, Germany *or*: Deutschland

5.5. Employees of teaching hospitals or teaching departments of the PMU

People who fall under this group must add "teaching hospital of Paracelsus Medical University" or "Lehr-Krankenhaus der Paracelsus Medizinischen Privatuniversität" to their regular affiliation.

This applies to employees of the respective teaching hospital or teaching department as specified under their individual contracts with the institution concerned.

5.6. Employees of teaching practices and teaching pharmacies of PMU

People who fall under this group may be granted the right in their respective contracts to add the suffix “teaching site of Paracelsus Medical University”/“Lehr-Ordination der Paracelsus Medizinischen Privatuniversität“ or “teaching pharmacy of Paracelsus Medical University”/“Lehr-Apotheke der Paracelsus Medizinischen Privatuniversität“ in addition to their regular affiliations.

5.7. All people who have habilitated at PMU or hold an “Associate Professur” or “Ausßerplanmäßige Professur” or “Außerordentliche Professur” at PMU

People who fall under this group of people must use their affiliation with the PMU in their publications and research projects. Dual affiliation with the respective institution or employer is permitted, with the order being arbitrary.

- a) Author's last name, first name or initials if applicable
- b) Paracelsus Medical University or: Paracelsus Medizinische Privatuniversität
- c) *If applicable: Name of the associated hospital or university hospital*
- d) Department of/for .../Institute of/for.../ Research Programme for...
or: Universitätsklinik für.../Universitätsinstitut für.../Forschungsprogramm für...
- e) Strubergasse 21, 5020 Salzburg, Austria or: Österreich
or: Prof.-Ernst-Nathan Straße 1, 90419 Nürnberg or: Nuremberg or: Nuernberg, Germany or: Deutschland
or the respective postal address of the associated hospital or university hospital

5.8. All PMU alumni who have successfully completed a degree program or university course at PMU

People who fall under this group are subject to the regulations for students as outlined in Section 5.4 for up to one year after their successful graduation.

After this period, the alumnus/alumna must obtain the PMU's approval for the planned use of the PMU affiliation before submitting it for publication. This request must be made in writing to the Vice-President for Research, exclusively via the email address forschung.service@pmu.ac.at.

If approval is granted, the affiliation to be used must be as follows:

- a) Author's last name, first name or initials if applicable
- b) Paracelsus Medical University or: Paracelsus Medizinische Privatuniversität
- c) Strubergasse 21, 5020 Salzburg, Austria or: Österreich
or: Prof.-Ernst-Nathan Straße 1, 90419 Nürnberg or: Nuremberg or: Nuernberg, Germany or: Deutschland

6. Amendment Note

date	Rev.No.	Change description
19.08.2021	0	Initial creation
10.10.2025	1	Including visiting professors, English translation, mention of R-30