

Registration for the habilitation examination procedure

1. you can only register for the examination procedure if you have notified the dean's office of your intention to habilitate in good time (cf. § 3 of the habilitation regulations) and the convention has been able to take note of this.

2. you can submit your application for admission to the procedure at any time. Please note that your documents will first be reviewed by the permanent habilitation committee, which will make a recommendation to the Convention to open the procedure. Only the Convention will appoint the extended committee responsible for you. It is therefore advisable to submit your documents about 4 weeks before a Convention meeting in order to be able to start the procedure as smoothly as possible. A habilitation procedure usually takes between six and nine months.

3. Be sure to follow the UB's [instructions for the layout of theses](#). The notes for printed dissertations also apply to habilitation prints. If the prints do not meet the UB requirements, you must reprint them.

4. the form and content of the application are based on the requirements of §5, paragraph 2 of the habilitation regulations

- A curriculum vitae with special reference to the scientific education and development of the applicant, including

- o your full name, please indicate first and last name

- o your current full title

- o your date of birth (in unambiguous notation,- dd/Month/YYYY) and

- o your nationality

- Certificates of scientific examinations passed, in particular of completed university studies,

- the doctoral degree certificate or proof of an equivalent scientific qualification,

- a copy of the dissertation (electronic, PDF file)

- the habilitation thesis in five hard copies

- additionally four hard copies for the university library,

- a sworn statement about any previous or ongoing habilitation attempts,

- proof of courses related to the course of study of our faculty(e.g. in the form of UniviS excerpts, please note the minimum requirements under §2 paragraph 4 of the habilitation regulations)

- the results of the teaching evaluation of your courses (EvaSys protocols)

- proof of participation in a course in higher education didactics according to §2 paragraph 4,

- a declaration that the work complies with the principles of good scientific practice as defined by the DFG.

Furthermore, it is mandatory to additionally submit in:

- a cover letter to the dean, requesting the opening of the procedure, indicating

- o the working group in which you are currently active (if possible) and/or who has provided you with supportive advice

- o the topic of your habilitation thesis

- o the subject area in which you would like to habilitate

o whether you will apply for the Venia Legendi (associated with 1 SWS teaching obligation/semester)

o a listing of all submitted documents in the appropriate order

- a curriculum vitae (see above) in English language
- a separate list of publications, separated into original and non-reviewed papers
- a list of your functions in scientific societies and Editorial Boards
- a list of supervised theses, separated into B.Sc., M.Sc., and Ph.D. theses, as well as by function as first and second supervisor

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