

Checklist for the registration for the habilitation examination at the AEF

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. § 8 of the Habilitation Regulations) and the Convention has been able to take note of this.
2. Submission of the application for admission to the procedure is possible 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 appoints the extended committee responsible for you. It is therefore advisable to submit the 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 design of your habilitation thesis. The specifications for printing dissertations also apply to habilitation theses. For archiving reasons, the thesis must be printed on acid-free and ageing-resistant paper and bound without the use of metal or plastic parts. A perfect-bound brochure and double-sided printing are desirable. The choice of format (DIN A4 or DIN A5) is free, as is the choice for black and white or colour printing. Please inform yourself [here](#).
4. The form, content and attachments of the application for admission to the habilitation examination procedure are in accordance with the requirements of § 10, paragraph 2 of the Habilitation Regulations. The application is to be submitted to the Dean's Office by email or via the CAU Cloud with the following PDF documents. It consists of a cover letter to the dean with the request to open the habilitation procedure according to Annex 2 of the Habilitation Regulations.

In addition, the following annexes are separated and numbered according to the annex list:

- 4.1. A curriculum vitae with particular reference to the applicant's scientific training and development, including
 - Your full first name, surname and birth name, if applicable,
 - your current full title (Dr.sc. agr./Dr. oec. troph./ PhD./Dr. phil. etc.),
 - your date of birth (in German spelling) and place of birth, and
 - your nationality.
- 4.2. Certificates and diplomas for their completed university studies.
- 4.3. The doctoral certificate or proof of an equivalent academic qualification.
- 4.4. A separate list of publications, indicating the impact factor, separated into peer-reviewed and non-peer-reviewed contributions, each with an electronic voucher copy (link).
- 4.5. In the case of cumulative habilitation theses according to § 13 of the Habilitation Regulations, the Declaration of Co-Authorship according to Annex 3 of the Habilitation Regulations for each included thesis. Please include the DoCs in your habilitation thesis.
- 4.6. A list of course-related teaching achievements at the AEF (e.g. UniviS excerpts, please note the minimum requirements under § 9 paragraph 4 of the Habilitation Regulations).
- 4.7. The results of the teaching evaluation of your courses (EvaSys protocols).

- 4.8. Proof of participation in a course in higher education didactics according to § 9 Para. 5.
 - 4.9. A sworn statement about any previous or ongoing habilitation attempts and that the work complies with the principles of good scientific practice in accordance with Annex 4 of the Habilitation Regulations.
 - 4.10. A PDF document of your dissertation.
 - 4.11. A PDF document of your habilitation thesis.
5. You are welcome to submit supplementary documents, e.g.
- a list of your functions in scientific societies and editorial boards, and
 - a list of the theses supervised, separated according to B.Sc., M.Sc. and doctoral theses, as well as according to the function as first and second supervisors
- in order to present your scientific activities and / or teaching achievements. These documents will not be evaluated.
6. After prior appointment, please submit in paper form to the Dean's Office:
- A print version of your habilitation thesis. If the four reviewers would like a paper version of your habilitation thesis, please reprint it.
 - Four printed copies of your habilitation thesis. After successful completion of the procedure, we will forward these to the UB for publication.

Please note that international reviewers are also requested. The relevant information must also be made available to them in English. Therefore, please ensure that the relevant information is also provided by you in English.