Guidelines on the habilitation process  
according to Habilitationsordnung (habilitation regulations) dated 7 July 1982  
and recommendations for implementation of the habilitation procedure

1. Mentoring

- Three supervisors (mentors) accompany the habilitation candidate’s studies. The candidate proposes mentors maximum two years after his/her starting on the habilitation work (see form to download „Application for appointment of habilitation mentors“) to the Dean of Research, contact see below.

- The habilitation candidate submits a working paper to his/her mentors at the latest two years after having started his/her habilitation studies. The mentors give detailed feedback to the candidate.

- After approx. two and a half years, the candidate presents his/her project to the faculty.

2. Application for Admission

- The habilitation candidate submits the following documentation to the vice Dean's office (contact Mrs. Elke Thoma):
  - an application for admission to habilitation studies, stating also if the candidate has already applied for admission to habilitation elsewhere and in such case with what success,
  - copies of the university degree and the doctoral certificate (please provide certified copies or bring originals for copying),
  - a copy of the dissertation,
  - four copies of the scientific papers designated as habilitation thesis (in case of cumulative habilitation: including a synopsis of the essays),
  - if there are co-authors in the articles: information of the candidate’s own contribution to each essay,
  - affidavit that the habilitation papers were established without any outside assistance and that only specified aids were used,
  - as case may be, application to submit the thesis or parts thereof in English,
  - curriculum vitae including a list of scientific publications and teaching achievements,
  - journal reviews of articles that have not yet been accepted for publication but have already been reviewed.
• The Dean of Research decides on whether to admit the candidate to the habilitation process.

• The Dean’s office appoints the habilitation committee and upon the Dean’s proposal appoints the chairperson and his/her deputy.

3. Expertise

• The habilitation committee appoints minimum three reviewers.

• The expertises are established and are then provided for review for three weeks.

• The habilitation committee thereafter decides if the candidate is able to conduct independent scientific research.

4. Lecture and Publication

• After having completed his/her habilitation, the candidate holds a public lecture at the faculty on his/her scientific achievements.

• The candidate provides three bound copies of his/her thesis to the State and University Library for publication at the latest three months after completion of his/her habilitation.

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