

**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 „[Antrag Einsetzung Betreuungskommiss zur Habilitation](#)“) 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):
 - 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.

Contact:

Mrs. Elke Thoma

Moorweidenstr. 18, room 3007

Tel. (040) 42838 7132

E-Mail: bwl.promotion@uni-hamburg.de