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.

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