



Habilitation Regulations

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18.05.2020

by the Ministry of Culture and Science.

The Senate of Witten/Herdecke University approved this amended version of the Habilitation Regulations in its meeting on 05.02.2019.

**This document is a translation of the official regulation in German language and is intended solely as a convenience to the non-German-reading public. Any discrepancies or differences that may arise in translations of the official German versions of these materials are not binding and have no legal effect for compliance or enforcement purposes.*

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§1

Concept and purpose of habilitation

- (1) The habilitation is proof of the ability to independently represent a scientific subject or field in research and teaching.
- (2) The habilitation is the prerequisite for the authorization to teach (*Venia legendi*) for a scientific subject or subject area

§2

Habilitation Committee

The faculty forms a habilitation committee consisting of at least three habilitated members of the faculty. The dean is a member of the commission by virtue of his or her office. The Faculty Council decides on the further composition of the habilitation committee. The habilitation committee decides by simple majority. In the event of a tie, the chairperson has the casting vote.

§3

Admission requirements

- (1) Admission to habilitation requires a doctorate or equivalent qualification followed by several years of academic activity. The habilitation committee decides on the equivalence.
- (2) The habilitation candidate must prove that he or she has produced further scientific work in published form in addition to the qualification required in § 3 (1).
- (3) The applicant must have demonstrated qualified performance in teaching.
- (4) Further details are regulated by the implementing regulations of the faculties.

§4 Habilitation application

- (1) The application for habilitation must be submitted in writing to the chairperson of the habilitation committee. It must contain precise details of the subject or subject area for which the applicant intends to habilitate.
- (2) The application must be accompanied by:
 1. a curriculum vitae with a description of the professional and scientific career,
 2. certificates or certified copies of the university examinations and further examinations for specialization (state examination, diploma or master's examination, master's examination, specialist's examination) taken by the habilitation candidate,
 3. the doctoral degree certificate or documentary evidence of a qualification equivalent to the doctorate according to § 3, paragraph 1,
 4. the habilitation thesis in at least five copies,
 5. a declaration by the habilitation candidate that he or she has written the habilitation thesis independently, that he or she has not used any sources or aids other than those provided, and that he or she has clearly identified any passages taken over verbatim or in terms of content,
 6. a complete list of scientific publications and papers accepted for publication, as well as a list of courses taught,
 7. documentation of third-party funds raised,
 8. a topic for the habilitation lecture, which can be changed up to the acceptance of the written habilitation,
 9. a statement that no other habilitation procedure outside the faculty has been initiated or unsuccessfully completed,
 10. a statement of any criminal convictions; and
 11. if applicable, an application for the granting of a teaching license (Venia legendi) for the named subject or subject area.

§5**Opening of the habilitation procedure**

- (1) The Habilitation Committee shall decide on the opening of the habilitation procedure. If the prerequisites specified in § 3 and § 4 are met, the application shall be granted unless..
 1. the habilitation committee does not consider the substantive requirements to be sufficient,
 2. the habilitation candidate is in a habilitation procedure at another university.
- (2) If the documents required in § 4 are not complete, the habilitand shall be given the opportunity to submit missing documents. The habilitation procedure shall be completed within 12 months.

§6**Withdrawal and repetition of the habilitation application**

The applicant may withdraw the habilitation application without giving reasons. The withdrawal of the application must be declared in writing to the chairperson of the habilitation committee. If the habilitation candidate withdraws his/her application before the decision on the acceptance or rejection of the written habilitation performance, it shall be deemed not to have been submitted. If a habilitation procedure has been terminated prematurely or without success, a new habilitation application may be submitted at the earliest one year thereafter.

A further attempt is excluded.

§7**Habilitation achievements**

- (1) The habilitation thesis or already published scientific papers summarized in a suitable form, which together result in a scientific record corresponding to the habilitation thesis (cumulative habilitation thesis), must document a substantial scientific progress through independent research achievements for the subject area for which the habilitation candidate wants to habilitate.

- (2) The habilitation thesis should be written in German or English.
- (3) A habilitation thesis that has already been submitted as an examination in another procedure is excluded as a habilitation thesis. The content must be substantially different from the content of the habilitation candidate's dissertation.
- (4) The oral performance consists of at least one public scientific lecture with discussion before the responsible faculty (Habilitation lecture cf. § 9).

§8

Review of the habilitation thesis

- (1) The habilitation committee appoints at least three reviewers to review the habilitation thesis, including at least one from the faculty. The reviewers must be professors or private lecturers and must represent the subject area to which the habilitation is to be assigned in research and teaching. At least one reviewer must be a professor at another scientific university or equivalent scientific institution.
- (2) Each reviewer shall prepare a written review within a reasonable period of time (within 3 months at the most). The expert opinions shall evaluate the habilitation thesis and shall contain a proposal for the acceptance or rejection of the habilitation thesis. The submitted reports shall be displayed together with the habilitation thesis for a period of one month in the dean's office of the responsible faculty. The members of the habilitation committee and all other habilitated members of the faculty will be informed of this by the chairperson of the habilitation committee. They have the right to comment in writing on the habilitation thesis and the expert opinions within the display period.

- (3) After expiry of the display period, the habilitation committee shall decide on the acceptance of the habilitation thesis based on the expert opinions and statements. The habilitation committee may request further expert opinions.
- (4) If the habilitation thesis is not accepted, the habilitation procedure is terminated unsuccessfully.

§9

Habilitation lecture

- (1) The habilitation candidate shall be invited in writing to the habilitation lecture by the chairperson of the habilitation committee with a notice period of 14 days. The habilitation candidate may waive the deadline. The habilitation lecture is public.
- (2) The chairperson of the habilitation committee invites the reviewers and all members of the faculty to the habilitation lecture.
- (3) The habilitation candidate shall present his/her topic in a maximum of 45 minutes. The duration of the immediately following discussion should not exceed 1 ½ hours.
- (4) After the presentation and discussion, the habilitation committee, after consultation with the reviewers present, decides on the success of the habilitation lecture.
- (5) The habilitation lecture can be repeated once.
- (6) The oral habilitation performance will be rejected if the habilitation candidate fails to appear without good cause or ends the lecture or discussion.

§10

Execution of the habilitation

- (1) If the written and oral habilitation papers have been accepted, the habilitation committee decides to award the teaching qualification (facultas docendi). The subject for which the habilitation candidate is to be awarded the teaching qualification shall be specified.

- (2) A certificate shall be issued for the habilitation. The certificate shall state the name of the habilitated person, the subject or subject area to which the teaching qualification extends, the title of the habilitation thesis and the date of the decision on the habilitation. The certificate shall bear the official seal of the University and shall be signed by the President of the University and by the responsible Dean.
- (3) The Dean or his or her representative shall present the certificate after a public inaugural lecture. The date of the inaugural lecture shall be set by the Dean.

§11

Effect of the habilitation

With the habilitation, the habilitated person is entitled to use the academic degree of a habilitated doctor (Dr. habil.).

§12

Publication of the habilitation thesis

The habilitation thesis must be published. The publication can be done by publishing parts of the results in scientific journals.

§13

Award of the Venia legendi

- (1) Upon application by the habilitated person, the habilitation committee may award the authorization to teach (venia legendi) in the subject or subject area. This application can be submitted together with the application for habilitation according to § 4.
- (2) If the venia legendi is awarded, the postdoctoral lecturer shall be entitled to use the title "Privatdozentin" or "Privatdozent". The award of the venia legendi does not imply employment at the university.
- (3) A Privatdozent/ Privatdozentin is obliged to teach courses of at least 2 SWS in each semester. An interruption must be approved by the dean.

- (4) Upon application of a person habilitated at Witten/Herdecke University, the Habilitation Committee may, after hearing the subject representatives, extend the *venia legendi* to further subjects if the applicant provides evidence of written scientific achievements that justify an extension of the teaching qualification. § Section 5 (1) and Section 8 shall apply accordingly. The habilitation committee may waive parts of the procedure.

§14 Rehabilitation

- (1) Upon application, rehabilitation is possible. The performance required of the applicant for this is determined by the habilitation committee. As a rule, the applicant gives a public lecture to the faculty on a topic chosen by him or her from one of his or her fields.
- (2) A certificate of rehabilitation shall be issued in accordance with § 10 Abs. 2.
- (3) The certificate shall be awarded after a public inaugural lecture in accordance with § 10 para. 3.

§15 Revocation and lapse of teaching certification.

The teaching certification...

- (1) shall be revoked if it is based on fraudulent misrepresentation or otherwise obtained by unfair means,
- (2) expires, if the academic degree that was a prerequisite for admission to habilitation, may no longer be used.

§16 Withdrawal and expiration of the teaching authorization

The authorization to teach (*Venia legendi*)

- (1) expires upon appointment as a professor at another academic institution of higher education,

- (2) may be withdrawn if the habilitated person has not taught in two consecutive semesters without the consent of the responsible dean. A corresponding decision is made by the Faculty Council. The date of expiry is to be determined.

§17

Deadlines

- (1) A decision on the opening of the habilitation procedure according to § 5 shall be made within three months.
- (2) A decision on the recognition of the written habilitation achievements shall be made within six months after the opening of the procedure.
- (2) Exceeding the deadline must be justified in writing to the habilitation candidate.

§18

Notification of resolutions

Decisions are to be communicated to the habilitation candidate in writing without delay.

§19

File inspection

- (1) After completion of the procedure, the habilitated person has the right to inspect his or her entire habilitation files.
- (2) The right to inspect files includes the right of the habilitated person to make copies at his or her expense.

§20

Publicity

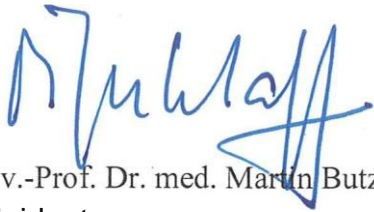
All deliberations and resolutions in habilitation matters shall take place in a non-public session, unless otherwise stipulated in these habilitation regulations.

§21
Entry into force

Adopted by the Senate of Witten/Herdecke University on 05.02.2019.

These habilitation regulations come into force on 01.07.2020. Habilitation procedures that have already been opened will be handled according to the Habilitation Regulations of 08.01.2010. At the request of the candidate, the examination may also be conducted according to the provisions of these habilitation regulations.

Witten, 26.06.2020



Univ.-Prof. Dr. med. Martin Butzlaff, MPH
Präsident
Universität Witten/Herdecke