



Habilitation Regulations

(postdoctoral lecturing qualification)

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Preface

Terms used for natural persons in these habilitation regulations include males and females alike.

§ 1

Definition and purpose of habilitation

- (1) The habilitation (postdoctoral lecturing qualification) serves as evidence of a candidate's competence to autonomously represent a scientific discipline or subject area in research and teaching.
- (2) The habilitation is a prerequisite for receiving the authorization to teach (*venia legendi*) in a scientific discipline or subject area.

§ 2

Habilitation committee

The faculty forms a committee composed of at least three faculty members with postdoctoral qualification, with the dean as an *ex officio* member. The faculty council decides on the further composition of the habilitation committee. The habilitation committee reaches decisions by simple majority vote. The chairman has the casting vote.

§ 3

Admission requirements

- (1) Admission to habilitation procedures requires a doctorate or equivalent qualification and subsequent academic work over several years. The habilitation committee decides on equivalence.
- (2) Habilitation candidates must provide proof of further academic performance in the form of publications in addition to the qualification described in § 3 (1).
- (3) Candidates must document qualified performance in teaching.

§ 4
Application

- (1) The application must be submitted to the chairman of the committee in writing. It must include the precise designation of the discipline or subject area for which the candidate intends to acquire the teaching qualification.
- (2) The application shall include:
 1. CV including description of personal and professional development,
 2. documentation (originals or certified copies) of successfully passed university examinations and further examinations for specialization (state examination, diploma, Master, specialist examination),
 3. doctoral certificate, or documentary evidence of an equivalent qualification pursuant to § 3(1),
 4. at least five copies of the habilitation thesis,
 5. statement that the candidate has compiled the thesis without assistance, has not used other sources and tools than those indicated, and has marked text parts quoted verbatim or in substance as such,
 6. a complete list of the candidate's publications in print and accepted for publication, as well as a list of courses given,
 7. documentation of external funding received,
 8. suggestion of a topic for the habilitation lecture which may be revised until the written habilitation performance has been accepted,
 9. statement that no other habilitation procedure outside the faculty was initiated or ended in failure,
 10. statement on any previous criminal convictions and
 11. (where applicable) application for conferment of authorization to teach (*venia legendi*) for the indicated discipline or subject area.

§ 5
Initiation of procedures

- (1) The habilitation committee decides on the initiation of habilitation procedures. The application shall be granted if requirements defined in § 3 and § 4 are met, unless

1. the habilitation committee considers requirements with regard to content as not met,
 2. the candidate is undergoing habilitation procedures at a different university.
- (2) If the submitted documentation as required in § 4 is incomplete, the candidate shall be given the opportunity to provide the missing documents. Habilitation procedures shall be completed within a period of 12 months.

§ 6

Withdrawal of application, renewed submission

Candidates may withdraw an application without giving reasons. The chairman of the habilitation committee must be notified of the withdrawal in writing. If a candidate withdraws the application prior to a resolution on approval or rejection of the written performance, the application is deemed not to have been filed. If habilitation procedures have been terminated prematurely or without success, a renewed application may be submitted one year thereafter at the earliest. Any further applications will not be accepted.

§ 7

Required performance

- (1) The habilitation thesis, or suitably compiled scientific papers already published which taken together form an equivalent to a habilitation thesis (cumulative thesis), must document substantial academic progress through autonomous research performance for the discipline in which the candidate intends to acquire the teaching qualification.
- (2) The habilitation thesis may be written either in German or in English.
- (3) A habilitation thesis already submitted for a habilitation procedure elsewhere will not be accepted as part of the required performance. The content of the thesis must differ substantially from that of the candidate's doctoral thesis.
- (4) Oral performance comprises at least one scientific lecture open to faculty members with subsequent discussion (habilitation lecture cf. § 9).

§ 8
Review of habilitation thesis

- (1) The habilitation committee appoints at least three reviewers for the habilitation thesis, at least one of them from the faculty in question. Reviewers must hold professorships or postdoctoral lecturing qualifications and represent the discipline or subject area pertaining to the theme of the habilitation in research and teaching. At least one reviewer must hold a professorship at a different institution of tertiary education or equivalent academic institution.
- (2) Each reviewer shall submit a written review within a reasonable time frame (three months maximum). Reviews must assess the thesis and suggest either acceptance or rejection. Submitted reviews together with the habilitation thesis are available for inspection at the dean's office of the respective faculty for the duration of one month. The chairman of the habilitation committee informs the committee members and all other faculty members with postdoctoral lecturing qualifications accordingly. They are entitled to submit written comments on the thesis and the reviews up to the end of the inspection period.
- (3) Upon expiry of the inspection period the committee decides whether to accept or reject the habilitation thesis, based on reviews and comments received. The committee may request further reviews.
- (4) If the committee decides to reject the thesis, the procedure is terminated and deemed as failed.

§ 9
Habilitation lecture

- (1) The chairman of the habilitation committee invites the candidate to give the habilitation lecture with written notice of 14 days. The candidate may waive the need for prior notice. The lecture is open to the public.
- (2) The chairman invites the reviewers and all faculty members to the lecture.
- (3) The candidate presents the topic for a maximum duration of 45 minutes. The discussion, to be conducted immediately after the lecture, shall not exceed 1.5 hours.

- (4) Upon conclusion of the discussion the habilitation committee consults with the reviewers present and decides whether to accept the lecture.
- (5) The habilitation lecture may be repeated once.
- (6) The oral performance is deemed as rejected if the candidate fails to appear without good cause, or discontinues the lecture or the discussion.

§ 10 Implementation

- (1) Upon acceptance of the candidate's written and oral performance, the habilitation committee resolves to confer the teaching qualification (*facultas docendi*) and is requested to indicate the subject area for which the teaching qualification is conferred.
- (2) A certificate shall be issued as evidence of the habilitation. The certificate must specify the name of the holder of the qualification, the discipline or subject area for which the teaching qualification is conferred, the title of the habilitation thesis and the date of the resolution. The certificate must bear the official university seal and the signatures of the president and the dean of the faculty in question.
- (3) The dean or a deputy presents the certificate subsequent to the inaugural lecture. The dean determines the date of the inaugural lecture.

§ 11 Effect

After successfully concluded habilitation procedures the university lecturer is authorized to use the academic degree of Dr. habil.

§ 12 Publication of habilitation thesis

The publication of the habilitation thesis is mandatory. This may take the form of publication of part of the findings in scientific journals.

§ 13
Conferment of *venia legendi*

- (1) The habilitation committee may confer the authorization to teach (*venia legendi*) in the discipline or subject area upon the postdoctoral lecturer's request. A candidate may submit such request together with the application for habilitation pursuant to § 4.
- (2) Conferment of the *venia legendi* entitles the postdoctoral lecturer to use the title "Privatdozent". Conferment of the *venia legendi* does not entail employment at the university.
- (3) A Privatdozent is under the obligation to teach classes to the extent of at least 2 weekly hours per semester. Discontinuation of this schedule requires the dean's approval.
- (4) Upon request of a postdoctoral lecturer at Witten/Herdecke University, the habilitation committee may extend the *venia legendi* to additional subject areas after consulting the representatives of these areas. For this purpose an applicant must provide evidence of written academic performance which justifies the requested extension of the authorization to teach. § 5 (1) and § 8 shall apply as appropriate. The habilitation committee may waive parts of the pertinent procedure.

§ 14
Conversion of *venia legendi* acquired elsewhere

- (1) Conversion of a *venia legendi* acquired elsewhere is possible upon request. The habilitation committee decides on requirements to be made of an applicant. As a rule the applicant gives a lecture to the faculty audience on a topic of his own choice from one of his subject areas.
- (2) A certificate is issued to document the conversion pursuant to § 10 (2).
- (3) The certificate is handed over subsequent to an inaugural lecture pursuant to § 10 (3).

§ 15

Withdrawal and expiration of teaching qualification (facultas docendi)

The teaching qualification (facultas docendi)

- (1) shall be withdrawn if it was acquired via wilful deception or otherwise unfair means,
- (2) ceases to exist if the holder is no longer entitled to use the academic degree which was the prerequisite for admission to the habilitation procedure.

§ 16

Withdrawal and expiration of authorization to teach (venia legendi)

The authorization to teach (venia legendi)

- (1) expires upon appointment to a professorship at a different institution of higher education,
- (2) may be withdrawn if the postdoctoral lecturer has not met his teaching obligations in two consecutive semesters without the dean's approval. The faculty council takes a decision to this effect. The date of expiration must be recorded.

§ 17

Deadlines

- (1) The decision to initiate habilitation procedures pursuant to § 5 must be taken within three months.
- (2) The decision on acceptance of written habilitation performance shall be taken within six months after initiation of procedures.
- (2) Failure to observe these deadlines must be substantiated to the candidate in writing.

§ 18

Notification of resolutions

The candidate must be given written notice of resolutions without delay.

§ 19
Inspection of procedural files

- (1) Upon conclusion of procedures the postdoctoral lecturer has the right to inspect all procedural files.
- (2) The right to inspect procedural files includes a candidate's right to make transcripts or photocopies at his own cost.

§ 20
Publicity

All deliberations and resolutions in habilitation matters are held in closed session unless these habilitation regulations stipulate otherwise.

§ 21
Entry into force

Approved by the Senate of Witten/Herdecke University on 3 November 2009. These habilitation regulations enter into force on 1 February 2010. Any habilitation procedures initiated previously will be governed by the amended version issued on 13 May 2009. The examination may follow this latest version of habilitation regulations upon a candidate's request.

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