



JACOBS
UNIVERSITY

Policies for Habilitation Candidates

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1. Aim of the Habilitation

The Habilitation constitutes the recognition of advanced scientific and/or scholarly achievement(s) and the ability to conduct independent research and teaching in an area of expertise represented at Jacobs University.

2. Responsibilities

1. The Dean of the Focus Area which covers the Habilitation topic is responsible for the Habilitation process. In case the theme of the Habilitation concerns more than one Focus Area, this has to be reflected in the composition of the Habilitation Committee in agreement with the respective Deans. However, one Dean will take the prime responsibility for the Habilitation Process.
2. Once all Habilitation achievement components are fulfilled, the respective Dean informs the Academic Senate.

3. Requirements for Submission of a Habilitation

Candidates need to have completed a university degree and hold a PhD or equivalent and have sufficient experience in research and teaching.

4. Submission of the Habilitation

The following documents have to be submitted in written form to the respective Dean together with the written Habilitation achievement component (see 7.a): A Curriculum Vitae, which outlines especially the research experience and professional career,

1. Certifications of all university degrees including a PhD degree,
2. A list of all scientific publications,
3. A report about teaching experience including supporting materials such as teaching concepts, class materials, teaching evaluations etc. for at least 2 university courses taught at Jacobs University,
4. Three suggestions of topics for the scientific talk (see 7.b),
5. Information about previous applications for a Habilitation and the outcome of these applications,
6. Specification of the area of expertise in which the Habilitation is pursued and in which the candidate is qualified to conduct her/his teaching (Venia Legendi).

5. Decision about the Submission of the Habilitation

1. Upon completion of the submission requirements, the respective Dean verifies that all prerequisites are met and subsequently initiates the process.
2. The Dean communicates the decision to the applicant, establishes the Habilitation Committee, and informs the university public on the commencement of the Habilitation process.

6. Habilitation Committee

The Habilitation Committee consists of between 3 and 6 Jacobs faculty members and the respective Dean who chairs the Committee unless he/she chooses to ask another member to take the role of the Chairperson. Decisions are made by simple majority voting. In case no simple majority can be obtained, the final decision rests with the chair of the Habilitation Committee.

7. Habilitation Achievement Components

The Habilitation is achieved by fulfilling the following components:

a. The written component consists of:

A Habilitation Thesis which may be either a monograph or a compilation of several academic works (Cumulative Habilitation Thesis).

In case of a Cumulative Habilitation, individual articles need to be framed by an introduction which outlines the larger theoretical context of the thesis and shows a progression of the scientific project. A declaration regarding the contribution by the candidate as well as declarations of consent of co-authors have to be submitted along with the Habilitation Thesis.

b. The oral component consists of:

A scientific talk on a topic that is not closely related to the topic of the written component of the Habilitation but within the subject area in which the candidate will receive the *Venia Legendi*. The topic is chosen by the Habilitation Committee taking into consideration the suggestions by the candidate. The decision of the Committee about the topic is communicated to the candidate four weeks before the presentation. The talk should last ca. 45 minutes followed by a discussion of ca. 60 minutes.

The presentation of the oral component is subject to the prior acceptance of the Habilitation Thesis.

8. Evaluation of the Habilitation Components

1. The Habilitation Thesis is made available to the public for a period of four weeks upon submission.
2. The Habilitation Committee asks at least three referees for a written evaluation of the Habilitation Thesis.
3. At least three referees need to be professors or members of faculty at another university or research institution.
4. The referees provide their evaluations within three months to the respective Dean. The Dean distributes the reviews to the members of the Habilitation Committee.
5. Upon availability of at least three external reviews, the Habilitation Committee decides on the acceptance of the Habilitation Thesis and the continuation of the Habilitation procedure. In case of a recommended discontinuation, the candidate may submit a revised Habilitation Thesis. In these cases, the Habilitation Committee may define preconditions for the re-initiation of the Habilitation procedure. Upon acceptance of the Habilitation Thesis the procedure continues with the scheduling and the subsequent evaluation of the oral component.
6. Should the Habilitation Committee conclude that the oral component is insufficient; the Habilitation candidate may repeat this component once.

7. Once the oral component of the Habilitation is accepted, the Habilitation procedure is successfully completed.

9. Outcome of the Habilitation

1. After the successful completion of the Habilitation Procedure a certificate is issued to the candidate signed by the President of the University and the respective Dean.
2. The candidate receives the Venia Legendi for the area of expertise of the Habilitation. The Venia Legendi includes the right to carry the title “Privatdozent/in”. The Venia Legendi and the associated title are dependent on the regular fulfilment of a teaching obligation of at least 1 teaching credit per academic year at Jacobs University. Any exception from this teaching obligation has to be approved by the respective Dean upon a written request. In case the teaching obligation is not fulfilled, or if the candidate receives a Venia Legendi at another university (or obtains a professorship), the Venia Legendi (and the right to carry the title “Privatdozent/in”) expires.
3. The successful completion of the Habilitation Procedure does not imply any right to receive a work contract at Jacobs University.

10. Habilitations from other Universities

Scholars who have successfully completed a Habilitation at another university may apply to Jacobs University for the conferment of the title “Privatdozent” in the same area of expertise. The respective Dean submits the application to the Academic Senate for decision. The teaching obligation associated with the title “Privatdozent” applies.

11. Appeals

Appeals against the proceedings of the Habilitation Procedure have to be directed to the “Committee on Examination and Standing”.