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Implementation Provisions in the Faculty of Natural Sciences for the University of Hohenheim's Habilitation Regulations

1. Legal basis

- § 39 State Higher Education Act (Landeshochschulgesetz, LHG)
- Habilitation regulations for the University of Hohenheim from 14 Feb 2013

2. Procedure

- The candidate must announce their intention to complete a habilitation to the faculty in good time before the application to open the habilitation procedure is submitted. This "announcement of the intention to complete a habilitation" takes place in the context of an academic lecture on the status of the academic achievements to date. The application and announcement of the lecture are made via the Dean's Office of the Faculty of Natural Sciences.
- The habilitation should be completed within a period of 5 years after announcing the intention to complete a habilitation.
- Applications to open the habilitation examination procedure should be submitted to the Dean's Office by three weeks before the meeting of the habilitation committee and must include the following documents (see also 5. Checklist).
- The written habilitation thesis as well as the curriculum vitae, the complete list of publications, and the list of previous teaching activities, and the form from the Faculty of Natural Sciences "Declaration on the Use of Generative AI in Dissertations and Habilitation Theses" must be submitted digitally as a PDF. Printed copies can be requested by reviewers.
- The statement on the habilitation candidate's previous research and teaching activities is made by a full-time university lecturer working at the faculty who represents the subject for which the habilitation is being applied for, and this statement is part of the application for opening the habilitation examination procedure.

- For habilitation candidates who are not employed full-time in the faculty, the habilitation committee decides at the start of the examination procedure in what form they should introduce themselves to the faculty.
- The inaugural lecture is open to all university members and concludes the habilitation examination procedure. Afterwards, the certificates of teaching authorization and habilitation are awarded, and the candidate may use the title "privatdozent."

3. Formal criteria for cumulative habilitations (§ 7(1) HabilOrd)

As a rule, the cumulative habilitation thesis comprises at least six publications in peer-reviewed journals which were written in the phase following the doctoral dissertation. The habilitation candidate must be named as first author or corresponding author in at least three publications. For publications in which the habilitation candidate is a co-author, their independent contribution must be clearly explained. In the habilitation thesis, a description must be included detailing how the publications relate to one another in terms of their content.

The cumulative habilitation thesis is submitted digitally as a PDF and contains:

- Introduction to topic (approx. 15 pages)
- Publications
- Summary and discussion of the research results (approx. 25 pages)

4. Notes on the academic lecture and the subsequent discussion

In addition to the doctorate, the habilitation is a specialized university examination with an outstanding rank and a few particular features.

Among the achievements that must be provided for a habilitation as listed in § 2 of the Habilitation Regulations of the University of Hohenheim, the academic lecture with subsequent debate is the third essential pillar of the examination procedure. The academic lecture can be held in German or English.

Based on the 45-minute lecture, the habilitation committee assesses the habilitation candidate's academic, didactic, and linguistic skills.

The selection of topics for the habilitation lecture is regulated in § 9(2) of the Habilitation Regulations of the University of Hohenheim. The Habilitation Committee selects one of three topics proposed by the candidate for the academic lecture.

In part due to the heterogeneity of the faculty, the academic lecture should not be aimed solely at specialists in the subject in terms of content, but at the other extreme should also not be a lay

presentation. The lecture topics should be taken from the subject area for which the teaching qualification is sought,

but should differ from the topic of the written habilitation thesis and show that the candidate

- has an overview of the future teaching area,
- is able to present the latest scientific research results, and
- is able to convey difficult, new topics in an understandable way with particular didactic components.

For the rough outline of an academic lecture, a three-part structure is recommended: The introduction (A) – about 15% of the lecture time – introduces the topic, arouses the audience's interest, places the topic into a larger context, and leads to the problem of the lecture. The main part (B) – about 75% of the lecture time – shows the common theme using a clear structure, contains the core statements, and sets priorities. The conclusion (C) – about 10% of the lecture time – concludes the topic and summarizes the contents.

Reference is made to open questions with the aim of providing an outlook or as a starting point for the discussion following the lecture.

5. Checklist for habilitation examination procedures at the Faculty of Natural Sciences

- ☐ Announcing the intention to complete a habilitation

Applicant:

Field of specialization:

Mentor:

Application received on:

Topic / date of the academic lecture:

Feedback received from / on:

- ☐ Application for opening the habilitation examination procedure; timely receipt three weeks before the meeting of the habilitation committee

Received on:

Habilitation Committee on:

- ☐ The application must specify the subject or field for which the habilitation is sought.
- ☐ Official doctoral certificate
- ☐ A declaration that the applicant completed the written habilitation work independently, used no other sources or aids than those given, and marked the passages taken from other works word-for-word or paraphrased
- ☐ A statement of any other habilitation applications and habilitation procedures that have been rejected or are ongoing
- ☐ A statement of criminal and disciplinary proceedings and of any criminal convictions which have not been redressed, and of whether or not academic degrees have been revoked or withdrawn
- ☐ Statement/acknowledgement of the habilitation candidate's previous research and teaching activities by a university lecturer working full-time at the Faculty of Natural Sciences who represents a subject for which the habilitation is being applied for
- ☐ An application for recognition of courses already held as habilitation achievement in accordance with § 8(6) or proof of the University Didactics Certificate
- ☐ Recognition/assessment from two professors of the courses taught (for external habilitation candidates)
- ☐ Habilitation thesis
- ☐ Curriculum vitae with presentation of the candidate's professional and scientific career

- ☐ Complete list of scientific and subject-related publications For publications that are not available digitally, please attach them as a PDF; documents that have not been published can be attached.
- ☐ List of previous teaching activities with details of SWS (weekly contact hours) and results of recent teaching evaluations (not older than 3 years).
- ☐ Form from faculty N "Declaration on the Use of Generative AI in Dissertations and Habilitation Theses"