

# **Regulations for a Post-Doctoral Degree (Habilitation) at the Digital Engineering Faculty at the University of Potsdam**

**Dated October 14, 2020**

The Faculty Council of the Digital Engineering Faculty of the University of Potsdam has, pursuant to §§ 32, 72 para. 2, sent. 1, no. 2 of the Brandenburg Higher Education Act (BbgHG) of April 28, 2014 (GVBl.I/14, [no. 18]), as last amended by the Act of September 23, 2020 (GVBl.I/20, [no. 26]) in conjunction with art. 21 para. 2 no. 1 of the Basic Constitution of the University of Potsdam (GrundO) of December 17, 2009 (AmBek. UP no. 4/2010 p. 60) in the version of the fifth statute to amend the Basic Constitution of the University of Potsdam (GrundO) dated August 24, 2018 (AmBek. UP No. 11/2018 p. 634), issued the following regulations on October 14, 2020 as statutes:<sup>1</sup>

Only the German version of this text (AmBek. UP no. 03/2021 p. 78) is legally binding.

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## **§ 1 Habilitation**

(1) Proof of the candidate's distinguished research competency and ability to teach independently in a specific academic subject or subject area shall be provided by:

1. a habilitations treatise and
2. an academic lecture with subsequent colloquium.

(2) The Digital Engineering Faculty may only enable the habilitation for academic disciplines that are represented in research and teaching by at least one professorship.

## **§ 2 Requirements**

(1) The habilitation candidate must hold a doctoral degree from a German university or an equivalent international qualification.

(2) The habilitation candidate<sup>2</sup> must have made an original contribution to the continuing development of the chosen academic discipline, as evidenced by subject-specific publications and contributions to international symposia.

(3) The habilitation candidate must have completed at least 60 hours of academic teaching in the chosen discipline, which includes a lecture of two hours per week per semester at the University of Potsdam. The habilitation committee can allow for exceptions in justified cases.

## **§ 3 Habilitation Treatise**

(1) The habilitation treatise must represent an independent, academic research effort in the subject area of the requested teaching qualification and must advance the scholarship of the subject area in a significant way. If the dissertation and the habilitation treatise belong to the same topic area, the habilitation treatise must significantly exceed the dissertation in addressing the problem, and in terms of the significance of its results.

(2) The habilitation committee can recognize a summarized and systematic presentation of the candidate's own work in the form of their own publications as an equivalent if it meets the requirements of paragraph 1. This may not be publications of the dissertation.

(3) The habilitation treatise must be written in German or English. The habilitation committee can grant permission for the use of another language if the review can still be carried out as required.

## **§ 4 Habilitation Committee**

(1) The faculty council elects the habilitation committee and determines its chair. The committee members must be professors of the Digital Engineering Faculty. The term of office runs two years; re-election is permitted.

(2) The habilitation committee decides on the opening of the habilitation process and appoints the review board.

<sup>1</sup> Approved by the president of the University of Potsdam on October 27, 2020.

<sup>2</sup> The regulations for a post-doctoral degree (Habilitation) denote persons of male and female gender. They shall apply to all genders (x/m/f).

## § 5 Application to Open Habilitation Process

(1) The application to initiate the habilitation process must be personally submitted to the chairperson of the habilitation committee and must indicate the subject area for which the habilitation is being sought. The following shall be included with the habilitation application:

1. six bound copies of the habilitation treatise,
2. a CV in tabular form,
3. a copy of the dissertation,
4. a list of the candidate's scientific publications,
5. a list of the candidate's scientific lectures and poster presentations,
6. a list of the courses held at universities, indicating the time period involved, and the type of course and its scope,
7. a statutory declaration regarding any previous or parallel habilitation attempts at other universities,
8. a certified copy of the doctoral certificate (in the case of foreign certificates these must be accompanied by a certified translation), and
9. a police clearance certificate (*polizeiliches Führungszeugnis*), unless the candidate is employed in public service.

The documents named in points 1-6 must also be submitted in digital form. One copy of each document and the digital versions remain on file at the Digital Engineering Faculty.

(2) Along with the application, three topics for the lecture shall be proposed. These topics should not overlap each other, cover a broad spectrum of the chosen scientific discipline, and not be identical to the topic of the habilitation treatise or the dissertation.

(3) The habilitation candidate can propose external reviewers.

## § 6 Opening of Habilitation Process

(1) The habilitation committee initiates the opening of the habilitation process. The opening of the process is refused if the candidate

1. does not meet the conditions of § 2,
2. is simultaneously engaged in a further habilitation procedure at another university or has already completed two habilitation procedures without success,
3. has submitted a habilitation treatise that has already been rejected by the University of Potsdam or another university,
4. applies for a teaching qualification for a topic that does not fall within a scientific discipline of the Digital Engineering Faculty,
5. submits a habilitation treatise that cannot be reviewed by the Digital Engineering Faculty, or

6. fails to provide the documents in § 5 even after being requested to do so.

(2) The habilitation committee may only initiate the opening of the procedure if the habilitation candidate has previously presented him- or herself personally to the Digital Engineering Faculty at a colloquium. The last rejection of an opening of the habilitation process or habilitation must have taken place at least one year prior to the opening of the habilitation process now in question.

(3) The habilitation candidate must be informed of the decision in writing. A rejection must be justified.

## § 7 Review Board

(1) With the opening of the habilitation process, the habilitation committee appoints a review board of at least three members and appoints a chair. A professor from the Digital Engineering Faculty shall act as chairperson. At least two members shall not be members of the University of Potsdam. Reviews may only be provided by persons who are habilitated or who hold a professorship, and are proven experts in the field and thus qualified to assess the habilitation treatise.

(2) Board members receive the following documents:

1. one copy of the habilitations treatise,
2. the list of the scientific publications, and
3. the CV.

External members also receive these "Regulations for a Post-Doctoral Degree." The transmission of documents in text form<sup>3</sup> is permitted.

(3) The assessments must provide detailed reasons in writing, independent of one another and within a reasonable time period, as to whether and how the habilitation treatise meets the requirements specified in § 3 para. 1. The assessments must contain an unequivocal recommendation for either accepting or rejecting the submitted paper as the habilitation treatise.

(4) If at least two assessments recommend rejection, the habilitation process ends without success. If only one assessment recommends rejection, a further expert opinion must be obtained. If this review also recommends rejection, sentence 1 applies

(5) If the habilitation procedure has not ended unsuccessfully, all members of the faculty council are given the opportunity to view the habilitation treatise and assessments for a period of 4 weeks, as

<sup>3</sup> Translator's note: "text form" as defined in Section 126b of the German Civil Code – BGB.

stated in article 11 para. 4 of the Basic Constitution. The authorized persons are to be informed that the habilitation treatise and assessments are available for inspection. Within the stipulated time limit, authorized persons can submit opinions, which can also be viewed as stated in sentence 1.

(6) After the deadline has expired, the habilitation committee submits its recommendation to the faculty council of whether to accept or reject the habilitation treatise.

## **§ 8 Acceptance of Habilitation Treatise**

(1) The faculty council convenes to decide on the acceptance of the vote of the habilitation committee, with specific reference to the majority required as stipulated by art. 11 para. 2-4 of the Basic Constitution of the University of Potsdam (GrundO). The external reviewers are invited to serve as experts. Votes are cast openly, with abstention from voting not permitted.

(2) Following acceptance of the habilitation treatise, the faculty council decides on the lecture topic based on the proposal under § 5 para. 2 by a simple majority, along with the majority of university professors, and specifies the date for the lecture with colloquium, which is to be public and open to the entire university. A span of at least three weeks should lie between the announcement and the date itself, which should be within the instructional period. The deadline can be shortened at the request of the candidate.

(3) After the decision-making process has ended, the habilitation candidate may view the assessments and opinions submitted.

## **§ 9 Lecture and Colloquium**

(1) The lecture and the colloquium shall determine the candidate's overall suitability for academic teaching.

(2) The length of the lecture is not to exceed 45 minutes. The subsequent colloquium shall concern itself with some aspect of the lecture and with related questions.

(3) The lecture and the colloquium take place in front of the faculty council in a session that is public and open to the entire university. § 8 para. 1 applies accordingly.

## **§ 10 Recognition of Lecture**

(1) Following the colloquium, the faculty council decides, based on art. 11 para. 2-4 of the Basic

Constitution of the University of Potsdam (GrundO), as to the recognition of the lecture and colloquium as the oral habilitation examination. § 8 para. 1 p. 3 applies accordingly.

(2) Once having determined whether the lecture and colloquium fulfill the oral examination requirements of the habilitation, the faculty council then moves to make a decision on the teaching qualification.

(3) If the faculty council does not recognize the lecture and colloquium as having met the oral habilitation requirements, it is possible for the habilitation candidate to propose new topics within the next three months according to § para. 2, for a repeat of the lecture and colloquium in accordance with § 9. If the lecture and colloquium are again not recognized as having met the oral habilitation requirements, the habilitation is rejected.

## **§ 11 Recognition of Teaching Qualification**

(1) After recognition of the lecture and colloquium, the faculty council reaches a decision regarding the teaching qualification, as stipulated by art. 11 para. 2-4 of the Basic Constitution of the University of Potsdam (GrundO). The habilitation achievements and the other publications are to be evaluated according to whether they show the candidate's ability to independently conduct scientific research.

(2) The faculty council votes on each targeted subject individually and finally on the entire teaching qualification. § 8 para. 1 sent. 3 applies accordingly.

## **§ 12 Habilitation Diploma**

(1) The habilitation is documented by a diploma in German. It contains the following:

1. last name, first name, date of birth, and place of birth of the habilitated person,
2. name of the university and the faculty,
3. academic degree awarded,
4. scientific discipline,
5. topic of the habilitation treatise,
6. place of issue, date of colloquium,
7. signature of the president and the dean and
8. university seal.

(2) The habilitation candidate receives the diploma from the dean. The candidate is entitled to add the additional title "habilitatus" ("habil.") to the academic degree.

### **§ 13 Extension of Teaching Qualification**

(1) From three years after completion of the habilitation process, habilitation graduates may submit an application to extend the subject area of their teaching qualifications. Relevant academic achievements in the new research area must be documented.

(2) The faculty council decides according to art. 11 para. 2-4 of the Basic Constitution of the University of Potsdam (GrundO), based on the proposal of the habilitation committee, whether or not the teaching qualification is to be extended. § 11 applies accordingly.

### **§ 14 Rejection of Habilitation Application; Withdrawal of Habilitation Degree**

(1) The habilitation procedure must be terminated if it is determined that

- the habilitation candidate has been deceptive during the habilitation procedure
- or
- mandatory requirements for the completion of the procedure cannot be fulfilled.

(2) The Digital Engineering Faculty can withdraw the habilitation degree if the reasons mentioned in para. 1 should become apparent after the degree has been conferred.

(3) All professors and habilitated members of the Digital Engineering Faculty may submit an application to the habilitation committee recommending the rejection or withdrawal of the habilitation. After a thorough examination, the habilitation committee makes a recommendation to the faculty council. The decision for rejection or withdrawal is undertaken by the faculty council based on art. 11 para. 2-4 of the Basic Constitution of the University of Potsdam (GrundO).

### **§ 15 Entry into Effect and Transitional Provisions**

(1) These regulations take effect on the day following their publication in the Official Announcements of the University of Potsdam. At the same time, § 4 of the “Statutes for the further application of the regulations of the Faculty of Science with regard to the degree programs in IT Systems Engineering at the University of Potsdam following the foundation of the joint Digital Engineering Faculty of the University of Potsdam and the Hasso Plattner Institute” of April 24, 2017 (AmBek. UP No. 9/2017 p. 311) shall expire.

(2) Paragraph 1 does not apply to any habilitation procedures whose opening was requested before

these regulations came into force.

(3) An English translation of these regulations is to be published by the Digital Engineering Faculty in the official announcements of the University of Potsdam.