

Habilitation Regulations of the Faculty of Human Sciences at the University of Potsdam

as of 13 July 2011

The Faculty Council of the Faculty of Human Sciences has decreed the following Habilitation Regulations

in accordance with § 30, para. 2 in conjunction with § 69, para. 1, p. 2 and §70, para. 2, no. 1 of the Brandenburg Higher Education Act (BbgHG) of 18 December 2008 (Law and Ordinance Gazette GVBl. I/08, p. 318), last amended by article 1 of the Act of 26 October 2010 (GVBl. I/10, [no. 35]), in conjunction with article 21, para. 2, no. 1 of the Constitution of the University of Potsdam of 17 December 2009 (AmBek UP 4/2010 p. 60):¹

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§ 1 Purpose of Habilitation

(1) In accordance with § 30, para. 2 of the Brandenburg Higher Education Act (BbgHG) a habilitation (process of obtaining postdoctoral university instruction qualifications) serves to prove the candidate's ability to independently represent a scientific or academic field (habilitation subject) in teaching and research.

(2) A habilitation subject is a scientific or academic field whose content can be delineated from that of other fields, typically, is already established within the Faculty's teaching and research and represented by at least one member of the Faculty holding a professorship.

(3) Habilitation subjects within the Faculty may also be decided by resolution of the Faculty Council. Such determination may be effected as part of a specific habilitation procedure.

¹ Approved by the Executive President of the University of Potsdam by letter dated 5 October 2011.

§ 2 Habilitation Achievements

(1) Achievements required for habilitation within the meaning of these regulations are:

1. Written achievements for habilitation:

The written habilitation achievements are:

a) an extensive monograph (habilitation thesis), which must represent a significant scientific or academic contribution to the field in which the candidate wishes to obtain the habilitation and must represent another scientific work after the dissertation. The content of the habilitation thesis must substantially differ from the content of the candidate's dissertation and other examination papers. The habilitation thesis must be written in German or in language that is usually used in the international community of the respective academic field

or

b) research results either published or accepted for print that, taken as a whole, represent achievements equivalent to those of a habilitation thesis (cumulative habilitation). In such case, the dissertation must not be taken into consideration. The published research results submitted as written achievements for habilitation must be preceded by a detailed summary that clarifies the inherent connection of the submitted papers.

2. Academic talk followed by a colloquium pursuant to § 9:

Academic talk and colloquium have to demonstrate the candidate's ability to present a scientific or academic topic in a comprehensible way and to engage in a scholarly discussion.

(2) A public inaugural lecture shall be held after the completion of the habilitation procedure.

§ 3 Admission Requirements

(1) Candidates for habilitation must demonstrate a special aptitude for academic work that they have to evidence by a doctoral degree or an equivalent academic title from a foreign university or a comparable institution of higher education. In addition, the candidate must provide evidence that he/she has accomplished further relevant scientific achievements exceeding the thematic focus of their dissertation and written habilitation requirements and have taught at least six hours per week per semester at a university or a comparable institution of higher education in an academic field that is relevant for the pursued teaching qualification.

§ 4 Admission Process

The application for admission to a habilitation procedure must be submitted in writing to the Dean of the Faculty of Human Sciences. The application must state the scientific or academic subject area in which the candidate wishes to obtain the teaching qualification (habilitation subject). The following documents shall be submitted together with the application:

1. curriculum vitae with information on the candidate's personal and professional career;
2. certified copy of the doctoral certificate or proof of an equivalent foreign academic degree as well as certificate regarding academic examinations;
3. list of scholarly publications;
4. list of courses hitherto held;
5. habilitation thesis or works submitted as cumulative habilitation achievements in four bound copies of which one shall remain at the Dean's office after the procedure has been concluded;
6. three suggestions for topics of the academic lecture (§ 2, para. 2), each with a short explanation. The suggested topics must sufficiently differ from the topics of the dissertation and habilitation thesis. Upon the candidate's application, the topics may be submitted after the written habilitation achievements have been accepted pursuant to § 8.
7. statement regarding any previous attempts of habilitation;
8. statement no habilitation is pending at another German university.

§ 5 Opening of the Habilitation Procedure

- (1) The duration of the habilitation procedure shall not exceed 12 months since the submission of the application.
- (2) Based upon the Dean's report, the Faculty Council shall decide about the opening of the habilitation procedure by a majority vote of the professors.
- (3) Opening the habilitation procedures shall be rejected, in particular if:
 1. the candidate for habilitation does not meet the admission requirements of § 3;
 2. the documents to be submitted according to § 4 are incomplete although the candidate was requested to complete them;
 3. a comparable qualification acquired at a foreign recognized university was not submitted;
 4. the candidate twice failed to complete the habilitation procedures in the same academic or scientific field at another German university due to insufficient habilitation achievements;
 5. the Faculty lacks the professional competence required pursuant to § 1, para. 2.
- (4) If the opening of the habilitation procedure is refused, the Dean must notify the candidate in writing stating the reasons for refusal.
- (5) As long as no expert review has been submitted according to § 7, para. 1, the candidate shall have the right to withdraw from the procedure without giving reasons. If the candidate withdraws after this point, the procedure shall not be regarded as a failed habilitation if there are serious reasons and as long as no negative expert review has been submitted. The letter of withdrawal must be submitted to the Dean in writing.

§ 6 Habilitation Board

- (1) With the decision to open the habilitation procedure the Faculty Council appoints the chairperson and the members of a Habilitation Board for the respective procedure who will prepare the Board's further decisions. Pursuant to article 11, para. 4 of the University's Constitution, only those persons will have voting rights on habilitation decisions who have at least the same or an equivalent qualification as the one to be assessed in the examination.
- (2) The Habilitation Board consists of at least four but not more than six professors or habilitated members. One habilitated member shall come from the respective other structural area of the Faculty. Emeritus and retired habilitated faculty members can also become members of the Habilitation Board. A representative of the academic staff and of the students shall act in an advisory capacity.
- (3) The majority of members who are entitled to vote (determined by: *venia legendi/ facultas docendi* or professorship) shall represent the academic field that is habilitated. Habilitated members of other faculties of the University of Potsdam or other universities and equivalent higher educational institutions can be members of the Habilitation Board with voting rights. The majority of the Board members must be members of the Faculty of Human Sciences.
- (4) Meetings of the Habilitation Board shall not be public. Board members and other persons involved in the procedure shall be bound to confidentiality.

§ 7 Evaluation of Written Habilitation Achievement

- (1) The Habilitation Board shall designate at least three reviewers to issue an opinion on the written achievement for the habilitation procedure in accordance with § 2, para. 1. At least one reviewer shall not be a member of the University of Potsdam. The candidate for habilitation has the right to suggest a reviewer of his/her own choice. The Board shall accept such a suggestion, unless there are specific reasons for not doing so.

(2) Only persons are eligible to serve as reviewers who are habilitated or professors. They must be recognized academic experts to judge the written habilitation achievement. External reviewers must be informed about the provisions of the habilitation regulations.

(3) The reviewers are required to make assessments that enable the Habilitation Board to make a recommendation according to § 8 that is submitted to the Faculty Council. The assessment must be accompanied by a statement of the reasons therefor.

(4) The expert opinions shall be available not later than three months after the constituent meeting of the Habilitation Board.

(5) After submission of the expert reviews, the written habilitation achievement and the expert reviews shall be made available for inspection and decision by the professors and habilitated members of the Faculty at the Dean's Office for a period of three week. The Dean shall inform about it by written notice. All professors and habilitated members of the Faculty, including emeritus and retired professors and habilitated members may comment the written habilitation achievement in writing not later than one week after the end of the display period.

§ 8 Decision Regarding Written Habilitation Achievement

(1) With reference to the expert reviews and submitted opinions according to § 7, para. 5, the Habilitation Board will give a recommendation to the Faculty Council to either accept or refuse the written achievement. The recommendation must be substantiated in writing. A monograph pursuant to § 2, para. 1, sentence 1 can be returned for revision. The deficiencies that require remediation must be noted in writing.

(2) In the case of acceptance, the Faculty Council shall select the topic for the presentation pursuant to § 2, para. 2 and § 4, no. 7, and decide in a non-public session and by simple majority about the recommendations and suggestions pursuant to para. 1 and 2 above. The presentation date and time shall be determined without delay and published within the university.

(3) In the event of refusal or return of the work the procedures set forth in § 11 must be followed.

(4) All decisions about a candidate's achievements must be taken by open vote. Abstentions are not permitted.

§ 9 Academic Talk and Colloquium

(1) The academic talk followed by a colloquium is open to the university public and, as a rule, shall be held while the University is in session. They take place at the earliest two weeks after the candidate for habilitation was informed about the topic except he/she agrees with an earlier date.

(2) The academic talk shall not exceed 30 minutes.

(3) The academic talk is followed by a colloquium, which normally last 45 minutes. The Dean or a habilitated Faculty member assigned by the Dean shall lead the discussion that can cover the whole scientific and academic subject for which the candidate pursues a teaching qualification. It will be opened with questions of the Habilitation Board.

§ 10 Teaching Certification

(1) Following the colloquium, the present members of the Habilitation Board and the Faculty Council shall decide immediately about the success of the academic talk and colloquium in a closed session

and based on a simple majority. If the achievements are accepted, an overall decision about the teaching qualification will be taken considering all achievements. The decisions shall be taken by open vote; abstentions are not permitted.

(2) Based on a recommendation of the Habilitation Board, the overall decision according to para. 1 will also include the designation of the scientific or academic field

(3) If the written habilitation achievement and the colloquium have been accepted, the Dean shall inform the candidate immediately after the colloquium, deliberations and the vote that he/she has completed the habilitation procedure successfully.

(4) The certificate will be issued after the teaching qualification was confirmed. It must contain the following information:

1. candidate's name, date and place of birth,
2. title of the habilitation thesis,
3. name of the habilitation subject for which the candidate proved his/her teaching qualification,
4. name of the university and faculty,
5. date of the decision about the habilitation,
6. signatures of the Dean and the President of the University,
7. seal of the university.

Upon delivery of the certificate the habilitation procedure is concluded.

(5) After the habilitation procedure has been completed, the successful candidate is to be granted access to his/her habilitation files and records.

§ 11 Return or Repetition of Habilitation Achievements

(1) In the event that the written habilitation achievements pursuant § 8, para. 1 are returned, the Habilitation Board immediately decides as to the period within which the stated deficiencies of the written habilitation achievements must be remedied. The period shall not exceed 12 months. Returning such material a second time for remediation shall be excluded.

(2) The foregoing applies accordingly to the academic talk and colloquium pursuant to § 9, para. 1 if they have not been acknowledged. The academic talk has to be scheduled with a new topic. A second repetition shall be excluded.

(3) If the candidate's written part was rejected as a habilitation achievement pursuant to § 8, para. 1, no. 2, a one-time repetition of the procedure with submission of a written achievement pursuant to § 2, para. 1 shall be permitted. Candidates can only apply for admission to a new habilitation procedure in the same scientific or academic field after a period of 12 months. The foregoing shall also apply to procedures concluded at other institutions of higher education without issuance of the teaching qualification. Acknowledged achievements can be recognized for the new procedure by request.

§ 12 Change or Expansion of the Academic Field of Teaching Certification

(1) Candidates are entitled to apply for a change (expansion or renaming) of the academic field of their teaching certification not earlier than 12 months after they successfully completed the habilitation. The admission requirements are considered fulfilled with the presentation of the habilitation certificate. The application must mention those achievements that demonstrate a new focus after habilitation. The respective written documents must be submitted.

(2) The Faculty Council shall decide, on the recommendation of the Commission for Research and Young Researchers, if the application will be accepted without any further proceedings. If any further proceedings are deemed necessary, the regulations for the procedure and conclusion of a habilitation

shall apply accordingly. A habilitation thesis in accordance with § 2, para. 1 is not required in a procedure to change the academic field of the teaching qualification.

§ 13 Revocation of Teaching Certification

- (1) The recognition of the teaching certification may be revoked if
 - a) the habilitated candidate is no longer allowed to hold the academic degree that was a required for admission to the habilitation procedure ,
 - b) the habilitation was obtained by deception, fraud or incomplete information.
- (2) The Faculty Council shall take decisions on the basis of para. 1 with a two-third majority of the voting members. The person concerned must be given the opportunity to respond.

§ 14 Effective Date/ Expiration of Regulations

- (1) The habilitation regulations shall come into effect one day after their publication in the Official Announcements of the University of Potsdam.
- (2) The habilitation regulations of 27 April 1995 (AmBek no. 6/95, p. 81) become invalid with this announcement. Habilitation procedures that have already been opened will be concluded in accordance with the previous habilitation regulations.