

## **Guidelines for the Preparation of a Cumulative *Habilitation***

(*Habilitation* at the Faculty of Science at the University of Potsdam)

A cumulative *Habilitation* exists if the results of a *Habilitation* project are not recorded in the form of one continuous document, but rather as a collection of multiple manuscripts of scholarly publications.

A cumulative *Habilitation* should be identified as such as on the title page.

A majority of the manuscripts in which the *Habilitation* candidate was significantly involved should already be published or have been accepted for publication, with a number of original articles that is appropriate for the candidate's field. The subject representative can be asked to provide advice in this regard.

For publications with multiple authors, the *Habilitation* candidate's contribution must be made clear. This must be explained on an extra page.

For experimental research, explanatory documents or descriptions of methods and procedures must be included with the published articles, insofar as this information is not comprehensively explained in the publication already.

The regulations for a post-doctoral degree (*Habilitation*) apply in full for a cumulative *Habilitation*. If the *Habilitation* project is interdisciplinary in nature, then please ensure that the commission is comprised of members from all of the departments involved.

A cumulative *Habilitation* must be submitted in a bound DIN A4 format and consists of the following parts:

- Cover page
- Table of Contents
- List of Abbreviations, if applicable
- Introduction (this should refer to all of the manuscripts and

explain the overarching scientific issue of the *Habilitation* project); Overview of manuscripts with indication of the candidate's own contribution to each publication

- Manuscripts
- Discussion (This discussions refers to all of the manuscripts and should

bring together the results presented in the individual manuscripts into the broader context of the overall scientific issue. Furthermore, the discussion should present how the results, in their entirety, contribute to an understanding of this scientific issue, and how the findings fit into the current state of knowledge on this topic.)

- Summary (refers to the overarching scientific issue, the results in their entirety, and the contribution/significance thereof for understanding or solving the problem)
- Bibliography of citations for the introduction and the discussion
- Original data or methods not documented in the manuscripts, perhaps as an appendix

Especial importance is assigned to the general introduction and the associated discussion when evaluating a cumulative *Habilitation*. These sections must demonstrate conclusively the contribution that this work, represented by all of the manuscripts, has made toward expanding the scholarly understanding of the field in which the *Habilitation* has been submitted.

Last updated 11/2011