

The last step of the scientific career is habilitation, which, by conducting an extensive independent research project, will lead to the authorization to teach (Venia Legendi).

Information on the habilitation process at the Faculty of Mathematics and Physics:

- Information and news on the habilitation process like e.g. admissions, openings etc. are published in the transcripts of the Mathematics and Physics Faculty Council's meetings.
- The Faculty of Mathematics and Physics invites the assistant professors in written form to its public lecture with subsequent colloquium.
- Notifications concerning the habilitation process need to be sent to the Faculty of Mathematics and Physics in written form.
- When requesting the certificate of good conduct, a "Führungszeugnis zur Vorlage bei einer Behörde" needs to be requested and addressed to the Faculty's address as seen below. The subject has to be "Habilitation".
- Certificates of good conduct must not be older than one year when starting the habilitation process.
- The university library (TIB, Spezialsammlungen, Hinweise zur Abgabe von Dissertationen und Habilitationsschriften) is responsible for publishing post-doctoral thesis.
- Habilitation regulations of 29th June 2011

The English version of the Habilitation Regulations of the Faculty of Mathematics and Physics is for information only and is not legally binding.

The Faculty Council of the Faculty of Mathematics and Physics of Gottfried Wilhelm Leibniz Universität Hannover has decided the following Habilitation Regulations on 2011-01-19. The Presidium approved the regulations on 2011-03-30. The Habilitation Regulations become effective the day following their public announcement in the Announcement Bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

Habilitation Regulations of the Faculty of Mathematics and Physics

On 19 January 2011, the Faculty of Mathematics and Physics decided the following Habilitation Regulations in accordance with Sec. 44 (1) sentence 2 of the NHG, § 6 (4) of the Basic Regulations of 2008-07-16 prevailing at Gottfried Wilhelm Leibniz Universität Hannover.

§ 1 Purpose of the Habilitation

Habilitation serves the purpose of demonstrating a high level of proficiency in independent scientific research and qualified independent teaching. With the habilitation, the scientist is given the right to teach independently at Gottfried Wilhelm Leibniz Universität Hannover for a specific scientific subject or subject area (teaching authority/ *Venia Legendi*).

§ 2 Admission Requirements

- (1) Prerequisites for admission to the habilitation procedure are:
 - a) a qualified doctorate or equivalent qualification,
 - b) proof of further scientific activities after completion of the doctorate in the subject for which the teaching authority is striven,
 - c) proof of a generally multi-semester scientific teaching activity,
 - d) that the applicant is not otherwise in a habilitation procedure relating to the same subject or a similar subject and has not already failed twice in a corresponding procedure at a university.
- (2) The admission may only be refused if the applicant does not fulfill the formal requirements of the post-doctoral lecture qualification (Habilitation) to be demonstrated by the application pursuant to § 4 Sec. 1, first sentence (or if the teaching authority to be granted would immediately expire, be cancelled or revoked again).

§ 3 Habilitation Achievements

- (1) Habilitation achievements are a post-doctoral lecture, a successfully completed degree-programme-related course, and a scientific lecture followed by a colloquium. All habilitation achievements can be provided in German or English.
- (2) The post-doctoral thesis is an independent academic achievement in a subject for which the teaching authority is sought. It must outline a substantial progress in scientific knowledge. The post-doctoral thesis should refer to a different or significantly extended subject area than the dissertation.
- (3) Instead of a post-doctoral thesis, several scientific papers published in a reviewed scientific journal or published as evidence for publication may also be submitted. The main results of the scientific work are to be summarized.
- (4) The programme-related teaching course serves to demonstrate the ability of academic teaching.
- (5) The scientific lecture, followed by a colloquium, shall demonstrate the ability to adequately present and discuss subjects and problems from the subject area of the desired teaching authority. In addition, a sufficient familiarity with other problems of the narrower and broader subject is expected.
- (6) If one of the performances referred to in Secs. 1 and 3 is rejected, the habilitation attempt has not been passed. A habilitation attempt can only be repeated once. Habilitation attempts at other universities

are to be considered. A new application for admission to habilitation may be submitted at the earliest after 12 months. If the degree programme-related-course or the scientific lecture with subsequent colloquium are rejected, only this, but not the written habilitation, must be repeated. The repetition of the habilitation achievements referred to in the preceding sentence must be applied for within one year. If the applicant misses a deadline, or waives the repetition or the performance does not meet the requirements for a second time, the habilitation procedure is terminated.

§ 4 Habilitation Application

- (1) The application for admission to the habilitation and thus the opening of the habilitation procedure must be addressed in writing to the dean of the Faculty of Mathematics and Physics. In the application, the applicant has to indicate for which field or subject he or she wants to acquire the teaching qualification.
- (2) The application for admission to the habilitation must be accompanied by:
 1. a curriculum vitae showing the personal and professional career,
 2. a certified copy of the PhD certificate,
 3. other academic certificates and testimonies in certified form,
 4. a complete list of scientific publications, with a copy of the five most important scientific publications,
 5. an overview of the previous scientific teaching activity,
 6. the habilitation thesis or other scientific publications in accordance with § 3 para. 3 in fivefold copies,
 7. a summary in German and English,
 8. a statement on hitherto undertaken habilitation attempts,
 9. a police clearance certificate not older than one year and a notification of pending criminal proceedings
 10. a declaration by the applicant that no scientific misconduct within the meaning of the guideline of Gottfried Wilhelm Leibniz Universität Hannover for the safeguarding of good scientific practice in the current valid version is given during the preparation of the written habilitation performance.
 11. three topic suggestions for the scientific lecture with colloquium with a brief description; the topics should be sufficiently far from the topic of the habilitation performance.
 12. a topic proposal for the course-related lecture
- (3) The application and the annexes remain with the faculty after completion of the procedure.
- (4) Habilitated members or equivalent qualified members of the Faculty must be informed of the application for admission to the habilitation.

§ 5 Habilitation Commission

- (1) The Habilitation Commission consists of the dean, as well as at least six other members entitled to vote from among the habilitated or equally qualified members of Gottfried Wilhelm Leibniz Universität Hannover. In the majority, the voting members of the Habilitation Commission are supposed to come from the faculty of the habilitation. In addition, one member each of the employee group and of the student group of the faculty participate in the meetings of the Habilitation Commission in an advisory capacity. The dean takes the voting chair. The dean may be represented by another member of the dean's office who is qualified as a qualified professor or equivalent. The dean may be represented by another member of the dean's office who is qualified as a qualified professor or equivalent. The Habilitation Commission may allow additional persons as advisory members to attend their meetings.
- (2) The experts appointed for the postdoctoral thesis are to be appointed members of the commission. Habilitated or equally qualified members of the faculty may participate in voting in the implementation of the Habilitation if they inform the dean in writing within two weeks of the opening of the habilitation procedure, that they wish to exercise their voting rights. The decision-making capacity of the commission shall not be affected by the absence of the voting members pursuant to sentences 1 and

2. The quorum of the commission shall not be affected by the absence of the voting members pursuant to sentences 1 and 2.
- (3) The Habilitation Commission shall take the decisions required under this Habilitation Regulation, unless they are assigned, by these regulations, to the dean or the Faculty Council. The Habilitation Commission meets non-public. The members of the Habilitation Commission are sworn to secrecy.
 - (4) The Habilitation Commission has a quorum if the meeting has been duly convened and the majority of the voting members are present. If the chairperson determines that no quorum is constituted, he or she shall invite to a new meeting that is quorate regardless the number of members present. A decision is reached if the number of affirmative votes exceeds the number of negative votes. The vote shall be taken by a roll-call vote. Abstentions are not allowed. Decisions may also be taken in circulation procedure, unless a voting member disagrees. External experts can cast their votes in writing. Resolutions of the Habilitation Commission are to be recorded. Furthermore, the Commission regulates its operation independently.

§ 6 Opening of the Habilitation Procedure

- (1) The dean shall examine the documents submitted by the candidate pursuant to § 4 for completeness and shall convene the Faculty Council to appoint the members of a Habilitation Commission.
- (2) The Habilitation Commission decides on the basis of dean's report and on the documents submitted for the opening or rejection of the habilitation procedure.
- (3) A refusal to open the habilitation procedure is to be communicated to the applicant in writing by the dean, accompanied by a statement of reasons and an explanation of the legal remedy. The opening of the habilitation procedure is to be communicated to the habilitated and equivalent qualified staff and the members of the faculty.
- (4) As long as the dean has not already received a report within the terms of section 7, the applicant may withdraw from the procedure without giving reasons. The date of the resignation shall be the date on which the resignation is received by the dean of the Faculty.
- (5) The habilitation procedure should not exceed a total of one year.

§ 7 Assessment of the Written Habilitation Performance

- (1) If the habilitation procedure is initiated, the Habilitation Commission appoints at least two external, habilitated or equivalent qualified experts to assess the habilitation thesis. Additional reviewers can be appointed. To be appointed, the expert has to have the teaching qualification required by the habilitation thesis, the proficiency of a specialist area or special knowledge for the assessment of special aspects of the habilitation thesis. The deadline for drawing up the expert opinions is generally three months. If the deadline is exceeded, a new expert can be appointed.
- (2) On the basis of their own, direct and complete knowledge of the habilitation thesis, the expert reports must contain a scientific assessment and lead to a conclusive assessment of the acceptance or rejection of the work. The expert opinions must be substantiated in detail.
- (3) The expert reports as well as the habilitation thesis will be notified to the members of the Habilitation Committee and the members of the Faculty Council by means of a display at the Dean's Office or otherwise. A meeting of the Habilitation Committee for the decision on the habilitation thesis may only take place after expiry of a two-week inspection period.

§ 8 Decision on the Written Habilitation Performance

- (1) On the acceptance or rejection of the habilitation thesis, the Habilitation Committee decides on the basis of all submitted written reports.
- (2) The expert reports, if they agree, have the presumption of professional correctness for themselves. Their presumption of correctness can only be shaken by profound scientific reports, which are also based on specialist scientific knowledge, which must be made in writing.

- (3) With the acceptance of the written habilitation thesis, the Habilitation Committee shall set an appointment for the course-related teaching event and its topic. It is not bound by the proposal of the postdoctoral fellow. The date and the topic will be communicated to the habilitant at least two weeks beforehand.

§ 9 Study Course-related Lecture

The study course-related lecture takes place public in the high school and generally takes 45 minutes. The Habilitation Committee decides on the success of the course in a non-public meeting. If the study course-related lecture is accepted as a habilitation performance, the Habilitation Committee determines the date and the topic for the scientific lecture followed by a colloquium. They select one of the three topics proposed by the habilitand for the scientific lecture. The date and the topic will be communicated to the habilitand at the latest 2 and at the earliest 3 weeks in advance.

§ 10 Lecture and Colloquium

Scientific lecture and colloquium are open to the university public, and usually lasting 45 minutes each. The Dean acts as chairman. The decision to accept or reject the habilitation performance is made by the members of the Habilitation Committee in a non-public meeting.

§ 11 Implementation of the habilitation and the inaugural lecture

- (1) Following the colloquium, the Habilitation Committee decides on the habilitation and the determination of the teaching authority.
- (2) If the habilitation is to be completed, the Habilitation candidate is required to hold a public lecture within one year after the Habilitation committee has accepted the habilitation performance with its own chosen topic. The members and affiliates of the university are invited in the usual way. The inaugural lecture lasts 45 minutes.
- (3) The habilitation certificate is handed over by the dean to the Habilitand after the inaugural lecture. The certificate is intended to describe the topic of the habilitation thesis and the subject or subject area for which the teaching authority is acquired. The certificate is dated to the date of the scientific lecture. By handing out the habilitation certificate, the habilitation is completed and the teaching authority is granted.
- (4) The granting of the teaching authority entitles the holder to the title "Privatdozentin" or "Privatdozent" (PD); the doctoral degree can be supplemented by an addition to the habilitation (habil.).

§ 12 Inspection of Records

Within one year after the habilitation procedure has been completed, inspection of the records of the expert reports must be given to the private lecturer on request.

§ 13 Publication of the Habilitation Thesis

- (1) The private lecturer must publish the habilitation thesis within one year after acceptance of the habilitation performance in accordance with the guidelines of the TIB / UB of Gottfried Wilhelm Leibniz Universität Hannover, if this has not already been done before. The publication may be made by offprints or by (incorporating) admittance of the habilitation thesis into a scientific journal. The publication has to be marked as habilitationthesis.
- (2) One copy of the published habilitation thesis has to be submitted to the dean.

§ 14 Legal Position of Private Lecturer, Titular Teaching

- (1) The private lecturer is entitled and obliged to carry out regular independently own lectures at Gottfried Wilhelm Leibniz Universität Hannover, free of charge and in coordination with the faculty in the subject or subject area of the habilitation (titular teaching). The extent of the titular teaching is usually one

seminar per semester; on a justified request, the dean may temporarily grant exceptions. Independent teaching activity on the basis of teaching assignments is charged to this obligation.

- (2) The habilitation does not justify the holder to the entitlement of a job, to a remuneration, to a job or to an appointment.
- (3) The teaching activity does not affect the rights and obligations arising from a possible employment relationship with Gottfried Wilhelm Leibniz Universität Hannover. The granting of the teaching authority does not constitute an entitlement with the independent representation of a subject in research and teaching at Gottfried Wilhelm Leibniz Universität Hannover.

§ 15 Alteration of Habilitation

In the case of related teaching authority, an alteration of habilitation may be made by another academic institution upon request. In this case, normally the previously habilitation performance give credit. The decision is made by a Habilitation Commission to be set up for alteration of habilitation. The alteration habilitation is confirmed in a certificate. In all other respects, the regulations of this habilitation regulations are to be applied mutatis mutandis. The decision is to be communicated to the other university.

§ 16 Extension of the Teaching Authority

- (1) At the request of the private lecturer, the teaching authority may be extended to other subject areas or subjects within the competence of the faculty concerned. The extension of the teaching authority requires special scientific achievements in these subject areas or subjects, which must usually be proved by corresponding publications.
- (2) A Habilitation Commission shall be set up to decide the application. The rules of Sections 2 to 13 shall apply mutatis mutandis to the procedure.
- (3) The extension of the teaching authority is confirmed in a certificate.

§ 17 Expiration, Withdrawal and Revocation of Teaching Authority

- (1) The teaching authority shall be terminated by a waiver made in writing, with the appointment of a professorship to another academic institution or with a alteration habilitation.
- (2) The teaching authority may be revoked if the private lecturer has been legally sentenced to a term of imprisonment of at least one year for a deliberate act. In addition, the teaching authority may be revoked if the private lecturer fails to comply with the obligation to honor the title lecture to § 14 para. 1.
- (3) The granting of the teaching authority can be withdrawn if it emerges subsequently that the private lecturer has deceived essential conditions for the grant or has obtained it through incomplete information.
- (4) The determination pursuant to para. 1 applies to the dean. The decision in accordance with paragraphs 2 and 3 shall be taken by the Faculty Council after hearing the private lecturer.
- (5) In the cases referred to in paragraphs 2 and 3, the title of private lecturer and the addition to the habilitation may no longer be held, after the loss of the teaching authority. The habilitation certificate must be returned or withdrawn.

§ 18 Award of the Title "Extraordinary Professor"

- (1) The presidium may, on a justified application from the faculty and following the statement of the Senate on the basis of two reports, including at least one external report, other persons than junior professors, who meet the (prerequisites) job requirements for professors, award the title "extraordinary professor" if they meet the requirements of paragraph 3.

- (2) An institution's application for the award of the title "Extraordinary Professor" to a certain person who is a member of the Institute addressed to the Dean's Office, is prerequisite. The application must show the long-term involvement of the corresponding scientist. In addition, the application must be accompanied by a curriculum vitae of the scientist, the compilation of his or her current and already completed teaching events, a publication list and the doctorate and habilitation certificate in a certified form. In case that a person does not belong to any institute, the application and statement are made directly by the Dean's Office.
- (3) In the person of the scientist who is to be awarded the title "extraordinary professor" the following prerequisites must be fulfilled:
 - a) the prerequisites for the appointment of professors are fulfilled,
 - b) a habilitation in a subject represented in the faculty,
 - c) a documented, at least two-year or four-semester successful scientific teaching activity at Gottfried Wilhelm Leibniz Universität Hannover after the habilitation
 - d) a significant further development of the independent research work during the teaching period must be visible so that the scientist appears appropriate for a W2 or W3 professorship
 - e) the scientist should be a member of Gottfried Wilhelm Leibniz Universität Hannover.
- (4) The Dean's Office examines the application, if necessary with additional involvement of specialist persons. If the application requirements and the prerequisites are given in the person of the scientist, a commission will be set up in the following Faculty Council meeting, comprising the executive management of the proposing institute as well as two other professors of the faculty. In case that the person does not belong to an institute, the Commission consists of three professors from the faculty. The Dean is a voting member in the Commission by virtue of his office. This commission shall, as a rule, appoint at least two experts, including at least one external expert, and shall draw up a detailed report on the assessment of the person. On the basis of the report submitted and the opinions drawn up, the Faculty Council decides on the submission of the application to the presidium for the award of the title "Extraordinary Professor".
- (5) The academic title "Extraordinary Professor" shall be awarded only for the duration of the perception of tasks in the teaching in the amount of at least one teaching session at Gottfried Wilhelm Leibniz Universität Hannover. § 14 shall apply mutatis mutandis.
- (6) Extraordinary professors are obliged to use the title in the complete version and abbreviation apl.

§ 19 Authorization to hold the title "Extraordinary Professor" by Junior Professors

Junior professors whose achievements have been successfully evaluated and assessed in accordance with section 30 (4) sentence 2 of the NHG and who are not employed as professors after completing employment relationship are entitled to use the title "unscheduled professor" or "unscheduled Professor", as long as they regularly perform assignments at least one teaching session at Gottfried Wilhelm Leibniz Universität Hannover. The authorization expires as soon as a service or employment relationship is accepted as a professor.

§ 20 Regulations of Procedure

- (1) The decisions of the Habilitation committee shall be communicated to the applicant without delay by the. Incriminating administrative acts pursuant to this Habilitation regulation are to be justified in writing and must be provided with legal remedies. A decision which is based on the assessment of a post-doctoral dissertation may be filed to the dean within one month after notification of the decision.
- (2) The Faculty Council shall decide on the contradiction, taking into account the procedure according to paragraph 3.
- (3) The Faculty Council forwards the contradiction to the Habilitation Committee for review. If this changes the evaluation in accordance with **the requests**, the Faculty Council will remedy the contradiction. On the other hand, the Faculty Council shall, in particular, review the decision on the basis of the opinion of the Habilitation Commission whether:

- a) the examination procedure has been duly carried out,
- b) general principles of valuation have been observed
- c) the assessment has consistently been based on true facts,
- d) the Habilitation Commission has not been guided by irrelevant considerations.

§ 21 Final Provisions

These Habilitation Regulations will become effective on the day following their publication in the Announcement Bulletin of Gottfried Wilhelm Leibniz Universität Hannover. At the same time, the Habilitation Regulations of the University of Hannover of 1996-12-09 are no longer valid for the Faculty of Mathematics and Physics; it must continue to be applied to all applicants who have already submitted their application for admission at the time of entry into force of these Habilitation Regulations.