



UNIVERSITÄT  
HOHENHEIM

University of Hohenheim - Faculty of Agricultural Sciences

## **Implementation provisions for the Habilitation Regulations**

**Decision of the habilitation committee on 26 June 2013  
including the amendment from 27 October 2021**

### **I Habilitation committee (§ 3(2))**

The Faculty of Agricultural Sciences has decided to establish a “general habilitation committee” as a decision-making body. According to § 8(2) of the Habilitation Regulations, the “general habilitation committee” consists of the full-time professors of the Faculty of Agricultural Sciences and the professors and privatdozenten of the Faculty Council.

### **II Admission requirements (§ 4(2) sentences 2 and 3)**

Admission to the habilitation or opening the habilitation examination process must have been preceded by work that demonstrates the applicant’s ability to conduct research at an international level. Preferably, this ability will be proven by an appropriate number of publications in high-ranking, peer-reviewed journals.

The chairperson of the habilitation committee shall set up an examination board specific to each procedure, which shall include, in addition to the chairperson, three members of the habilitation committee who are close to the subject. The immediate supervisor or academic mentor of the habilitation candidate does not belong to this board. The task of the board is to check whether the preliminary work has been done. In justified exceptional cases, criteria other than publications in peer-reviewed journals may be used for this purpose. The Dean’s Office is informed of the result of this check in written form.

Habilitation candidates are requested to have the preliminary work checked in good time (about eight weeks) before applying for the opening of the habilitation examination process. For this purpose, the habilitation candidate submits the documents to be examined (preliminary work) as a pdf file to the Dean’s Office. They must submit: Curriculum vitae with scientific career, list of publications, proof of patents, if applicable, as well as other previous work or achievements, if any, which the candidate considers relevant for the procedure. The chairperson of the habilitation committee then initiates the review procedure. The result of the examination board must be received by the Dean’s Office at least two weeks before the meeting of the habilitation committee at which the habilitation examination process is to be opened or the candidate is to be admitted to the habilitation. The habilitation committee decides on the basis of the examination board’s statement whether the previous achievements are sufficient as a prerequisite for admission to

the habilitation. If the previous work is insufficient, the habilitation examination process will not be opened. The candidate has the option of having another review carried out after completing additional work.

### **III Proof of pedagogical-didactic aptitude as part of the habilitation process (§ 8)**

1. The candidate should informally apply in writing to the chairperson of the habilitation committee for proof of pedagogical-didactic aptitude at least two semesters before the planned opening of the habilitation examination process. The application must be submitted to the Dean's Office at least two weeks prior to the habilitation committee meeting at which the application is to be considered.
2. The application must propose for review at least four 1.5-hour sessions – preferably lectures – in one of the degree programs offered by the Faculty of Agricultural Sciences. There should be at least three weeks between the relevant habilitation committee meeting and the first proposed course.
3. The room and exact time for each course must be indicated. If changes occur in the meantime, the candidate is responsible for reporting them to the Dean's Office so as not to jeopardize the orderly progress of the process.
4. The courses to be evaluated must have been designed by the candidate and the materials used must have been prepared by the candidate. Teaching individual hours of a lecture prepared, for example, by the department director is not sufficient and its review will be rejected.
5. The faculty expects that the candidate has already taken advantage of continuing education courses in higher education, has practiced giving courses, and found their style.
6. The reviewers (Dean of Studies and a professor determined by the habilitation committee) and the Commission for Study Affairs assess the pedagogical-didactic aptitude on the basis of the attached questionnaire. Special emphasis is placed on the elements that encourage students to actively work through the content.
7. Reviews are submitted to the Dean's Office. Once all reviews are available, the Dean's Office will forward a copy to the candidate for information.

#### **IV Faculty of Agricultural Sciences' requirements for cumulative written habilitation work (§ 7(1) sentences 4 and 5)**

The cumulative written habilitation work usually includes at least six publications in peer-reviewed journals, five of which must have been published or accepted. The postdoctoral fellow must be first author in at least three publications that are preferably not review articles.

For each of the publications of a cumulative written habilitation thesis, a statement of the individual author's contribution to the publication, signed by all authors if possible, must also be submitted. There is a form for this on the faculty's homepage.

Publications that were already part of the cumulative dissertation of the habilitation candidate are not counted. The same applies to publications whose content is substantially derived from a non-cumulative dissertation.

In the habilitation thesis, separate chapters must describe how the publications relate to one another in terms of their content.

#### **V Faculty of Agricultural Sciences' requirements for the oral habilitation defense (§ 9)**

Habilitation candidates are expected to hold a high-level scientific presentation. The content of the lecture must not originate from the topic of the habilitation thesis. To verify the topic, habilitation candidates submit a 250-word abstract for each of the three title proposals. The topics or abstracts are reviewed by the chairperson of the habilitation committee. If anything is unclear, the chairperson of the habilitation committee will contact the candidate directly. The topics thus agreed upon are submitted to the habilitation committee for selection.

The presentation must show that the future university lecturer is able to research and present in a qualified manner a topic from the subject area for which the *venia legendi* is being requested.

#### **VI Issuing the authorization to teach (§ 13)**

The teaching authorization is granted for a subject that is included in the list of departments of the Faculty of Agricultural Sciences.

#### **Entry into Force**

The implementation provisions shall enter into force on the date they are adopted.

#### **Appendix**

Form for cumulative written habilitation thesis