

Check list

documents for the habilitation application



According to § 5 *Habilitationsordnung* (Habilitation Regulations) the following information and documents are required to apply for the opening of the habilitation procedure:

- **written application with the following information:**
 - designation of the subject(s) for which the applicant intends to habilitate
 - proposal of assessors:
 - at least 3 for the assessment of the written habilitation thesis: one from within the faculty and one from another university as well as one additional person
 - 2 for the examination of pedagogical-didactic aptitude
 - notification as to whether the authorisation to teach (*Lehrbefugnis*) pursuant according to § 7 Habilitation Regulations is also being applied for
 - members of the Max-Weber-Kolleg (MWK): indication of whether the habilitation is carried out in cooperation with the MWK.
- **Curriculum vitae** with a description of the personal, professional and scientific background
- **documentary proof of the doctorate** (certified copy of the certificate or diploma)
- **written habilitation thesis in five printed copies and in a text-identical electronic version (PDF);** if the habilitation thesis consists of several publications (cumulative habilitation), these and a list of them must be enclosed and submitted together with an umbrella publication; if several persons are involved in individual publications, your own contribution to the publication and that of the other authors must be precisely broken down; all co-authors must confirm their stated contributions in writing
- **declaration of honour** (according annex 1 of *Habilitation Regulations*)
- **three proposals for the topic of the scientific presentation within the framework of the oral habilitation performance;** including short abstracts, max. ½ page each; the topics should not substantially overlap with each other or with your habilitation thesis or dissertation
- **complete list of (scientific) publications**
- **list of courses taught so far;** if applicable, supplemented by evidence of further qualification in higher education didactics and/or results of teaching evaluations
- **official clearance certificate;** unless the applicant is a member of the University of Erfurt or belongs to the German public service
- **written statement on criminal and disciplinary convictions as well as pending criminal and disciplinary proceedings**
- **written statement on any previous or simultaneous applications for habilitation elsewhere**
- **receipt for the habilitation fee paid** (see [Allgemeine Gebührenordnung der Universität Erfurt](#) – in German only); please request the bank details at the Dean's office.