

**Habilitation Regulations (Rules)
of the Faculty of Agricultural and Nutritional Sciences
at Christian-Albrechts-Universität zu Kiel (CAU)
of 22 July 2011**

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Based on Section 55 (1) Sentence 2 of the Schleswig-Holstein Higher Education Act (HSG) of 28 February 2007 (Law and Official Gazette for the Land of Schleswig-Holstein (GVOBl. Schl.-H.), p. 184), last amended by Article 1 of the Act of 4 February 2011 (Law and Official Gazette for the Land of Schleswig-Holstein (GVOBl. Schl.-H.), p. 34, amended Law and Official Gazette for the Land of Schleswig-Holstein (GVOBl. Schl.-H.), p. 67), after a resolution was passed by the Convention of the Faculty of Agricultural and Nutritional Sciences of 5 May and 7 July 2011, the following Rules were issued:

**Section 1
Habilitation**

- (1) The Faculty of Agricultural and Nutritional Sciences at Christian-Albrechts-Universität zu Kiel provides the opportunity for students to prove their ability to carry out independent research and teaching in accordance with these Habilitation Regulations (Habilitation).
- (2) Habilitation recognises the graduate's teaching qualification and entitles him/her to add "habilitata" or "habilitatus" (for short: habil.) to the doctor's title. Habilitation graduates who are not doctoral degree graduates are awarded the title "Dr. habil."

**Section 2
Habilitation theses**

- (1) Proof of the student's ability to conduct independent research and teaching is provided by a habilitation paper, an academic presentation (habilitation presentation) with subsequent colloquium and degree programme-related lectures.
- (2) The written habilitation thesis demonstrates the habilitation candidate's ability to promote academia by justifying and presenting new independent findings in an appropriate manner. The written habilitation thesis comprises a habilitation paper; it may also comprise a series of academic works that are together equivalent to a habilitation paper (cumulative habilitation paper). A cumulative habilitation paper starts with an introduction and ends with a summary discussion in which the specialist context of the academic works included in the habilitation paper are presented to an appropriate extent. The written habilitation thesis may already be published. Publication may date back further than five years only in justified exceptional cases.
- (3) The habilitation presentation lasts approximately 30 minutes; this is followed by an academic discussion (colloquium), led by the Chairperson of the Habilitation Committee, covering the entire subject stated on the habilitation application. The habilitation presentation is designed to prove the applicant's ability to present and represent an academic subject within his/her field in a concise form. The subject of the habilitation presentation should not be taken from the habilitation paper. The colloquium lasts 90 minutes.
- (4) In order to prove his/her didactic skills, the applicant must independently conduct at least two lectures from the Faculty of Agricultural and Nutritional Sciences' module list,

lasting a total of four lecture hours. A lecture must be a lecture and not any other form of teaching.

In addition, the applicant must provide proof of his/her attendance of a course on academic university didactics.

The degree programme-related lectures should be conducted before the start of the habilitation procedure; the Dean must be notified of this. The applicant must forward a report on these lectures to the Habilitation Committee.

Section 3

Habilitation project notification

The applicant should notify the Faculty in writing of his/her intention to produce a habilitation paper and apply for admission to the habilitation procedure. A discussion about this notification should take place in the Faculty Convention. The applicant is to be given the opportunity to comment on any concerns raised during the discussion. A resolution will not be made based on the discussion.

Section 4

Admission requirements

The requirements for admission to the habilitation procedure are:

1. successfully completed studies at an academic university,
2. attainment of a recognised doctorate necessary for independent research and teaching in the field of agricultural sciences or ecotrophology or an equivalent academic qualification recognised by the Faculty Convention.

Section 5

Applying for admission to the habilitation procedure

- (1) The applicant must apply in writing to the Dean for admission to the habilitation procedure. The application must state the specialist field in which he/she intends to prove his/her ability to conduct independent research and teaching.
- (2) The application must include:
 1. a curriculum vitae taking particular account of the applicant's academic training and development,
 2. certificates for passed academic examinations, in particular, for a completed university degree programme,
 3. doctoral degree certificate or proof of an equivalent academic qualification,
 4. a sufficient number of copies of the applicant's dissertation as well as all other academic publications,
 5. several copies of the habilitation paper, depending on the number of appointed assessors, as well as four copies for the University Library,
 6. a statutory declaration on any previous or current habilitation attempts,
 7. proof of degree programme-related lectures as well as proof of attendance of a course on university didactics in accordance with Section 2 (4),
 8. a declaration that the work complies with the principles of good academic practice as defined by the DFG (German Research Foundation),
 9. the results of the teaching evaluation.
- (3) The applicant may withdraw or restrict his/her application for admission to the habilitation procedure in writing at any time prior to the resolution being made on the written habilitation thesis, as long as a legally binding decision has not already been made regarding this application.

Section 6

Admission to the habilitation procedure

- (1) Admission shall not be permitted if the applicant does not meet the requirements in accordance with Section 4.
- (2) Admission may be refused if
 1. the applicant has submitted a corresponding current application for admission to a habilitation procedure elsewhere,
 2. the application for admission to the habilitation procedure is incomplete and the applicant has let the application period set for him/her by the Dean elapse unused. In justified individual cases, the Faculty Convention may waive the requirement for individual documents to be presented.
- (3) The Faculty Convention decides each individual case of admission. The applicant must be informed of the decision in writing. If the applicant is admitted, he/she is then required to propose three subjects for the habilitation presentation that are not directly connected with his/her research field within a period set by the Dean. If the applicant is not admitted by the Faculty Convention, reasons for the decision must be provided and issued with instructions on the right to appeal. The procedure is concluded when the decision to refuse admission enters into legal force.

Section 7

Habilitation Committee

- (1) The Habilitation Committee is responsible for the further execution of the habilitation procedure.
- (2) The Habilitation Committee comprises the Dean and members selected by the Convention from the membership group of professors, honorary professors and habilitation graduates. It has at least four members and is chaired by the Dean. At least one member of the Habilitation Committee will be a member of another faculty at Christian-Albrechts-Universität zu Kiel. Others professors from other faculties of the university as well as other universities may be members of the Habilitation Committee.

Section 8

Reports on the habilitation paper

- (1) The Habilitation Committee selects at least four professors as assessors to assess the written habilitation thesis, at least two of whom must be from other faculties and at least one of whom must be from another university or research institute. A report should usually be obtained from a foreign institution. The Committee may also obtain other reports.
- (2) The requirement for external reports may be waived, if the candidate has already received an offer of a W2/W3 professorship at a university.
- (3) The reports must be submitted in writing. They must include a justified recommendation for the acceptance or rejection of the written habilitation thesis.
- (4) The reports should be produced within two months.
- (5) The habilitation paper and the reports shall be displayed for one month at the Dean's Office of the Faculty of Agricultural and Nutritional Sciences for viewing by members of the Habilitation Committee, faculty professors and habilitation graduates as well as members of the Faculty Convention.
- (6) The Dean of the Faculty of Agricultural and Nutritional Sciences shall inform members of the Habilitation Committee, other faculty professors and habilitation graduates of the start and end of the viewing period; they shall therefore have the opportunity to submit further statements or reports.

Section 9

Decision on the habilitation paper

- (1) Based on the reports presented, the Habilitation Committee recommends the acceptance or rejection of the habilitation thesis to the Faculty Convention. The decision must not be different from the majority recommendation of the assessors.
- (2) If the written habilitation thesis is not accepted, the habilitation procedure is concluded without success. Section 6 (3) Sentences 2, 4 and 5 apply accordingly.

Section 10
Consultation with students
on the suitability of the applicant as a teacher

Following the viewing period and prior to the acceptance of the written habilitation thesis, the Faculty Convention consults with the representatives of the student members regarding the suitability of the applicant as a teacher.

Section 11
Habilitation presentation and colloquium

- (1) If the habilitation paper is accepted, the Habilitation Committee selects one of three subjects proposed by the applicant for the habilitation presentation. The subjects should demonstrate the full breadth of the applicant's academic qualification and not be directly connected to his/her research field.
- (2) The Chairperson of the Habilitation Committee sets the date for the habilitation presentation and colloquium. He or she issues an invitation to the applicant at the latest 14 days prior to the given date, stating the selected subject. Members of the Habilitation Committee and the faculty's other academic staff and habilitation graduates are to be invited to the colloquium. The invitation can be displayed on a notice board. The habilitation presentation and colloquium are open to members of the university.

Section 12
Decision on the colloquium

- (1) Following the habilitation presentation and the academic discussion, the Habilitation Committee decides on the acceptance of the oral habilitation examination.
- (2) If the oral habilitation examination is not accepted, this examination may be repeated once within 6 months. If the oral habilitation examination is not accepted again, the habilitation procedure is concluded without success. Section 6 (3) Sentences 2, 4 and 5 apply accordingly.

Section 13

Conferral of the habilitation

- (1) If the oral habilitation examination is also accepted, the habilitation procedure is concluded successfully. The applicant must be informed of this immediately.
- (2) The habilitation is conferred when the Dean issues the habilitation certificate to the applicant. The habilitation certificate states the subject for which the habilitation has been completed. Once the habilitation certificate has been issued, the applicant is entitled to add "habilitata" or "habilitatus" (for short: habil.) to the doctor's title. Habilitation graduates who are not doctoral degree graduates are awarded the title "Dr. habil."
- (3) Authorisation to teach (venia legendi) is granted by request by the President with the approval of the faculty.
- (4) If the habilitation graduate is granted authorisation to teach (venia legendi), he or she must hold an inaugural lecture. Invitations to the inaugural lecture are issued by the Dean. The inaugural lecture is public; its subject must relate to the degree programmes offered by the Faculty of Agricultural and Nutritional Sciences.
- (5) On conclusion of the habilitation procedure, the habilitation graduate may view all the documents relating to his/her habilitation procedure.

Section 14

Repeat application

If an application for admission to the habilitation procedure did not result in a successful habilitation, only one more application for admission may be submitted.

Section 15

Extending the habilitation

By request, the habilitation may be extended to include other subjects covered by the Faculty of Agricultural and Nutritional Sciences at the approval of the Habilitation Committee, if justified by the applicant's academic achievements.

Section 16

Revocation

The habilitation is to be revoked if it is acquired by improper means, in particular, deception. Sections 116 and 117 of the Schleswig-Holstein Administration Act (Landesverwaltungsgesetz) remain unaffected.

Section 17

Habilitation transfer (Umhabilitation)

All habilitation graduates of a faculty of agricultural and/or nutritional sciences can perform independent teaching and take examinations at the Faculty of Agricultural and Nutritional Sciences at Christian-Albrechts-Universität zu Kiel within the framework of examination regulations. Habilitation graduates of other faculties may also obtain the right to perform independent teaching and take examinations at the Faculty of Agricultural and Nutritional Sciences. Applications are to be submitted to the Dean with appropriate justifications and necessary documents.

Section 18
Authorisation to teach (venia legendi) and academic title of "private lecturer"
for junior professors

- (1) Junior professors may apply for authorisation to teach (venia legendi) two and a half years after a successful interim evaluation. The decision to award this authorisation is based on an evaluation by the Habilitation Committee.
- (2) The application must include:
 1. a self-evaluation report by the applicant (optional),
 2. a list of publications and presentations,
 3. evidence of the teaching evaluation and fulfilment of teaching workload,
 4. a declaration that the works comply with the principles of good academic practice as defined by the DFG (German Research Foundation).
- (3) Authorisation to teach (venia legendi) is awarded by the President with the approval of the faculty.
- (4) Authorisation to teach (venia legendi) is associated with the usual rights and obligations, including the right to use the academic title "private lecturer".

Section 19
Entry into force, transitional provisions

- (1) By request, habilitation graduates who completed their habilitation at the Agricultural Sciences Department of Christian-Albrechts-Universität zu Kiel prior to 1 July 1974 are entitled to use the title "Dr. sc. agr. habil." by resolution of the Habilitation Committee.
- (2) These Rules enter into force on the day after the date they are published. At the same time, the Habilitation Regulations (Rules) of the Faculty of Agricultural and Nutritional Sciences at Christian-Albrechts-Universität zu Kiel of 12 April 1976 (Bulletin of the Ministry of Cultural Affairs of the Land Schleswig-Holstein (NBl. KM. Schl.-H.), p 116), amended by the Rules of 19 November 2009 (Bulletin of the Ministry of Science, Economic Affairs and Transport of the Land Schleswig-Holstein (NBl. MWV Schl.-H.), p. 46), cease to be in force.
- (3) Applicants who submitted their application for admission to the habilitation procedure before these Habilitation Regulations entered into force may choose between these and the previous version of the Habilitation Regulations.

The University Board at Christian-Albrechts-Universität zu Kiel granted its approval in accordance with Section 55 (1) of the Schleswig-Holstein Higher Education Act (HSG) in its letter of 21 July 2011.

Kiel, 22 July 2011

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