

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

of 17 March 2022

Published on 21 April 2022 (NBI. HS MBWK. Schl.-H. p. 20), amended by the Rules of 19 October 2023, published on 14 December 2023 (NBI HS MBWFK Schl.-H., p. 94)

Based on Section 55 (1) Sentence 2 of the Schleswig-Holstein Higher Education Act (HSG) of 5 February 2016 (GVOBl. Schl.-H. p. 39), last amended by the Act of 3 February 2022 (GVOBl. Schl.-H. p. 102, after a resolution was passed by the Convention of the Faculty of Agricultural and Nutritional Sciences of 1 December 2021 and 25 February 2022, the following Rules were issued:

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Part 1: General information

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

Proof of the ability to conduct independent research and teaching is provided by

1. submitting a habilitation paper,
2. holding an academic habilitation presentation (trial teaching session) with subsequent colloquium and
3. independently conducting degree programme-related lectures at the Faculty of Agricultural and Nutritional Sciences.

Section 3 Standing Habilitation Committee and extended Habilitation Committee

- (1) The standing Habilitation Committee is responsible for general questions relating to habilitations and performing any duties accorded to it under these Rules.
- (2) The membership of the standing Habilitation Committee is determined by the Habilitation Regulations (Rules) for the Faculty of Agricultural and Nutritional Sciences in the version of 15 September 2021, as amended.
- (3) The standing Habilitation Committee
 1. examines the application documents for initiating the habilitation procedure and makes the recommendation to the Faculty Convention on initiating the habilitation procedure.
 2. decides before the start of the procedure on any potential stipulations regarding revisions to the written habilitation thesis and requests the applicant to revise the written habilitation thesis within a reasonable period of time.
 3. examines, where applicable, the equivalence of other scientific qualifications with a doctoral degree in accordance with Section 9 (2) and (3) and provides a statement about this to the Faculty Convention.
 4. examines the application documents for the habilitation transfer (Umhabilitation) and makes a recommendation to the Faculty Convention on acceptance.
 5. provides the Faculty Convention with a statement in application procedures for obtaining authorisation to teach (Venia Legendi).
 6. provides the Faculty Convention with a statement in application procedures for extending the habilitation.
 7. examines the documents submitted in revocation procedures and makes a recommendation to the Faculty Convention in revocation procedures
- (4) The extended Habilitation Committee is formed as follows:

If a habilitation procedure has been initiated by the Faculty Convention, the standing Habilitation Committee must be extended to continue the procedure. The following people must be elected into the Committee:

1. at least one full-time professor of another faculty at Kiel University as a member with voting rights and
 2. at least one additional full-time professor from the Faculty of Agricultural and Nutritional Sciences or another faculty at Kiel University or another university or research institute as a member with voting rights.
- (5) The extended Habilitation Committee
1. determines the assessors in a habilitation examination procedure in accordance with Section 14 of these Rules.
 2. provides the Faculty Convention with a recommendation for the acceptance or rejection of the written habilitation thesis.
 3. selects the topic for the trial teaching session from the proposals made in terms of Section 11 (2). It can specify a lecture topic other than the proposals in order to ensure a sufficient scientific qualification spectrum.
 4. conducts the oral habilitation examination and decides whether to accept or reject it.
- (6) The applicant may nominate a professor who works with him/her at the faculty to be invited to the first meeting of the extended Habilitation Committee in order to introduce the applicant. This professor does not have voting rights or the right to act as an assessor.
- (7) Consultations and resolutions by the standing and the extended Habilitation Committees relating to a habilitation procedure are not public.
- (8) The results of the consultations and resolutions must be recorded.

Section 4 Venia Legendi

- (1) After a successful habilitation, the authorisation to teach (Venia Legendi) is granted by the President of Kiel University, upon application by the habilitation graduate and with the approval of the Faculty Convention. The Faculty Convention gives its approval on the basis of the recommendations by the standing Habilitation Committee.
- (2) Junior professors may apply for Venia Legendi no earlier than two and a half years after a successful interim evaluation and with the approval of the Faculty Convention. The approval of the Faculty Convention is based on the recommendation of the standing Habilitation Committee after evaluation of the application documents submitted in full in accordance with Section 10.
- (3) If the habilitation graduate or junior professor is granted 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 content must relate to the degree programmes offered by the Faculty of Agricultural and Nutritional Sciences.
- (4) Venia Legendi is associated with the usual rights and obligations, including the right to use the academic title "private lecturer".
- (5) Venia Legendi may be revoked after consultation with the faculty and the person concerned in accordance with Section 33 (5) of the Constitution of Kiel University.
- (6) Venia Legendi expires with the appointment of the person concerned as a professor. Further reasons are stipulated in Section 33 (6) of the Constitution of Kiel University of 1 September 2008, as amended.

Section 5 Habilitation transfer (Umhabilitation)

- (1) 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.
- (2) 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. The application must be submitted to the Dean, together with the corresponding justification and complete application documents pursuant to Section 10.
- (3) The Faculty Convention decides on the application after the standing Habilitation Committee submits a statement.

Section 6 Extending the habilitation

Upon application, the standing Habilitation Committee may approve the (subsequent) extension of the habilitation to include other subjects covered by the Faculty of Agricultural and Nutritional Sciences at Kiel University, if justified by the applicant's academic achievements. The application must be submitted to the Dean, together with the corresponding justification and documents.

Section 7 Revocation

The habilitation is to be revoked if it has been obtained by improper means, in particular by deception or disregard of the Guidelines for Safeguarding Good Research Practice (German Research Foundation, DFG), 1998). Sections 116 and 117 of the Schleswig-Holstein Administration Act (Landesverwaltungsgesetz) remain unaffected.

Part 2: Admission to the habilitation examination procedure

Section 8 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 examination procedure. A template is provided in an appropriate place. 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 9 Admission requirements for the habilitation examination procedure

- (1) The requirements for admission to the habilitation examination procedure are:
 1. successfully completed studies at a German or recognised foreign academic university.
 2. attainment of a recognised doctorate necessary for independent research and teaching in the field of agricultural sciences or ecotrophology or a related discipline, or an equivalent academic qualification as per Paragraph 2, recognised by the Faculty Convention.
 3. the written habilitation thesis in accordance with Section 13.
 4. at least four semesters of teaching comprising at least eight hours per week per semester (SWS) from the list of modules of the Faculty of Agricultural and Nutritional Sciences to prove didactic competence. At least one of these teaching events must be a lecture.

Conducting internships is counted as a teaching activity with the scope of the hours per week per semester (SWS) completed. A teaching evaluation must be carried out for each of the teaching events held.

5. a certificate of participation in the basic course "Hochschuldidaktik kompakt" (university teaching compact) offered by the Continuing Professional Development Center at Kiel University.
- (2) Instead of a doctorate in agricultural sciences or ecotrophology, the standing Habilitation Committee can recognise another doctoral degree obtained at an academic university.
- (3) Doctoral studies from foreign universities are recognised if they are equivalent. This decision on the equivalence rests with the standing Habilitation Committee.

Section 10

Application for admission to the habilitation examination procedure

- (1) The applicant must apply in writing to the Dean for admission to the habilitation examination procedure in the form of a letter. A template is provided in an appropriate place.
- (2) The full application for admission must be submitted in digital form to the Dean's Office, accompanied by the following documents:
 1. curriculum vitae including details of the date and place of birth, nationality and special focus on the academic training and development of the applicant,
 2. report and certificate for a completed university degree programme,
 3. doctoral degree certificate or proof of an equivalent academic qualification,
 4. a separate list of all scientific research conducted, including the impact factor, broken down into peer-reviewed and non-reviewed contributions,
 5. in the case of a cumulative habilitation paper pursuant to Section 13 (2) Numbers 2 and 3: a declaration of co-authorship detailing the proportional contribution by co-authors for all works submitted as a habilitation paper, to prove that the requirements have been met. A template is provided in an appropriate place,
 6. the name of the discipline in which he or she intends to demonstrate the ability to conduct independent research and teaching. The discipline must be able to be represented in the faculty by a professor,
 7. a declaration on any previous or current habilitation attempts. A template is provided in an appropriate place,
 8. a list of the teaching events conducted and the results of the corresponding teaching evaluations in accordance with Section 9 (1) Number 4,
 9. proof of participation in a course on university didactics in accordance with Section 9 (1) Number 5,
 10. a declaration that the work complies with the principles of good research practice as defined by the DFG (German Research Foundation). A template is provided in an appropriate place,
 11. a digital copy of the dissertation and
 12. the habilitation paper in digital form as well as five printed copies.

Section 11

Admission to the habilitation examination procedure

- (1) The Faculty Convention decides on admission to the habilitation examination procedure on a case-by-case basis on the recommendation of the standing Habilitation Committee. The applicant shall be informed of the decision in writing.
- (2) If the applicant is admitted, he/she is then required to propose three topics for the habilitation presentation (trial teaching session) that are not directly connected with his/her research field within a period set by the Dean.
- (3) Admission shall not be permitted if the applicant does not meet the requirements in accordance with Section 9.
- (4) Admission may also be refused if
 1. the applicant has submitted a corresponding, ongoing application for admission to a habilitation procedure elsewhere, or
 2. the application for admission to the habilitation procedure is incomplete and the applicant has let the period set for him/her by the Dean to submit the missing information elapse unused, or
 3. the written habilitation thesis submitted is inadequate and a revision has not been carried out to the required extent within the set period.
- (5) If the applicant is not admitted by the Faculty Convention, reasons for the decision must be provided along with instructions on the right to appeal. The procedure is concluded when the rejection is established as legally binding.

Section 12

Withdrawal and restriction of the habilitation examination procedure

- (1) The applicant may withdraw his or her application for admission to the habilitation examination procedure at any time in writing and without further consequences, until the habilitation procedure is officially initiated by the Faculty Convention.
- (2) The applicant may withdraw his or her application for admission to the habilitation examination procedure at any time in writing, until the decision on the written habilitation thesis has been made. The procedure that has already started will then be terminated.

Part 3: The habilitation examination procedure

Section 13

The written habilitation thesis

- (1) The written habilitation thesis demonstrates the habilitation candidate's ability to promote academia by justifying and presenting new independent findings in an appropriate manner.
- (2) The following forms are possible for the written habilitation thesis:
 1. a comprehensive monograph, which must be a significant scientific contribution in the desired habilitation subject.
 2. a monograph and already published research results, which in their entirety represent equivalent achievements to a habilitation paper (cumulative habilitation paper).
 3. already published research results, which in their entirety represent equivalent achievements to a habilitation paper (cumulative habilitation paper).

A cumulative habilitation paper starts with an introduction and ends with a summarised discussion in which the specialist context of the academic works included in the habilitation paper are presented to an appropriate extent. The habilitation paper may be composed in German or English.

- (3) The individual's own contributions to a cumulative habilitation paper must each be identified through a declaration of co-authorship for every publication submitted as a written habilitation thesis. The own contributions must be confirmed by the director if publication achievements by doctoral candidates from the same working group are part of the habilitation paper.
- (4) Habilitation achievements will only be considered if they were published after the completion of the doctorate and no longer than six years ago.

Section 14

Reports on the habilitation paper

- (1) For the assessment of the written habilitation thesis, the extended Habilitation Committee selects at least three professors as assessors, whereby it must be ensured that at least one of them belongs to another faculty, another university or research institute. Usually, one assessor should belong to a foreign institute. The Committee may also obtain other reports.
- (2) Assessors may only be professors or junior professors who are employed full-time at a university or non-university research institute.
- (3) The requirement for external reports may be waived, if the candidate has already received an offer of a W2/W3 professorship at a university.
- (4) The reports must be submitted in writing. They must include a justified recommendation for the acceptance or rejection of the written habilitation thesis.
- (5) The reports should be produced within two months.
- (6) The habilitation paper and the reports shall be displayed four weeks at the Dean's Office of the Faculty of Agricultural and Nutritional Sciences for viewing by members of the extended Habilitation Committee, faculty professors and habilitation graduates as well as members of the Faculty Convention.
- (7) The Dean of the Faculty of Agricultural and Nutritional Sciences shall inform members of the extended 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 15

Decision on the written habilitation thesis and admission to the oral habilitation examination

- (1) Based on the reports presented, the extended Habilitation Committee recommends the acceptance or rejection of the habilitation paper to the Faculty Convention. The decision must not be different from the majority recommendation of the requested reports.
- (2) If the habilitation paper is accepted, the habilitation candidate is automatically admitted to the oral habilitation examination. To this end, the chairperson of the extended Habilitation Committee determines the date for the oral habilitation examination. He or she issues an invitation to the habilitation candidate 14 days prior to the given date, stating the selected topic.
- (3) If the written habilitation thesis is not accepted, the habilitation procedure is concluded without success. Section 11 (5) applies accordingly.

Section 16

The oral habilitation examination

- (1) The oral habilitation examination consists of a habilitation presentation (trial teaching session) lasting approx. 30 minutes. This is followed by an academic discussion (colloquium), led by the chairperson of the extended Habilitation Committee, covering the entire subject stated on the

habilitation application. The members of the extended Habilitation Committee are the only authorised examiners for the presentation and colloquium.

- (2) The habilitation presentation is designed to prove the habilitation candidate's ability to present and represent a scientific issue 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 up to 90 minutes.
- (3) Members of the extended Habilitation Committee and the faculty's other habilitation graduates, research associates and student representatives of the Convention are to be invited to the colloquium. The invitation can be displayed on a notice board.
- (4) The habilitation presentation and colloquium are open to members of the university.
- (5) The oral habilitation examination must always be held in person on site (in presence). It is possible to allow external members of the extended Habilitation Committee to participate digitally in justified exceptional cases. The habilitation candidate must be informed about the conduct of a hybrid format at the latest when the date for the oral habilitation examination is set. For the electronic parts of the examination, the regulations on data protection and technical faults set out in Section 33 and 38 of the Examination Procedure Regulations of Kiel University for students of Bachelor's and Master's degree programmes – 2019 apply accordingly.

Section 17 Decision on the oral habilitation examination

- (1) Immediately after the habilitation presentation and the colloquium, the extended Habilitation Committee decides in private on the acceptance of the oral habilitation examination. In doing so, the suitability of the habilitation candidate for teaching must be taken into particular account. The students present can be interviewed on this matter.
- (2) The decision requires a majority vote by Committee members present at the meeting. The voting is done openly, abstention is not permitted.

Section 18 Conferral of the habilitation

- (1) If the written habilitation thesis and the oral habilitation examination have been accepted, then the habilitation examination procedure is successfully completed. This must be communicated to the habilitation candidate verbally without delay by the chairperson of the extended Habilitation Committee.
- (2) The habilitation is conferred when the Dean issues the habilitation certificate to the habilitation candidate. The habilitation certificate states
 1. the subject for which the habilitation has been completed,
 2. the title of the written habilitation thesis and
 3. the topic of the presentation for the oral habilitation examination.
- (3) Upon application, the habilitation candidate may gain access to the complete file of his or her habilitation examination procedure after completion of the habilitation procedure.

Section 19 Repeating the habilitation examination procedure

- (1) If a habilitation examination procedure initiated by the Convention did not result in a conferred habilitation, only one more application for admission may be submitted.

- (2) If the written habilitation thesis is not accepted, the habilitation examination procedure is concluded without success. Section 11 (5) applies accordingly. The decision must be communicated to the habilitation candidate in writing along with instructions on the right to appeal. The procedure is concluded when the rejection is established as legally binding. A rejected written habilitation thesis cannot be resubmitted.
- (3) If the oral habilitation examination is not accepted, this examination may be repeated once within six months. The regulations in Section 11 (2) apply.
- (4) If the oral habilitation examination is not accepted again, the habilitation procedure is concluded without success. The decision must be justified and communicated to the candidate in writing along with instructions on the right to appeal. The procedure is concluded when the rejection is established as legally binding.

Section 20 Regulations on illness and pregnancy

- (1) If a habilitation candidate provides credible evidence that, owing to a chronic illness or a disability, he or she is not in a position to meet all or some of the written or oral habilitation requirements in the prescribed form, the Dean can consult with the extended Habilitation Committee to authorise equivalent examinations in a form appropriate to the candidate's needs. The university's representative body for the disabled can be involved when the Dean makes decisions. Chronic illness or disability must be evidenced by a medical certificate.
- (2) If a habilitation candidate is unable to take part in the oral habilitation examination due to illness on that day, he or she must inform the Dean immediately in writing and provide proof in the form of a medical certificate. The oral habilitation examination will then be carried out at a later date. The new date for the oral habilitation examination shall be set by the chairperson of the extended Habilitation Committee in such a way that the 14-day notice period pursuant to Section 15 (2) is adhered to.
- (3) If repetition of the oral habilitation examination is necessary in accordance with Section 19 (3) and the habilitation candidate can provide credible evidence that he or she has become ill within the six-month period specified, then the deadline for resitting the examination shall be postponed by the duration of the illness. The illness must be evidenced by a medical certificate.
- (4) The regulations on maternity leave apply for pregnant habilitation candidates.

Section 21 Transitional provisions

- (1) By request, habilitation graduates who completed their habilitation at the Agricultural Sciences Department at Kiel University prior to 1 July 1974 are entitled to use the title "Dr. sc. agr. habil." by resolution of the standing Habilitation Committee.
- (2) Applicants who submitted their application for admission to the habilitation examination procedure at least one year before these Habilitation Regulations entered into force may choose between these and the previous version of the Habilitation Regulations.

Section 22 Entry into force, expiry

- (1) Diese Satzung tritt mit dem Tage nach ihrer Bekanntmachung in Kraft.
- (2) Gleichzeitig tritt die Habilitationsordnung (Satzung) der Agrar- und Ernährungswissenschaftlichen Fakultät der Christian-Albrechts-Universität zu Kiel vom 22. Juli 2011 (NBl. MWV Schl.-H. S. 88), zuletzt geändert durch Satzung vom 11. Mai 2017 (NBl. HS MSGJFS Schl.-H. S. 51), außer Kraft.

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 16 March 2022.

Kiel, 17 March 2022

Prof. Dr. Karl H. Mühling
Dean of Faculty of Agricultural and Nutritional Sciences
at Christian-Albrechts-Universität zu Kiel

Article 2 of the amended study regulations of 19 October 2023:

These Rules enter into force on 15 December 2023.

Appendix 1

(nicht Bestandteil der Habilitationsordnung)

Muster zur Anzeige der Habilitationsabsicht

Name, Vorname,

Privatanschrift + Email

Dienstanschrift + Email

An die/den
Dekan/in der
Agrar- und Ernährungswissenschaftlichen Fakultät
der Christian-Albrechts-Universität zu Kiel
24098 Kiel

Datum

Anzeige der Habilitationsabsicht

Sehr geehrte/r Frau/Herr Dekan/in,

hiermit zeige ich meine Absicht zur Habilitation an der Agrar- und Ernährungswissenschaftlichen Fakultät der CAU an.

Ich gehöre der Arbeitsgruppe von Prof. Dr. „Name Vorname, Name Institut“ an und beabsichtige, im Fachgebiet „Benennung Fachgebiet“ zu habilitieren.

Mir sind die Voraussetzungen für die spätere Beantragung zur Zulassung zum Habilitationsprüfungsverfahren bekannt.

Name und Unterschrift

Sample notification of intention to habilitate

Name, first name,

home address + email

Work address + email

To the
Dean of the
Faculty of Agricultural and Nutritional Sciences
Kiel University 24098 Kiel

Date

Notification of intention to habilitate

Dear Dean,

I hereby announce my intention to acquire my habilitation at the Faculty of Agricultural and Nutritional Sciences of the CAU.

I am a member of the working group of Prof. Dr. "Name First Name, Name Institute" and I intend to habilitate in the subject area "Designation Subject Area".

I am aware of the requirements for subsequent application for admission to the habilitation examination procedure.

Name and signature

Appendix 2

(nicht Bestandteil der Habilitationsordnung)

Muster für Antrag auf Zulassung zum Habilitationsprüfungsverfahren

Name, Vorname,

Privatanschrift + Email

Dienstanschrift + Email

An die/den
Dekan/in der
Agrar- und Ernährungswissenschaftlichen Fakultät
der Christian-Albrechts-Universität zu Kiel
24098 Kiel

Datum

Antrag auf Zulassung zum Habilitationsprüfungsverfahren

Sehr geehrte/r Frau/Herr Dekan/in,

hiermit bitte ich um Zulassung zum Habilitationsprüfungsverfahren.

Bei der von mir eingereichten schriftlichen Habilitationsleistung handelt es sich um eine kumulative Habilitationsschrift/Monographie.

Ich beantrage meine Habilitation für das Fachgebiet „_____“.

Die mündliche Habilitationsprüfung soll in deutscher/englischer Sprache stattfinden.

Ich möchte nach erfolgreich abgeschlossener Habilitation die Venia Legendi beantragen. Mir sind die aus der Erteilung der Venia Legendi entstehenden Rechte und Pflichten bekannt.

Mit freundlichen Grüßen

Unterschrift

Anlagen:

1. Lebenslauf unter Angabe des vollen Namens, des Geburtstags und- orts sowie der Nationalität
2. Zeugnis und Urkunde über den Abschluss des Hochschulstudiums
3. Promotionsurkunde
4. separates Verzeichnis aller wissenschaftlichen Arbeiten mit je einem elektronischen Belegexemplar
5. Declarations of Co-Authorship (bei kumulativen Arbeiten, je Beitrag eine Declaration)
6. Verzeichnis (z.B. UnivIS-Auszug) der eigenen Lehrtätigkeit an der Agrar- und Ernährungswissenschaftlichen Fakultät
7. Lehrevaluationsergebnisse
8. Teilnahmenachweis am Kurs „Hochschuldidaktik“
9. Erklärungen zur § 10 Absatz 2 Nummer 7 und 10 der Habilitationsordnung
10. elektronisches Exemplar der Dissertation
11. Habilitationsschrift (fünffach gedruckt) und in elektronischer Form (PDF-File)

Sample application for admission to the habilitation examination procedure

Name, first name,

home address + email

Office address + email

To the
Dean of the
Faculty of Agricultural and Nutritional Sciences
Kiel University
24098 Kiel

Date

Application for admission to the habilitation examination procedure

Dear Dean,

I hereby request admission to the habilitation examination procedure.

The written habilitation thesis I have submitted is a cumulative thesis/monograph.

I apply for my habilitation in the subject area "_____".

The oral habilitation examination should take place in German/English.

I would like to apply for the Venia Legendi. I am aware of the rights and obligations arising from the granting of the Venia Legendi.

Yours sincerely

Signature

Enclosures:

1. curriculum vitae including full name, date and place of birth and nationality
2. certificate and diploma of graduation from the university
3. doctoral degree certificate
4. separate list of all scientific papers with one electronic copy of each paper
5. declarations of co-authorship (in case of cumulative work, one declaration per paper)
6. list (for example UnivIS extract) of own teaching activities at the Faculty of Agricultural and Food Sciences
7. teaching evaluation results
8. certificate „university didactics course“
9. declarations concerning § 10 paragraph 2 number 7 and 10 of the habilitation regulations
10. electronic copy of the dissertation
11. habilitation thesis (printed in five copies) and in electronic form (PDF file)

Appendix 3

(nicht Bestandteil der Habilitationsordnung)



Declaration of co-authorship

If a habilitation is based on published co-authored articles, a declaration from each of the authors regarding the part of the work done by the habilitand must be enclosed when submitting the dissertation.

1. Habilitand
Name:
2. This co-author declaration applies to the following article:

The extent of the habilitand's contribution to the article is assessed on the following scale:

- A. Has contributed to the work (0-33%)
- B. Has made a substantial contribution (34-66%)
- C. Did the majority of the work independently (67-100%)

3. Declaration on the individual phases of the scientific work (A,B,C)		Extent
Concept: Formulation of the basic scientific problem based on theoretical questions which require clarification, including a summary of the general questions which, it is assumed, will be answerable via analyses or concrete experiments/investigations		
Planning: Planning of experiments/analyses and formulation of investigative methodology, including choice of method and independent methodological development, in such a way that the scientific questions asked can be expected to be answered		
Execution: Involvement in the analysis or the concrete experiments/investigation		
Manuscript preparation: Presentation, interpretation and discussion of the results obtained in article form		
4. Signature of all co-authors		
Date	Name	Signature
5. Signature habilitand		
Date	Name	Signature

Ggf. Bestätigung der Direktorin oder des Direktors durch Unterschrift gem. § 13 Absatz 3 der Habilitationsordnung:

Name:

Unterschrift: _____

Appendix 4

(nicht Bestandteil der Habilitationsordnung)

Muster für Erklärungen/ declaration samples

Erklärung gem. § 10 Absatz 2 Nummer 7 der Habilitationsordnung

Hiermit erkläre ich, dass ich die vorgelegte Habilitationsschrift mit dem Titel „.....“ noch keinem anderen Fachbereich bzw. noch keiner anderen Fakultät an einer wissenschaftlichen Hochschule vorgelegt habe.

Kiel, den

Unterschrift _____

Erklärung gem. § 10 Absatz 2 Nummer 10 der Habilitationsordnung

Hiermit erkläre ich, dass die vorgelegte Habilitationsschrift mit dem Titel „.....“ nach den Regeln guter wissenschaftlicher Praxis (Standard wissenschaftlichen Arbeitens nach den Empfehlungen der Deutschen Forschungsgemeinschaft abgefasst wurde.

Kiel, den

Unterschrift _____

Declaration according to § 10 paragraph 2 number 7 of the habilitation regulations

I hereby declare that I have not yet submitted the submitted habilitation thesis with the title "....." to any other department or faculty of any other university.

Kiel, the

signature _____

Declaration according to § 10 paragraph 2 number 10 of the habilitation regulations

I hereby declare that the submitted habilitation thesis with the title "....." has been written according to the rules of good scientific practice (standard of scientific work according to the recommendations of the Deutsche Forschungsgemeinschaft.

Kiel, the

signature _____

Appendix 5

(nicht Bestandteil der Habilitationsordnung)

Muster Antrag Venia Legendi/sample application for Venia Legendi

Name und Anschrift Antragsteller*In

An die/den
Präsidentin/Präsidenten der
Christian-Albrechts-Universität zu Kiel
Frau/Herrn Prof. Dr. Name Vorname

über
die/den
Dekan/in der
Agrar- und Ernährungswissenschaftlichen Fakultät
der Christian-Albrechts-Universität zu Kiel
24098 Kiel

Datum

Antrag auf Erteilung der Venia Legendi

Sehr geehrte/r Frau/Herr Präsident/in Name,

hiermit bitte ich, Name, Nachname, geboren am Tag/Monat/Jahr in Ort/Land gemäß § 33 der Verfassung der CAU um Erteilung der Venia Legendi durch das Präsidium der CAU für das Fachgebiet „_____“.

Meine Habilitation habe ich am XX.XX. XXXX erfolgreich an der Agrar- und Ernährungswissenschaftlichen Fakultät der CAU mit einer Lehrprobe und anschließendem Kolloquium zum Thema „Vortagstitel“ abgeschlossen.

Unterschrift

Name and address of applicant

To the
President of the
Kiel University Prof. Dr. Last name First name

via
the
Dean of the
Faculty of Agricultural and Nutritional Sciences
Kiel University 24098 Kiel

Date

Application for the Venia Legendi

Dear President Name,

In accordance with § 33 of the Constitution of the CAU, I, surname Name, born on day/month/year in city/country hereby request the granting of the Venia Legendi by the Presidential Board of the CAU for the subject area "_____".

I successfully completed my habilitation on XX.XX. XXXX at the Faculty of Agricultural and Nutritional Sciences of the CAU with a teaching sample and a subsequent colloquium on the topic of "Title".

Signature

Appendix 6

(nicht Bestandteil der Habilitationsordnung)

Leitfaden zur Einhaltung der Mindeststandards einer schriftlichen Habilitationsleistung

Die eingereichte Habilitationsschrift wird durch den ständigen Habilitationsausschuss geprüft. Er spricht dem Konvent die Empfehlung zur Verfahrenseröffnung aus.

Folgende Leitlinien sind für die Prüfung durch den Ausschuss maßgeblich:

1. Bei Habilitationsschriften gem. § 13 Absatz 2 Nummer 2 und 3 der Habilitationsordnung sollen wenigstens fünf thematisch zusammenhängende Originalarbeiten (begutachtete Zeitschriften/peer reviewed) gemäß § 13 Absatz 3 und 4 der Habilitationsordnung eingereicht werden. Davon müssen drei unter Ihrer Erstautorenschaft oder als „Corresponding Author“ veröffentlicht sein.
2. Es wird eine eigenständige, umfassende und übergreifende Synthese aller für die Habilitationsschrift eingereichten Originalarbeiten erwartet.
3. Die Einleitung soll den zusammenhängenden Charakter der eingereichten Arbeiten darstellen.
4. Die zusammenfassende Diskussion soll die in den Einzelbeiträgen formulierten Hypothesen bzw. Forschungsfragen im wissenschaftlichen Kontext zusammenführen und beantworten.
5. Für die Darstellung des Impactfactors sind die einschlägigen Datenbanken heranzuziehen, z.B. WoS, Scopus, etc.

Guideline for meeting the minimum standards of a written habilitation paper

The submitted habilitation thesis is examined by the permanent habilitation committee. It makes the recommendation to the Convention to open the proceedings.

The following guidelines shall govern the committee's review:

1. For habilitation theses according to § 13 paragraph 2 number 2 and 3 of the habilitation regulations, at least five thematically related original theses (peer reviewed journals) according to § 13 paragraph 3 and 4 of the habilitation regulations should be submitted. Of these, three must have been published under your first authorship or as “corresponding author”.
2. An independent, comprehensive and overarching synthesis of all original work submitted for the habilitation thesis is expected.
3. The introduction should present the interrelated nature of the submitted work.
4. The summary discussion should synthesize and answer the hypotheses or research questions formulated in the individual papers in a scientific context.
5. For the presentation of the impact factor, the relevant databases are to be consulted, e.g. WoS, Scopus, etc.