

List of documents to be submitted when opening a habilitation procedure (at least 14 days before the next Faculty Council meeting)

- Application for the opening of the procedure stating the venia legendi sought (addressed to the Dean)
- 7 (seven) bound copies of the habilitation thesis
- Notarised certificate (the FIN Examination Office is authorised to do this) of the degree that qualifies for habilitation
- Curriculum vitae/academic career as hard copy and PDF file
- List of academic publications (PDF)
- List of academic courses completed (PDF)
- Proof of interim evaluation (usually in the habilitation file in the examination office)
- If necessary, proof of the final evaluation (if the interim evaluation has not yet confirmed the fulfilment of all target agreements or new target agreements have been set)
- Summary in German (this summary must be included in all copies of the habilitation and a further version must be attached to the documents to be submitted (as a hard copy and PDF file))
- Declaration of previous habilitation attempts in computer science fields with
- Declaration on the independent composition of the habilitation thesis and indication of all aids used
- Declaration of acknowledgement of the habilitation regulations
- Suggestions for reviewers with exact postal and email addresses, in consultation with the supervisor
- Three suggested topics for the trial lecture
- Also recommended:
- Proposal for the composition of the habilitation committee (chairperson, member and substitute member) in consultation with the supervisor
- Schedule for the submission of the reviews and, if this is possible at such an early stage, the trial lecture and the habilitation colloquium