

## **Regulations on habilitations and awarding the title ‘adjunct professor’ (Habilitation Regulations) of the University of Oldenburg**

The unofficial reading version is based on the Habilitation Regulations of the University of Oldenburg dated 16/09/2019, modified by the first amendment dated 22/07/2020.

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## **Part 1 General**

### **Section 1 Purpose of habilitation**

Habilitation serves as proof of outstanding competence in independent academic research and independent qualified teaching in a specific academic field or subject area (teaching qualification). Habilitation bestows on the post-doctoral lecturer the right to teach independently at the university in a specific academic field or subject area (authorisation to teach).

### **Section 2 Responsibilities, confirmation of habilitation efforts in the preliminary phase**

(1) The School Council responsible for the subject area forms a habilitation committee (Section 6) for every habilitation procedure and, if necessary, a withdrawal committee (Sections 21 and 22). The committees may be elected by silence procedure, subject to the provisions of the General Rules of Procedure. Notwithstanding the first sentence and Sections 6 and 7, a school can also form a permanent habilitation committee with a term of office of two years; further details shall be set out in a school-specific **Appendix 1** according to Section 25. The habilitation committee decides on admission and is responsible for the procedure and decision on habilitation (Section 12). The withdrawal committee is responsible for the cases set out in Sections 21 and 22.

(2) If the desired habilitation relates to subject areas from several schools, the school to which the application for habilitation is submitted shall give appropriate consideration to the subject representatives from the schools to whose subject areas the habilitation is likewise to relate when appointing the reviewers in accordance with Section 8 and when appointing the habilitation committees in accordance with Section 7. The School Councils of all schools that are to be involved according to the first sentence must agree on the appointment of the reviewers and appointment of the habilitation committee.

(3) In the event of doubt or dispute, the University Senate shall decide on the responsibilities in accordance with paragraph 1 and on the involvement of the schools in accordance with paragraph 2 in the habilitation committee.

(4) Any candidate for habilitation in a school may, prior to being admitted to habilitation, request a written confirmation from the school's Dean stating that they are currently in the phase of preparing a habilitation thesis for habilitation at the University of Oldenburg. This confirmation by the school requires a corresponding confirmation by a professor responsible for the subject area and shall be limited in time.

### **Section 3 Prerequisites for admission to the habilitation procedure**

(1) Admission to the habilitation procedure requires:

1. submission of the written habilitation thesis;
2. a doctorate from a German academic or art and research-based institution of higher education or an equivalent foreign institution of higher education or proof of an equivalent qualification;
3. successful completion of subject-related courses at an academic or art and research-based institution of higher education or a comparable institution lasting at least two semesters and totalling two course units, which as a rule should not be longer than three years ago and half of which must have been completed at the University of Oldenburg. Within the scope of its powers, the University of Oldenburg shall provide applicants who do not meet these requirements with opportunities for relevant teaching.

(2) Admission may only be refused if the applicant does not meet the formal requirements of habilitation to be demonstrated with the application in accordance with Section 4 or if the authorisation to teach to be granted were to immediately lapse again, be withdrawn or be revoked. Admission shall in particular be refused if:

1. the subject area in which the habilitation is sought is not represented at the university either by a regular professorship or by a professorship in a related subject area;
2. the applicant has successfully completed another habilitation procedure in the same subject area; this does not affect the option of habilitation transfer in accordance with Section 17;
3. the written habilitation thesis submitted has already been the subject of an unsuccessfully concluded habilitation procedure, either in its entirety or to a large extent.

**Part 2**  
**Habilitation procedure**

**Section 4**  
**Application for admission to the habilitation procedure**

(1) The application for admission to habilitation and thus the initiation of the habilitation procedure must be submitted in writing to the Dean of the relevant school, stating the subject area in which the habilitation and authorisation to teach (*venia legendi*) is sought. The Dean shall inform the members of the professors' group, the other post-doctoral members of the school and members of the School Council of the application.

(2) The following documents must be submitted with the application:

1. a CV outlining the applicant's academic and professional background;
2. a certified copy of the doctoral certificate or proof of an equivalent qualification;
3. a list of academic papers;
4. a list of courses taught to date for at least the last five years;
5. four written copies and a digital version of the written habilitation thesis (Section 5.1);
6. a sworn statement from the applicant affirming that the written habilitation thesis was carried out independently and without impermissible assistance from a third party, as well as a declaration stating that the 'regulations governing the principles for safeguarding good academic practice at the University of Oldenburg' have been observed;
7. a declaration from the applicant regarding previous applications for admission to habilitation and, if applicable, the result of the procedure;
8. an extended certificate of good conduct pursuant to Section 30 a para. 1 no. 2 a of the Federal Central Criminal Register Act (BZRG).

(3) Applicants admitted to habilitation (professorial candidates) can withdraw their application for admission to habilitation as long as they have not been informed of the expert reports in accordance with Section 8.2. Until the decision on habilitation has been made in accordance with Section 12, the professorial candidate may change the subject area in which the habilitation is sought at the instigation of the habilitation committee or at their own request in agreement with the habilitation committee.

(4) The application and enclosures shall remain on file with the school after the conclusion of the procedure and shall be retained for fifty years.

## **Section 5 Habilitation assessment**

(1) Habilitation assessment includes a written habilitation thesis produced by the professorial candidate (post-doctoral thesis) and an academic presentation (habilitation presentation) and subsequent colloquium.

(2) The habilitation thesis must demonstrate the professorial candidate's outstanding competence in independent academic research in the chosen subject area. The doctoral thesis should not be part of the habilitation thesis. The habilitation thesis must be completed in compliance with the 'regulations governing the principles for safeguarding good academic practice at the University of Oldenburg'. The habilitation thesis must be written in German or English; permission to write in another language must be given by the relevant School Council or the habilitation committee. Irrespective of the language of the habilitation thesis, it must include a summary in German.

(3) Instead of an independent habilitation thesis, several academic papers may also be submitted, which may also include papers that have already been published if they constitute equivalent proof of competence in independent academic research and have not yet been used in a habilitation procedure (cumulative habilitation thesis). Paragraph 2 sentence 2 shall apply *mutatis mutandis*. A cumulative habilitation thesis should include a detailed summary of the submitted papers, also showing in particular the candidate's own contribution in joint papers.

(4) The oral component of the habilitation assessment consists of a university academic presentation lasting 45 minutes in the subject area in which the habilitation is sought and a subsequent university colloquium for academic debate about the presentation. The colloquium should not last longer than 60 minutes.

## **Section 6 Habilitation committee**

(1) The habilitation committee is composed of five professors<sup>1</sup> or post-doctoral lecturers; out of the members of the habilitation committee, at least:

- a) three must be professors,
- b) three must be members of the University of Oldenburg,
- c) three must represent the subject area of the habilitation sought or related subject areas.

(2) The habilitation committee shall decide by a majority of members present unless stipulated otherwise in the Habilitation Regulations. It is not permitted to abstain on decisions regarding habilitation assessment. The habilitation committee shall take the decisions required in accordance with these Habilitation Regulations unless they are assigned to the Dean or the School Council by these Regulations. The habilitation committee meets in closed session. In exceptional cases and in compliance with the provisions of the general rules of procedure, meetings may be held entirely virtually by means of a video and audio transmission method approved by the Presidential Board. Members are bound to secrecy.

(3) The habilitation committee shall select a Chair from among its members, who shall prepare, convene and chair the meetings. They shall ensure that the procedure is conducted without avoidable delays. The committee is constituted by the Dean. They may delegate the constitution of the committee to a member of the Dean's Office or the committee.

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<sup>1</sup> Note: this does not include junior professors.

### **Section 7**

#### **Admission and initiation of the habilitation procedure**

- (1) The Dean shall check that the documents submitted by the applicant in accordance with Section 4 are complete and shall immediately ask the School Council to establish a habilitation committee in accordance with Section 6. The Dean shall exercise due discretion to consider possible grounds for a conflict of interest, taking into account the particularities of a habilitation procedure; joint publications and projects shall not be considered. The members of the habilitation committee shall be elected separately for each status group.
- (2) Immediately after they are elected, the members of the habilitation committee shall view all documents in accordance with Section 4.2.
- (3) Based on the Dean's verification report in accordance with Section 7.1, the habilitation committee shall decide whether to admit the applicant at its inaugural meeting, if possible. The professorial candidate shall be informed immediately of a refusal of admission to habilitation by means of a reasoned decision of the Dean, which shall be accompanied by instructions on how to appeal.
- (4) The habilitation procedure shall not exceed one year in total.

### **Section 8**

#### **Evaluation of the written habilitation thesis**

- (1) Once the habilitation committee has admitted the applicant, it shall immediately appoint two to three reviewers, who receive the written habilitation thesis, CV and list of publications. They may be set a deadline to submit their evaluation report. The professorial candidate can propose a reviewer; this proposal should be accepted unless there are important reasons to the contrary. The habilitation committee is not bound by the proposal. At least one external reviewer must be appointed. The recommendations of the Presidential Board on dealing with bias in appointment procedures must be taken into account unless the particularities of the habilitation procedure require a different assessment.
- (2) Only those who have the *venia legendi* for a subject that is covered or at least substantially addressed by the habilitation thesis, or who have demonstrated the required knowledge in another way, may carry out the evaluation.
- (3) Within three months of being appointed and receiving the written habilitation thesis, the reviewer should produce a written report in which they propose accepting or rejecting the written habilitation thesis. The habilitation committee may appoint new reviewers if a report is not submitted in due time and its submission cannot be expected within a reasonable period of time. The first two sentences and paragraphs 1 and 2 shall apply to the new reviewers.
- (4) After receiving all reports, the habilitation committee shall inform the professorial candidate of the comments made in the reports that are important for the continuation of the procedure. Reviewers are not named if the School Council decides so in general or if a reviewer requests not to be named. This does not affect the right to view files in accordance with Section 13.3. The professorial candidate may make a written statement to the habilitation committee within one month regarding the comments made.

### **Section 9**

#### **Consultation period and decision on the written habilitation thesis, extended habilitation committee**

- (1) The written habilitation thesis, the reports received and, if applicable, the professorial candidate's statement shall be made accessible by the Dean of the relevant school for one month for consultation by the professors and post-doctoral lecturers of the schools in question. They shall be informed about the consultation in writing by the Dean and are entitled to submit a written statement within the consultation period. The period of consultation should at least partly fall within the lecture period.
- (2) With the notification according to paragraph 1, sentence 2, the professors are advised that they are entitled to participate in the further decisions of the habilitation committee with voting rights if they notify the Chair of the habilitation committee in writing within the consultation period that they wish to exercise their voting rights and submit a written report on the written habilitation thesis no later than one month after the consultation period has elapsed; Section 8.2 shall apply *mutatis mutandis*.
- (3) Professors who exercise their voting rights according to paragraph 2 have the same rights and duties as the members of the habilitation committee. Together with them, they form the extended habilitation committee with the previous Chair. The Chair shall have the deciding vote in the event of a tie.
- (4) After receiving all statements in accordance with paragraph 2 and Section 8.2, the extended habilitation committee shall decide by a majority of votes of its members whether the written habilitation thesis meets the requirements and shall be accepted. Before taking this decision, the committee may decide, by a majority of its members, to request one or more further reports. If the thesis is accepted, the habilitation committee shall at the same time deliberate on the designation of the authorisation to teach (*venia legendi*) pursuant to Section 14. If a deviation from the applicant's application is planned, the applicant shall be given the opportunity to submit a statement.

### **Section 10**

#### **Failure of the habilitation procedure**

- (1) If the extended habilitation committee has decided in accordance with Section 9.4 that the written habilitation thesis shall be rejected, the habilitation procedure is unsuccessfully concluded.
- (2) If, after acknowledgement of the reports in accordance with Section 8.2 or Section 9.2, the professorial candidate withdraws from the application for habilitation, the procedure shall not be continued and shall be deemed a failure.
- (3) The Chair of the habilitation committee shall immediately inform the Dean of a failed procedure, enclosing all reports and statements. The Dean shall inform the School Council of the failed procedure. Reasons for the rejection of the habilitation shall be given to the candidate in writing. This decision must include information on the candidate's right of appeal.

### **Section 11**

#### **University presentation and colloquium**

- (1) If the extended habilitation committee has decided to continue the procedure, it shall ask the professorial candidate to submit three topics (title and summary) to the committee for selection for the university presentation, which, taken together, demonstrate that they have sufficiently extensive knowledge in the subject area in which the habilitation is sought. The presentation should be of an academic nature and demonstrate the professorial candidate's teaching skills. The extended habilitation committee shall ask the professorial candidate to submit a new proposal if the previous proposals do not meet the requirements of the first two sentences. The presentation topic will be set by the extended habilitation committee if two further proposals submitted by the professorial candidate do not meet the requirements of the first two sentences either.
- (2) Once the topic has been decided on, the Chair of the extended habilitation committee shall schedule the date for the university presentation with the professorial candidate. Where possible, the presentation should not take place in the lecture-free period.



(3) The university presentation and colloquium in accordance with Section 5.4 shall take place in a meeting of the extended habilitation committee. The Chair of the extended habilitation committee and the Dean shall issue a university-wide invitation to the presentation and colloquium two weeks in advance. In exceptional cases to be justified and if the professorial candidate agrees, the extended habilitation committee may unanimously decide to conduct the university presentation and the university colloquium virtually by means of a video and audio transmission method approved by the Presidential Board.

### **Section 12**

#### **Decision on habilitation and resitting**

(1) With the participation of a majority of its members, the extended habilitation committee shall decide on the habilitation and establishing the authorisation to teach based on the deliberations on the presentation and colloquium and taking into consideration the reports and statements in accordance with Section 8.2, Section 9.1 and 9.2. Those reviewers who are not entitled to vote on the decision on the habilitation in accordance with the first sentence and who have attended the presentation and colloquium in accordance with Section 11, may take part in the deliberations of the extended habilitation committee on the habilitation as experts. The deliberations on the presentation and colloquium and the decision on the habilitation shall take place in closed session immediately after the colloquium. The Chair of the extended habilitation committee shall prepare minutes of the decision and its essential reasons.

(2) If a majority of the extended habilitation committee is of the opinion that the professorial candidate has not demonstrated competence pursuant to Section 1.1 based on the professorial candidate's performance in the university presentation and in the subsequent colloquium, the professorial candidate may resit the presentation and colloquium once with a new topic. Paragraph 1 and Section 11 shall apply accordingly.

(3) The professorial candidate shall be informed immediately of a negative decision on habilitation by means of a reasoned decision of the Dean, which shall be accompanied by instructions on how to appeal.

### **Section 13**

#### **Completion of the habilitation procedure**

(1) The Chair of the habilitation committee shall report to the Dean and President on the completed habilitation procedure. The Dean shall report to the School Council on the completion of the procedure.

(2) A certificate to be signed by the President and Dean shall be issued immediately on the successful completion of the habilitation procedure. The certificate shall specify the habilitation assessment as well as the subject area to which the habilitation relates.

(3) After completion of the procedure, the applicant or professorial candidate may access the files relating to the procedure in compliance with Section 8.4.2.

### **Section 14**

#### **Legal status of the post-doctoral lecturer (authorisation to teach)**

- (1) Once the habilitation certificate has been awarded, the habilitation is complete and the authorisation to teach independently at the University of Oldenburg in the subject or subject area of habilitation is granted (authorisation to teach). Granting the authorisation to teach does not entail entrusting the post-doctoral lecturer with the independent representation of their subject in research and teaching. Rights and duties arising from any existing employment contract with the University of Oldenburg shall not be affected by the authorisation to teach.
- (2) The post-doctoral lecturer is entitled to hold an inaugural public lecture within one year of completion of the habilitation procedure, for which the Dean shall issue an invitation.
- (3) The post-doctoral lecturer shall be entitled to add the suffix 'habil' to their doctoral title. The university shall issue a certificate to this effect according to **Appendix 2**.

### **Section 15**

#### **Publication of the written habilitation thesis**

- (1) The post-doctoral lecturer should publish all of or substantial extracts of the written habilitation thesis pursuant to Section 5 after completion of the procedure unless it has already been published. This may be a generally accessible electronic publication or a book publication. Reproducing the substantial contents of the written habilitation thesis in one (or several) academic journals shall also be deemed to be publication. A period of two years should be granted for the book publication of the habilitation thesis. The submission of a publishing contract should suffice to meet the deadline. If the post-doctoral lecturer does not publish the habilitation thesis within two years, they shall, if requested by the Dean, explain the reasons preventing them and give an expected date of publication.
- (2) Within one year of completion of the procedure, the post-doctoral lecturer must provide the Library and Information System of the University of Oldenburg with a copy of the written habilitation thesis or publication pursuant to paragraph 1 free of charge, with reference to the completed habilitation procedure.

### **Section 16**

#### **Invalidity of the habilitation examination**

- (1) If cheating was committed during the examination and this fact only transpires after the habilitation certificate has been awarded, the habilitation committee may subsequently correct the assessments concerned accordingly and declare the habilitation examination failed. If it is no longer possible to convene the habilitation committee, the responsible School Council shall appoint a withdrawal committee for this purpose in accordance with the provisions applicable to the habilitation committee.
- (2) If the requirements for admission were not met without intention to deceive, and if this fact only transpires after the habilitation certificate has been awarded, this shortcoming will be corrected by passing the examination. If admission was intentionally obtained unfairly, the habilitation committee shall decide on the withdrawal of unlawful administrative acts in compliance with the statutory provisions. Paragraph 1 sentence 2 shall apply *mutatis mutandis*.
- (3) The professorial candidate shall be heard before a decision is taken.
- (4) The incorrect habilitation certificate shall be withdrawn.

### **Section 17**

#### **Habilitation transfer**

Anyone who has successfully completed habilitation at another academic institution of higher education may apply to the relevant school at the University of Oldenburg for habilitation transfer. The provisions set out in these Habilitation Regulations shall apply accordingly to the procedure. The habilitation committee may, by resolution passed by a majority of its members, waive the applicant's habilitation requirements in part or wholly or dispense with its own assessment of previous habilitation work carried out elsewhere in accordance with Section 8 of these Regulations. The applicant shall acquire the legal status of a post-doctoral lecturer according to these Habilitation Regulations through habilitation transfer. The university shall issue a certificate to this effect in accordance with **Appendix 3**.

**Part 3****Rights and duties of the post-doctoral lecturer and special provisions for the authorisation to teach****Section 18****Authorisation to teach, title and mandatory unpaid teaching**

- (1) Granting the authorisation to teach (Section 14) shall entitle the post-doctoral lecturer to hold the title of 'private lecturer' provided that they offer independent courses free of charge on a regular basis at the University of Oldenburg totalling at least one course unit per semester or two course units in every academic year (so-called mandatory unpaid teaching). Independent teaching on the basis of teaching contracts shall count towards this. The university shall issue a certificate on the awarded title in accordance with **Appendix 4**.
- (2) The post-doctoral lecturer shall announce the courses to the school in good time and deliver them properly. Delivery of the courses must be documented by the school's respective Dean of Studies. If the private lecturer wishes to suspend their teaching for one semester, they shall inform the school of this in good time prior to the start of the respective semester. Suspending teaching for any longer than a semester requires the School Council's approval.
- (3) If the private lecturer wishes to stop teaching altogether, they must hand back their certificate; this shall not apply if the private lecturer has reached the retirement age for professors at the time of stopping teaching.
- (4) The authorisation to teach shall also lapse if they have been appointed professor at another academic institution of higher education or if they have completed a habilitation transfer at another academic institution of higher education.
- (5) Habilitation does not entitle the lecturer to a job, remuneration, employment or appointment.

**Section 19****Extension of the authorisation to teach**

- (1) At the request of the private lecturer, the authorisation to teach may be extended to other subject areas or subjects that fall under the responsibility of the school in question. Extending the authorisation to teach requires special academic achievements in these subject areas or subjects, which must usually be demonstrated by corresponding publications.
- (2) A habilitation committee shall be appointed to decide on the application. The regulations set out in Sections 3 to 12 shall apply accordingly to the procedure.
- (3) The extension of the authorisation to teach shall be confirmed in a certificate in accordance with **Appendix 5**.

**Section 20****Suspension of the authorisation to teach**

The authorisation to teach shall be suspended if its holder is unable to exercise their authorisation to teach due to a proven illness, the duration of which cannot be foreseen. The suspension of the authorisation to teach shall be determined by the President at the request of its holder and the relevant school.

**Section 21****Withdrawal of the authorisation to teach**

- (1) The authorisation to teach may be withdrawn if it subsequently transpires that essential prerequisites for it being awarded were erroneously assumed to have been met, in particular if the habilitation on Habilitation Regulations (unofficial reading version)  
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which they are based is subsequently declared not to have been passed, the admission requirements subsequently cease to apply, or it was obtained by deception, threat or bribery. Section 48 of the Administrative Procedures Act (VwVfG) shall apply in addition.

(2) The individual concerned shall be given the opportunity to comment prior to withdrawal. The Presidential Board shall decide on withdrawal after consulting the relevant school, which in turn shall give the relevant withdrawal committee the opportunity to comment. The withdrawal must be justified and include information on the right to appeal.

## **Section 22**

### **Revocation of the authorisation to teach**

(1) The authorisation to teach may also be revoked, except in the cases of Section 49 of the Administrative Procedures Act (VwVfG), if:

- a) the holder has seriously violated the dignity conferred by awarding the authorisation, in particular by committing a criminal offence, or has tarnished the commitment to academic rigour associated with the university degree. A criminal offence may only be taken into account if it resulted in a final conviction of a custodial sentence of at least one year for an intentional act;
- b) a post-doctoral lecturer who is also permanently employed has been dismissed by a final decision in disciplinary proceedings;
- c) a post-doctoral lecturer, for reasons for which they are responsible, refuses to comply with the request of the school responsible for teaching to meet their teaching obligations (mandatory unpaid teaching) in accordance with Section 18.

(2) If, in the cases referred to in paragraph 1 letters a) and b), the proceedings or criminal proceedings have not yet been concluded with legal effect, the Presidential Board may, after consulting the relevant school, provisionally prohibit the person concerned from exercising their authorisation to teach for the duration of the proceedings.

(3) Prior to revocation, the person concerned shall be given the opportunity to comment. The Presidential Board shall decide on revocation after consulting the relevant school, which in turn shall give the relevant withdrawal committee the opportunity to comment. The revocation must be justified and include information on the right to appeal.

**Part 4**  
**Adjunct professor**

**Section 23**  
**Academic title 'adjunct professor'**

(1) Following a reasoned request by the school and after consulting the University Senate, the Presidential Board may award the academic title 'adjunct professor' for the duration of the individual's teaching activities if the requirements according to paragraph 2 are met. The university shall issue a certificate on the awarded title in accordance with **Appendix 6**. This does not affect rights and duties resulting from any existing employment contract with the University of Oldenburg.

(2) The title may be awarded to persons who meet the following requirements:

- employment requirements for professors in accordance with Section 25 of the Lower Saxony Higher Education Act (NHG),
- evidence of three years of successful independent teaching at the University of Oldenburg in accordance with paragraph 3,
- evidence of three years of successful research achievements in accordance with paragraph 4.

(3) The teaching pursuant to paragraph 2 must have been delivered independently over a period of three years. Completion of the habilitation or the date on which the habilitation-equivalent achievements can be ascertained is crucial in determining the start of this three-year period. The independent teaching must include courses typical of those in Bachelor's and Master's degree programmes or, if relevant, preliminary studies and advanced courses. The minimum requirement is an average of two course units per semester with at least a total of 16 course units within three years. Teaching can usually be provided through teaching contracts, mandatory unpaid teaching or as an interim or substitute professor. It shall be evidenced by the results of teaching evaluations or the opinion of the Dean of Studies.

(4) Successful research activities in accordance with paragraph 2 shall be evidenced by submitting corresponding research reports or academic publications, which shall be assessed by a reviewer.

(5) The relevant School Council shall elect an appointment committee, which has the task of assessing the candidate's qualifications according to paragraphs 2 to 4. In exceptional cases and in agreement with the Presidential Board, the committee can be elected by silence procedure in accordance with the requirements for appointment committees. In exceptional cases and in agreement with the Presidential Board, meetings may be held entirely virtually by means of a video and audio transmission method approved by the Presidential Board. If the committee is in agreement that the candidate is sufficiently qualified for the procedure to be initiated, they shall appoint two external reviewers to assess their work. Bias criteria, which also apply in appointment procedures, shall be taken into account. After the reports have been received and the deliberations concluded, the committee shall decide on the continuation of the procedure subject to a double majority, as in an appointment procedure. It shall forward its proposal together with the application documents and the reports to the School Council for a decision.

(6) The decision of the School Council to submit an application according to paragraph 2 requires majorities as in an appointment procedure.

(7) The title 'adjunct professor' may be used provided that independent courses are offered on a regular basis at the University of Oldenburg. Independent teaching shall be offered free of charge totalling at least one course unit per semester or two course units in one academic year (unpaid mandatory teaching), and in the case of university employees also outside their official duties. Courses taught as part of another employment contract, irrespective of the legal basis, shall not count towards this. The Dean's Office shall be notified of the course in good time and the course shall be delivered properly. Delivery of the course must be documented by the school's respective Dean of Studies. If teaching is to be suspended, the Dean's Office shall be informed of this in good time before the start of the respective semester. If the adjunct professor wishes to discontinue their teaching altogether, they shall inform the Dean's Office and hand back their certificate. This shall not apply if they have reached the retirement age for professors at the time of stopping teaching.

(8) The right to hold the title 'adjunct professor' shall expire if the teaching qualification or authorisation to teach lapses or is revoked or withdrawn. The central investigation committee specified in the regulations governing the principles for safeguarding good academic practice at the University of Oldenburg shall be responsible for the withdrawal procedure for reasons governed in said regulations and which concern the individual's teaching and research conducted after the title has been awarded.

(9) Junior professors who meet the prerequisites of Section 30.4.2 of the Lower Saxony Higher Education Act (NHG) and are not employed as a professor at the end of their employment contract shall be entitled to use the title of 'adjunct professor' for the duration of their teaching activities. They are obliged to offer independent courses free of charge on a regular basis at the University of Oldenburg totalling at least one course unit per semester or two course units in an academic year. Delivery of the courses must be documented by the school's respective Dean of Studies. The title may no longer be used if teaching duties have not been performed for more than one semester and the holder of the title is responsible for this. Section 18.4 shall apply *mutatis mutandis*.

(10) The University Senate may recommend that the Presidential Board revoke the academic title of 'adjunct professor' at the request of the school if the adjunct professor has not taught independently in their subject area at the University of Oldenburg for two years and has not notified the school in writing within this period that they will resume their teaching activities within six months.

**Part 5**  
**Final provisions**

**Section 24**

**Procedural rules**

(1) Negative decisions and other unfavourable administrative acts based on these Habilitation Regulations must be justified and include information on the right to appeal, and the individual concerned must be notified of them. An appeal against a decision based on the assessment of the habilitation work may be lodged within one month of notification of the decision.

(2) The School Council shall decide on the appeal, in compliance with the procedure set out in paragraph 3, if the appeal is not upheld.

(3) If the appeal is lodged against an assessment, the School Council shall forward the appeal to the habilitation committee for review. If the committee revises the assessment favourably, the School Council shall uphold the appeal. Otherwise, it shall review the decision based on the habilitation committee's opinion in particular to see whether:

- a) the examination was conducted in a proper manner,
- b) general marking principles were adhered to,
- c) the assessment was consistently based on accurate factual statements,
- d) the habilitation committee was not influenced by irrelevant considerations. If there are specific and substantiated objections to the results of specific examinations and subject-specific assessments, examination components shall be reassessed taking into account the School Council's opinion or the examination shall be resat. The reassessment cannot lead to a lower examination grade.

**Section 25**  
**School-specific provisions**

School-specific deviations from or additions to these Regulations are listed in **Appendix 1**.

**Section 26**  
**Entry into force**

(1) These Regulations shall enter into force after they have been adopted by the University Senate and approved by the Presidential Board on the day after their publication in the Official Notices of the University of Oldenburg. At the same time, the previous Habilitation Regulations dated 07/09/2009 (Official Notice 4/2009) as amended on 16/12/2009 (Official Notice 6/2009) and the amended regulations dated 19/12/2012 (Official Notice 6/2012) and 06/12/2013 (Official Notice 6/2013) shall cease to apply.

(2) Professorial candidates who submitted their application for admission to the habilitation procedure pursuant to Section 4 by 31/12/2019 or have already applied prior to the entry into force, may request that the previously applicable Habilitation Regulations of the University of Oldenburg are applied.



## Appendix 1

### School-specific provisions School VI - School of Medicine and Health Sciences

#### Re. Section 3.1.3

Deviating therefrom, at least 4 semesters totalling 2 course units must have been completed.

#### Re. Section 3.1, the following points 4 - 6 shall also apply:

4. Evidence must be provided of successful attendance of a university or medical education professional development course of School VI - School of Medicine and Health Sciences (at least 60 hours plus 2 class reviews) or an equivalent certified programme at another German or foreign university.
5. Doctors seeking habilitation in a subject area that is identical to a designation in the professional development regulations shall, as a rule, provide evidence of the acquisition of the speciality, sub-speciality or additional designation; this does not apply to pre-clinical subjects.
6. Proof of publication achievements
  - a) After the first doctorate, usually at least ten original papers in peer-reviewed scientific journals listed in Medline or the Journal Citation Report. The candidate must outline their own contribution to the publications. Publications in non-listed peer-reviewed journals may be considered in duly substantiated cases. For candidates who have successfully completed several doctoral degree procedures (e.g. including PhD procedure), papers published as part of the first doctoral degree procedure in a cumulative thesis cannot be taken into account even if they were printed in a journal after the date of graduation.
  - b) The candidate must be the first or last author in at least six of the original papers. A maximum of three publications with joint first/last authorship may be recognised. The professorial candidate shall outline their contribution.
  - c) At least half of all publications and original papers where the candidate is the first or last author should be published in English.
  - d) The original papers should be available in published form or accepted for publication (evidence).

#### Re. Section 4.2.3:

The following structure is provided for the list of academic papers:

1. original papers in journals
2. reviews, case reports, letters
3. books, contributions to books
4. citable abstracts
5. lectures at academic conferences
6. lectures of a professional development nature

#### Re. Section 5.2:

The habilitation thesis demonstrating the candidate's outstanding competence should be no more than 120 pages, including summary, bibliography, CV and acknowledgement.

Re. Section 5.3:

The following requirements shall also apply to the cumulative habilitation thesis:

- Instead of an independent habilitation thesis, at least seven academic papers on the topic of habilitation with an academic level appropriate for habilitation can also be submitted.
- These shall be published or accepted for publication in peer-reviewed journals listed in Medline or the Journal Citation Report, with the candidate being the first or last author (evidence). Publications in non-listed peer-reviewed journals may be considered in duly substantiated cases.
- Publications already used as part of a doctoral degree procedure may not be included.
- The results of these publications must be discussed in a summary of at least 20 to a maximum of 40 pages.

Re. Section 6: a new para. 4 is added:

In accordance with Section 2.1.2 of the Habilitation Regulations, School VI - School of Medicine and Health Sciences shall establish a permanent habilitation committee. If, in exceptional cases, a subject-related habilitation committee is appointed for an individual habilitation procedure, the School Council shall also decide on its appointment. The following regulations shall apply in particular to the permanent habilitation committee:

1. The members are elected by the School Council for a term of office of two years.
2. The permanent habilitation committee is composed of five professors or post-doctoral lecturers; in addition, five deputies shall be elected. The members and deputies should reflect the School's range of disciplines in the habilitation committee.
3. The committee shall elect a Chair and Deputy Chair from among its members.
4. The committee shall meet at least six times a year. Section 6.2 shall apply mutatis mutandis.
5. A member of the Dean's Office may attend the meetings of the permanent habilitation committee as a guest.
6. In addition, the general regulations on the habilitation committee (Sections 6, 7 etc.) shall apply.

Re. Section 9.1.1:

Post-doctoral members of School VI - School of Medicine and Health Sciences are also entitled to consult the documents.

Re. Section 23.2:

The following requirements must also be met to be awarded the title 'adjunct professor' at School VI - School of Medicine and Health Sciences.

1. The title can only be awarded at least 3 years after habilitation (exception: primo-loco appointment at W2 level, placement on an appointments list at W3 level for an external university)

2. A proven teaching position at one of the partner hospitals in Oldenburg or at an academic teaching hospital of the University of Oldenburg is equivalent to a teaching position at the University of Oldenburg. -

Re. Section 23.4:

Research achievements should include:

1. At least six publications as the first or last author, four of which are in journals listed in Medline or the Journal Citation Report (JCR). If habilitation is more than six years ago, a continuous publication record must be demonstrated. Publications in non-listed peer-reviewed journals may be considered in duly substantiated exceptional cases. Publications already used for habilitation shall not be evaluated.
2. Successful supervision of doctorates, Bachelor's and Master's theses, Diplom or Magister theses or work as part of the longitudinal research curriculum (year 5) - at least three supervised doctorates, either completed or with supervision agreement ongoing after habilitation.
3. Proof of third-party funding is required. Work as a scientific reviewer is expected.

Re: Section 23.5:

The reviewers to be appointed must not have been involved in the doctoral degree or habilitation procedure.

**Appendix 2**

Logo

The School

.....

at the University of Oldenburg recognises the outstanding competence of Ms/Mr\*

..... born on ..... in .....  
in independent research and in independent qualified teaching in the subject area  
..... specialising in '  
.....', after the habilitation procedure was successfully completed on ..... based on the habilitation thesis and the other habilitation assessment.

They shall receive the authorisation to teach independently in this subject area at the University of Oldenburg and the right to add the suffix 'habil', referring to habilitation, to their title as a doctor.

Oldenburg, .....

Seal

\_\_\_\_\_

President

\_\_\_\_\_

Dean

\*Circle as applicable

**Appendix 3**

Logo

The School

..... at the University of Oldenburg recognises the outstanding competence

of Ms/Mr\*

..... born on ..... in .....  
in independent academic research and in independent qualified teaching in the subject area  
..... specialising in  
'.....' after the habilitation transfer procedure  
was successfully completed on ..... based on the habilitation thesis\*\*  
..... and the other habilitation assessment\*\*.

They shall receive the authorisation to teach independently in this subject area at the University of Oldenburg and the right to add the suffix 'habil', referring to habilitation, to their title as a doctor.

Seal

\_\_\_\_\_  
President

\_\_\_\_\_  
Dean

\*Circle as applicable

\*\*Insert where applicable, delete where not applicable

**Appendix 4**

Logo

The School

..... at the University of Oldenburg awards Mr/Ms\*

.....

the title of

private lecturer.

Ms/Mr\* ..... is entitled to use the title for as long as they offer courses at the University of Oldenburg on a regular basis in accordance with the current Habilitation Regulations.

Oldenburg, .....

Seal

\_\_\_\_\_  
President

\_\_\_\_\_  
Dean

\*Circle as applicable

**Appendix 5**

Logo

The University of Oldenburg grants

Ms/Mr\* .....

an extension of the authorisation to teach

to ..... subject area/subject\*,

based on their special academic achievements in this subject/subject area.

Oldenburg, .....

Seal

\_\_\_\_\_  
President

\_\_\_\_\_  
Dean

\*Circle as applicable

**Appendix 6**

Ms/Mr\*

.....

is awarded the title of adjunct professor.

Ms/Mr\* ..... is entitled to use the title for as long as they offer courses at the University of Oldenburg on a regular basis in accordance with the respective Habilitation Regulations.

Oldenburg, .....

Seal

The University of Oldenburg Presidential Board

\_\_\_\_\_

President

\*Circle as applicable

**Please note: This is an unofficial translation provided for your convenience only. It does not have any legally binding effects. Only the German version is legally binding!"**