

# **Habilitation regulations of Zeppelin University**

**from November 30, 2011, last amended on  
May 08, 2019**

To regulate the habilitation according to Sec. 70 Para. 7, Line 1, Sec. 38, Sec. 39 of the current version of the Law on Universities in Baden-Württemberg (State Higher Education Act (SHEA) – Landeshochschulgesetz LHG) the senate of Zeppelin University, based on Sec. 70 Para. 7 in conjunction with Sec. 39 Para. 5 (SHEA) LHG, decided on the following regulations:

The German version is binding in all cases.

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## I General

### Sec. 1 Goal and purpose of the habilitation

- (1) The habilitation serves as proof of a special aptitude to independently represent a scientific area of research and teaching. The special ability is determined based on a significant contribution to scientific knowledge through a written habilitation achievement, an oral habilitation achievement and proof of educational qualification as a teaching qualification (*facultas legendi*).
- (2) Zeppelin University awards, based on a certified teaching qualification in the form of successful habilitation examination, the independent postdoctoral teaching qualification (*venia legendi*) and the right to use the title "lecturer." The prerequisite for this is a completed habilitation in a subject from one of the following departments:
  - | economics,
  - | political and social sciences, especially sociology, political science, management science, communication / media studies or
  - | cultural studies.
- (3) A second habilitation in the same subject as defined in paragraph 2 is not allowed.

### Sec. 2 Habilitation committee

- (1) The habilitation committee consists of all professors and lecturers employed full-time at Zeppelin University.
- (2) The members of the habilitation committee shall elect a chair and deputy chair from the group by secret ballot for a term of six years; a re-election is allowed. Their job is to ensure due process, in particular pursuant to Sec. 39 State Higher Education Act ((SHEA) LHG) and in accordance with these regulations.
- (3) The Program Directorate of the Zeppelin University Graduate School (ZUGS) manages day-to-day business; the Chair calls the meetings. The habilitation committee has a quorum if all members were invited at least four weeks before the meeting and one third of its members are present, including the chair or deputy chair. Members who are unable to attend a meeting can submit their votes in writing at the Graduate School; these votes must be included when determining whether a quorum has been achieved. Members have a responsibility to participate in the decision and the vote. The

habilitation committee decides by a simple majority. Abstentions and secret ballots are not permitted.

- (4) The members of the professional mentoring group, in accordance with Sec. 9, take part in the meetings as advisors if they are not already voting members of the habilitation committee. The provisions of Secs. 20 and 21 of the State Administrative Procedure Act ((SAPA) Landesverwaltungsverfahrensgesetz LVwVfG) regarding excluded persons and the apprehension of bias are to be followed.
- (5) The meetings of the habilitation committee are not public. Administrative staff may be consulted. The members of the habilitation committee and guests must be obligated by the chairperson to maintain secrecy with regard to the meetings. The duty to maintain secrecy also includes the discussion documents. Minutes are taken at the meetings.
- (6) The tasks of the habilitation committee shall include especially
  - a) the admission to habilitation according to Secs. 7 and 8;
  - b) appointing the professional mentoring group according to Sec. 9;
  - c) the decision regarding the interim evaluation according to Sec. 10 and
  - d) the organization and implementation of the resolutions and the habilitation examination according to Part IV.
- (7) The habilitation committee may delegate decisions in individual cases or certain powers and duties in general to its chairperson, and may revoke such delegation at any time.
- (8) A resolution originating from the chairperson can also be passed by circulating a document in electronic form by e-mail if the subject matter of it is something which cannot be delayed.

### **Sec. 3 Duration of the habilitation**

The habilitation usually takes five years plus the period required for the habilitation examination according to Part IV, which should not exceed one year. In exceptional cases, the habilitation committee may decide, upon written request of postdoctoral candidates, to shorten or prolong the duration of habilitation (Sec. 10 Para. 1 Line 2). The notification of admission is terminated once these periods have expired. It is possible to request a renewed admission to habilitation.

### **Sec. 4 Language of the habilitation**

All achievements necessary for the teaching qualification may, upon request, be completed in English, if there are no capacity or organizational reasons to the contrary. This concerns in particular

- a) written habilitation achievements,
- b) oral habilitation achievements,
- c) proof of educational qualification.

## II Admission to habilitation

### Sec. 5 Admissions requirements

Post-doctoral candidates (habilitation candidates) for a habilitation are generally admitted according to Sec. 1 Para. 2 Line 2 for the subject for which they seek a teaching certification, provided

1. they can prove the receipt of a degree from a state or university examination from a domestic or foreign university;
2. they possess a doctoral degree from a German university due to a special aptitude for academic work. The special aptitude for academic work is evidenced by the outstanding quality of the doctoral dissertation, which received a minimum total score of "magna cum laude" or a comparable grade. For candidates with an equivalent degree from a university outside Germany, the conditions are met if the candidates are entitled to use this degree title within Germany and the special aptitude for academic work evidenced by the outstanding quality of the doctoral dissertation, which received a minimum total score comparable to "magna cum laude," has been proven; this equivalence review will, for example, be performed and verified by the Central Office of Foreign Education (ZAB) of the German Conference of Ministers of Education.
3. they have had several years of experience in scientific research and teaching; this is to be demonstrated especially through scientific publications;
4. they can demonstrate teaching achievements totalling at least eight hours per semester week (HPSW – Semesterwochenstunden SWS) at a university, a minimum of 4 HPSW of which must be in the subject for which the teaching certification is desired. The teaching activity should normally have been carried out prior to the application for the habilitation.

### Sec. 6 Application for admission to habilitation

- (1) Anyone who meets the admission requirements in Sec. 5 can apply for admission to the habilitation.
- (2) In addition to a written application from the candidate for admission as a habilitation candidate (candidate) and indication of the subject for which the teaching certification is sought, the request includes
  - a) a resume, which must provide information regarding the academic education and any professional activity;

- b) a notarized certificate or a certified document of the state or university examination;
- c) a notarized copy of the doctoral degree;
- d) an eight-to ten-page written synopsis of the written habilitation achievement together with a schedule for the habilitation;
- e) a comprehensive listing of professional scientific publications of the candidate;
- f) a complete list of courses held by the candidate;
- g) a sworn written statement containing the following: "I hereby declare that I have not failed to pass a habilitation process and no other habilitation process is currently being undertaken. So far no academic degree of mine has been revoked. Furthermore, no case is pending against me that could result in the revocation of a degree. I further declare that the habilitation regulations underlying this admission request, and in particular the rules regarding the interim evaluation in Sec. 10, are known to me." In the case of a previous habilitation petition, an additional sworn statement is required to explain when, with which topic and at which university the admission to a habilitation was attempted and for what reason the process was not completed;
- h) where appropriate, a certified copy of the certificate of a teaching certification which has already been granted;
- i) proposals for professional mentors in accordance with Sec. 9, Para. 1;
- j) a police clearance certificate not older than six months;
- k) where appropriate, a request for an early interim evaluation in accordance with Sec. 10 Para. 1 Line 2

and is to be submitted in full by the applicant to the ZUGS Program Directorate.

### **Sec. 7 Admission to a habilitation**

- (1) The habilitation committee makes a decision on the basis of the submitted documents pursuant to Sec. 6 Para. 2 with regard to the admission of the applicants to a habilitation and inform them of its decision in writing without delay.
- (2) Admission to the habilitation is to be refused if
  - 1. the requirements of Sec. 5 have not been fulfilled, or
  - 2. an academic degree has been revoked or there are facts that would authorize the revocation of a degree or, in the case of a lecturer would lead to the termination or revocation of the teaching certification according to Sec. 24, or
  - 3. an applicant has already failed to complete a habilitation twice.
- (3) If a professional mentoring group according to Sec. 9 cannot be formed, if the

desired subject is insufficiently represented at the university with respect to the breadth and depth of professional knowledge or if the interim evaluation according to Sec. 10 has not been passed, the admission of the candidate is to be refused or withdrawn. The habilitation is then considered not done.

### **Sec. 8 Admission of habilitation candidates and professors**

- (1) Whoever has been awarded a teaching certification for a scientific subject at another university within the European higher education area also has the right to teach this subject at Zeppelin University, and can be called by the Senate in accordance with Sec. 39 of the State Higher Education Act (Landeshochschulgesetz) as a lecturer or appointed according to the appointment regulations of Zeppelin University (habilitation recognition). The teaching areas set as the result of an appointment by the President remain unaffected.
- (2) If habilitation candidates seek to obtain a teaching certification in another, divergent scientific subject, their request for admission to a habilitation is to be treated as if it were the first application for a teaching certification.
- (3) Non-habilitated professors from Zeppelin University are not approved for a habilitation.

## **III Structure of habilitation**

### **Sec. 9 Professional mentoring group**

- (1) Upon admission as a candidate, the habilitation committee forms a professional mentoring group following the proposal of the candidate. The professional mentoring group consists of three members, at least one of which must be a professor at Zeppelin University employed full-time in the subject for which the teaching certification is sought, at least one other member must be a professor at another university employed full-time or a retired professor or lecturer; one member may be employed full-time as a professor at a university or equivalent academic institution abroad. The member of the professional mentoring group who is a full-time employee at Zeppelin University may continue to oversee the current review procedure to its conclusion and exercise the right of examination after leaving Zeppelin University. Additional procedures may not be accepted after leaving Zeppelin University.



- (2) The duties of the professional mentors include
- a) supporting the candidate in the progression of the qualification in research and teaching based on his or her schedule in accordance with Sec. 6 Para. 2.d);
  - b) performing the interim evaluation according to Sec. 10.

### Sec. 10 Interim evaluation

- (1) Two years after the admission as a Habilitation candidate, the professional mentoring group is to perform an interim evaluation (Sec. 39 Para. 5 (SHEA) LHG). If there is a written request of the candidate to the habilitation committee, the interim evaluation can be performed at an earlier date.
- (2) The interim evaluation takes place due to a self-evaluation report by the habilitation candidates regarding the progress of their qualification in research and teaching. The self-evaluation report must contain the following elements:
- a) a written report to the professional mentoring group on the progress of the written habilitation achievement with a comparison of the original schedule (Sec. 6 Para. 2.d)) and, if necessary, a revised schedule for the continuation;
  - b) a listing of the courses according to Sec. 11 Para. 1 and, if necessary, Sec. 5 Para. 4 as well as a statement of teaching performance, for which the candidate can use evaluation results and teaching strategies to explain;
  - c) a list of recent publications and research accepted for publication.
  - d) a list of works already submitted indicating the publication organ and the review status.

In addition, report items may be included on the following activities in the self-evaluation report:

- a) evidence of participation in academic teaching and further, interdisciplinary training measures for the promotion of young scientists;
  - b) a statement regarding stays abroad for research purposes;
  - c) a list of requested and, if applicable, externally obtained research funding;
  - d) a description of other, subject-relevant activities typical for the practices of the particular subject (e.g. archival research, field research, participation in research networks; activity in technical committees, preparing expert opinions);
  - e) a description of activities in the design, organization and implementation of or participation in scientific events (e.g. meetings, conferences);
  - f) a description of participation in academic self-administration.
- (3) The self-evaluation report needs to be submitted to the ZUGS Program Directorate. It is forwarded to all members of the professional mentoring group and also to the habilitation committee. In addition, the candidate must explain

- his or her report on the progress of the written habilitation achievement according to Para. 2.a) in a discussion with the professional mentoring group.
- (4) Upon receipt of the self-evaluation report, the professional mentor employed at Zeppelin University (Sec. 9 Para. 1 Line 2 HS 1) promptly sets a date for the discussion and informs both the candidate and the habilitation committee in writing via e-mail. The discussion may be conducted over videophone.
  - (5) The professional mentor employed at Zeppelin University (Sec. 9 Para. 1 Line 2 HS 1) prepares an opinion for the interim report within four weeks after the discussion, based on the self-evaluation report according to Para. 2 and the discussion with the candidate pursuant to Para. 4, in agreement with the other professional mentors. The report must contain a recommendation to the habilitation committee on the result of the interim evaluation and must be submitted to the ZUGS Program Directorate.
  - (6) The habilitation committee will decide on the outcome of the interim evaluation and state whether it has been "passed" or "failed." If the interim evaluation was not passed, Sec. 7 Para. 3 applies. The candidate receives a written decision including the possibilities of contestation and appeal.

#### IV Habilitation examination

##### Sec. 11 Proof of educational qualification; repetition

- (1) The educational suitability can alternatively be proven as follows:
  - a) by participating in university educational advanced and further training courses which have to take place prior to the oral habilitation achievement in accordance with Sec. 16. This includes both courses run by ZUGS itself as well as external university educational seminar achievements in agreement with the Program Directorate.
  - b) through lesson observation. The habilitation committee, upon recommendation of the candidate, selects a professor or lecturer of Zeppelin University as an expert on educational qualification. The expert shall document the educational achievements and skills based on
    1. existing evaluations by students on the courses held by the candidate,
    2. a written teaching concept for one of the events by the candidate as well as
    3. an observation at a date of one of the courses held by the candidate. The observation should take place before submitting the written habilitation achievement in accordance with Sec. 13. The habilitation committee will provide the candidate with notification of the lesson observation at least 4 weeks in advance.

4. Based on the achievement according to lit. b), the expert will prepare an opinion on the teaching and educational achievement with a recommendation regarding whether proof of the educational qualification was provided or not provided within 4 weeks after the observation and will submit it to the ZUGS Program Directorate. On the basis of the expert opinion, the habilitation committee will decide on the proof of educational qualification.
- (2) If the habilitation committee decides that the proof of educational qualification has not been provided, the habilitation is terminated. The candidate shall be given the opportunity to repeat the verification according to Sec. 1. If it is repeatedly decided that proof of educational qualification has not been provided, the habilitation is irrevocably terminated.

### **Sec. 12 Written habilitation achievement**

- (1) The written habilitation achievement must be an independent scientific achievement in the subject for which the candidate seeks the teaching qualification. It must demonstrate the suitability of the candidate for the research activity assigned to the university teachers in that it provides a significant contribution to scientific knowledge.
- (2) A written habilitation achievement which has already been submitted elsewhere in the same form may not be the basis of the habilitation.
- (3) The written habilitation achievement can
  1. have the form of a comprehensive monograph (habilitation thesis), whereby the dissertation can not be used as part of the monograph, or
  2. have the form of a monograph, in which at least three independently developed research results, either published or accepted for publication, (excluding the dissertation) are to be cumulatively represented (cumulative habilitation thesis), which together must represent the equivalent of a written habilitation achievement according to No. 1. Publications that have already been used for the individual's cumulative thesis cannot be taken into consideration within the context of a cumulative habilitation thesis. Papers that build on a monograph may always be used. The individual works must each have been submitted for publication within a period of five years, demonstrate a thematic focus and be placed in a comprehensive, scientific-based explanation in a broader scientific context. The criteria associated with quality requirements for individual works in accordance with international standards can be found in the subject-specific attachments to these regulations. The review process previously performed for each individual work must be recorded in a separate document along with all results, and submitted for assessment when the habilitation thesis is submitted. In the case of individual works in co-authorship, the sum of the respective

individual works weighted with the reciprocal of the number of all referenced authors for the respective individual works must amount to at least the number two as a result. Individual works in sole authorship are weighted by a factor of 1; individual works with one co-author are weighted to one half; individual works with two co-authors are weighted to one third, etc. Departing from the reciprocal from the number of people, the co-authors may set another weighting for the joint individual work, whose maximum value per person may reach 0.5.

### **Sec. 13 Submission of the written habilitation achievement; Withdrawal from the habilitation**

- (1) The candidate will submit the following documents in full to the ZUGS Program Directorate after passing the interim evaluation in accordance with Sec. 10:
  - a) the written habilitation achievement pursuant to Sec. 12 with sufficient copies for the evaluators in accordance with Sec. 14 Para. 1, 2 and 5, plus one copy for display according to Sec. 14 Para. 6, and a complete electronic version;
  - b) a maximum ten-page summary of the main results of the written habilitation achievement in the German language;
  - c) in the case of a cumulative habilitation thesis in co-authorship, information to demonstrate the individual contribution in accordance with Sec. 12 Para. 3 No. 2 Line 3;
  - d) one complete list each of the scientific publications and the courses held;
  - e) suggestions on possible experts pursuant to Sec. 14, Para. 1, 2, and 5;
  - f) a sworn written statement with the following content: "I hereby declare that I have completed this work without undue assistance from third parties, and without the use of other than the indicated resources and co-authors. The data and concepts directly or indirectly acquired from other sources are fully referenced by stating the source. The work has not been submitted to any testing authority, either domestic or abroad, in the same or similar form.";
  - g) proof of a voluntary plagiarism check.
- (2) The ZUGS Program Directorate promptly provides the experts appointed in accordance with Sec. 14 with the written habilitation achievement.
- (3) Until the expert report in accordance with Sec. 14 Para. 4 has been prepared, the candidate can withdraw his or her application for habilitation without cause with the result that the habilitation is considered as not undertaken. A withdrawal must be made in writing to the habilitation committee.

### **Sec. 14 Assessment of the written habilitation achievement; Experts**

- (1) The professional mentors (Sec. 9) are also experts. At least one of the

professional mentors must not be a co-author of the written habilitation achievement.

- (2) In addition, the habilitation committee shall appoint at least one further expert from another university, who must be either a full-time employed or retired professor or lecturer in the subject for which the teaching qualification is being sought. The external expert shall not have been previously involved as a member of the subject group or the professional mentoring group or be a co-author of the written habilitation achievement, and may come from a foreign university.
- (3) Each expert is to prepare an expert opinion. A mandatory requirement for evaluation is the individual, direct and complete acknowledgment of the written habilitation achievement. The report must justify the recommendation of acceptance or rejection of the submitted written habilitation achievement so comprehensibly and understandably that the members of the habilitation committee are in a position to decide responsibly on the basis of the expert opinion itself.
- (4) The expert opinions must be submitted within four months to the ZUGS Program Directorate and the habilitation committee, and each must contain a justified recommendation on the acceptance or rejection of the written habilitation achievement as well as an opinion on the subject or subject area for which the teaching qualification is being sought.
- (5) Upon receipt of varying recommendations from the experts regarding the acceptance or rejection of the written habilitation achievement, the habilitation committee may appoint up to two further external experts. For these additional experts and their opinions, Para. 1 to 4 shall apply accordingly.
- (6) After receipt of all expert opinions, the written habilitation achievement and the expert opinions will be available for scrutiny in the Zeppelin University Office of General Counsel for two weeks, out of term time for six weeks. The viewing deadline is considered fulfilled after two weeks during the semester, even if the viewing time was begun during the semester break. The candidate as well as the professors and lecturers of Zeppelin University can view the documents in this period during regular office hours. The professors and lecturers have until the end of the viewing period to announce any justified written opinions; the candidate is excluded from this procedure. Comments must be received by the habilitation committee one week after their

announcement at the latest.

**Sec. 15 Resolution on the written habilitation achievement; Repetition**

- (1) The habilitation committee shall decide to accept a written habilitation achievement if no negative comments were received.
- (2) If a negative review or opinion is recorded, the Habilitation Committee will proceed further in accordance with Para. 3, 4 and 5.
- (3) The expert opinion, as long as it is not affected by substantiated, scientific second opinions from among the voting members, is to be given significant influence on the decision of the habilitation committee and have a principal, substantive binding effect based on the presumption of technical accuracy. The members of the habilitation committee must, in the general scientific assessment of the habilitation achievement, take into account the basic standards created during previous habilitation procedures.
- (4) If the habilitation committee decides to reject the written habilitation achievement, the habilitation is terminated. The candidate receives a justified written decision, which may give the opportunity to repeat the written habilitation achievement if he has not already failed a habilitation for the proposed subject or subject area at a German university. For the repetition of the written habilitation achievement, Secs. 12 to 15 shall apply accordingly.
- (5) If the habilitation committee decides to reject the repeated written habilitation achievement, the habilitation is definitively terminated. The candidate receives a justified written decision including the possibilities of contestation and appeal.

**Sec. 16 Oral habilitation achievement; Selection of topic**

- (1) The oral habilitation achievement is the demonstration of the ability of the candidate to represent his or her views on scientific issues from the field of the desired teaching qualification in a scientifically sound discussion. It should deal with a major problem in such a manner that representatives of other disciplines can also make a judgment. It should demonstrate that the candidate is familiar with the key issues, methods and content of the subject.
- (2) The oral habilitation achievement consists of a scientific presentation and a scientific debate in front of the habilitation committee which needs to be represented at least by the committee chair or chair deputy, by a secretary and also by members of the professional mentoring group. In addition, the

oral habilitation achievement is to be held in a public setting for university members, unless the candidate objects. The duration of the presentation should be 30 to 45 minutes, and the debate should not exceed 60 minutes.

- (3) As part of the scientific debate, members of the habilitation committee are entitled to ask questions. The chair of the habilitation committee or the deputy chairs the meeting and appoints a member of the habilitation committee as secretary.
- (4) With the commencement of the viewing of the written habilitation achievement pursuant to Sec. 14 Para. 6, the habilitation committee calls on the candidate in writing to select three topics for the scientific presentation. The topics should not overlap significantly and may not originate from topical areas close to the topic of the candidate's written habilitation achievement.
- (5) If the habilitation committee has accepted the written habilitation achievement, it chooses one of the three suggested topics proposed by the candidate and sets the date for the academic lecture and the ensuing debate. If the selection of these topic proposals is rejected by the habilitation committee, the candidate must submit a new topic suggestion.
- (6) The habilitation committee informs the candidates of the selected topic and the date of the academic lecture without delay and issues an invitation according to Para. 2. There must be at least two weeks between the notification and the lecture date.

#### **Sec. 17 Resolution concerning the oral habilitation achievement; Repetition**

- (1) After the scientific debate, the habilitation committee, in non-public session, decides on the oral habilitation achievement by majority vote. The result can be either "passed" or "failed." All members of the habilitation committee present must sign the minutes taken by the recording secretary pursuant to Sec. 16 Para. 3. The decision will be communicated verbally to the candidate immediately following the meeting.
- (2) If the habilitation committee decides to approve the oral habilitation achievement, it decides as a result on the subject or subject area of the habilitation which identifies the scope of the teaching qualification of the candidate. The subject or subject area is determined after considering the written and the oral habilitation achievements, the other scientific work as well as the previous teaching practice.

- (3) If the habilitation committee intends to deviate from the candidate's proposed subject or subject area, the candidate shall be heard beforehand.
- (4) If the habilitation committee decides to reject the oral habilitation achievement, the candidate can repeat it at the earliest after a period of three months and at the latest within six months, provided he has not already failed a habilitation for the requested subject or subject area at a German university. For the repetition of the oral habilitation achievement, Secs. 16 and 17 shall apply respectively.
- (5) If the repeated oral habilitation achievement is not passed, the habilitation is definitively terminated. In this case, the candidate will receive a justified written decision including the possibilities of contestation and appeal.

#### **Sec. 18 Overall result of the habilitation**

The candidate will be notified promptly after the scientific debate in a written decision on the overall result of the habilitation. The overall result can either be "passed" or "failed."

#### **Sec. 19 Right of objection**

- (1) Appeals against administrative acts of the habilitation committee or the professional mentoring group must be made by the candidate within one month of the announcement in writing or as a transcript to the habilitation committee. The deadline is guaranteed by the notice of the objection to the President as a representative of Zeppelin University.
- (2) If the habilitation committee does not remedy the situation, he submits the objection to the senate for a decision.

### **V Awarding of the teaching certification**

#### **Sec. 20 Awarding of the teaching certification; Certificate**

- (1) The habilitation committee awards the postdoctoral teaching qualification as result of passing the habilitation (*venia legendi*).
- (2) By order of the habilitation committee pursuant to Sec. 17 Para. 2 and 3, the scientific subjects or subject areas are determined for which the teaching qualification is valid.
- (3) Based on having passed the habilitation and on the awarding of the teaching



qualification, a certificate is issued. This must contain:

1. the name of the habilitation candidate,
  2. the topic of habilitation thesis or the topic of the other (cumulative) written habilitation achievements,
  3. the name of the subject or the subject area for which the teaching qualification is being awarded,
  4. the date on which the habilitation was completed and the decision was made regarding the teaching qualification,
  5. the personal signatures of the President and the Vice President for Research / Dean of the Zeppelin University Graduate School and
  6. the Zeppelin University official seal.
- (4) With the delivery of this document, the teaching qualification is granted, with the awarding of the qualification, the right to use the title "lecturer" is granted (Sec. 39 Para. 3 (SHEA) LHG).
- (5) The Venia Legendi is associated with the duty to teach ('Titellehre') in accordance with § 23 Para. 1. The teaching authorization may be used at Zeppelin University or at another university.

#### **Sec. 21 Publication of the written habilitation achievement**

- (1) The habilitation thesis in accordance with Sec. 12 Para. 3, No. 1 shall be released within two years of the awarding of the teaching qualification and must be published on age-resistant paper.
- (2) The publication of the written habilitation achievement pursuant to Sec. 12 Para. 3 No. 2 can also occur through acceptance of the individual parts in collections and/or in professional journals. Any necessary reductions in the individual parts should not change the primary substance of the content.
- (3) The library of Zeppelin University is to be provided with six copies of the publication free of charge pursuant to Para. 1 or six reprints of the collections and/or professional journal editions in which the various parts of the written habilitation achievement have been published in accordance with Para. 2.
- (4) In the event of non-publication, the habilitation committee is to be provided with six bound copies free of charge, printed on age-resistant paper, of the full written habilitation achievement according to Sec. 12 Para. 3 No. 1 or 2; in addition, the habilitation committee is to receive an electronic file of the final version of this written habilitation achievement. File format and medium are governed by the requirements of the university library. The candidate is required in this case to grant Zeppelin University the right to make additional

copies of the written habilitation achievement and distribute these as well as to make it available in research and educational networks and scientific databases.

- (5) Contrary to Para. 1, monographs may also be entered into the institutional repository of Zeppelin University in the form of a pdf file for publishing by a publishing house. Three print copies of the complete habilitation thesis must also be delivered free of charge for archiving in the library of Zeppelin University. Publication-based habilitation theses, as defined by § 12 Para. 3 No. 2, may be recorded in the institutional repository of Zeppelin University for open access. Any contractual agreements entered into with the journal publishing houses which have accepted the habilitation thesis or individual parts thereof within the scope of a primary publication will remain unaffected. For this purpose, the candidate must submit the declaration of consent form for uploading into the institutional repository (information regarding the co-authors and journals) when delivering the publication copy.

### **Sec. 22 Inaugural lecture**

If the habilitation results in the awarding of the teaching qualification pursuant to Sec. 20, the lecturer can, in the year following the habilitation, hold a public inaugural lecture at Zeppelin University. For this event, the habilitation committee invites the Board and all university teachers and members of the university. The certificate can be issued on the occasion of the inaugural lecture.

## **VI Other provisions**

### **Sec. 23 Lectureship; Extraordinary professorship**

- (1) Lecturers (Sec. 39 Para. 3 (SHEA) LHG) must hold courses in their subject or subject area of at least two hours per semester week at Zeppelin University. Holding such courses should not be subject to the payment of a teaching compensation.
- (2) The awarding of the teaching qualification does not constitute a contract of employment nor eligibility for appointment as a university lecturer nor for employment as an academic employee.
- (3) The Senate can grant a lecturer, at the suggestion of the Dean of Zeppelin University Graduate School after two years of teaching in general, the title "extraordinary professor." Sec. 24 applies here.

**Sec. 24 Loss of legal status acquired through habilitation**

- (1) The teaching qualification is terminated
  1. by appointment as a professor at another university;
  2. by appointment as a lecturer or awarding of an appropriate teaching qualification at another university;
  3. by written resignation to the President;
  4. by law in a criminal conviction by a German court, if the judgment would have resulted in the loss of the rights to official status for a civil servant.
  
- (2) The teaching qualification is dormant
  1. while a lecturer is temporarily employed as a professor at Zeppelin University;
  2. while a lecturer is employed as a temporary professor at another university with habilitation rights or substitutes for a professor in a subject for which the teaching qualification was issued;
  3. while a lecturer is employed as a junior professor at a university with habilitation degrees.
  
- (3) The teaching qualification as a lecturer is not reactivated if the employment as a temporary professor or a junior professor is not renewed because the lecturer has not proved successful in teaching.
  
- (4) The teaching qualification may, without prejudice to Secs. 48 and 49 (SAPA) LVwVfG, be revoked if
  1. the lecturer, for reasons for which he or she is responsible, does not hold courses of at least two hours per semester week in his field;
  2. the lecturer commits an act which for a civil servant would result in disciplinary action, and which may only be imposed in a formal disciplinary process;
  3. there is a reason that would justify a withdrawal of official rights for a civil servant;
  4. a regulation measure of Zeppelin University is incontestable against him or her, or there is a violation of the rules of good scientific practice adopted by the Senate of Zeppelin University or such a breach subsequently becomes known;
  5. there is a reason that would justify the case of an official retirement on grounds of invalidity.
  
- (5) The teaching qualification may be revoked if it was obtained by improper means, in particular by deception. The candidate shall be given an opportunity to express himself.
  
- (6) With the expiration or revocation of the teaching qualification, the right to use

the title "lecturer" expires.

### **Sec. 25 Access to files**

The (habilitation) candidate is to be granted access to the case files also after completion of the procedure, even if it was decided according to his or her request. Sec. 29 (SAPA) LVwVfG remains unaffected.

### **Sec. 26 Determining habilitation-level proficiency**

- (1) For the purposes of applying to a professorship at another university, academic staff who are employed by Zeppelin University may apply for a statement of habilitation-level proficiency from ZUGS. At least three self-contained research works, with related content, which were published after the doctoral thesis and did not form part of the thesis, and a complete list of independently delivered lectures and publications to-date must be added to the application. The applicant must also recommend an internal and external reviewer.
- (2) If the publications fulfill the conditions of a cumulative habilitation in accordance with § 12 Para. 2 No. 3 of these regulations, the Habilitation Committee will appoint an internal and an external reviewer for the purposes of assessing proficiency, taking into account the recommendation made by the applicant. The reviewers are required to determine whether the research and teaching achievements, and in particular the research works submitted, are of a level comparable to a completed habilitation proficiency.
- (3) The decision can also be taken during the circulation procedure. The ascertainment of habilitation-level proficiency does not affect the possibility of pursuing habilitation at the Zeppelin University.

### **Sec. 27 Effective date**

- (1) These habilitation regulations go into effect the day after their publication.
- (2) Candidates who have submitted their habilitation thesis at Zeppelin University prior to the coming into force of these regulations will complete their habilitation in accordance with the regulations applicable prior to this revision. Candidates who have received their habilitation in accordance with the regulations in force prior to this revision will retain their authorization and may choose to proceed in accordance either with these revised regulations or the previous regulations. The Graduate School invites candidates to make their choice known. This

choice cannot be revoked. The provisions of these regulations apply to any habilitations submitted after these revised regulations have come into force.

## Attachments

### 1. Subject-specific Regulations for the Faculty of Business and Economics

#### Regarding § 12 Para. 3 No. 2 Requirements for Cumulative Habilitation

In a synopsis compiled for the commission, the candidate will explain the key contributions to knowledge made in a minimum of four highlighted academic works. In the case of individual co-authored works, the sum of the respective individual works weighted with the reciprocal of the number of all referenced authors for the respective works must amount to at least the number 2.5. The synopsis creates a coherent narrative arc between the individual publications, while contextualizing and reflecting on the research. Either German or English should be used.

In the case of co-authored contributions, the pro rata contribution made by the candidate must be clearly indicated. This may, for example, be done in a written declaration, which must be signed by every co-author.

The outstanding quality of the works highlighted in the synopsis, in accordance with international standards, must be demonstrated within the context of an overall evaluation incorporating all of the individual works.

The proof will be considered valid if at least one of the works highlighted in the synopsis has been published, or accepted for publication, in a high-quality publication organ operating a peer-review process. A publication organ will be considered high-quality within the meaning of these regulations if, at the time of submission, it is ranked by the SCImago Journal Rank Indicator (SJRI) as figuring among the top 10 % of all publication organs within a specific subject area or subject category. Alternatively, the VHB JOURQUAL or 'Handelsblatt' ranking valid at the time of submission may be used; high-quality publication organs within the meaning of this regulation are defined as A+ or A journals. For the remaining publications highlighted in the synopsis, a threshold of 20 % applies to SJRI and a classification of B or higher to VHB JOURQUAL or the 'Handelsblatt' ranking.

Specifically in justifiable exceptional cases, the outstanding quality of an individual work may also be demonstrated using appropriate documentation,

including for example, the impact factor of the respective publication organ or corresponding citation rates.

If all of the works highlighted in the synopsis have been co-authored, the candidate must submit at least one additional singly-authored academic text.

Any works that have not yet been peer reviewed in a publication organ at the time of the thesis may be used for the cumulative habilitation. In the case of works that have already been peer reviewed at the time of the thesis, the candidate must provide detailed proof of the extent to which the paper has been substantially altered since that time. Responsibility for determining whether a work will be taken into consideration within the context of the cumulative habilitation falls to the commission.

The candidate is usually expected to provide additional subject-related publications and conference presentations, which will be used by the commission when forming an opinion.

Responsibility for evaluating the candidate's works falls to the habilitation evaluators. It cannot be substituted with the mere reporting of the results of a review process.

## **2. Subject-specific Regulations for the Faculty of Political and Social Sciences**

### **Regarding § 12 Para. 3 No. 2 Requirements for Cumulative Habilitation**

The cumulative habilitation synopsis must contain a minimum of four individual works in total, at least three of which must have been published or have been accepted for publication in English-speaking journals operating a peer-review process.

Moreover, at least one of these works must have been published or accepted for publication in a journal that, at the time of submission, was ranked by the SCImago Journal Rank Indicator (SJRI) among the 10 % of all publication organs in a specific 'subject area' or 'subject category', and another must have appeared in the top 20% of journals. Quality can also be proved if at least three of the individual works have each been published or accepted for publication in journals belonging to the SJRI top 25% in a specific 'subject area' or 'subject category'.

### 3. Subject-specific Regulations for the Faculty of Culture and Communication

#### Regarding § 12 Para. 3 No. 2 Requirements for Cumulative Habilitation

Cumulative habilitations in the Faculty of Culture and Communication require at least six contributions in recognized peer-review journals. Five out of the six contributions must be 'published' or 'accepted'. Moreover, four of the six contributions must have appeared in English-speaking journals; two may have appeared in a German-language journal. Individually authored works are weighted with a factor of 1. A mention as first author is always weighted with at least 0.5 points, including in cases where there are multiple authors. Other authorship mentions are calculated using the reciprocal.

Publication output from the BA, MA or doctorate cannot be taken into account. The doctorate and habilitation must be thematically distinct. A score of at least 3.5 points must be achieved.

#### Final clause

The President has approved these regulations according to Sec. 39, Para. 5 Line 2b (SHEA) LHG.

#### Notice of publication

These regulations were approved, issued and published by the President.

Prof. Dr. Insa Sjurts  
President