

## Information sheet habilitation according to § 103 UG 2002

The application for the *venia docendi* as a private lecturer according to § 103 UG 2002 must be submitted in advance to the Rector's Office (Office of the Vice-Rector for Research) in digital form in pdf format.

In addition, the application including your original signature and a printout (unbound) of the habilitation thesis are required.

Please note the [specified designations](#) for the electronic documents.

### *Application for the *venia docendi**

#### **Required Documents:**

- **Application** ([LastName\\_Habil\\_Applikation.pdf](#)) with exact designation of the habilitation subject (please send the application with original signature or hand it in personally)  
[↓ Download der template](#)
- **Curriculum vitae/CV** ([LastName\\_Habil\\_CV.pdf](#))
- Proof of **academic degrees** ([LastName\\_Habil\\_academic\\_degrees.pdf](#))
- **Habilitation thesis** ([LastName\\_Habil\\_Habilitation\\_thesis.pdf](#)) in digital form as a complete PDF as well as one copy in printed form (double-sided, no binding necessary)
- If more than one author was involved in the submitted Habilitation thesis, a **Statement indicating the applicant's share of such work.** ([LastName\\_Habil\\_Share\\_Work.pdf](#))  
[↓ Download der template](#)
- List of **professional publications** ([LastName\\_Habil\\_Publikationen.pdf](#))
- List of other **scientific achievements** ([LastName\\_Habil\\_Scientific.pdf](#))
- List of **courses held** ([LastName\\_Habil\\_Courses.pdf](#)): Multiple teaching assignments at accredited post-secondary educational institutions to demonstrate teaching skills. (type, number, duration and institution)  
("...A multiple teaching activity is given if teaching events were held several times and over a longer period of time. Repeated lecturing activity is NOT sufficient. Failure to meet the requirement shall result in rejection of the application."  
(according to UG 2002/§103 ErläuterutRV 09)

#### ***It is recommended to bring also the following documents:***

- Confirmation/endorsement by the dean of the relevant faculty
- For further proof of didactic skills, results of course evaluations, proof of completed university didactic training and continuing education *and/or* similar can be submitted.

**According to the Gebührengesetz 1957/§14, a fee is due after submission of the application. You will receive notification of the amount of this fee after submission of the habilitation.**