

## **Guidelines for Writing Habilitations (Postdoctoral Degree)**

### **Motivation**

- to secure the high quality of habilitations
- to secure equal and fair treatment of the candidates
- to determine regulations regarding the content
- to inform candidates at an early stage

These regulations do not affect the Habilitation Regulations of Faculty IV – Electrical Engineering and Computer Science of 20 December 2000 (AMBI, TU 2001, p. 97ff).

### **Habilitations (Postdoctoral Degree)**

A habilitation is the proof of a broad qualification in science and research as well as a qualification for teaching at university level. It is a degree necessary to get a regular professorship at a German university.

### **Habilitation process**

The status of „Habilitation“ is introduced at Faculty IV so that candidates of the faculty get known to the person responsible for habilitations and can be advised/informed by her. Independent on their contract/source of financing the candidate informs the faculty administration about his/her research field and work title about 2 to 6 months in advance. The work title has to be approved by the mentor.

The names of the candidates as well as their research areas are published in-house at the university in order to enable candidates with similar or related/neighboring research areas to contact each other. If the research field changes, the candidate must inform the faculty administration about the change.

Notifying the university that a research assistant has got the status of a habilitation candidate does not mean he/she registered his/her habilitation already, but is a step prior to that. Usually, the habilitation is registered later on.

Two years prior to handing in the written habilitation the candidate has to present and evaluate his/her intermediate results. Contact persons here are the dean or the person responsible for habilitations. The following activities are planned:

- Presenting the research progress in colloquia, meetings of the faculty's professors
- Planning of the publication strategy
- Planning of teaching
- Planning of didactical and pedagogical further education

One year prior to handing in, the candidate has to register his/her habilitation.

## **Habilitation Thesis**

A habilitation usually has the form of a monography. In certain cases the form of a cumulative habilitation thesis might be approved. This, however, has to be explained and applied for. Here, further requirements have to be met:

### *Publication of cumulative habilitations*

- Dissertations or publications from dissertation theses cannot be considered in the habilitation thesis. Publications from different work areas from the time before the dissertation can only be considered in explained exceptional cases.
- Typically, at least 5 substantial publications in top conferences or journals are required. The mentor of the candidate has to state and evaluate his/her publications and rankings of conferences or journals as well as acceptance rates in a detailed way.
- §5 (3) regulates the following: ‘If scientific works which have been published with other scientists are evaluated, the contribution of the candidate must be clearly stated and indicated’. Just stating the percentage of the own contribution is not sufficient. The contribution of the candidate him-/herself must be indicated clearly in the text.
- Furthermore, the regulations of the ‘Bulletin for Dissertations/Habilitations of faculty IV’ are applicable.

## **Habilitation Committee**

The habilitation committee consists of at least three members:

- the dean as the head of the committee
- a professor of faculty IV and
- a further professor of TU Berlin or another university according to §6(2) clause 4 of the habilitation regulations.

The advisor of the habilitation should also be a member of the habilitation committee.

## **Evaluation**

There have to be at least three evaluations.

- One evaluation is written by the advisor of the habilitation
- Two further evaluations are written by external reviewers, who are professors of other universities according to §6 (2) clause 4 (Habilitation regulations).

As is the case with appointments for professorships, the external reviewers must not have a direct relation to the candidate’s research group like e.g. former members of the research group do. Furthermore, they must not have any publications with the candidate.