

Please note that ONLY the German version of these regulations is legally binding. The English translation is provided for informational purposes only.

**General habilitation regulations
of the Catholic University of Eichstätt-Ingolstadt
Dated March 29, 2006**

Amended by the statutes dated December 5, 2008

Preliminary notes on language use:

Men and women have equal rights according to Article 3 (2) of the German Basic Law. All terms relating to individuals and functions are equally valid for men and women.

On the basis of Article 5 (3)(1) of the Concordat with the Holy See (BayRS 2220-1-K), the Catholic University of Eichstätt-Ingolstadt issues the following general habilitation regulations:

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Part 1: General provisions

Section 1

Purpose of the habilitation, academic title, and scope of application

- (1) ¹The aim of the habilitation is to formally determine an applicant's academic and pedagogical suitability to be a professor in a specific subject (ability to teach). ²Once his or her ability to teach has been confirmed, the person who has completed a habilitation is awarded the title *habilitierter Doktor* (Dr. habil.). ³The aim of the habilitation procedure is to give especially qualified young researchers the opportunity to take on tasks in research and teaching independently, and to obtain the qualifications necessary for appointment to a professorship under the academic supervision of a mentoring committee (*Fachmentorat*), generally within four years.
- (2) These general habilitation regulations apply to all faculties of the Catholic University of Eichstätt-Ingolstadt with the exception of the *Fachhochschule* faculties.

Section 2

Procedural principles

- (1) In order to complete a habilitation the applicant must be admitted as a habilitation candidate.
- (2) ¹The applicant must submit a written application for admission as a habilitation candidate to the dean responsible. ²The application must specify the subject in which the applicant aims to complete a habilitation. ³In addition, the documents specified in Section 6 must be attached to the application.
- (3) ¹A decision on whether to accept the application must be made within a reasonable amount of time at the faculty council's discretion. ²The application may be withdrawn provided that the faculty council has not yet made a decision.
- (4) Before an application is rejected, the applicant must be given the opportunity to make a statement.
- (5) ¹The dean informs the applicant of all decisions by the faculty council and the mentoring committee in writing. ²If the application is rejected, reasons for the decision and information on the right to appeal must be provided, and proof of receipt of the rejection letter must be obtained.

Section 3

Responsibility and course of business

- (1) The habilitation procedure can be carried out in any of the subjects represented by a professor at the Catholic University of Eichstätt-Ingolstadt.
- (2) ¹The habilitation procedure is carried out by the faculty to which the subject in which the applicant aims to complete a habilitation belongs. ²Before the habilitation procedure is carried out, the faculty must obtain the management committee's agreement if the habilitation could affect the financial concerns of the Catholic University of Eichstätt-Ingolstadt. ³Agreement should be denied in particular if the faculty is not in a position to provide the basic funding that is required for the habilitation procedure and is sufficient to allow third-party funding to be acquired.
- (3) ¹The faculty council of the faculty responsible is responsible for all decisions with regard to the habilitation procedure in as far as they are not made by the mentoring committee. ²Where the faculty council is responsible for decisions related to the habilitation procedure, all professors who are members of the faculty have the right to vote on the decision. ³Professors who are not members of the faculty council may only vote if they inform the dean in writing that they wish to exercise their right to vote no later than one week before the meeting. ⁴The results of

the vote by the members of the faculty council and the vote by the professors who are not members of the faculty council must be determined separately.

- (4) ¹The faculty council is quorate when all members have been properly invited to the meeting and the majority of the members are present and eligible to vote. ²The faculty council and professors who are entitled to vote according to Paragraph 3 (3) make decisions in the meetings by majority vote. ³Abstentions, secret ballots, and transfer of votes are not permitted. ⁴In the event of a tied vote the chairperson's vote is decisive.

Part 2: Procedure for admission as a habilitation candidate

Section 4 Requirements for admission

- (1) The requirements for admission as a habilitation candidate are that
1. the applicant fulfills the academic requirements according to Section 5
 2. for international applicants: the applicant provides proof of sufficient German language proficiency; this is to be provided in the form of a pass in the *Test Deutsch als Fremdsprache* (TestDaF) (at least level 4) or a comparable qualification
 3. the subject in which the applicant intends to complete a habilitation is represented by a professor at the faculty
 4. the applicant has not previously failed and is not currently pursuing a habilitation procedure in the same or a related subject at another university
 5. the applicant has not had an academic degree revoked and no circumstances exist that justify revocation of any of his or her academic degrees
 6. the applicant provides proof of his or her pedagogical aptitude; detailed provisions in this regard are laid down in the faculty habilitation regulations
- (2) Admission is revoked if the habilitation candidate no longer fulfills the requirements under Paragraph 1 (5) at any time during the habilitation procedure.

Section 5 Academic requirements for admission

- (1) ¹The academic requirements for the applicant's admission are
1. a degree from a university or equivalent institution in Germany or abroad; when determining whether degrees from foreign universities are equivalent, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference and agreements concluded with partner universities must be taken in consideration
 2. an exceptional ability to conduct academic research, generally demonstrated through a doctoral degree with a minimum overall grade of 'magna cum laude' or an equivalent degree with an above-average overall grade

²The requirement specified in Clause 1 (1) is considered fulfilled if the applicant was admitted to a doctoral examination procedure on the basis of the regulations that apply to particularly talented graduates of *Fachhochschulen*.

- (2) The faculty council may make an exception from the requirement specified in Paragraph 1 (2) that the doctoral degree or equivalent academic degree must have a minimum overall grade of 'magna cum laude' or an above-average overall grade if the applicant has demonstrated his or her exceptional ability to conduct academic research through alternative outstanding academic achievements.

- (3) The faculty habilitation regulations may stipulate additional requirements for specific subjects, in particular requirements for the applicant to have additional degrees or to have passed particular state examinations or to have work experience in his or her subject if these are necessary due to the nature of the subject.
- (4) The faculty habilitation regulations for the Faculty of Theology may stipulate that an applicant may only be admitted to the habilitation procedure if he or she presents confirmation from the bishop responsible that no circumstances exist that justify refusal to grant him or her authorization to teach for the subject Catholic theology.

Section 6 Required documents

The following must be submitted with the application for admission as a habilitation candidate:

1. a résumé that includes information in particular on the applicant's prior education, the courses and lectures that he or she has given, and his or her research activities
2. proof of all degrees that have been obtained and state examinations that have been passed
3. a recent certificate of conduct (*Führungszeugnis*) if the applicant is not employed in public service
4. proof of German language proficiency if the applicant is from a non-German-speaking country
5. a declaration on previous or ongoing habilitation procedures
6. if applicable, proof of additional academic qualifications
7. a complete publication list

Section 7 Mentoring committee

- (1) ¹Upon acceptance of the applicant as a habilitation candidate the faculty council appoints a mentoring committee (*Fachmentorat*) that is responsible for evaluating the habilitation thesis and for the continuous evaluation of the habilitation procedure. ²The mentoring committee consists of three professors or university lecturers in the sense of Article 2 (2)(1) and (2)(2) BayHSchPG. ³If necessary, the mentoring committee may invite additional professors and university lecturers according to Paragraph 2 to attend its meetings in an advisory capacity. ⁴At least one of the members of the mentoring committee must be a professor of the faculty; more detailed provisions may be laid down in the faculty habilitation regulations. ⁵The habilitation candidate has the right to suggest who should be appointed as members of the mentoring committee.
- (2) If a member of the mentoring committee leaves the committee due to illness or death, the faculty appoints a replacement under consideration of Paragraph 1.
- (3) ¹The mentoring committee takes on a supportive and protective role for the habilitation candidate. ²It determines a written agreement with the candidate detailing the nature and scope of the activities in research and teaching that are required for a habilitation. ³The faculty council must be informed of this. ⁴If the habilitation candidate's native language is not German, the agreement must specify that the habilitation candidate must provide proof of German language proficiency at the level of the *Deutsche Sprachprüfung für den Hochschulzugang* (DSH) or equivalent by the time that the interim evaluation is conducted. ⁵The mentoring committee also supports the habilitation candidate with the implementation of the agreement and with ensuring that basic funding that is sufficient to allow third-party funding to be acquired is provided by the University insofar as it is required for the planned work, and guides the progress of the qualification activities in research and teaching. ⁶It makes decisions on whether to extend the period during which the status of habilitation candidate applies on the basis of important reasons. ⁷It conducts the interim evaluation and the final academic evaluation.

Part 3: Habilitation procedure

Section 8

Length and scope of the habilitation

- (1) ¹The status of habilitation candidate is generally limited to a period of four years plus the length of the final evaluation procedure according to Section 10. ²If there are exceptional reasons for doing so, the mentoring committee should extend the period, in particular in the case of periods of parental leave or an employment ban according to the regulations governing maternity protection for public servants (*Beamtinnen*) and in the case of habilitation candidates who are not members of the university.
- (2) ¹In the habilitation procedure the habilitation candidate's
1. pedagogical aptitude demonstrated through academic qualification and independent teaching activities according to Paragraph 3 and
 2. ability to conduct independent research demonstrated through a habilitation thesis or a collection of academic publications considered equivalent to a habilitation thesis according to Paragraph 4

are confirmed. ²Academic qualification in the sense of Clause 1 (1) means professional development measures in the field of university teaching methods.

- (3) ¹The evaluation of pedagogical aptitude is based on performance in teaching, which is evaluated in particular on the basis of the results of teaching evaluations and written documentation on classes or observation of classes. ²With the agreement of the mentoring committee, the dean entrusts habilitation candidates who are employed at the University as research assistants (*wissenschaftliche Assistenten*) or research associates (*wissenschaftliche Mitarbeiter*) with independent tasks in research and teaching. ³Insofar as habilitation candidates are not members of the University, the mentoring committee ensures in consultation with the faculty that the habilitation candidate is able to acquire qualifications in academic teaching and is given sufficient opportunity to teach. ⁴In such cases, the habilitation candidate should teach courses in his or her subject amounting to a specific number of hours specified in the agreement. ⁵These courses may be any of the courses specified in the examination regulations, study regulations, and curriculum for the subject. ⁶The mentoring committee produces a teaching report on the habilitation candidate's performance in teaching.
- (4) ¹The habilitation candidate must write a habilitation thesis. ²A Diplom thesis or other thesis, in particular a doctoral thesis, may not be used as a habilitation thesis. ³The faculty habilitation regulations must regulate the requirements that must be met in order for a collection of academic publications to be considered equivalent to a habilitation thesis according to Paragraph 2 (2).

Section 9

Interim evaluation

- (1) ¹The mentoring committee is responsible for ensuring that the interim evaluation is conducted properly. ²After two years the mentoring committee presents the result of the interim evaluation at its own initiative.
- (2) The mentoring committee determines whether it is likely that the habilitation candidate will be able to meet the performance criteria that have been agreed on.
- (3) ¹If the mentoring committee determines that the habilitation candidate is unlikely to be able to meet the performance criteria, the faculty council may dissolve the mentoring committee. ²The habilitation procedure is terminated with the dissolution of the committee. ³If the result of mentoring committee's interim evaluation is positive, the habilitation procedure is continued

without a specific decision by the faculty council in this regard. ⁴The faculty council must be informed of the result of the interim evaluation.

- (4) ¹If the mentoring committee fails to conduct an interim evaluation despite being requested to do so by the habilitation candidate, the habilitation candidate may continue the procedure without an interim evaluation. ²The habilitation candidate must inform the faculty council of this immediately.
- (5) The habilitation candidate may withdraw from the habilitation procedure up until the faculty council makes a decision.
- (6) The habilitation candidate receives written confirmation of the result of the interim evaluation from the dean.

Section 10 Final evaluation procedure

- (1) ¹If the habilitation procedure is continued after the interim evaluation, after the performance criteria for the habilitation have been met an academic evaluation is conducted by the mentoring committee, which should obtain at least one external review. ²The evaluation should generally take no longer than three months. ³The teaching report according to Section 8 (3) must be taken into consideration in the evaluation. ⁴The mentoring committee recommends that the faculty council should judge the habilitation procedure as successfully completed if the applicant has fulfilled the performance criteria that were agreed on. ⁵The dean obtains a decision on the mentoring committee's recommendation from the faculty as soon as possible and within four months at the latest; if no decision is made within this period the habilitation procedure is judged as successfully completed.
- (2) If the mentoring committee determines that the performance criteria have not been met or were not met within the period specified in Section 8 (1) and are also unlikely to be met if an appropriate extension is granted, the faculty council dissolves the mentoring committee; the habilitation procedure is simultaneously terminated.

Section 11 Completion of the habilitation procedure

Upon successful completion of the habilitation procedure, the applicant is awarded a certificate signed by the president of the Catholic University of Eichstätt-Ingolstadt and the relevant dean.

Section 12 Authorization to teach

- (1) The habilitation candidate may submit an application to be granted authorization to teach (*Lehrbefugnis*) temporarily, under the condition that the habilitation procedure is judged as successfully completed, to be decided on in the faculty council meeting in which a decision is to be made on whether to judge the habilitation procedure as successfully completed.
- (2) ¹If the habilitation procedure is judged as successfully completed, the Catholic University of Eichstätt-Ingolstadt Foundation grants authorization to teach in the subject in which the habilitation was completed. ²A person who is granted authorization to teach is permitted to use the title *Privatdozent* or *Privatdozentin*.
- (3) In order to be granted authorization to teach at the Faculty of Theology and in the subjects theology, religious education, and didactics of religious education, the habilitation candidate must provide confirmation from the bishop of the diocese responsible that he or she fulfills the Church's requirements.

Part 4: Transitional and final provisions

Section 13 Transitional provisions

Applicants who began working on their habilitation thesis before these general habilitation regulations entered into force and wish to continue the procedure according to the applicable faculty habilitation regulations of the Catholic University of Eichstätt-Ingolstadt that were in place before these general habilitation regulations entered into force may carry out their habilitation procedure according to the applicable faculty habilitation regulations, providing that they inform the dean responsible of this in writing within six months of the date on which the version of the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*, BayHSchG) dated July 9, 2003, entered into force.

Section 14 Entry into force

These statutes enter into force with effect from August 1, 2003.