

**This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.**

The Faculty Council of the Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover resolved on 04.06.2025 the following amended habilitation regulations. The Presidential Board approved the amendments on 18.06.2025.

## **Amended Habilitation Regulations of the Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover**

The Faculty of Economics and Management issued the following habilitation regulations as per the constitution of Gottfried Wilhelm Leibniz Universität Hannover.

### **Section 1 Purpose of the Habilitation**

<sup>1</sup>The Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover (faculty) confers the *venia legendi* (qualification to teach at the professorial level) through the habilitation proceedings. <sup>2</sup>The qualification to teach at the professorial level confers the right to conduct independent teaching.

### **Section 2 Admission Requirements**

- (1) The requirements for admission to the habilitation proceedings are:
- a) a qualified doctorate or evidence of an equivalent qualification,
  - b) evidence of eligibility for a professorship in the subject area in which the candidate is seeking the qualification to teach at the professorial level through research performance after completing their doctorate; the faculty council may resolve and publish general principles on this matter,
  - c) evidence of academic teaching, as a rule for multiple semesters, in the form of evaluations,
  - d) that the candidate is not undergoing habilitation proceedings in the same or a similar subject area and has not already been unsuccessful twice in such proceedings at a university.
- (2) Admission may be denied only if the candidate does not fulfil the formal requirements of the habilitation as per paragraph 1 in their application as per section 5 or if the qualification to teach at the professorial level to be granted would immediately be terminated, withdrawn or revoked.

### **Section 3 Habilitation Work**

- (1) <sup>1</sup>The habilitation work comprises an independent habilitation thesis and an academic lecture with a subsequent colloquium. <sup>2</sup>Both pieces of work must be in German or English.
- (2) <sup>1</sup>The habilitation thesis is an independent academic achievement in a subject area for which the candidate is seeking the qualification to teach at the professorial level. <sup>2</sup>It must represent a major advance in academic scholarship.
- (3) <sup>1</sup>In place of an independent habilitation thesis, the candidate may submit multiple academic papers that have been published or are intended for publication; the papers must not have been taken from the doctoral thesis. <sup>2</sup>In the case of joint works of research, a declaration on each person's contributions must be included.
- (4) The purpose of the academic lecture with a subsequent colloquium is to provide evidence of the candidate's ability to appropriately present and discuss matters and problems in the subject area of the desired qualification to teach at the professorial level. <sup>2</sup>In addition, sufficient familiarity with other problems of the subject area in a narrower and broader sense is expected.

- (5) <sup>1</sup>If one of the achievements mentioned in paragraphs 1 and 3 is rejected, the entire habilitation has been failed. <sup>2</sup>A habilitation attempt may be resat only once. <sup>3</sup>Habilitation attempts at other universities are to be taken into account. <sup>4</sup>A new application for admission to the habilitation may be submitted at the earliest after 12 months and must be submitted at the latest within 24 months. <sup>5</sup>If the academic lecture with a subsequent colloquium is rejected, then only this requirement must be resat, not the written habilitation work. <sup>6</sup>Resit of the habilitation work mentioned in the previous sentence must be applied for within one year. <sup>7</sup>If the candidate misses a deadline, decides against a resit or if their achievement does not fulfil the requirements a second time, the habilitation proceedings are terminated.

#### **Section 4 Habilitation Commission**

- (1) <sup>1</sup>The habilitation commission comprises the dean and six additional members of the faculty with voting rights who hold a habilitation or an equivalent qualification and have at least half the regular working hours or half the average amount of official duties of the corresponding full-time personnel at the faculty. Associates of the faculty are excluded from involvement in the habilitation commission and the habilitation proceedings. Additional members may be consulted in an advisory capacity and without voting rights through a resolution of the habilitation commission.  
<sup>2</sup>In addition, a member of the group of academic staff and a student member of the faculty shall participate in the meetings of the habilitation commission, acting in an advisory role. <sup>3</sup>The dean shall serve as chair, with voting rights. <sup>4</sup>The six members with voting rights and the same number of deputies shall be elected by the faculty council to serve for four years. The advisory member from the group of academic staff and their deputy shall be elected to serve for two years, the advisory member from the group of students and their deputy for one year.
- (2) <sup>1</sup>The reviewers appointed to review the habilitation thesis shall be involved in the habilitation proceedings with voting rights. <sup>2</sup>Members of the faculty holding a habilitation or equivalent qualification who fulfil the conditions concerning membership as per section 4 paragraph 1 sentence 1 may participate with voting rights in the habilitation proceedings if they inform the dean in writing within two weeks of commencement of the habilitation proceedings that they would like to exercise their voting rights. <sup>3</sup>The decision-making capacity of the commission shall not be affected by the absence of the members with voting rights as per sentence 2.
- (3) <sup>1</sup>The habilitation commission shall make the decisions required as per these habilitation regulations provided they are not assigned by these regulations to the dean or the faculty council. <sup>2</sup>The meetings of the habilitation commission are not open to the public. <sup>3</sup>The members of the habilitation commission are obliged to maintain confidentiality.
- (4) <sup>1</sup>Decision-making capacity is governed by the constitution of Gottfried Wilhelm Leibniz Universität Hannover. <sup>2</sup>Paragraph 2 sentence 4 shall remain unaffected. <sup>3</sup>Votes in the habilitation commission shall be roll call votes. <sup>4</sup>Abstentions are not permissible. <sup>5</sup>External reviewers may cast their votes in writing. <sup>6</sup>Decisions of the habilitation commission are to be recorded in minutes in writing.

#### **Section 5 Habilitation Application**

The habilitation application is to be submitted to the dean's office along with the following documents:

1. three bound copies and one electronic version of the habilitation thesis,
2. certified copies of the doctoral certificate and the other academic degree certificates and certificates of results,
3. a complete list of the candidate's academic publications; the five most important academic publications are to be indicated and their DOIs are to be provided if available.
4. an overview of the candidate's academic teaching activities,
5. a curriculum vitae with information on personal and professional experience,
6. declarations on previous habilitation attempts,

7. a declaration by the candidate that no scientific misconduct within the meaning of the Regulations of Gottfried Wilhelm Leibniz Universität Hannover for Safeguarding Good Scientific Practice, as amended, occurred in preparation of the written habilitation work.
8. the name of the subject area for which the candidate is seeking the qualification to teach at the professorial level and
9. proposals for reviewers and three proposed topics for the academic lecture with a colloquium.

### **Section 6 Commencement of the Habilitation Proceedings**

- (1) <sup>1</sup>After receipt of the habilitation application, the dean shall review the documents submitted by the candidate as per section 5 for completeness and if they are complete shall convene the habilitation commission.
- (2) <sup>1</sup>The habilitation commission shall decide whether or not to commence the habilitation proceedings on the basis of the report by the dean and the documents submitted. <sup>2</sup>The members and associates of the faculty holding a habilitation or equivalent qualification shall be informed of the commencement of the habilitation proceedings.
- (3) <sup>1</sup>As long as no review within the meaning of section 7 has been submitted to the dean, the candidate may withdraw from the proceedings without giving reasons. <sup>2</sup>The date of withdrawal is deemed to be the date of receipt of the application for withdrawal by the dean of the faculty.
- (4) The duration of the habilitation proceedings should not be more than one year in total.

### **Section 7 Assessment of the Habilitation Thesis**

- (1) <sup>1</sup>If the habilitation proceedings are commenced, the habilitation commission shall appoint at least two reviewers holding a habilitation or an equivalent qualification to assess the written habilitation work. <sup>2</sup>Each of these shall prepare a written report within a maximum of three months in which they recommend acceptance or rejection of the habilitation thesis following a thorough appraisal. <sup>3</sup>If this deadline has been missed, a new reviewer may be appointed.
- (2) <sup>1</sup>The members of the habilitation commission with voting rights have the right to submit votes in writing to accept or reject the habilitation thesis. <sup>2</sup>The dean's office shall make the electronic version of the habilitation thesis, the reviews and the votes available to the members of the habilitation commission.

### **Section 8 Decision Upon the Habilitation Thesis**

- (1) The habilitation commission shall decide about acceptance or rejection of the habilitation thesis on the basis of all written reviews submitted.
- (2) <sup>1</sup>The habilitation commission shall determine the date and the topic for the academic lecture with a subsequent colloquium. <sup>2</sup>The topic should be selected from the three topics proposed by the habilitation candidate. <sup>3</sup>The habilitation candidate shall be informed of the date at least two weeks in advance.

### **Section 9 Academic Lecture and Colloquium**

- (1) Following acceptance of the habilitation thesis, the dean's office shall invite the members and associates of the faculty to the academic lecture and colloquium.
- (2) <sup>1</sup>The lecture and colloquium are open to all members and associates of the university; each should have a duration of approximately 45 minutes. <sup>2</sup>The session shall be chaired by the dean.

### **Section 10 Decision Upon the Habilitation**

Following the colloquium, the habilitation commission shall decide upon the habilitation and the definition of the qualification to teach at the professorial level.

**Section 11 Degree Certificate**

- (1) <sup>1</sup>Following the decision about the habilitation, the habilitation shall be conferred by presenting a habilitation certificate signed by the president and the dean and the qualification to teach at the professorial level shall be granted. <sup>2</sup>The certificate shall indicate the date of the colloquium and the subject area for which the qualification to teach at the professorial level has been obtained.
- (2) Conferral of the qualification to teach at the professorial level entitles the holder to bear the title “*Privatdozentin*” or “*Privatdozent*” (Pd’in, PD, lecturer); “habil.” may be added to the doctoral title to refer to the habilitation.

**Section 12 Access to Records**

Upon application within one year of the conclusion of the proceedings, the habilitation candidate is to be granted access to records, including to the reviews prepared.

**Section 13 Legal Status of the *Privatdozentin* or *Privatdozent* (lecturer), Titular Teaching**

<sup>1</sup>In consultation with the faculty, the *Privatdozentin* or *Privatdozent* (lecturer) has the right and the obligation to teach their own independent courses in the subject area or field of the habilitation at Gottfried Wilhelm Leibniz Universität Hannover on an unpaid basis (titular teaching). <sup>2</sup>As a rule, the amount of titular teaching is one semester hour per week (*Lehrveranstaltungsstunde*); upon substantiated application, the dean may permit temporary exceptions. <sup>3</sup>Independent teaching on the basis of temporary lecturing contracts (*Lehraufträge*) shall be credited towards this obligation.

**Section 14 Transferral of the Habilitation**

<sup>1</sup>The habilitation commission shall decide upon a transferral of the habilitation if the qualification to teach at the professorial level was obtained at another university. <sup>2</sup> Otherwise, the provisions of these habilitation regulations shall be applied accordingly.

**Section 15 Termination, Withdrawal and Revocation of the Qualification to Teach at the Professorial Level**

- (1) The qualification to teach at the professorial level shall be terminated by relinquishment, appointment to a professorship at another university-status institution or transferral of the habilitation.
- (2) <sup>1</sup>The qualification to teach at the professorial level may be revoked if the *Privatdozentin* or *Privatdozent* (lecturer) has been convicted of an intentional scientifically relevant act by a final judgment to imprisonment of at least one year. <sup>2</sup>In addition, the qualification to teach at the professorial level may be revoked if the *Privatdozentin* or *Privatdozent* (lecturer) does not fulfil their requirement for titular teaching as per section 13.
- (3) The granting of the qualification to teach at the professorial level may be revoked in accordance with the applicable legal provisions, applying the Regulations of Leibniz University Hannover for Safeguarding Good Scientific Practice.
- (4) <sup>1</sup>The determination as per paragraph 1 shall be made by the dean. <sup>2</sup>The decision as per paragraphs 2 and 3 shall be made by the faculty council after hearing the *Privatdozentin* or *Privatdozent* (lecturer).
- (5) <sup>1</sup>In the cases under paragraphs 2 and 3, the person affected must no longer use the designation *Privatdozentin* or *Privatdozent* (lecturer) or “habil.” added to the doctoral title. <sup>2</sup>The habilitation certificate must be returned or shall be confiscated.

**Section 16 Conferral of the Title “Professor” Upon Other Persons at the Faculty who Hold the Title Professor (*außerplanmäßige Professorinnen* and *Professoren*)**

- (1) Upon substantiated application submitted by the faculty and following a statement by the Senate on the basis of two external reviews, the Presidential Board may confer upon individuals other than junior professors who fulfil the requirements for employment as professors, in particular *Privatdozentinnen* or *Privatdozenten* (lecturers) and those leaders of independent junior research groups who are funded on the basis of an external evaluation procedure by a research funding institution (in particular by the

Emmy Noether Programme of the DFG, the Volkswagen Foundation, the European Research Council or comparable organisations) the academic title “professor” as an “*außerplanmäßige Professorin*” or “*außerplanmäßiger Professor*” (other person at the faculty who holds the title professor) if they fulfil the requirements as per paragraph 3.

- (2) <sup>1</sup>This is subject to the condition that an institute has submitted an application to the dean's office for conferral of the title “professor” to a particular individual who is a member of the institute. <sup>2</sup>The longer-term involvement of the academic in question is to be described in the application. <sup>3</sup>In addition, the academic’s curriculum vitae, a compilation of the courses they are currently teaching or have already taught, a list of publications as well as the doctoral certificate and the habilitation certificate in certified form or the determination of the existence of achievements equivalent to a habilitation are to be submitted along with the application. <sup>4</sup>In the event that the individual is not a member of any institute, the dean's office directly shall submit the application.
- (3) The academic to whom the title “professor” is to be conferred must fulfil the following requirements:
- a) the requirements for employment as a professor are fulfilled,
  - b) a habilitation or achievements equivalent to a habilitation in a field represented at the faculty,
  - c) evidence of at least two years or four semesters of successful teaching at Gottfried Wilhelm Leibniz Universität Hannover after the habilitation or following the fulfilment of the requirements for employment as a professor; leaders of independent junior research groups must provide evidence of a successful teaching evaluation and an external, positive review of research accomplishments,
  - d) a distinct development of their independent research work during the time of teaching must be discernible so that the academic appears suitable for an appointment to a W2 or W3 professorship,
  - e) the academic should be a member of Gottfried Wilhelm Leibniz Universität Hannover.
- (4) <sup>1</sup>The dean's office shall review the application, calling in individuals closely related to the field, as appropriate. <sup>2</sup>If the requirements for the application and the requirements concerning the academic are fulfilled, the application shall be forwarded to the habilitation commission for further consultation. <sup>3</sup>The composition of the habilitation commission is based on section 4 paragraph 1. <sup>4</sup>The executive director of the institute submitting the application must be heard in an advisory capacity. <sup>5</sup>The habilitation commission shall obtain two external reviews and shall prepare an extensive application and report appraising the individual and shall present these to the faculty council for a resolution. <sup>6</sup>The faculty council shall decide, on the basis of the report presented and on the reviews prepared, whether to submit the application to the Presidential Board to confer the title “professor”.
- (5) <sup>1</sup>The academic title “professor” is conferred only for the duration of teaching at least one semester hour per semester at Gottfried Wilhelm Leibniz Universität Hannover. <sup>2</sup>Section 15 paragraph 2 shall apply accordingly.

### **Section 17 Right of Junior Professors to Hold the Title “Professor”**

Junior professors whose achievements have been evaluated and reviewed successfully as per section 30 paragraph 4 sentence 2 Lower Saxony Higher Education Act (NHG) and whose employment as professors is not continued after the end of their employment subsequently have the right to hold the title “professor” as long as they regularly teach at least one semester hour per semester at Gottfried Wilhelm Leibniz Universität Hannover. <sup>2</sup>Section 15 paragraph 2 shall apply accordingly. <sup>3</sup>The right is terminated as soon as the individual enters other employment as a professor.

### **Section 18 Procedural Provisions**

- (1) <sup>1</sup>The dean is to inform the applicant immediately of decisions of the habilitation commission. <sup>2</sup>Non-beneficial administrative acts as per these habilitation regulations are to include reasons in writing; notification of such acts must include information on legal remedies. <sup>3</sup>An objection to a decision based on the evaluation of habilitation work may be filed with the dean within one month of notification of the decision.
- (2) The faculty council shall make a decision regarding the objection.

**Section 19 Entry into Force**

<sup>1</sup>These habilitation regulations shall be published in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover following approval by the Presidential Board. <sup>2</sup>They shall enter into force the day after publication.