Guidelines for the new Habilitation process

Before submission of an application for Habilitation the Habilitand must introduce himself/herself briefly to the respective Head of Department.

The Habilitation application shall be addressed to the Dean. The Dean will examine the application.

Persons who have graduated in another country must contact the Acceptance and Matriculation Office in Munich (Tel. 089/289-22034) for “Accreditation of a foreign university degree as a pre-requisite for Habilitation”.

The Dean’s Office will send the officially examined Habilitation application to the Head of Department for expert opinion by the Departmental Council [Fakultätsrat].

The Departmental Council decides on the acceptance as Habilitand and appoints the Fachmentorat. The composition of the Fachmentorat [committee] should avoid too closely related scientific disciplines of the individual members. The Fachmentorat [committee] acts in the name of and on behalf of the Faculty.

As a rule the status as Habilitand is limited to four years plus the duration of the evaluation procedure.

The Dean shall inform the Habilitand in writing that he has been accepted. The Fachmentorat is appointed with the letter from the Dean to the Chairman.

At the earliest in consultation with the Habilitand the Fachmentorat determines, under the framework of a targets agreement [Zielvereinbarung] entered into between Habilitand and Faculty, the type and scope of performance in research and teaching necessary for Habilitation. This must contain the criteria of the intermediate evaluation. The Dean countersigns the targets agreement.

At the end of the first two years the Fachmentorat conducts an intermediate evaluation [Zwischenevaluierung]. The period begins on the day after the performance targets agreement was entered into. Under the terms of the intermediate evaluation, at the lecture given by the Habilitand open to the university [hochschulöffentlichen Vortrag] an attendance list shall be signed by all those taking part, whereby it is expected that at least three professors from the Departmental Council [Fakultätsrat] and at least one Students’ Representative from the Departmental Council are present. The Chairman of the Fachmentorat is responsible that this is actually the case. The announcement of the lecture shall be sent out via the Dean’s Office to all full professors and members of the Departmental Council per mail.

As an e-mail circular letter, the appropriate form and the draft of the intermediate evaluation, not yet signed by the Fachmentorat and with the attachment of the target agreement, a short and precise summary of the work, curriculum vitae, list of publications and overview of teaching assignments (if not recorded on the form) shall be sent to all active
university professors of the faculty. The Dean’s Office shall receive from the Chairman of the Fachmentorat the appropriate documents in full per e-mail. If within 14 days no justified objections have been filed, the Habilitation process shall be continued and the intermediate evaluation is now signed by the Fachmentorat [committee]. The result of the intermediate evaluation shall be notified to the Habilitand by the Dean.

Bases for the decision of the intermediate evaluation [Zwischenevaluierung] shall be (as set forth in § 10 subsection 2):

- Lecture open to all members of the university [hochschulöffentlicher Vortrag] on the scientific field of research undertaken by the Habilitand and the current status of his work. Organization is undertaken by the Fachmentorat
- Teaching performance (average 2 SWS during the period of the Habilitation process or recognition of teaching performance already evidenced by the Habilitand prior to acceptance)
- Previous publications
- Participation in programs for further academic and scientific qualifications and other subject-related achievements.

Final Assessment [Schlussbewertung]
On completion of the written Habilitation thesis [Habilitationsschrift], the Habilitand shall submit 7 copies to the Dean’s Office (1 copy to be held in the Dean’s Office, 6 mandatory copies for the TUM library) together with the supplementary forms “Declaration” and “Summary for the TUM annual records”. The Chairman is requested by the Dean to obtain an expert opinion from all the members of the Fachmentorat (the Chairman also writes his opinion). The Chairman shall record the letters of reference received. When all reference opinions have been received, the Chairman then examines whether the Habilitation requirements have been fulfilled and submits a decision proposal (final assessment) [Schlussbewertung] to the Dean. All university professors of the faculty will be informed by e-mail that the reference opinions of the members of the Fachmentorat and the Habilitation document involved are to be available to view for four weeks in the Dean’s Office. After expiry of the period of notice the teaching qualification [Lehrbefähigung] shall be determined by the Departmental Council [Fakultätsrat] in respect of the specialist field. By this deadline, information of Habilitation statistics (especially information on the specialist field and employment statistics) is required.

The certificate in respect of teaching qualification will then be issued by the Technische Universität München. The Habilitation Certificate [Habilitationsurkunde] will be given to the Habilitand by the Dean.

In order to achieve this teaching license [Lehrbefugnis] the Habilitand must address an informal application to the Dean, in which he requests the granting of the license to teach the respective subjects. The Habilitand must outline the teaching performance that he will bring and to what extent he will render this performance on behalf of the WZW. The respective faculty shall be involved in the procedure.

The relevant forms can be found on our website (http://www.wzw.tum.de) under the heading “Habilitations”.