

Procedure of habilitation committees

- **Constituting and first working session:**

- Election of the chairperson and appointment of the secretary.
- Disclosing of any close relationships to the applicant.
- Discussion of the reviews and possible statements and judgement of the scientific qualification.
- Judgement of the didactical qualification and possible requisition of didactical reviews.
- Decision about the public habilitation colloquium. The colloquium consists of a teaching lecture, a scientific lecture and the discussion with the audience. For the teaching lecture, the applicant is often given a specific topic. It should rather not come from the applicant's core research area, and it should be of practical use for the student part of the audience. The choice of the topic of the scientific lecture is often be left to the applicant.

- **Habilitation colloquium:** Moderation by the committee chair.

- **Second working session:**

- Judgement of the colloquium.
- Decision about the necessary excellent scientific qualification.
- Decision about the necessary didactical qualification.
- Decision about the award of the teaching authorization.
- Decision about the recommendation regarding the assignment to a department.

- **Closing:**

- Preparation of the final report.