



## **Habilitation Proceedings Timeline**

Habilitation proceedings are a type of official administrative procedure. Therefore, the provisions of the General Administrative Procedure Act (*Allgemeines Verwaltungsverfahrensgesetz*, AVG) apply. In § 73 (1), the AVG states, "Unless provided differently in the administrative rules and regulations, the authorities are obligated to issue an administrative decision on submissions of parties [...] without undue delay, however at the latest within six months after receipt." This means that the AVG sets a maximum period of six months. This period is counted from the day on which the application is received by the appropriate university entity.

The following timeline provides a simplified overview of habilitation proceedings at WU. The individual steps and the parties involved are indicated in the blue boxes. The arrows next to the boxes provide brief descriptions of the corresponding activities. Applicants are variously referred to as "habilitation candidates" or simply "candidates."

No later than 4 weeks before the Senate meeting Habilitation candidate	•Submission of the application by the habilitation candidate
No later than 3 weeks before the Full Professors' Association meeting Senate Office	<ul> <li>The Senate Office asks the relevant representatives to nominate Habilitation Committee members:</li> <li>The chair of the relevant department → 5 members from the Full Professors' Association and at least 2 reviewers (at least 1 external reviewer)</li> <li>Association of WU's academic faculty → 2 members</li> <li>Association representing WU's students → 2 members</li> </ul>
During the Full Professors' Association meeting Full Professors' Association	<ul> <li>Appointment of the full professors nominated to serve on the Habilitation Committee</li> <li>Presentation of the nominated reviewers</li> </ul>
During the Senate meeting Senate	•The Habilitation Committee is appointed •The reviewers are appointed
Immediately after the Senate meeting Senate Office	•The Senate Office contacts the reviewers
Review period – 2 months Reviewers	<ul> <li>Period for the reviewers to prepare their assessment reports: as soon as possible, but no longer than 2 months</li> </ul>

## Upon receipt of all assessment reports

Senate Office

 Assessment reports are sent to the candidate, who is invited to comment on the reports in writing

• Appropriate information is sent out to WU's full professors, together with a call for opinions (assessment reports are available for inspection in the Senate Office)

 Scheduling and organization of the Habilitation Committee's constitutive meeting, including emails with the relevant documents and the assessment reports (the meeting can usually be held immediately after expiration of the deadline for submitting opinions)

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Period for submitting opinions – 4 weeks Candidate, WU full professors	•Period for submitting opinions: 4 weeks
During the constitutive committee meeting	•Specification of the topic of the habilitation
Habilitation Committee	<ul> <li>lecture</li> <li>Specification of the date of the habilitation lecture and the final meeting</li> <li>Deliberation on whether a teaching assessment should be obtained</li> </ul>
After the constitutive committee meeting	<ul> <li>Sends out meeting minutes – 14-day period for submitting objections</li> <li>Notifies the candidate of the date, location, and topic of the habilitation lecture</li> </ul>
Senate Office	•Organizes the administrative aspects of the habilitation lecture and the final committee meeting
Habilitation lecture & final meeting Candidate, committee	•Habilitation lecture and final committee meeting
After the final committee meeting Senate Office	•Sends out meeting minutes – 14-day period for submitting objections
Completion of the habilitation proceedings Senate Office, candidate	<ul> <li>The diploma is presented to the habilitation candidate</li> <li>Announcement in the WU Bulletin (<i>Mitteilungsblatt</i>, published on Wednesdays)</li> </ul>

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