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# Guidelines for Habilitation Candidates

11 November 2014 / \*Amended on 3 September 2015

These Guidelines are an official appendix to the valid Habilitation Regulations of the Vetsuisse Faculty of the Universities of Bern and Zurich. They are updated by the Offices of the Location Deans and are approved by the Vetsuisse Executive Board.

The Guidelines are intended to assist habilitation candidates with assembling complete documentation for their applications.

\*Candidates are advised to contact the Chair or Deputy Chair of the Vetsuisse Committee for Business Promotion at an early stage.

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## Checklist for Habilitation Documents

All documents must be submitted in **electronic form (pdf files)** and **on paper (six copies)**. The electronic version must be identical with the hard copies. Before submission, please mark all items on the checklist as completed and obtain confirmation when presenting the documents in the Location Dean's Office. Incomplete applications will be rejected.

Habilitation candidate (first name, family name):		
Title of thesis:		
Venia legendi requested		
	Habilitation candidate (completed)	Dean's Office (sign.)
Habilitation application (cover letter)		
Proof of conferral of doctorate		
Proof of ≥2 years of specific activity related to the subject after conferral of doctorate		
Proof of ≥1 year of specific activity related to the subject outside of the Vetsuisse Faculty		
Proof of education in university teaching and learning		
Proof of university teaching activity for ≥2 semesters		
Proof of evaluation results for teaching activity (1 proof per year)		
List of completed research projects with brief descriptions of the candidate's own contribution to these projects		
Complete <i>curriculum vitae</i> (for the structure, see page 3 of the Guidelines)		
Habilitation thesis (as per §3. 1-4 of the Habilitation Regulations)		
3 suggested titles for the trial lecture (as per §7 of the Habilitation Regulations)		
CD/DVD-ROM with electronic versions of all documents		
<b>Optional:</b> List of no more than 5 potential referees		
Other documents _____		

I hereby confirm that I have read and understood the currently valid version of the Habilitation Regulations. My habilitation application has been drawn up in compliance with the requirements stipulated therein. My trial lecture will be based on the requirements stipulated therein.

Place, date \_\_\_\_\_

Signature \_\_\_\_\_

### Confirmation of receipt

The submitted habilitation documents are complete and are accepted by the Location Dean's Office of the University of Bern / Zurich for further processing.

Place, date \_\_\_\_\_

Signature for Dean's Office \_\_\_\_\_

## Structure of the *Curriculum Vitae*

The *curriculum vitae* must comprise these items as the minimum:

- Personal information
- Education
- Professional career
- Complete list of publications, broken down as follows:
  - Original work in periodicals with independent expert opinion(s) (peer review)
  - Case reports in periodicals with independent expert opinion(s) (peer review)
  - Overview articles in periodicals with independent expert opinion(s) (peer review)
  - Published abstracts of contributions to congresses
  - Other publications
  - Publications included in the habilitation thesis itself must be flagged as such in the list of publications; likewise, publications that prove additional research activity but which are not included in the habilitation thesis must also be flagged as such.
- Presentations
- Catalog of operations, where applicable
- Third-party funding raised, where applicable, stating the source of funding and the candidate's own role in submitting the application (main applicant / co-applicant) broken down as follows:
  - Extramural competitive third-party funding
  - Intramural competitive third-party funding
  - Other third-party funding
- (Where applicable) information on supervised or co-supervised Bachelor's/Master's dissertations, doctoral or PhD theses
- Academic prizes, where applicable
- Information on technology transfer, where applicable (patents, etc.)

## **Content and Labeling of the Habilitation CD/DVD-ROM**

The habilitation thesis and all other documents submitted must be saved in the main directory of the CD/DVD as pdf files, using this naming convention:

*Family name\_First name\_Year\_Content\_Language.pdf*

Content = CoverLetter, Doctorate, Postdoc, ExternalResearch, Didactics, Teaching, TeachingEvaluation, Projects, CV, Thesis, Lecture\_Titles, Reviewers

Language = E, D, F

Example: Proof of  $\geq 2$  years of specific activity related to the subject after the conferral of a doctorate on Dr. Max Mustermann in German would have to be saved as follows:

Mustermann\_Max\_2009\_Postdoc\_D.pdf

**Labeling of the CD/DVD:** Name, first name, year of submission and "Habilitation"

Other essential documents and files for habilitation may be submitted on an additional CD/DVD, which must be identified as appropriate.

## Deposit Copies

No later than one year after the *venia legendi* is issued, a specified number of copies of the accepted habilitation thesis must be submitted to the Dean's Office at the relevant location for forwarding to the various University archives. At the Zurich location, these copies must be produced in compliance with the requirements for the Library of the University of Zurich.

Location	Number of deposit copies to be submitted
Bern	-
Zurich	5

The Guidelines for the Habilitation Regulations were approved by the Vetsuisse Executive Board on 11 November 2014, and they enter into force immediately:

Prof. Dr. Andreas Zurbriggen

Dean of Vetsuisse

Prof. Dr. Brigitte von Rechenberg

Deputy Dean of Vetsuisse