

## Habilitation Regulations of the Vetsuisse Faculty of the Universities of Bern and Zurich

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The Vetsuisse Council adopted the following Habilitation Regulations on 9 December 2009,

on the basis of the Concordat of 27 May 2005 (Agreement regarding the Vetsuisse Faculty of the Universities of Bern and Zurich), the decisions by the Government Councils of the Cantons of Bern on 16 November 2005 and of Zurich on 6 December 2005 (Agreement regarding the Vetsuisse Faculty of the Universities of Bern and Zurich), and of the joint Faculty Regulations of 6 March 2013 (Faculty Regulations of the Vetsuisse Faculty, Universities of Bern and Zurich):

Amendments adopted on 5 June 2014 by the Vetsuisse Faculty Assembly and enacted by the Vetsuisse Council on 26 June 2015

General	§ 1	<p><sup>1</sup>On habilitation, individuals with a proven academic record are appointed as privatdozents, whereby they receive the authority to teach (<i>venia legendi</i>).</p> <p><sup>2</sup>The habilitation procedure examines candidates' ability to represent an area of specialization or a partial area of a subject in research and teaching at the University.</p> <p><sup>3</sup>As a general rule, the habilitation procedure must be completed no later than one year after submission of the habilitation application.</p>
Requirements for habilitation	§ 2	<p><sup>1</sup>Candidates for habilitation are individuals who have earned a doctoral degree and who engage successfully in research and teaching.</p> <p><sup>2</sup>The basis for habilitation consists of:</p> <ul style="list-style-type: none"> <li>a. the habilitation thesis as per § 3; [<i>Version dated 5 June 2014</i>]</li> <li>b. the habilitation candidate's previous qualifications and achievements in research and teaching as per § 4, and; [<i>Version</i></li> </ul>

*dated 5 June 2014]*

c. a public trial lecture as per § 7. *[Version dated 5 June 2014]*

Habilitation  
thesis

§ 3      <sup>1</sup>The habilitation thesis documents the habilitation candidate's independent academic work in the specialist area or a part of the specialist area for which the *venia legendi* is to be issued.

<sup>2</sup>The specialist area must either be already represented in the Vetsuisse Faculty or if not, it must be reviewed and authorized by the Vetsuisse Committee for Business Promotion prior to submission of the habilitation application. *[Version dated 5 June 2014]*

<sup>3</sup>The academic contribution must stand up to international comparison and must include new knowledge. Work completed under a PhD program may be incorporated into the habilitation thesis. However, the habilitation thesis may not be identical with a PhD thesis that has already been completed. Work and publications from the candidate's own Master's dissertation or his/her own thesis (qualifying thesis for conferral of the degree of Dr. med. vet.) may not be incorporated into the habilitation thesis. *[Version dated 5 June 2014]*

<sup>4</sup>The habilitation thesis consists of a series of at least five original academic publications, or items of work accepted for publication, of which the habilitation candidate is the first or last author. These publications must appear in or be accepted by specialist periodicals with a review process (peer-review; ISI-listed). Exceptions may be made at the discretion of the Vetsuisse Committee for Business Promotion. The subject-matter of the publications must be linked, and they must relate to the specialist area for which the *venia legendi* is sought. The overarching academic concept must be explained in an introduction. Results and conclusions must be presented in a detailed summary. *[Version dated 5 June 2014]*

<sup>5</sup>Those parts of the habilitation thesis which do not correspond to the original publications must be written in English. The original publications must be inserted in the language in which they were published or accepted. *[Version dated 5 June 2014]*

Required  
qualifications  
and  
achievements in

§ 4      <sup>1</sup>The habilitation candidate must furnish proof of the following qualifications and achievements:

a. Conferral of a doctorate in veterinary medicine or in a subject

research and  
teaching

relevant to veterinary medicine. *[Version dated 5 June 2014]*

- b. After conferral of the doctorate, at least two years of subject-specific activity in the area for which the *venia legendi* is sought.
- c. At least one year of subject-specific activity at a recognized academic institution outside of the Vetsuisse Faculty.
- d. Training in university teaching and learning offered by specialist university institutions.
- e. Regular university teaching activity for at least two semesters in the specialist area for which the *venia legendi* is sought. Regular teaching activities are deemed to include conducting parts of Bachelor's and/or Master's or PhD courses which are related in terms of subject matter. One teaching course each year must usually be evaluated by means of an independent evaluation procedure. The results of the evaluation form part of the habilitation application. *[Version dated 5 June 2014]*
- f. Planning and implementation of research projects, presentation of the candidate's own research results at academic conferences and, as a general rule, raising of third-party funding.
- g. In addition to the habilitation thesis, other academic publications in the specialist area for which the *venia legendi* is sought. "Publications" are defined as publications in respected periodicals or electronic publication forums with an assessment process in the relevant specialist area. *[Version dated 5 June 2014]*

Habilitation  
application

§ 5

<sup>1</sup>The habilitation application must be addressed to the Vetsuisse Dean and submitted to the appropriate Office of the Location Dean as a written document and also in electronic form, with the precise designation of the specialist area for which the *venia legendi* is to be issued. The format of the documents to be submitted is specified in more detail in the "Guidelines for Habilitation Candidates". *[Version dated 5 June 2014]*

<sup>2</sup>The following items must also be submitted together with the habilitation application, in electronic form and as written documents (six copies in each case): *[Version dated 5 June 2014]*

- a. Curriculum vitae;
- b. Habilitation thesis;
- c. Proof of the qualifications and achievements required in § 4. In the list of publications, the publications as per § 3 paragraph 4 and those as per § 4 paragraph 1 letter g must be shown or flagged

separately; *[Version dated 5 June 2014]*

- d. Three suggested subjects for the public trial lecture as per § 7.  
*[Version dated 5 June 2014]*

<sup>3</sup>Together with the habilitation application, the habilitation candidate is free to submit a list of no more than five possible external reviewers for the habilitation thesis, which will not be binding on the Vetsuisse Faculty. If this option is utilized, any relationships with the proposed individuals must be disclosed.

<sup>4</sup>All submitted documents, with the exception of original certificates, become the property of the Vetsuisse Faculty.

Habilitation  
procedure

§ 6 <sup>1</sup>Once all the required documents are available and the formal requirements have been met in full, the Vetsuisse Dean opens the habilitation procedure and forwards the habilitation application and the documents relating to the said application to the Vetsuisse Committee for Business Promotion.

<sup>2</sup>The Chair of the Vetsuisse Committee for Business Promotion instructs the Vetsuisse Committee for Business Promotion.

<sup>3</sup>The Vetsuisse Committee for Business Promotion designates two reviewers from external academic institutions to assess the habilitation thesis. These individuals may be selected from the persons suggested as per § 5 paragraph 3, but this is not mandatory. *[Version dated 5 June 2014]*

<sup>4</sup>In addition, the Vetsuisse Committee for Business Promotion designates an internal review committee comprising at least three members who hold a habilitation; this committee must meet the following criteria:

- a. One member of the Vetsuisse Committee for Business Promotion who holds a habilitation must sit on the internal review committee as a rapporteur;
- b. One full or associate professor in the relevant subject or a member of the Vetsuisse Faculty holding a habilitation in a field close to the subject must sit on the internal review committee; *[Version dated 5 June 2014]*
- c. Both Vetsuisse locations must be represented on the internal review committee.

<sup>5</sup>Under the direction of the rapporteur, the internal review committee examines the habilitation thesis and the documents included in the habilitation application, and draws up an internal expert opinion for the

Vetsuisse Committee for Business Promotion.

<sup>6</sup>Each member of the Vetsuisse Committee for Business Promotion may submit a written comment on the habilitation thesis or the other submitted documents, for the attention of the Chair of the Vetsuisse Committee for Business Promotion. These comments must be taken into account when the committee reaches its decisions.

<sup>7</sup>After the external expert opinions have been received, the habilitation thesis, the documents included in the habilitation application and the expert opinions are available for two weeks to the professorial staff and Privatdozents of the Vetsuisse Faculty at both locations, and to all members of the Vetsuisse Faculty Assembly, for inspection and for the submission of written comments to the Chair of the Vetsuisse Committee for Business Promotion.

<sup>8</sup>At the end of the inspection period, the result of the expert opinions and of any additional written comments that may have been received are discussed by the Vetsuisse Committee for Business Promotion. If the external expert opinions vary significantly from one another or from the internal expert opinion, the Vetsuisse Committee for Business Promotion obtains an additional external expert opinion.

<sup>9</sup>The Vetsuisse Committee for Business Promotion decides on acceptance, an instruction to revise the habilitation thesis or its rejection. *[Version dated 5 June 2014]*

<sup>10</sup>The Vetsuisse Committee for Business Promotion may on one occasion stipulate a specific period for revision of the thesis, provided that it contains no serious deficiencies. During this time, the period as per § 1 paragraph 3 is suspended. *[Version dated 5 June 2014]*

<sup>11</sup>If the habilitation thesis is rejected by the Vetsuisse Committee for Business Promotion directly or after a revision (where applicable), the Vetsuisse Committee for Business Promotion shall inform the Vetsuisse Dean. *[Version dated 5 June 2014]*

<sup>12</sup>In the event that a habilitation thesis is rejected by the Vetsuisse Committee for Business Promotion, the Vetsuisse Dean informs the habilitation candidate and sets a period within which the habilitation application may be withdrawn

<sup>13</sup>If the habilitation application is not withdrawn, the Vetsuisse Dean informs the Executive Board of the University Bern or the Extended Executive Board of the University Zurich of the conclusion of the habilitation procedure and applies for non-issuance of the *venia legendi*.

<sup>14</sup>A rejected habilitation thesis cannot be resubmitted for a new habilitation application, even after it has been revised again. *[Version dated*

*5 June 2014]*

Public trial  
lecture

§ 7

<sup>1</sup>Together with the habilitation thesis and the other documents, the habilitation candidate must submit three suggested subjects for the public trial lecture. After acceptance of the habilitation thesis, the habilitation candidate is invited to give a public trial lecture. *[Version dated 5 June 2014]*

<sup>2</sup>The suggested subjects for the public trial lecture must originate from the specialist area for which the *venia legendi* is requested. One of the three suggested subjects must be selected from outside the narrower area covered by the habilitation thesis. *[Version dated 5 June 2014]*

<sup>3</sup>If the habilitation candidate is not a veterinarian, the subject for the public trial lecture must be clearly related to veterinary medicine.

<sup>4</sup>The Vetsuisse Committee for Business Promotion selects the subject of the public trial lecture and usually announces it to the habilitation candidate three weeks prior to the date of the public trial lecture. If one or more of the submitted subjects are deemed unsuitable by the Vetsuisse Committee for Business Promotion, the Committee requests the habilitation candidate to submit a corresponding number of different suggestions for subjects. *[Version dated 5 June 2014]*

<sup>5</sup>Both Vetsuisse locations can usually participate in the public trial lecture via teleteaching.

<sup>6</sup>The public trial lecture lasts 35 minutes, and is followed by a ten-minute discussion. It may be delivered in a Swiss national language or in English. The subject must be presented so that it is also understandable and coherent for non-specialists. On the one hand, the presentation should demonstrate the candidate's didactic capabilities for teaching the students and, on the other, it should introduce latest research data. *[Version dated 5 June 2014]*

<sup>7</sup>The members of the Vetsuisse Committee for Business Promotion assess the trial lecture and decide whether to accept or reject it as an oral habilitation submission. If the trial lecture receives a positive assessment, the Vetsuisse Committee for Business Promotion recommends to the Vetsuisse Dean that an application for issuance of the *venia legendi* in the requested specialist area be submitted to the Executive Board of the University of Bern or the Extended Executive Board of the University of Zurich.

<sup>8</sup>If the trial lecture receives a negative assessment, the habilitation candidate is invited to give another trial lecture as per the provisions of § 7 paragraph 1, paragraph 6. In this case, it is prohibited to choose the same

subject as was chosen for the public trial lecture that was assessed as inadequate. *[Version dated 5 June 2014]*

<sup>9</sup>If the trial lecture is again assessed negatively, the Vetsuisse Committee for Business Promotion recommends to the Vetsuisse Dean that an application for non-issuance of the *venia legendi* be submitted to the Executive Board of the University of Bern or to the Extended Executive Board of the University of Zurich.

Re-habilitation	§ 8	<p><sup>1</sup>Re-habilitation is possible for individuals who have obtained habilitation at another institution of higher learning.</p> <p><sup>2</sup>A simplified procedure is used. A full or associate professor in the relevant specialist area draws up an expert opinion on the applicant's achievements. <i>[Version dated 5 June 2014]</i></p> <p><sup>3</sup>On the basis of the expert opinion, after examination of the habilitation thesis and after verification of the other qualifications and achievements as per § 4, the Vetsuisse Committee for Business Promotion decides whether it will recommend the Vetsuisse Dean to submit an application for issuance of the <i>venia legendi</i> to the Executive Board of the University of Bern or to the Extended Executive Board of the University of Zurich.</p> <p><sup>4</sup>A trial lecture as per § 7 is usually waived.</p>
Inspection of records	§ 9	<p>Requests for the inspection of reports must be addressed to the responsible authority. The Vetsuisse Committee for Business Promotion is responsible until the application for issuance or non-issuance of the <i>venia legendi</i> is submitted; thereafter, responsibility lies with the Executive Board of the University of Bern or the Extended Executive Board of the University of Zurich. <i>[Version dated 5 June 2014]</i></p>
Withdrawal of the <i>venia legendi</i>	§ 10	<p>As regards withdrawal of the <i>venia legendi</i>, § 16 of the University Statutes of the University of Zurich dated 4 December 1998 is applicable for the University of Zurich, and Article 63 paragraph 2 of the Statutes of the University of Bern dated 7 June 2011 is applicable for the University of Bern (University Statutes; UniSt).</p>
Deposit copies	§ 11	<p><sup>1</sup>Deposit copies may be required; these must be submitted to the Office of the relevant Location Dean within one year. <i>[Version dated 5 June 2014]</i></p> <p><sup>2</sup>They must be identified as a "Habilitation Thesis for the Vetsuisse Faculty" stating the relevant location university.</p>

- Inaugural lecture and teaching obligations § 12 <sup>1</sup>Within one year of issuance of the *venia legendi*, the Privatdozent is obliged to deliver a public inaugural lecture, if the conferring university so requires.
- <sup>2</sup>After issuance of the *venia legendi* at one of the two location universities, the Privatdozent is obliged to conduct teaching courses as required at one or both location universities of the Vetsuisse Faculty. In response to a justified request, the Vetsuisse Dean may release the Privatdozent from the obligation of teaching at the other location university.
- Final provisions § 13 Amendments to the Vetsuisse Habilitation Regulations must be adopted on the basis of a decision by the Vetsuisse Council.
- Transitional provisions § 14 Habilitation procedures already registered prior to the effective date of the present Regulations are carried out according to the relevant regulations already in force at the location in question.
- Entry into force § 15 <sup>1</sup>These Regulations enter into force after they have been adopted by the Vetsuisse Faculty Assembly and on enactment by the Vetsuisse Council. [*Version dated 5 June 2014*]
- <sup>2</sup>They supersede the Regulations regarding Habilitation at the Faculty of Veterinary Medicine of the University of Bern, version dated 16 February 1993, and the Habilitation Ordinance of the Faculty of Veterinary Medicine of the University of Zurich dated 25 November 2002.

Bern, 26 June 2015

The President of the Vetsuisse Council:

The Vice President:

Prof. Dr. Martin Täuber  
Rector of the University of Bern

Prof. Dr. Michael Hengartner  
President of the University of Zurich