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Information re applying for a professorship

With reference to [§§ 67ff. of the Hessian Higher Education Act \(HHG\)](#) in the version of 14 December 2021 we request you to provide the following documentation with your letter of application.

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| Curriculum vitae | Comprehensive details of your professional and academic career; private address and private contact details; if you are (or have already been) employed as a Civil Servant in the German system: copies of your appointment certificate(s) |
| Certificates | Copies of degree certificates and further qualifications (proof of completion of degree, doctoral degree, if applicable habilitation, if applicable lectureship as a Privatdozent/in (associate professor serving in a temporary capacity)), if applicable copy/copies of Approbation certificate(s) (GMC registration certificate, licensure certificate) and other documentation of state examinations and professional employment |
| List of publications | <p>Please list exact bibliographical details, also in relation to the order of the authors; in the case of several authors, we request a short description in keywords of the extent of your own co-authorship in the work(s) and point out the specific features of joint publications, which should be briefly explained if necessary</p> <p>In the list, please clearly indicate</p> <ol style="list-style-type: none">a. Your dissertation and/or publication(s) which are based on the content of your dissertationb. Publications which are to be regarded as “additional academic achievements” and thus count as a pre-requisite for an appointment pursuant to § 68 Para. 2 No. 1 HHG (e.g. habilitation); if there is no case pursuant to § 68 Para. 2 No. 2 or § 70 Para. 3 to 5 HHGc. Other original works with new research results of significanced. Survey papers and reports on the current state of researche. Case reports and studiesf. Multiple publications <p>Unpublished drafts should not be included in this list, as these are not known to the professional community and cannot be reviewed by external professors.</p> <p>Please also observe the German Research Foundation’s (DFG) notes on how to list publications: http://dfg.de/formulare/1_91/1_91_de.pdf</p> |
| Documentation of teaching (pedagogical aptitude in terms of § 68 Para. 2 S. 4 HHG) | List of taught classes conducted independently, description of teaching experience to date and/or teaching reports, documentation of teaching evaluations, copies of university teaching methodology certificates and/or documentation of successful completion of university teaching courses, if applicable proof of experience in apprenticeship |
| External research funding | Please list external funding granted, including: title of research projects, funding agency, names of applicants and/or principal investigators, function of the applicant, official grant numbers and/or reference numbers, total funding in euro, own share in euro; please do not list intra-university start-up or project funding |

Please do not submit **offprints** (e.g., catalogues) unless explicitly requested.