

Guidelines for Cumulative Habilitation Theses at the Department of Global Business and Trade

Specification of the Senate Habilitation Directive

These Guidelines for the Department of Global Business and Trade are intended to further specify the Universities Act 2002 (*Universitätsgesetz, UG*), particularly § 103, and the directive on cumulative habilitation theses issued by the Senate (Annex of the WU Bylaws) in a Department-specific context. These Guidelines give the Department's applicants for a *venia docendi* the opportunity to evaluate their own research performance and provide minimum standards for the publication requirements necessary for a cumulative habilitation. The final decision on whether a publication is acceptable for a habilitation thesis can only be made by the Habilitation Committee and will depend on the candidate's eligibility for professorship, as defined in the Senate directive.

The Department of Global Business and Trade specifies the key words and phrases used in the Senate Directive as follows:

1. "A series"

A total of at least five excellent academic papers is expected to qualify for a cumulative habilitation, of a quality standard as specified below. This number can be increased or reduced in exceptional cases (see items "Special provisions for world-class publications" and "Authorship" below). The applicant is expected to also have additional publications and to have presented work at conferences in his or her field.

2. "Excellent academic contributions"

Only those publications can be considered excellent that have been subjected to the usual journal review process, are of an appropriate scientific standard, and are considered by the scientific community to advance scientific progress in the respective field. They can be interdisciplinary in nature. As specified in the Senate directive, excellent academic quality can be assumed if the paper was published in a journal held in high regard by the relevant scientific community. Papers previously included in the applicant's (cumulative) doctoral thesis cannot be considered for the habilitation thesis.

3. "Periodicals held in high regard by the scientific community"

There is no complete and regularly updated list of those periodicals considered to be very good and held in high regard by the scientific community. The periodicals listed as A+ in the WU Journal Rating or journals included on the Department's "positive list" of top journals are examples of periodicals held in high regard by the scientific community.

Other contributions may also be accepted in exceptional cases if the applicant provides appropriate documentation to confirm the high quality of these contributions. In such cases, the criteria named in item 2 above apply analogously.

If the applicant presents appropriate proof that a paper has been accepted for publication, the acceptance of the paper shall be considered equivalent to actual publication.

4. Special provisions for world-class publications (A+)

Groundbreaking scholarly articles can be counted as two publications. One indication that an article can be assumed to be of world-class quality is publication in one of the journals recognized by the relevant scientific community to be one of the best worldwide, e.g. journals with an A+ rating in the WU ranking.

5. Authorship

The scholarly articles submitted by the applicant are required as proof that he or she is capable of independent scientific work. Joint publications with researchers from other institutions are one indication of solid connections to the scientific community; however, the applicant's contribution to each submitted article should be significant.

The applicant's role in each publication is to be declared in an accompanying text, in agreement with the co-authors; interpretation of the contribution with regard to the applicant's eligibility for professorship is up to the Habilitation Committee, as specified in the Senate directive and the Universities Act.

One of the articles should be a single-author publication by the applicant. The other articles should not have more than three authors. The applicant shall state detailed grounds for any exemptions to this rule.

6. Time frame

The five academic papers included in the habilitation thesis should have been accepted for publication no more than 10 years ago.

7. Transitional provisions

The legitimate expectations of applicants who can prove that they have relied on previous regulations shall be protected. This applies both to changes in the habilitation guidelines as well as to changes in the Department's „positive list“ of top journals or the list of A+ journals in the WU journal rating.