

CERTIFIED TRANSLATION FROM THE GERMAN LANGUAGE

Explanatory leaflet on the requirements for the recruitment of professors according to section 25 of the Lower Saxony Higher Education Act (§ 25 Niedersächsisches Hochschulgesetz)



Please note: The English version of the leaflet is provided for your information only and cannot be considered as legally binding.

(1) The conditions of employment for professors are:

1. a university degree
2. suitability for teaching and education as confirmed by practical experience
3. a particular aptitude for conducting in depth independent academic work proven, as a rule, by an above-average doctorate, or the particular aptitude to carry out artistic work and
4. a) additional academic achievements, usually gained in the context of a junior professorship or *Habilitation* but also achievements obtained as a research fellow at university or at a research institute external to university or by doing other academic work in business or in another field of society in Germany or abroad,
b) additional artistic achievements or
c) exceptional achievements in the application or development of scientific findings and methods in professional practice lasting a minimum of five years, at least three of which must have been outside higher education.

(2) When the job description of a chair provides for the execution of tasks related to educational science or specialized methodology, only candidates producing evidence of having additional practical teaching or appropriate educational experience of at least 3 years or experience in empirical research corresponding to the tasks, should be eligible for appointment.

Professors at *Fachhochschulen* (universities of applied sciences) as well as those in charge of courses of study for universities of applied sciences at other universities must meet the conditions of employment pursuant to subsection (1) sentence 1 No. 4 letter c. Those who meet the conditions of employment pursuant to subsection (1) sentence 1 No. 4 letter a or b shall be eligible for appointment in exceptional cases and with proper justification. Only those candidates who, in addition, produce evidence of the recognition as a medical specialist, dental surgeon, veterinary surgeon or, unless this is not required in the respective field, of a medical activity performed for a period of at least five years upon obtaining the licence to practise as a doctor, the appointment or the authorization to practise a profession, shall be eligible for appointment to a chair with medical, dental or veterinary tasks.

(3) Considering the special nature of the subject and the requirements of the position, candidates with outstanding practical achievements related to the subject who demonstrate a suitability for teaching and education can be appointed as well, notwithstanding subsections (1) and (2).

A complete application dossier includes a cover letter, Curriculum Vitae, all final diplomas, professional certificates and proofs of employment.

All documents have to be submitted to Jade University in German. This applies in particular to the letter of application, CV, proofs and certificates of employment as well as employers' references.

The specific documents to be submitted are:

1. *Leaving certificate from the last school of general education attended*
2. *University diplomas/Final examination certificates (e.g. [German] Diplom certificate, Bachelor, Master)*
3. *Academic degree certificates (e.g. Diplom degree, Bachelor's degree, Master's degree)*
4. *List of courses and lectures as well as publications*
5. *Proof of employment up to now*

Please submit (black and white) copies of all documents and diplomas. There is no need to send certified copies at this stage.

By sending your application, you consent to the forwarding of the documents to the chairperson of the appointment committee in charge. All application documents received by Jade University are handled in accordance with data protection law and are used and stored exclusively for the purpose of the appointment procedure. Documents are not transmitted to any third parties. Upon the completion of the appointment procedure, your application dossier will be destroyed in conformity with the relevant data protection requirements. The data protection registrars of Jade University (jade-hs.de/datenschutzbeauftragte) will be happy to answer any questions related to data protection issues that may arise.

Should you have any further queries concerning the conditions of employment, please contact Christian Gnewuch (Tel. +49 4421 985-2975; E-mail christian.gnewuch@jade-hs.de).