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## Detailed Regulations for the Habilitation Procedure in D-HEST

The Department of Health Sciences and Technology decrees, in addition to Art. 11 Abs. 1 lit. c of the D-HEST Rules of Procedure, the following detailed regulations for the habilitation and *venia legendi*:

### Paragraph 1: Habilitation Committee

1. The Professors' conference elects a Habilitation Committee of at least 4 members and appoints a Habilitation Delegate. The appointment is for two years.
2. The Department administration supports the Habilitation Delegate in all administrative matters.

### Paragraph 2: Examinations of the Habilitation Applications

3. As a rule, the following criteria must be fulfilled for the Habilitation Committee to consider a habilitation application:
  - a) Teaching activity of a conceptual character in lectures of one of the Bachelor and Master study courses of the Department or in a continuing education course of the Department;
  - b) Proof of training in didactics.
  - c) At least 12 peer-reviewed publications (only original work in international journals and conference proceedings), whereby at least 7 should be as the first or last author;
  - d) Independently gained research funding (second or third party funding);
  - e) Designation of a mentor from the circle of full professors, associate professors or adjunct professors;
  - f) Documents according to point 4.
4. All candidates must submit the following documents as a PDF file to the Rectorate. The rectorate may request paper versions of the documents in addition if necessary:
  - a) A written application addressed to the Rector, naming the department and the field for which the *venia legendi* is being applied for;
  - b) Curriculum Vitae;
  - c) List of publications;
  - d) Index of teaching activities;
  - e) Results of teaching evaluations;
  - f) Copy of the Doctorate certificate;
  - g) Copy of personal identification (passport, ID-card);
  - h) Title page of the habilitation paper;
  - i) Confirmation that the habilitation paper has been uploaded to e-Collection.
5. All candidates must submit the following documents as a PDF file to the department. The department may request paper versions of the documents in addition if necessary:
  - a) A written application for the obtainment, renewal or transfer of the *venia legendi* addressed to the chair of the D-HEST habilitation committee;
  - b) Letter of recommendation from the mentor, addressed to the chair of the D-HEST habilitation committee;
  - c) Detailed curriculum vitae;
  - d) List of publications;
  - e) Index of teaching activities (incl. supervision of student theses);
  - f) Results of teaching evaluations;

- g) List of acquired research financing;
  - h) Proof of didactic training (confirmation, etc.);
  - i) Habilitation paper;
  - j) Application for exemption from a trial lecture (optional).
6. The following are the requirements for the habilitation paper:
- a) The habilitation paper must be written in English;
  - b) The habilitation paper must contain an introduction into the applicant's research field, present the most important research results and teaching activities, and also include a summary;
  - c) The listing of previously published journal papers is not admissible;
  - d) The habilitation paper should not be more than 50 pages;
  - e) A template for the habilitation paper can be obtained at the Department Secretariat.

### **Paragraph 3: Renewal and Transfer of the *venia legendi***

- 7. For the assessment of applications for the renewal of an existing *venia legendi* of D-HEST, all documents according to point 4, lit. a-e must be submitted to the rector, and all documents according to point 5 lit. a-g to the department.
- 8. Privatdozenten employed full-time at the ETH, and who are simultaneously adjunct professors, need only submit the documentation according to point 5 lit. a (co-signed by the mentor) and point 5 lit. b to the Department.
- 9. For the consideration of applications for a transfer of an existing *venia legendi* from another department of the ETH to D-HEST, the regulations of point 3 apply (without lit. b), point 4 lit. a, b, c, as well as point 5 (without lit. h-j).

### **Paragraph 4: Candidates without a full time position at ETH Zürich**

- 10. Candidates without a full time position at the ETH may need additional criteria, according to their areas of expertise, to be considered by the Habilitation Committee:
  - a) For candidates employed in clinics and hospitals: at least 3 clinically orientated original works (no case reports) in international publications (peer-reviewed), whereby 2 should be as first or last author, supplementary to point 3 lit. c.
  - b) For candidates employed in industry: at least 3 patents or an equivalent achievement in the field of intellectual property (IP) and technology transfer.

### **Paragraph 5: Further details of the process**

- 11. The mentor is the contact person for the Habilitation Delegate and the Department administration in all matters pertaining to the habilitation procedure.
- 12. In consultation with the mentor, all candidates must submit a list of at least 8 reviewers, 5 of which must be external. The mentor is one of the internal reviewers.
- 13. In consultation with the mentor, all candidates must submit a list of at least 3 subjects for the public talk ("Probevortrag").
- 14. The public talk lasts 35 minutes followed by 10 minutes of questions and must have the character of a lecture.
- 15. On application from the Habilitation Delegate, the Professors' Conference can waive the public talk for candidates who have had an established successful teaching activity at the ETH Zurich for at least 3 semesters.
- 16. Apart from the aforementioned trial presentation, all candidates must hold a 15-minute scientific talk for the members of the Professors' Conference. The subject can be freely chosen.
- 17. The habilitation procedure is shown step by step on the accompanying diagram of these detailed regulations.

Accepted by the Department Conference D-HEST on 5 October 2023.

Procedure for the Habilitation in D-HEST

