

Documents for applying for a professorship

Please note: please provide documentation for all periods since graduation from university without any gaps and with dates specified precisely to the day. If there is no proof available, we ask you to provide a written declaration about the scope of your professional activity.

1. **Tabular curriculum vitae with times specified precisely to the day**
(the previous academic, professional and scientific career should be listed chronologically and without gaps; university studies must be clearly visible)

2. **Proof of educational qualifications**
 - a) Abitur or Realschule (secondary school) certificate

 - b) Vordiplom (intermediate diploma) certificate (in the case of Diplom degrees)

 - c) Diplom (diploma) or Bachelor's and/or Master's certificates, if applicable

 - d) Diplom (diploma) or Bachelor's and/or Master's degree, if applicable

 - e) Doctoral degree certificate or expert report on academic achievements adequate for a doctoral degree.

3. **Proof of all professional activities after graduation from university**
(the individual jobs must be specified and documented precisely in terms of time and content.)
 - a) tabular format with details of full-time or part-time activity in %

 - b) certificates of work and service relating to full-time occupation activities
(please submit the current employment contract
or interim reference from the current employer, together with proof that the
employment relationship still exists)

 - c) if applicable, proof of the nature, scope and duration of the self-employed and/or
freelance full-time work (confirmation by a tax consultant of
a full-time activity and chronological list of projects)

 - d) list of special scientific achievements
(e.g. publications, research projects, patents, lectures, competitions)

 - e) list of teaching activities and evidence of teaching

4. **Copy of your birth certificate**