

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 candidate for a professorship 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).

Applications must include a cover letter/letter of application, curriculum vitae, all diplomas and professional certificates and all proof of employment to be considered complete.

All documents have to be submitted to Jade University of Applied Sciences in German. This applies in particular to the letter/letter of application, CV, proofs and certificates of employment as well as employer 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*
6. *Proof of previous employment since the first university degree, which provides information on subject-related applied professional experience regarding the advertised professorship (e.g., in the case of non-self-employed salaried employees or employment, as a rule, qualified references; in the case of self-employment, a detailed self-account on the duration and scope of employment as well as a substantiated description of the activities and responsibilities).*

In the case of a foreign university degree obtained outside of Germany, a Statement of Comparability must be issued by the ZAB (Central Office for Foreign Education) and is required as proof of equivalence. This must be enclosed with the application documents. For more information, please visit <https://zab.kmk.org/de/zeugnisbewertung>.

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

Referat 1 - HEP, Abteilung Berufungsmanagement

In sending your application, you agree that your documents will be forwarded to the respective chairperson of the appointment committee in charge. All application documents received by Jade University of Applied Sciences will be handled in accordance with data protection laws and will be used and stored exclusively for the purpose of the appointment process. They will not be forwarded to any third parties. After the completion of the appointment process, your application documents will be destroyed in compliance with the relevant data protection requirements. If you have any questions regarding data protection, please contact our data protection officers. See (jade-hs.de/datenschutzbeauftragte)

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