

# Application for advertised Professorships at the Medical Faculty of Heidelberg

These guidelines are meant to help you prepare your application documents, so that they will contain all relevant information for our faculty and additionally will facilitate the processing by a certain standardized form in view of the amount of ongoing appointment procedures and incoming applications.

## I. Submission

Please address your cover letter to the Dean of the Medical Faculty of Heidelberg and submit your application via e-mail to: [brigitte.kroll@med.uni-heidelberg.de](mailto:brigitte.kroll@med.uni-heidelberg.de).

- The filled **form „short profile“** (on our website) should be sent as a word-document (saved as: Kurzprofil-*surname*.docx)
- Your **application documents** including cover letter should be filed all together as one pdf-document (saved as: Unterlagen-*surname*.pdf)

*Please let us know an e-mail-address under which you are steadily contactable*

## II. Language of your documents

Please provide your documents preferably in German. German academic positions as well as teaching experience should be mentioned (or added) in their original term. Please keep in mind that all academic degrees and titles are to be used only in the form conferred by official certificate (no “translation” of a German Doctor’s title into “PhD” and so on).

## III. Required application documents

Your documents should be structured as follows (beginning a new page for each item and preferably in the given order):

1. **Curriculum vitae** with educational and professional milestones and essential private information (date of birth, marital status, children, private address)  
**Note:** In case your publication or teaching activities have been reduced due to parental leave or private home care, please list these times, if applicable incl. number of children and year of their birth
2. **Previous teaching experience:** where, what (lectures, courses, workshops etc.) and when resp. which space of time
3. **Third-party funds:** institution, project title, run-time, amount (your personal share), extent (personnel, material expenses, investments etc.)
  - A. Funding of the last 5 years (finalized)
  - B. Ongoing funds (please add which could be transferred)
4. **Concept** for research, teaching and patient care (if the advertised position requires it) (max. 5 pages)

5. **One-page list** of your 5-10 most important publications on a separate sheet
6. **List of publications**, divided into original publications, review articles, brief reports, book chapters and conference presentations (printed in conference transcripts, no short summaries), books, patents, etc.. Each section should be numbered separately; lists of abstracts or speeches are not needed. Please don't add any publications/articles
7. **List of surgical procedures** (in case of operational positions), structured according to the index of the medical specialization exam
8. **Copies** of your degrees and academic titles (study degrees, Promotion/ PhD, if required Approbation/ license to practise medicine, medical specialization, Habilitation, apl. Professur/ Ass. Prof., full professorship) in chronological order

**Thank you!**