

# **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.

Please hand in a **printed version** of your application to the faculty by post and additionally as a **pdf-file** via e-mail (all sheets together in one pdf-document).

## **I. Language of your documents**

Please provide your documents preferably in German (except it is not your first language). German academic positions and teaching experience should be mentioned (or added) by the original term.

If you submit your documents in English, please note that by law all academic degrees and titles have to be used only in the conferred way according to the official certificate (esp. degrees as Doctor, PhD, M.Sc. or the German “Diplom-...”).

## **II. Form of presentation**

On account of the amount of appointment procedures it is not possible to print all applications and documents sent by e-mail. Therefore we ask for applications in hard copy (loose pages for copying or scanning). Of course you are welcome to send us your application by e-mail in advance to meet the closing date.

It makes handling for us easier, if your documents would be without sheet protectors, staples and so on.

Please don't submit books or publications.

## **III. Required application documents**

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

- 1. Curriculum vitae** with educational and professional milestones and essential private information (date of birth, marital status, children, private address).
- 2. Previous teaching experience:** what (lectures, courses, workshops etc.) and when resp. how long.
- 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.. Please number each section separately; lists of abstracts or speeches are not needed.  
**Note:** in case your publication activities have been reduced due to parental leave, please list these times and number of children (incl. year of birth) in your CV.
7. **List of surgical procedures** (in case of operational positions), structured according to the index of the medical specialization exam.
8. **Certified 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!**