

Applicants' guide for the Appointment procedure of W3, W2 and W1 professorships

Application documents should preferably be sent **electronically** in a single **PDF file** and include the following evidence/certificates (if applicable), in the order specified below:

- Cover letter to the dean
- Completed **application form** for appointment procedures with **handwritten signature and date** (use either the German or English version for this purpose and please enter the name of the respective professorship in the form)
- Curriculum vitae **with handwritten signature and date**
- Photograph (optional)
- List of publications
- Proof/statement of teaching activities to date
- Proof/statement of third-party funds raised
- Catalog of operations (for operative subjects)

Certificates/Documents (if applicable):

- Certificate of general qualification for university entrance
- Certificate of university graduation /certificate of medical examination
- Approval certificate
- Specialist certificate(s)
- Diploma, Bachelor, Master certificate(s)
- Doctorate certificate
- Appointment certificate(s)
- Habilitation / teaching qualification + authorization to teach
- All other documents relevant to your career to date
- Documents/Evidence/Certificates
- Proof of current employment (employment contract or certificate of appointment in the case of civil servants/professors)

Important note:

Please send us your complete application documents including the application form, preferably electronically in a single **PDF file**. (max. 15 MB in size)

In addition, we require your signed **application form** as a separate PDF file.

Send both files to: berufungen@ukw.de and fill in the **"Subject"** field with the name of the respective professorship e.g. "W2 Professorship in Physiology".

The application deadline stated in the advertisement text represents the latest receipt of your documents in the Dean's Office of the Faculty of Medicine.

Furthermore, we ask that you take note of the "Data protection information on the processing of personal data in the context of your application to the University of Würzburg." You can find detail here: **DSGVO**

For non-electronic postal applications: **Uncertified copies** of the above-mentioned certificates will be initially **sufficient**. Please do not staple your documents, send them without any paper clips, binders etc. as they will need to be scanned and copied.