

Applicant:

Surname, first name:	
Faculty, teaching unit:	
Processed by:	
Tel.:	
E-mail:	

To the
Human Resources Department
Division 4.2
of Paderborn University

Applications must be submitted at least 6 weeks before the planned action!

via the official channels

Date:

Request to employ a research assistant (WHK: wissenschaftliche Hilfskraft)

Dear President,
I hereby request approval for

<input type="checkbox"/>	employment
<input type="checkbox"/>	continued employment
<input type="checkbox"/>	continued employment under the current contract with a change to the scope of work
<input type="checkbox"/>	change to financial arrangements
<input type="checkbox"/>	change to the contracted hours of employment
<input type="checkbox"/>	<input type="checkbox"/> increased working hours <input type="checkbox"/> reduced working hours (requires application by the employee)

of Mr Ms

First name, surname	_____
Date of birth	_____
Address – on appointment	_____
e-mail address	_____
Will the above person receive grant or scholarship funding: if yes, please attach evidence	<input type="checkbox"/> yes <input type="checkbox"/> no

Employment period:	<input type="checkbox"/> from the earliest possible date, for a fixed term of _____ <input type="checkbox"/> months/ <input type="checkbox"/> years <input type="checkbox"/> fixed-term contract from _____ to _____
The duration of the fixed-term contract should be determined such that it is appropriate to the qualification sought (§ 2 Para. 1 (3) of the German Academic Fixed-Term Contract Act (WissZeitVG)) or that the employment contract is predominantly financed by external funds, the financing is approved for a certain task and period of time, and the member of staff is predominantly employed to serve the intended purpose of the funds; the agreed employment contract term should match the project period (§ 2 Para. 2 WissZeitVG). Research assistants may be employed for a total of three years.	
contracted hours of employment:	_____ Hours per week
Accounting object:	<input type="checkbox"/> Faculty or <input type="checkbox"/> Institute of

(for organisational cost allocation):

READ ONLY VERSION

Funding (must total 100%):

Budget 1:

<input type="checkbox"/>	_____ % by reallocation of resources/staff funding available in the budget account for _____.
<input type="checkbox"/>	_____ % from funding available in the human resources budget.
<input type="checkbox"/>	_____ % from funding provided by the Executive Board _____ .
<input type="checkbox"/>	_____ % from quality improvement funds
<input type="checkbox"/>	_____ % from Higher Education Pact (HSP) funding.
<input type="checkbox"/>	_____ % from _____.

External (third-party) funding

<input type="checkbox"/>	_____ % from external funding for the project: Project ID: _____; accounting object: 3 _____
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Alternative accounting object

<input type="checkbox"/>	_____ % to be allocated to alternative accounting object: _____ from _____ to _____
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Supervisor:

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The research assistant will be involved in research activities in this subject area and will have the opportunity to work towards his/her own academic qualification:

<input type="checkbox"/>	a) Gaining academic/scientific expertise in the field of: _____ If the duration of employment is less than 6 months, an explanation must be provided
<input type="checkbox"/>	b) Working on externally-funded project: _____ Project duration: _____
<input type="checkbox"/>	c) _____ _____

¹ Accounting objects in the budget may be temporarily in deficit.

Detailed outline of the work to be done, ensuring that the duration of fixed-term employment is appropriate to the qualification sought. See explanatory memorandum to § 46 of the North Rhine-Westphalia Higher Education Act (HG NRW) (attached):
(must always be completed)

Activities relevant to a), b), c) etc. above:

Additional remarks:

The applicant undertakes to provide written confirmation at the end of each month that the research assistant completed the working hours agreed in the contract, and to keep this confirmation in the Dean's office where it may be checked at any time.

Kind regards,

(Applicant)

Consent from the Dean or head of institute/facility/institution:

Dean or head of institute/facility/institution

On signature of employment contract

I understand the responsibilities described above and accept them as part of the employment contract. I have been informed about the regulations and the effect on my rights with regard to fixed-term employment if the contracted hours constitute more than a quarter of the regular working hours, in accordance with § 2 Para. 3 of the Academic Fixed-Term Contract Act (WissZeitVG).

Signature of the research assistant

Attachments

On appointment: – Application documents and annex to employment request form

Extract from the German Academic Fixed-Term Contract Act (WissZeitVG):

§ 2 Duration of fixed-term employment; fixed-term contract associated with external funding

(1) ¹The duration of fixed-term employment of the staff member named in § 1, paragraph 1 (1), who does not hold a doctorate, may extend to a maximum of six years, if it is contributing to the academic, scientific or artistic qualifications of the individual. ²After completion of a doctorate, duration of fixed-term employment may extend to a maximum of six years, or in medical fields to nine years, if it is contributing to the academic, scientific or artistic qualifications of the individual; the permissible duration of fixed-term employment contracts will be extended to the extent by which the time periods of fixed-term employment under (1) and doctoral degree studies without employment under (1) together total less than six years. ³The agreed duration of the fixed-term contract should be determined such that it is appropriate to the qualification sought. ⁴Where one or more children under the age of 18 are being cared for, the total permissible duration of fixed-term employment contracts under (1) and (2) will be extended by two years per child. ⁵Point (4) also applies if the requirements of § 15, Para. 1 (1) of the German Parental Allowances and Parental Leave Act (BEEG) apply to the child. ⁶In the case of a disability subject to § 2 Para. 1 of Volume IX of the German Social Security Code (SGB IX), or a serious chronic illness, the total permissible duration of fixed-term employment contracts under (1) and (2) will be extended by two years. ⁷Within the relevant permissible duration of fixed-term employment, extensions of a fixed-term contract are possible.

(2) ¹Limited-term employment contracts with the staff member named in § 1 Para. 1 (1) are also permitted if the employment is predominantly financed by external funds, if the financing is approved for a certain task and period of time, and if the employee is predominantly employed to serve the intended purpose of the funds: the agreed employment contract term should match the project period.

Extract from the North Rhine-Westphalia Higher Education Act (HG NRW)

Explanatory memorandum to § 46

Research assistants may be employed for example to support research work (literature and source research, procurement of literature for academic publications; copy-editing and revising publications, manuscript preparation; technical assistance with publication of specialist journals and bibliographies; communications with authors and publishing companies; compiling indexes for monographs; clarification of copyright issues, image rights etc.; logistical coordination for interdisciplinary academic units; organisational assistance and logistical support for conferences and events; assistance (e.g. checking, copy-editing) with applications for external funding; advertising events and announcing other news via the university's channels of communication, including social networks; correspondence and accounting-related preparation and technical support for excursions; publicity work; preparation of information materials for public image purposes).

They may also be employed to support teaching (assistance with preparation of teaching materials, reference books, readers; classroom assistance and technical support for classes; mentoring activities; coordination of student assistants; exam supervision, record-keeping for oral exams; technical preparation and support for excursions; assistance with evaluations, designing and drafting evaluation concepts and forms).