

Data to Determine the Term of Employment According to the Academic Fixed-term Contract Act (WissZeitVG)

Name:		Organizational Unit / Institute:	
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(1) Fixed-term employment / civil service contracts at German universities or research institutions according to Art. 2, par. 3, WissZeitVG (also private service contracts; employment periods as student assistants prior to the completion of the first degree and work contracts are not to be included):

Name of University or Research Institution	Type of Employment	Employment Volume in %	Period (exact to the day) from - to

(2) Extension periods due to special circumstances within the terms given in (1) might not be considered when determining the maximum fixed terms (Art. 2, par. 5, cl. 2, WissZeitVG):

Special circumstances (leaves and leaves of absence, changes of working time) resulting in an extension of the contract term	Volume in %	Period (exact to the day) from - to
Leave / reduction of working time for child care or care for a relative		
Leave for a scientific or artistic activity or for scientific, artistic or professional education, advanced training, or further qualification outside of universities or abroad	100	
Maternal protection / parental leave without employment or part-time employment during parental leave		
Basic military service or civilian service	100	
Leave for executing a mandate or tasks of an equal opportunities commissioner or staff representative or representative of disabled employees		

(3) Ph. D. Phase (upon the completion of the doctorate only, Art. 2, par, 1, cl. 2, WissZeitVG):

Start of work on the doctorate	on
End of doctorate (confirmation of doctoral degree)	on
Ph. D. grant	from - to
Work on Ph. D. thesis without employment at a university or research institution	from - to

(4) Child Care (Art. 2, par. 1, cl. 3, WissZeitVG):

During the terms given in (1) and/or (3), I cared for own children younger than 18 years in my household.

Name of the Child	Date of Birth	Name of the Child	Date of Birth

I herewith assure that the above data are complete and correct. I know that any incorrect and/or incomplete information may result in a rescission of my employment contract.

Date

Signature

Explanations:

On April 18, 2007, the Act on the Modification of Labor Law Provisions in the Science Sector (Wissenschaftszeitvertragsgesetz – WissZeitVG, Academic Fixed-term Contract Act) entered into force. The Act has replaced previous regulations relating to fixed-term contracts of academic employees and auxiliary staff as outlined in Art. 57a ff of the Framework Act for Higher Education (HRG).

According to the above Act, **fixed-term contracts** are possible **for the duration of six years prior to the completion of the doctorate** (Art. 2, par. 1, cl. 1, WissZeitVG) and **for the duration of another six years** (in the medical sector, up to nine years) **upon the completion of the doctorate** (Art. 2, par. 1, cl. 2, WissZeitVG) only.

(1) Employment Periods to Be Considered:

According to Art. 2, par. 3, WissZeitVG, the following employment periods shall be considered when determining the maximum possible fixed term:

- **Fixed-term** contracts with **more than one quarter of the regular working time** concluded with a German university or research institution and
- fixed-term employment under civil service and private service contracts.

The provisions, according to which the fixed-term contracts were concluded (e.g. for substitution or temporary assistance, without reason according to Art. 14, par. 2, Act on Part-time and Fixed-term Contracts), are of no relevance. Fixed-term contracts concluded prior to the completion of the studies (e.g. student assistant contracts; biology student works as BTA on a temporary basis) **shall not be considered.**

Do not enter:

- Employments in **private business** and the **public service sector outside** of universities and research institutions or at **foreign universities and research institutions,**
- times of employment as a **student assistant prior to the completion of the first degree,**
- **work contracts.**

If the space provided for listing your employment relationships is not sufficient, add another sheet.

(2) Special Circumstances:

Within the employment terms according to (1), special circumstances may result in an extension of employment in accordance with Art. 2, par. 5, WissZeitVG. These extension periods will not be set off against the term of six or twelve years.

(3) Ph. D. Phase:

It is possible to extend the post-doc phase by terms “not spent” in the Ph. D. phase. Times of work on the Ph. D. thesis without any contract according to Art. 2, par. 1, cl. 1, WissZeitVG, however, will be considered. These times therefore have to be entered in the form.

(4) Child Care:

According to Art. 2, par. 1, cl. 3, WissZeitVG, the maximum fixed term may be extended by two years per child in case of care for one or several children under 18. For this, the guardian and the child are assumed to live in the same household. This regulation shall apply to both parents.

Calculation example for a female scientist with a doctorate and one child:

Maximum fixed term prior to doctorate	6 years
- Employment contract with a university / research institution prior to doctorate	4 years
- Ph. D. phase without employment	-1 year
= remainder	1 year
+ maximum term after doctorate	6 years
= Fixed term after doctorate	7 years
- employment with a university / research institution after doctorate	7 years
+ 3 years extension for parental leave	3 years
+ family component for one child (if applicable)	2 years
= remaining post-doc phase	5 years
Total possible contract term according to the provisions of WissZeitVG	16 years

For further information, contact the Human Resources Service Unit (PSE).