

**Data to Determine the Term of Employment
According to the Academic Fixed-term Contract Act
(WissZeitVG) / Angaben zur Ermittlung der Befristungsdauer
nach dem Wissenschaftszeitvertragsgesetz (WissZeitVG)**

Name, First Name: _____

Organizational Unit _____

(1) Fixed-term employment / civil service contracts at German universities or research institutions according to Art. 2, par. 3, WissZeitVG

Private service contracts and employment contracts as a scientific assistant after graduation for the Master's degree are also to be included. Employment contracts as student assistants prior to the completion of the first degree (Bachelor) or before completion of the second degree (Master) as well as 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) Ph. D. Phase

(only after the completion of the doctorate, 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 an University or research institution: from _____ to _____

(3) Extension periods

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			

(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 Employee

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 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.

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