



Universität Regensburg

To the  
Faculty of \_\_\_\_\_/  
Head of the Faculty Administration or:  
central unit \_\_\_\_\_  
FAO \_\_\_\_\_  
internal

### Information for preliminary test before awarding a teaching contract

*Note:*

*To prepare the list of teaching contracts to be awarded, this declaration needs to be completed and submitted for each teaching contract (see § 2 Para. 2 of the UR regulations governing awarding and paying teaching contracts and the allocation of budgetary funds for teaching contracts and teaching payments). A declaration needs to be completed by the potential contract teacher in the second section. Independently, when a contract teacher is first appointed, the fulfillment of the preconditions needs to be checked and documented. This is done using the form in Appendix 1 of regulations governing awarding and paying teaching contracts and the allocation of budgetary funds for teaching contracts and teaching payments, see § 1 Para. 2 of these regulations.*

It is hereby requested that the person named below for the

- winter semester 20\_\_\_\_/20\_\_\_\_  
 summer semester 20\_\_\_\_

be awarded a teaching contract.

Surname, first name:

\_\_\_\_\_

Date of birth: \_\_\_\_\_

Primary employment:

\_\_\_\_\_

Private address: \_\_\_\_\_

Tax ID number: \_\_\_\_\_

Chair / institute in which the teaching contract should be realized:

\_\_\_\_\_



Type and description of the teaching activities, covered by the teaching contract:

*Note:*

*Teaching contracts may only supplement of the range of courses offered. A supplement to the range of courses offered is when the teaching capacity of the academic and artistic staff in primary employment in the higher education institution is insufficient to provide the range of courses necessary under the course and examination regulations; when there is no member of the academic and artistic staff with the relevant qualification available at the institute of higher education for a course necessary under the course and examination regulations; or when the course is beneficial to the range of courses offered.*

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(Total) number of semester-hours a week for the teaching contract:

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Details for checking the level of payment:

Is the teaching contract to be awarded to someone classed as a "Hochschullehrer" (professors, honorary professors, persons with the status "Privatdozent", adjunct professors)?

*Note:*

*There are special regulations for payment to be heeded in accordance with § 6 of the regulations governing awarding and paying teaching contracts and the allocation of budgetary funds for teaching contracts and teaching payments.*

Is this a regular course?  yes       no

Are there reasons for awarding additional pay?

yes       no

If so, which?

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*Note:*

*The reasons for awarding additional pay are definitively named in § 5 Para. 2 of the regulations governing awarding and paying teaching contracts and the allocation of budgetary funds for teaching contracts and teaching payments. These are that the course has particularly challenging material, teaching the course is particularly taxing, or a long journey is involved. If there are several reasons, several additions are possible.*

Only in cases in which the subjects cannot otherwise ensure a reasonable range of courses, may the maximum limits set in § 5 Para. 2 of the regulations be exceeded. The absolute maximum pay is 66 EUR for an hour, in accordance with the law LLHVV.

Is the person already employed at Universität Regensburg?

yes

no

*Note:*

*Teaching contracts may only be awarded to employees of Universität Regensburg in exceptional cases, see Art. 31 Abs. 2 BayHschPG, § 3 LLHVV. This also holds for those in secondary employment (nebenberufliche Beschäftigte) in the sense of Art. 33 BayHschPG. An exceptional case is when a clear distinction can be made between the tasks associated with the employment relationship and the content of the teaching contract. This is generally only the case if the teaching contract is with a different operational unit to that to which the person concerned is assigned as an employee, and the content of the teaching contract does not cover the subject area to which the person is assigned as an employee.*

If yes, to which chair / institute or operational unit assigned to?

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Description of the distinction between the teaching activities of the teaching contract and the activities of the employment relationship at Universität Regensburg:

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Signature from institute / chair

Stamp

**Declaration of the potential contract teacher:**

Surname, first name: \_\_\_\_\_

*Note:*

*In accordance with § 2 Para. 2 LLHV, contract teachers are in a relationship with the Free State of Bavaria (Freistaat Bayern) under public law and are in secondary employment (nebenberuflich). No teaching contract may be awarded which exceeds the limit of nine semester-hours a week over all Bavarian institutes of higher education.*

Are you already active at Universität Regensburg on the basis of a teaching contract (Lehrauftrag) in the sense of Art. 31 Bay HSchPG?

yes       no

Faculty of \_\_\_\_\_ to the extent of: \_\_\_\_\_ semester-hours a week

Faculty of \_\_\_\_\_ to the extent of: \_\_\_\_\_ semester-hours a week

Faculty of \_\_\_\_\_ to the extent of: \_\_\_\_\_ semester-hours a week

Are you active at further Bavarian institutions of higher education on the basis of a teaching contract (Lehrauftrag) in the sense of Art. 31 Bay HSchPG?

yes       no

Higher education institution: \_\_\_\_\_  
to the extent of: \_\_\_\_\_ semester-hours a week \_\_\_\_\_

Higher education institution: \_\_\_\_\_  
to the extent of: \_\_\_\_\_ semester-hours a week \_\_\_\_\_

Higher education institution: \_\_\_\_\_  
to the extent of: \_\_\_\_\_ semester-hours a week \_\_\_\_\_

Higher education institution: \_\_\_\_\_  
to the extent of: \_\_\_\_\_ semester-hours a week \_\_\_\_\_

Is your livelihood mainly derived from other sources, and not from the teaching contracts named above?

yes       no

\_\_\_\_\_  
Signature

**Supplementary declaration insofar as you intend to waive the payment for the teaching contract:**

Should the teaching contract named above be awarded for the

- winter semester 20\_\_\_\_/20\_\_\_\_  
 summer semester 20\_\_\_\_

I hereby waive the payment for my teaching contract in accordance with Art. 31 Para. 1 Clause 5, 2nd semi-clause BayHschPG.

\_\_\_\_\_  
Signature