

Paderborn University,
represented by the President,
and

Research Assistant:

Born on

Hereby conclude the following
EMPLOYMENT CONTRACT

1

(1) In accordance with the currently valid guidelines for the employment and remuneration of research and student assistants at Paderborn University, the Research Assistant shall be employed or continued to be employed

	from	to	at – hours per week	as a Tutor	in the faculty / department / unit
a)				<input type="checkbox"/>	
b)				<input type="checkbox"/>	
c)				<input type="checkbox"/>	

as a Research Assistant (WHB) who has successfully completed a university degree with a standard period of study of at least 6 semesters (hereinafter called: "WHB" - Research Assistant with a bachelor's degree). The place of employment is Paderborn.

(2) A tutoring function

is not intended.

is intended and will comprise the following duties :

Introducing students to the study programme

Introducing students to working with academic and scientific literature

Instructing students on the skills and methods for research work

Guidance with academic and scientific discussions

Guiding students towards independent examination of research questions

Enhancing and supplementing course materials

Preparing materials for use in future courses

Attention: Only instructions for completion!

- (3) The tutoring duties will be performed under the supervision of university instructors who are under the obligation to provide professional guidance and bear responsibility in this regard.
The tutor is required to adequately prepare for performing the duties assigned to him/her.
The tutor shall prepare a written report on his/her work each semester following the end of the tutorial period, which must be submitted to the faculty via the responsible university instructor.

2

- (1) The employment duties of the Research Assistant will be defined in detail by the university instructor/lecturer, another independent instructor with teaching duties, or an academic staff member to whom the Research Assistant is assigned.

The Research Assistant's supervisor for the period of employment a) is:

The Research Assistant's supervisor for the period of employment b) is:

The Research Assistant's supervisor for the period of employment c) is:

- (2) The Research Assistant is obligated to perform his/her employment duties conscientiously and to uphold the German Basic Law (Grundgesetz) and laws of the Federal Republic of Germany. By signing the employment contract, the Research Assistant declares that he/she endorses the principles of the free democratic basic order as laid down in the German Basic Law and upholds and defends the German constitution.

3

- (1) The Research Assistant shall be paid a fixed amount for the duration of the employment in accordance with the currently valid "guidelines for the employment and remuneration of research and student assistants at Paderborn University." The current remuneration per hour for the average weekly period of employment is 12.00 EUR. The monthly fixed lump sum is calculated by multiplying the hourly rate by the average number of working hours per week (see Section 1) and the factor 4.348. An annual bonus ("Christmas bonus") is included in the hourly rate on a pro rata basis.
- (2) Continued payment in the case of illness shall be subject to the provisions of the German Continued Payment of Remuneration Act (Entgeltfortzahlungsgesetz). Accordingly, if incapacity to work due to illness prevents the Research Assistant from performing his/her duties through no fault of his/her own, the Research Assistant shall be entitled to continued payment for the duration of the period of incapacity to work for up to six weeks, but not extending beyond the end of his/her employment contract. (Section 3 Entgeltfortzahlungsgesetz)
- (3) A doctor's certificate confirming the incapacity for work must be submitted no later than on the fourth day of absence from work due to illness or an accident. Upon request by the university instructor, the Research Assistant may be required to submit a certificate of incapacity for work starting on the first day of absence. (Section 5 Entgeltfortzahlungsgesetz)

4

- (1) The employment contract is subject to the currently valid provisions for civil servants regarding confidentiality, the acceptance of rewards and gifts, liability for damages, and access to personnel files. Holiday leave is granted in accordance with the German Federal Leave Act (Bundesurlaubgesetz). Travel expenses will be reimbursed in accordance with the North Rhine-Westphalia Travel Expenses Act.
- (2) State subsidies in the event of illness, birth and death will not be granted.
- (3) The Research Assistant is obligated to promptly notify the Employer in writing if any further paid employment is undertaken.

5

- (1) The employment contract will terminate at the end of the employment term specified in Section 1 without any additional notice of termination.
- (2) The employment contract can be terminated at an earlier date, in which case the period of notice shall be one month prior to the end of the month. The option to terminate the employment contract for good cause without prior notice according to Section 626 of the German Civil Code (BGB) remains unaffected. The parties to the contract agree that a violation of the obligations specified in Section 2 (2), sentence 2 shall constitute sufficient good cause for the immediate termination of the employment contract.

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- (1) The employment contract is a fixed-term contract in accordance with Section 6 of the German Act on Fixed-Term Research Employment Contracts for Academic Staff (WissZeitVG).
- (2) In accordance with Section 2(3) sentence 3 WissZeitVG, the period of employment will not be credited towards the permissible duration of fixed-term employment contracts, as regulated in Section 2(1) WissZeitVG, for academic staff who do not hold a doctoral degree according to Section 1(1) WissZeitVG.

Changes, amendments and additions to the employment contract shall only be effective if they are agreed upon in writing. If any of the abovementioned provisions are or become invalid or ineffective, in whole or in part, this shall not affect the validity of the remaining provisions.

Paderborn, dated

Paderborn University
The President
p.p.

Meier-Rohde

Signature of Assistant

Please note:

(1) Research assistants (WHBs) who work more than 20 hours per week in conjunction with a second job can lose their social insurance status as a student and may be subject to paying full social insurance contributions. If you have any questions, please contact your health insurance provider.

(2) This contract shall only take effect after it has been countersigned by the University. Work performed outside of the stipulated term and scope of the written contract shall be refused and excluded by the University as a precautionary measure.

Attention: Only instructions for completion!