

Functional Unit/Department/Institute

Date

Additional Information Concerning the Conclusion of a Limited-Term Employment Contract

Family name

First name

The term of the employment contract shall be limited for the following reason (please tick):

Term limited from _____ to _____

1. **Substitute and temporary employment**

1.1 **Substitute employment**

Which staff member is the substitute being hired to replace?

(Name, Vorname)

1.2 **Temporary employment**

The temporary employee shall be hired for the following purpose (e.g. greatly increased workload, processing backlog etc.)

Based on the current facts, the substitute and/or temporary employee needs to be hired up to because (please state the reasons):

2. **For the purpose of working on a time-limited research project (only pertaining to employees paid with third-party funds)**

Description of the research project (research subject and aim):

Funded by::

up to:

The project funding contingency: The project tasks must continue after funding has run out or must plan for such a continuation.

No

Yes

Based on the current facts, it can be anticipated that the employee will be finished with the **special duties and responsibilities assigned** within the scope of the research project mentioned above by _____
(The above mentioned duties and responsibilities shall be made contingent upon the term of funding.)

3. **For the following other reason(s):**

4. **Additional information pertaining to academic staff**

4.1 **Employment as reader/lecturer**

The employee shall be hired primarily for education in the following foreign language:

4.2 **Employment as teaching staff for special assignments**

With the opportunity to pursue their own academic further qualification with a reduction in teaching load

4.3 **Limited-term employment as an academic staff member**

Doctoral degree agreement

The employee's position as a research assistant includes the opportunity to work on their doctoral degree from _____ to _____

(Please furnish this information as soon as possible, if not known on date hired.)

The doctoral degree on the topic _____

is supervised by Prof _____

The doctoral candidate is enrolled with the matriculation no.: _____

The staff member certifies that the information pertaining to the reason for limiting the term of the employment contract and the term of the limitation is correct.

(Signature of the Head of Department/Institute)

(Date, Signature)