

Surname, First name _____

Date of birth _____

Place of employment _____

Statement for determining the maximum fixed-term contract period

The following statements serve as the basis for determining the relevant maximum fixed-term contract period pursuant to section 2 para. 1 sentence 2 and 3 of the German Law on Fixed-Term Contracts in Higher Education and Research (WissZeitVG). Statements are to be made **truthfully** and **completely**!

1. Prior periods of employment at a German university or research institute

Pursuant to section 2 para. 3 of the WissZeitVG, **all fixed-term contracts** concluded with a **German university or research institute** as well as equivalent **temporary employment as a civil servant and private service contracts in accordance with section 3 of the WissZeitVG** are to be taken into account. Fixed-term contracts which occurred **before completing university education** are not to be taken into account. Therefore please inform us of

- ▶ **all** fixed-term contracts with a **German university** following the completion of university education (post-graduate research assistant, academic staff member in a research role)
- ▶ **all** fixed-term contracts with **research institutes** that are government funded, predominantly government funded, predominantly government funded as an institution, or funded on the basis of article 91b of the Basic Law of the Federal Republic of Germany (e.g. Max Planck Institutes, German Cancer Research Centers (DKFZ), Fraunhofer Institutes, Helmholtz Association, Leibniz Institutes, as well as all equivalent federal and regional research institutes)
- ▶ **all** fixed term **employment as a civil servant** (including junior professors with civil servant or employee status)
- ▶ **all** fixed-term **private service contracts** with professors or other members of the university within the meaning of section 3 of the WissZeitVG

using the following table to specify the **type of employment**, its duration (day/month/year), as well as the **working hours**.

I have not previously held any of the types of employment specified.

Employer	Type of employment	from	to	Hours per week

If necessary, list additional employment on a second sheet of paper.

2. Doctoral Studies

Please answer these questions regardless of whether you have worked or are working on your doctorate in an employed capacity (and include any time spent on a doctorate which you subsequently discontinued):

Beginning date of doctoral studies: _____
(dd.mm.yyyy)

Completion date of doctoral studies: _____
(dd.mm.yyyy)

Net duration of doctoral studies (in months): _____

(Net duration of doctoral studies refers to the actual time you spent working on your doctorate including time spent on a doctorate which you subsequently discontinued. If the net duration of doctoral studies is less than one year, this must be confirmed in writing by the doctoral office.)

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3. Statement on providing child care

Pursuant to section 2 para. 1 sentence 4 of the WissZeitVG, the maximum fixed-term contract period may be extended by no more than 2 years per child, provided that a child **under 18 years of age** was cared for **during the qualifying and/or post-doc phase**. For care to apply in this sense, the child must **live in the same household**. This provision applies to biological and adopted children as well as for foster and step children.

Name of the child	born on	Care provided within the household	
		from	to

4. Statement on periods of absence (e.g. protection of working mothers, parental leave, leave of absence)

Pursuant to section 2 para. 5 of the WissZeitVG, periods of absence in accordance with sentence 1 numbers 1 to 6 are not taken into account in determining the permissible period of a fixed-term contract to the extent that they could lead to an extension of a fixed-term contract.

To the extent that a period of absence has occurred **during an employment relationship listed under no. 1**, this absence should be entered here and corresponding verification should be enclosed.

Reason for absence	from	to

5. Affirmation that all information is complete and correct

I affirm that the above information is complete and correct. I am aware that providing false or incomplete information that has been declared pertinent to the hiring decision (nos. 1-4), may result in the termination or contestation of the employment contract. I understand that knowingly making false statements or failing to correct such statements without delay may lead the University Medical Center to make claims for damages.

_____ Date

_____ Employee signature