

**Level assignment form for research associates in pay grades 13-15 of the TV-H**  
**- Appendix to the application form**

Surname, First name:

Date of birth:

Institution (Institute):

**I. Level assignment for research associates in pay grades 13-15 of the TV-H:**

**A. General:**

In accordance with § 16 (2) of the Hesse Collective Agreement (TV-H), relevant professional experience and periods of conducive employment determine the level assigned to employees within their pay grade and are therefore decisive in determining their pay.

For a pay grade to be assigned, it is necessary that you provide a list of your prior professional experience and any employment periods that could be considered conducive to your future position.

In addition, the head of the relevant university institution must confirm that these periods are relevant or conducive within the context of the collective agreement.

**a) Periods of relevant professional experience (for a definition, see page 5):**

As a rule, only periods where you worked under an employment contract (within the context of German Labor Law) will count towards professional experience; i.e. periods of self-employment, training or internship, service contracts or fee agreements, teaching posts or periods where you worked as a student assistant, graduate research associate or with a scholarship cannot be considered.

Whether your professional experience was in Germany or abroad is of no concern, i.e. professional experience gathered abroad also counts.

**b) periods of conducive employment (incl. periods as graduate research associate, scholarships):**

For recruitment to meet personnel requirements, periods of conducive employment in previous roles may be taken into account in their entirety or in part to assign a pay grade in accordance with § 16 (2) TV-H. However, for conducive periods of employment to be considered, there must essentially be a need for new personnel, i.e. if personnel requirements can otherwise not be fulfilled in terms of quantity or quality. This means that, as a rule, periods of conducive employment are not considered.

In your own interest, please submit this form as soon as possible to the HR Department.

Please also include any prior employment periods at Phillips-Universität Marburg.

You will be assigned to level 1 by default if this form is not promptly submitted. A six-month exclusion period applies in accordance with § 37 TV-H in the event of any retroactive corrections.

**B. Covered periods:**

**1. Periods as research associate:**

Cons. no.: ▼	from: (DD/MM/YY)	until: (DD/MM/YY)	hrs/week:	at:	Level (salary and/or pay group):

**2. Civil service positions in academia:**

Cons. no.: ▼	from: (DD/MM/YY)	until: (DD/MM/YY)	hrs/week:	at:

**3. Other work and employment contracts (please indicate your grade if under BAT/TV-L/TVÖD)**

Cons. no.: ▼	from: (DD/MM/YY)	until: (DD/MM/YY)	hrs/week:	at:	Type:

**4. Periods that could be conducive, if any (e.g. periods as graduate research assistant, scholarships)**

Cons. no.: ▼	from: (DD/MM/YY)	until: (DD/MM/YY)	hrs/month	at:	Type:

**II. Appendix to the application form** for employment as research associate and assessment of the employment term in accordance with the German Act on Fixed-Term Contracts in Academia (WissZeitVG) (for explanatory notes, see page 7):

**(1) Fixed-term employment/civil service contracts at German higher education or research institutions in accordance with § 2 (3) WissZeitVG** (incl. any private service contracts, but excl. any periods of employment as student assistant or service contracts)

**Note: only fill out (1) if this information has *not* been included *already* under **B. Covered periods****

Name of the higher education or research institution	Type of employment and hours in %	Period (please specify dates) from - to

**(2) Extensions based on special circumstances within the periods included under (1) are not always taken into account for the maximum terms** (see § 2 (5) sentence 2 WissZeitVG):

Special circumstances (leaves of absence, reduced hours) for which an extension of the employment contract was granted	Hours in %	Period (please specify dates) from - to
Leave of absence/working time reduction to care for a child or a relative in need of care		
Leave of absence for scientific or artistic activities or for scientific, artistic or professional training/continuing education/development abroad or outside the college setting	100	
Maternity leave during pregnancy, parental leave without professional or business activity or part-time employment during parental leave		
Mandatory basic military or alternative service	100	
Leave of absence to take up a position or duties as a women's representative and/or as staff representative or representative of the severely disabled		

**(3) Doctoral periods** (only indicate periods after your doctorate, § 2 (1) sentence 2 WissZeitVG):

Started work on your doctoral thesis	on
Doctoral period ended (determination of passed doctoral exam)	on
Doctoral scholarship	from - to
Worked on thesis topic without employment at a higher education or research institution	from - to

**(4) Child care** (§ 2 (1) sentence 3 WissZeitVG):

During the periods under (1) and/or (3), I took care of my own children under the age of 18 in my household.	Number	from - to
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### **C. Employee signature:**

By signing below, I confirm that the information I have provided on pages 2-4 is accurate and complete. I hereby confirm that I am aware that false and/or incomplete information may lead to my employment contract being challenged and/or any pay being reclaimed or to my employment contract being terminated with immediate effect.

Marburg, Germany, \_ \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee signature)

**To check whether the periods indicated under *B. Covered periods* and *II. Appendix to the application form* can be considered for your pay grade, please enclose appropriate evidence (employment contracts, scholarship awards, etc.) - if you have not already submitted them to the HR Department.**

**If you are changing from a civil service position to one at Phillips-Universität Marburg directly without interruption, your pay grade and the amount of time you worked at your current level may be taken into account. To ensure this time is considered, please submit a document from your previous workplace confirming your level and time worked at this level (you can also do this *in advance* by email).**

**D. Information provided by the manager of the institution / the project manager:**

**Special instructions for the institution manager:**

**Please consider your assessment of any 'relevant professional experience' and confirmation of any conducive periods of employment carefully, as the pay level and therefore the budget depend on your judgment.**

**1. Periods of relevant professional experience**

- I hereby confirm that the **following consecutive numbers** (see pages 2 and 3)

were periods of relevant professional experience within the context of the collective agreement.

*Relevant professional experience is professional experience in a position performing the responsibilities the employee will be required to perform in their new position or an equivalent position performing tasks related to the duties of the new position. Relevant professional experience exists if the employee will essentially continue their previous occupation with no change. However, a similar position or one of the same kind may also be sufficient, on condition that it was of equivalent significance to the current level. It is relevant here whether the knowledge and skill needed for the employee's previous position, as well as the knowledge and experience acquired while working in that position will be typically required for the employee's new position and characterize it. Both positions must be at least similar in terms of responsibilities and level. The duties associated with the new position in practice are the benchmark.*

**Reasons:**

- Relevant professional experience cannot be confirmed.

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**2. Periods of conducive employment**

For recruitment to meet personnel requirements, employers may take into account periods in previous roles in their entirety or in part to count towards the time worked at a particular level, if such positions are conducive to the envisaged role, in accordance with § 16 (2) TV-H. A precondition for such conducive periods of employment to be considered is the need for personnel, i.e. if personnel requirements can otherwise not be fulfilled in terms of quantity or quality.

**b) Periods as graduate research associate**

Periods as graduate research associate may, on a case-by-case basis, be taken into account as conducive in accordance with § 16 (2) TV-H when hiring research associates, if the role performed by the research associate is sufficiently comparable to the duties performed by a research associate in terms of quality and quantity.

**b) Scholarships**

Periods spent working under a scholarship after obtaining a higher education degree qualifying for the performance of profession (*berufsqualifizierender Abschluss*) may be periods in previous professional employment and may, in individual cases, be taken into account as conducive in accordance with § 16 (2) TV-H, if the role under such a scholarship was conducive to the position currently envisaged.

I hereby confirm that the **following numbers** (see page 3) were conducive periods of employment:

**In addition to the requirements in a) and b), the following conditions must be fulfilled and justified accordingly by the institution manager / project manager in both cases (scholarships and periods as graduate research associate):**

For conducive periods of employment to be considered, there must essentially be a need for new personnel, i.e. if personnel requirements can otherwise not be fulfilled in terms of quantity or quality.

**Reasons:**

Conductive periods are always considered on a **case-by-case basis**.

**If no(t enough) reasons are given as to why any conducive periods should be considered, they cannot be taken into account.**

The HR Department will reserve the right to verify any relevant professional experience and conducive periods at its own discretion and, if necessary, value them in different ways, regardless of the definitions above.

Marburg, [Datum] .....

.....  
**Signature of the director of the institution  
or project manager**

**Stamp of institution/institute/**

.....  
**Telephone number for queries:**

## Explanatory notes to II. Appendix to the application form

The German Act on Fixed-Term Contracts in Academia (WissZeitVG) came into force on 18 April 2007, changing the employment regulations in the academic sector and replacing the provisions in §§ 57a *et seqq.* of the German Framework Act for Higher Education (HRG) previously applicable to fixed-term positions for research associates.

According to the Act, such **fixed-term** employment contracts are possible in principle **for six years only before a doctorate is obtained** (see § 2 (1) sentence 1 WissZeitVG) **and for another six years** (or up to nine years in the medical field) **after a doctorate has been obtained** (see § 2 (1) sentence 2 WissZeitVG).

### (1) Employment periods to be taken into account:

The following periods count towards the terms under § 2 (3) WissZeitVG:

- **fixed-term** employment contracts that comprise **more than 25% of a fulltime position**, concluded with a German higher education or research institution; as well as
- equivalent temporary civil service positions and private service employment contracts.

**For the consideration of fixed-term employment contracts, their legal basis is not important** (e.g. for substitution or support purposes, without objective reason in accordance with § 14 (2) of the German Act on Part-time and Fixed-term Employment (TzBfG). Fixed-term employment contracts before studies were completed (e.g. as student assistant, biology student working in a supporting role as a biological/technical assistant) are **not taken into account**.

### Other periods not be included are:

- Employment contracts in the **private sector** and the **civil service outside of** higher education and research institutions or at **higher education and research institutions abroad**;
- Periods of employment as **student assistant**;
- **Service contracts**.

If the space provided for the list of employment contracts is not sufficient, please add another page or download this form from: <http://www.uni-marburg.de/service/formularcenter/mitarbeiter/anlagepersonalfragebogen>.

### (2) Special circumstances:

In accordance with § 2 (5) WissZeitVG, special circumstances may extend an employment contract included in the periods of employment under (1) and are therefore not taken into account for any six-/twelve-year term.

### (3) Doctoral periods:

Periods may be included in the postdoc phase that were not 'used up' during the period before the doctorate was obtained. However, the periods during which you worked on your thesis, but did not spend working under an employment contract in accordance with § 2 (1) sentence 1 WissZeitVG, are counted. This is why you must include these periods on your application form.

### (4) Child care:

§ 2 (1) sentence 3 of the *WissZeitVG* extends the permitted term by two years per child if you take care of one or more children under 18 years of age. A care relationship is assumed if the care-giver and child live in one household, i.e. this applies to both parents.

### Sample calculation for a research associate with a doctorate, one child:

Maximum term before PhD	<b>6 years</b>
- Employment at university before PhD	4 years
- Work on thesis without employment*	1 year
= remaining term	1 year
+ Maximum term after PhD	<b>6 years</b>
= Total term after PhD	7 years
- Employment at university after PhD	7 years
+ 3-year extension for maternity leave with complete exemption	<b>3 years</b>
+ family-policy components for one child	<b>2 years</b>
= remaining term for postdoc phase	5 years

total possible contract duration in acc. with the term conditions in the *WissZeitVG* 16 years

\* If the period without employment before the doctorate had been completed under an employment contract as well, the possible contract duration for this research associate be 17 years (6+6+3+2 years).

For more information, please contact your HR Department.