



**Explanation form regarding fixed-term employment
for academic personnel**

Last name, first name

Date of birth

Organizational unit

declaration of doctoral studies and employment relationships (fixed-term contracts / civil service on limited appointment) at German higher education institutions or research institutions and/or with their member institutions (private contracts) pursuant to § 2 para. 3 Academic Contract Law (*WissZeitVG*) as amended.

A: employment relationships ¹⁾

employed as	employer	starting ending dates (day / month / year)	year/s, month/s, day/s ²⁾	legal grounds for time limits ³⁾	working hours as defined in employment contract hrs/week ⁴⁾	% ⁵⁾

B: doctoral studies outside an employment relationship (starting / ending dates as day / month / year) and also year/s, month/s, day/s ²⁾

C: information on qualifications ⁸⁾

academic degrees date date date	starting date of doctoral studies (first issue of the doctoral dissertation topic) ⁶⁾ date	completion of doctorate procedure pursuant to doctorate regulations; viva voce completed: date:
--	--	--

D: leave / times off / reduction of working hours during employment relationships listed under A ⁷⁾

leave / time off / reduction	starting ending dates (day / month / year)	year/s, month/s, day/s ²⁾	working hours as defined in employment contract hrs/week ⁴⁾	% ⁵⁾

I confirm that the above information is correct and complete. I am aware that untrue or misleading information will give the employer the right to appeal against the employment on the basis of suspected fraud. I have read the corresponding legal document ([WissZeitVG as amended](#)).

_____ Date

_____ Signature

Explanation of footnotes in the declaration form regarding fixed-term employment

- 1) Please fill in all scientific employment relationships pursuant to University framework law (*Hochschulrahmengesetz*), Academic Contract Law (*WissZeitVG*) and National University Law (*Landeshochschulrecht*) Landeshochschulrecht (WHK [if you were employed alongside your studies, all previous employment as SHK and WHK according to § 6 *WissZeitVG* with German universities or research institutions or with their members] / research associate / scientific/academic assistant / senior academic associate/engineer / lecturer / junior professor) or pursuant to other relevant **legislation with working hours of more than a quarter of the weekly working hours** (also including employment relationships at TU Dresden)
- 2) Please indicate the duration of the employment relationships (in year/s, month/s and day/s).
- 3) E.g., fixed-period employment pursuant to *HRG*, *WissZeitVG*, Part-time and Fixed-term Employment Law (*TzBfG*), Parental Allowance Law (*BERzGG*), Parental Leave Allowance (*BEEG*).
- 4) Please indicate weekly working hours for research assistants.
- 5) The calculation basis is the number of weekly working hours of a full-time employee with the relevant employer / Calculations for research assistants are made on the same basis.
- 6) Enrolment date as PhD student (admission to doctoral studies cf. § 40 Act on the Autonomy of Higher Education Institutions in Saxony (*SächsHSFG*)). Please indicate the exact date the PhD topic is announced and/or the exact date the PhD supervisor is assigned (also for PhD studies abroad).
- 7) For leave / times off / reduction of working hours cf. in particular § 2 para. 5 *WissZeitVG* as amended.
- 8) Please list all academic degrees earned according their corresponding completion dates.