

FORM FOR RECORDING PROFESSIONAL EXPERIENCE AND DATES FOR RESEARCH
ASSOCIATES

This English version of the document is to be used as a reading version only.
It is neither a self-contained nor a legally binding document

1. PERSONAL INFORMATION

First name Last name: _

Department/institute/division: _

Wage group: _

2. IMPORTANT NOTE

This form is used to determine prior professional experience for research associates. Information is also required for reviewing permissible time limits under the Research Time Contractual Act (Wissenschaftszeitvertragsgesetz - WissZeitVG).

Within the wage group assigned to your position, there are different levels to which you may be assigned depending on your relevant professional experience (Sec. 40 no. 5 to Sec. 16 para. 2 TV-G-U). **Your level classification will affect the amount of your wages.**

The first step is for you to provide us with information on your previous work experience. Your supervisor will then provide a position on which of your previous employment relationships were significant for your hiring at Goethe University, and therefore represent **relevant professional experience** in the sense of the Collective Bargaining Agreement. After reviewing your information, the Personnel Services department will establish your level within the wage group in coordination with the staff council.

Therefore, we request that you carefully complete this form with current information and verify the times indicated with documentation (such as employment agreements, references, work certificates, etc.).

Definition:

Relevant professional experience is professional experience in the work assigned to you, or in relevant assigned employment. Experience is considered relevant if you are essentially continuing your prior work without change.

However, equivalent work may also be sufficient if it corresponds to the significance of the grouping. The knowledge and expertise required for the previous employment and whether the skills and experience gained there are necessary for the new work are decisive in determining the correct level.

In general, professional experience only includes time in an employment relationship (under general labour law). Freelance employment cannot be taken into consideration. In addition, training or trainee relationships, internships, work or volunteer agreements and lectureships cannot be considered.

Domestic and international professional experience are not differentiated, and professional experience abroad can be included in the determination.

Level classification request

Request of:

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3. DETAILED INFORMATION

All temporary employment relationships must be indicated, in particular, with:

- a German university (including Goethe University)
- a state or federal (co-)financed research institution
- all private employment agreements with professors or other members of a university
- all temporary civil service employment
- all time employed as an academic tutor (with diploma)
- Junior professor in employment or civil service
- Time employed at other domestic or international employers

3.1. Previous time or professional experience

3.1.1. Time employed as an academic tutor (with diploma)

Serial no.:	of: (date)	to: (date)	hours/m onth	Employer:
<i>Example: 1</i>	<i>1/1/2015</i>	<i>12/31/2015</i>	<i>40</i>	<i>Goethe University Frankfurt</i>
1				
2				
3				
4				

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3.1.2. Employment and civil service

Serial no.:	of: (date)	to: (date)	hours/ week	Employer:	Work (employment or civil service, with wage/pay grade and level if applicable):
<i>Example:</i> 2	<i>1/1/2016</i>	<i>6/30/2016</i>	<i>20</i>	<i>Goethe University Frankfurt</i>	<i>Research associates, E 13 level 1</i>
<i>Example:</i> 3	<i>7/1/2016</i>	<i>8/31/2016</i>	<i>40</i>	<i>Sanofi-Aventis Deutschland GmbH</i>	<i>Pharmaceutical employee in research development</i>
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

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3.2. Information for determining length of employment

The following information is used to determine the maximum permitted employment term in the sense of the Research Time Contractual Act. We also require the following information for this purpose:

3.2.1 Information on university degrees and doctoral studies

1. Achieved the first professional qualification university degree entitling the bearer to begin doctoral studies, on _____.
2. Started doctoral studies on _____ (official acceptance as doctoral candidate at the time of agreement to doctoral project).
3. Ended doctoral studies on _____ (doctoral degree awarded)

I received a stipend as a doctoral candidate / post-doctoral candidate (please enter this into the following table).

Serial no.:	of: (date)	to: (date)	Employer:
<i>Example:</i> 4	1/1/2015	12/31/2015	Boehringer Ingelheim Fonds
15			
16			
17			
18			

Between _____ and _____, I worked on a doctoral degree without taking other employment.

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3.2.2 Extension periods due to special circumstances

The following time may not be added to the maximum permitted employment duration (Sec. 2 para. 5 clause 2 WissZeitVG):

Special circumstances (leaves of absence and releases, employment time reductions) for which an extension to the employment relationship was granted	Amount as %	Time from - to (date)
Leave of absence / work time reduction to care for a minor child or relative requiring care		
Leave of absence for a scientific or artistic endeavor or a scientific, artistic or professional training or education carried out within or outside of a university setting or abroad	100 %	
Parental leave / maternal leave without engaging in paid employment	100 %	
Parental leave with part-time employment		
Compulsory military and civil service		
Release to engage in a mandate or carry out duties as an equal opportunities representative or as a personnel or severely disabled persons representative		
Inability to work due to illness, with no continued wage payments (information not required)		

The Personnel services department is available to answer any questions.

Applicant declaration:

I hereby assure that the information above is complete and correct.

I am aware that incorrect and/or incomplete information may result in a challenge to my employment and the demand for returned wages.

Frankfurt, dated

Applicant signature

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4. SUPERVISOR INFORMATION

Please carefully assess the “relevant professional experience” and consider that your decision will affect the employee’s compensation. Administrators in the HR department will be happy to provide further information.

- I hereby confirm that the following numbers (see page 2) represent relevant professional experience in the sense of the Collective Bargaining Agreement (for definition see page 1).

Serial no.:	Relevant professional experience	Brief explanation of why professional experience is relevant, e.g. important for the new position	No relevant professional experience
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

- No relevant professional experience could be confirmed.

Note for supervisors:

The Personnel Services department reserves the right, independent of the decision made, to review relevant professional experience itself and to evaluate it differently if applicable.

Frankfurt, dated

Supervisor signature