



## Guidelines for Recruitment & Accounting | Funding by the Excellence Strategy of the German Federal and State Governments | University of Tübingen

### 1. Recruitment

**Deadlines:** In order to guarantee in time recruitment, the completed documents must be received by the Human Resources Division eight weeks before the planned start of the position.

**Contract:** third party fixed-term contracts are not possible with the funds. Please check options for other fixed-term possibilities (e.g. qualification fixed-term) before hiring.

**Teaching:** 4 SWS for temporary hires, up to 19 SWS for permanent hires. Staff funded by excellence funds will be hired on a capacity-neutral basis.

#### a. Employees

The following documents are required for the recruitment of staff:

- Einstellungsantrag
- Anlage zum Einstellungsantrag
- Formular zur Tätigkeitsdarstellung und -bewertung (TDBA)
- Stufenzuordnung für den wissenschaftlichen/nichtwissenschaftlichen Dienst
- Personalbogen
- Checkliste Arbeitsmedizinische Vorsorge
- Erklärung zur Auszahlung Bezüge (LBV 42101)
- Erklärung zur Sozialversicherung (LBV 42101s)
- Erklärung zur Zusatzversorgung (LBV 42101z)
- Certified copies BA/MA degree and/or PhD certificate
- Certificate health insurance
- Copy of residence permit
- Criminal record / extended criminal record / European criminal record (CRC)

Additional forms (e.g. application for child benefit) can be found on the download page (see below).

#### b. Student Assistants

The following documents are required for the recruitment of student assistant staff:

- Einstellungsantrag
- Personalstammblatt
- Belehrung und Erklärung für wissenschaftliche Hilfskräfte
- Niederschrift nach dem Nachweisgesetz
- Hinweis auf die Pflichten von Beschäftigten nach dem SGB III (LBV)
- Erklärung zur Auszahlung der Bezüge (LBV 42101)
- Erklärung zur Sozialversicherung (LBV 42101s)
- Certificate of enrolment
- Certified copies BA/MA degree (if applicable)
- Certificate health insurance

Forms can be found at the download page of the Human Resources Division:

<https://uni-tuebingen.de/de/136867>

## 2. Service Contracts

The following documents are required for the issue of contracts for work and services:

- Werkvertrag / Freier Dienstvertrag

Forms can be found at the download page of the Finance Division:

<https://uni-tuebingen.de/de/591>

## 3. Entertainment Costs

The following documents are required for the accounting of catering at events:

- Attachment "Anlage Teilnehmerliste Repräsentationsausgaben"
- Copy of the event's agenda
- Bills and receipts (original)
- Reimbursement form (if applicable)

Forms can be found at the download page of the Excellence Strategy:

<https://uni-tuebingen.de/de/70536>

## 4. Travel and Accommodation Expenses

### a. University members

The following documents are required for the accounting of travel and accommodation expenses:

- Copy of „Dienstreisegenehmigung“
- Travel expenses claim form (internal)
- Copy of the event's agenda
- Bills and receipts (original)

### b. External Staff / Guests of the University

The following documents are required for the accounting of travel and accommodation expenses of guests and external staff:

- Travel expenses claim form (external)
- Copy of the event's agenda
- Bills and receipts (original)

Forms can be found at the download page of the Excellence Strategy:

<https://uni-tuebingen.de/de/70536>

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