6.1 Employment Contract or Appointment

Academic employees at universities conclude employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed.

Public servants’ salaries are laid down by the “Bundesbesoldungsgesetz” (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called “W.” In most Federal States academic staff are paid according to a collective pay agreement known as “TV-L.”

You will have to sign your employment contract before you officially start working. Your institute or the HR department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in Chapters 8 and 9. Please read them carefully.

LBV NRW

The “Landesamt für Besoldung und Versorgung NRW (LBV)” is the authority responsible for calculating and paying the salaries of all employees and public servants, so you will receive your salary statement from the LBV directly. You can find the coordinates of people to contact on your salary statement or by using your LBV-pin number to access the LBV’s website. Here you will also find additional information on collective pay agreements, child benefit and taxation.

Insider Info:

What Do Academics Earn in Germany?

For information on collective pay agreements and salary scales visit:

- www.academics.com
- www.oeffentlicher-dienst.info
- www.hochschulverband.de

Depending on the type of working relationship and financing, HR matters are dealt with by different departments at the University of Bonn:

Department 3 – Human Resources

Unit 3.1 – Scientific staff, public servants and auxiliary staff financed from planned resources.
Unit 3.3 – Professors, appointment procedures and travel expenses
Regina-Pacis-Weg 3 (main building)
53113 Bonn
www.uni-bonn.de > Einrichtungen > Zentrale Einrichtungen > Universitätsverwaltung > Dezernat 3 – Personal

Department 7 – Office for Research

Unit 7.4 – Third-party funded personnel
Regina-Pacis-Weg 3 (main building)
53113 Bonn
www.uni-bonn.de > Research > Office for Research > Personnel financed through Third-Party Funds

LBV

www.lbv.nrw.de
6.2 Visiting Fellowships

If an institute invites you to work at the university as a fellow, you will become a member of the university for the duration of your stay and will be entitled to make use of the facilities and opportunities offered by the university. As such, you will be subject to the terms and regulations obtaining at your host institute. We recommend you to clarify issues like the use of equipment and laboratories and how cooperation with other members of the academic and, if applicable, technical staff at the institute is supposed to work in practice with your academic host at the earliest opportunity.

Please note that fellows and visiting researchers are not insured by the university. You are obliged to take out health insurance cover yourself. In addition, we recommend you to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see Chapter 8.2).

Finance and Funding for Research Visits to Germany

EURAXESS Germany maintains a comprehensive database containing more than 100 programs offered by funding organizations in Germany. You can also find funding programs for students, post-graduates and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD). And on the website of the “Research in Germany” campaign a mass of information can be discovered on financing and sponsoring research visits, as well.

On principle, Intellectual Property Rights (IPR) confer ownership and the rights that come with this on the person who has produced the work results. In the case of inventions, the “Arbeitnehmerfindungsgesetz” (law on employees’ inventions) states that all inventions authored by members of universities must be reported to the employer. When the invention has been reported to the employer, the latter has the right to lay claim to the invention and to exploit it. The employer is deemed to have exploited the invention before four months have elapsed. If the employer does not lay claim to the invention, it must be released. In this case, you would retain ownership and be entitled to exploit the invention. Depending on your position and any agreements with your (former) employer, special conditions may apply.

In the field of copyrights, the position is different from the above: the rights to the work results (so-called works) reside with you and you are entitled to exploit them irrespective of your status, your agreements with your (former) employer and your remit. In view of all the details that have to be taken into account, please contact your (former) employer and the Office for Research at the University of Bonn at the earliest opportunity. The Office for Research is your first port of call for advice on dealing with intellectual property issues, for registering inventions and/or exploitation activities. You will be informed about the necessary procedures and regulations at the University of Bonn and given support in taking the necessary steps to protect intellectual property. In this way, the University of Bonn is assisted by the ProVendis GmbH patent's agency.

In Bonn:
For all issues relating to IPR as well as knowledge and technology transfer you should turn to the Research Support department within the Office for Research.

Department 7 – Office for Research
Unit 7.1 – Research Support
Regina-Pacis-Weg 1 (main building)
53113 Bonn
0228 / 732210
T meno@uni-bonn.de
www.uni-bonn.de
Research
Office for Research
Research Support

Principles of Good Scientific Practice at the University of Bonn
www.uni-bonn.de
Research
Good Scientific Practice

Tipp: Research in Germany
The Research in Germany portal gives you an overview of the German research landscape and funding in English.
www.research-in-germany.org/en

Research in Germany
Land of Ideas

In Bonn: