Employment and training contract   
career discussion and interim report

For all teaching assistants and senior teaching assistants

|  |  |
| --- | --- |
|  | Surname, first name |
|  | Surname, first name |
| (if known) | Surname, first name |
| Subject |  |

The last discussion took place on Select Date.

Assessment year

# Training Agreement

| Working hours and tasks | Description |
| --- | --- |
| Teaching and research |  |
| Producing teaching aids |  |
| Supervising and advising  students |  |
| Supervising and invigilating examinations, completing correction work |  |
| Involvement in university and faculty self-administration |  |
| Involvement in responsible professor's research and teaching activities |  |
| Drafting publications, either alone or as a co-author with the professor |  |
| Planning and organising internal university events |  |
| Launching research projects |  |
| Administrative activities, e.g., website maintenance |  |
| General further training |  |
| Further training in higher education didactics |  |
| Agreed attendance time: |  |

\*If attendance time has been agreed, these represent the working hours for the chair.

### Comments

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# Time for own Qualification during Working Hours (Min. 30%)

| Working hours and tasks | Description |
| --- | --- |
| Working on Promotion, writing academic articles, reviews |  |
| Skilled research work with the aim of  co-authorship |  |
| Editing anthologies and editions |  |
| Participating in conferences |  |
| Planning and preparing own conferences, workshops, congresses etc. |  |
| Participating in further training courses |  |
| General further training |  |
| Further training in higher education didactics |  |

### Comments

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# Schedule

The Promotion process is designed in such a way that studies can be completed within a maximum of five years. The First Supervisor helps students to keep to this timetable as far as possible. If there are changes to the timetable, they are communicated as part of the annual interim report.

### Promotion Project Milestones

|  |  |
| --- | --- |
|  |  |
| 3. Year |  |
| 4. Year |  |
| 5. Year |  |

# Evaluation Performance, Behaviour and Experience

To be completed by the

| Criteria | Strengths, weaknesses, observations and tips, degree of performance |
| --- | --- |
| Professional competence: Scientific work  Feedback on professional competence and work results.  Assessment of completed projects and/or interim assessment of ongoing projects... |  |
| Professional competence:  Teaching  Assessment of teaching performance.  Discussion of class evaluation results... |  |
| Personal and social skills  Resilience, reliability, forward-looking thinking and action, feedback, empathy, management support... |  |
| Service and work conduct  Conduct towards university employees and students, team conduct, commitment, work technique, use of scope for action, employment of methods, resources and tools... |  |
| Development of experience  Willingness to learn, overcoming of difficulties, application of experience, challenges as a learning opportunity, passing on experience... |  |

# Encouragement and Support (to be completed by the )

| Areas | Objectives, measures, responsibilities |
| --- | --- |
| Working environment  Examination and discussion of the working environment and organisation of working hours, in particular with a view to personal scientific work outside of working hours (dissertation, postdoctoral thesis) |  |
| Scientific research within employment  Support for own academic publications or joint publications with superiors (co-authorship) |  |
| Teaching  Discussion of opportunities and/or obligations for teaching work, including establishing concrete modalities |  |
| University self-administration activities  Discussion of involvement |  |
| Further education  Discussion and planning of specialist, didactic and further training in view of the desired (academic or non-academic) professional goal (conferences, further education courses, special training)  Clarification of questions relating to finance and working hours |  |
| Own research  Discussion of the development of own research and research objectives  Discussion of the form of individual supervision (e.g., establishing regular meetings) |  |
| Supervision of scientific work  Exchange of information, advice |  |

# Feedback, Employee's Statement

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# Special Agreements

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# Agreement: mobile flexible Working

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# Termination

The employment and training agreement may be terminated by mutual consent at any time until the thesis is submitted. In the event of conflict, either party may request mediation from the ombudsman's office. The employment and training agreement may be terminated by a single party on serious grounds (such as multiple failures to provide the services agreed with subsequent written warnings).

|  |  |  |
| --- | --- | --- |
| This is agreed to by the employee | yes | no |

🡺 Please forward the original to HR.

|  |  |  |
| --- | --- | --- |
| Signatory | Date | Signature |
| Doctoral Student | Select Date |  |
| First Supervisor | Select Date |  |
| Date / period of next discussion |  |  |