The information below provides an overview of hiring formalities. It is non-binding and makes no claim to be conclusive.

1. General information on the employment relationship

Visiting professorships regularly supplement the curriculum. In general parlance, a visiting professorship refers to a temporary activity (usually teaching) at a higher education institution to be performed by an academically qualified person for one semester at a time. A professorship is not a prerequisite for a visiting professorship, which is usually financed with material resources (including external funding). Generally, a job advertisement or a job advertisement waiver is not necessary.

As a general rule, employment is governed by a simple fixed-term agreement (sachgrundlose Befristung) as defined in Section 14 subsection 2 of the German part-time and fixed-term contract act (Gesetz über Teilzeitarbeit und befristete Arbeitsverträge, TzBfG). In individual cases, a reason for a fixed term may be necessary.

This position confers employee status. Any previous appointment as a civil servant or employment relationship at a different higher education institution can be upheld during a leave of absence without continued payment of the salary. The visiting professor must clarify options for a leave of absence in advance.

Remuneration occurs on the basis of the fixed salary determined by the Human Resources Department of the Free and Hanseatic City of Hamburg.

2. Which documents does the employing institute/department/faculty need?

- Hiring application
- Designated employee’s current CV
- Job description of the visiting professorship

3. How do we proceed?

After the hiring application and the current CV have been submitted to Section 63, the Academic Staff Council (WIPR) must consent to hiring the candidate. Upon obtaining consent, Section 63 sends an invitation to the visiting professor requesting the relevant documents.
When the most important documents have been fully submitted, the Section drafts the employment contract. Monthly payment of the fixed sum remuneration is effected on the last working day of the month.

4. Which documents must the designated visiting professor submit?

- completed personnel information sheet
- if possible, postal address in Germany
- German bank account details (IBAN, credit institute, account holder)
  Transfers to an account in a foreign European country are only possible under exceptional circumstances.
- if available, German social insurance and pension insurance numbers
- German tax ID number or, if the employee is not German application form for employees with unlimited or limited income tax eligibility requesting written confirmation for tax exemption for the remuneration on the basis of a treaty for the avoidance of double taxation. Employees can obtain the application form at the HR section.
- documentation of membership in a health insurance company in Germany pursuant to Section 175 of Title V of the German Social Security Code (Sozialgesetzbuch, SGB V); or, for EU or EEA and Swiss citizens: A1 certificate/E101 form (posting certificate; issued by the foreign employer or the foreign health insurance company)—travel health insurance or a European insurance card is not sufficient.

Civil servants who are on a leave of absence are also liable to social security contributions (including health and long-term care insurance) due to their employee status. Possible exceptions (for example, due to exceeding the annual income threshold in the previous three years) are subject to separate review. If the employer with whom the civil service contract is agreed extends the pension entitlements (Gewährleistungsentscheid) to the employment relationship as a visiting professor, then the visiting professor is released from his obligation to make pension insurance contributions.

- non-EU/EEA citizens: registration certificate issued by a German registration authority
- non-EU/EEA citizens: visas or resident permits for commencing employment

5. Special information for international visiting professors

The information sheet contains special information for foreign citizens regarding visa requirements or residence and work permits

Information for foreign citizens

Contact the staff of Section 63 if you have more questions.
6. Responsibilities

Your contact person at Section 63, Mittelweg 177, 20146 Hamburg

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Department</th>
<th>Phone Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franziska Henning</td>
<td>Tel: +49 40 42838 - 7410 <a href="mailto:franziska.henning@verw.uni-hamburg.de">franziska.henning@verw.uni-hamburg.de</a></td>
<td>University Administration Computing Center</td>
<td>L - Z</td>
</tr>
<tr>
<td>Claudia Eggert</td>
<td>Tel.: +49 40 42838 - 8321 <a href="mailto:claudia.eeggert@verw.uni-hamburg.de">claudia.eeggert@verw.uni-hamburg.de</a></td>
<td>Faculty of Mathematics, Informatics and Natural Sciences Faculty of Business Administration</td>
<td>A - K</td>
</tr>
<tr>
<td>Bao-Zhu Kuang</td>
<td>Tel: +49 40 42838 - 3009 <a href="mailto:bao-zhu.kuang@verw.uni-hamburg.de">bao-zhu.kuang@verw.uni-hamburg.de</a></td>
<td>Faculty of Humanities</td>
<td>L - Z</td>
</tr>
<tr>
<td>Madleen Barkhahn</td>
<td>Tel: +49 40 42838 - 4416 <a href="mailto:madleen.barkhahn@verw.uni-hamburg.de">madleen.barkhahn@verw.uni-hamburg.de</a></td>
<td>University Administration</td>
<td>A - K</td>
</tr>
<tr>
<td>Brigitte Piepenhagen</td>
<td>Tel: +49 40 42838 - 7652 <a href="mailto:brigitte.piepenhagen@verw.uni-hamburg.de">brigitte.piepenhagen@verw.uni-hamburg.de</a></td>
<td>Faculty of Mathematics, Informatics and Natural Sciences</td>
<td>L - Z</td>
</tr>
<tr>
<td>Agnieszka Sommerlig</td>
<td>Tel: +49 40 42838 - 4419 <a href="mailto:agnieszka.sommerlig@verw.uni-hamburg.de">agnieszka.sommerlig@verw.uni-hamburg.de</a></td>
<td>Faculty of Law</td>
<td>A - L</td>
</tr>
<tr>
<td>Stefanie Root</td>
<td>Tel: +49 40 42838 - 8026 <a href="mailto:stefanie.root@verw.uni-hamburg.de">stefanie.root@verw.uni-hamburg.de</a></td>
<td>Faculty of Education</td>
<td>A - K</td>
</tr>
</tbody>
</table>