

Application for a teaching assignment

1. Information about the course (FB)

In SS/WS (for max. 2 Sem.):	<input type="text"/>	Subject area:	<input type="text"/>
Course:	<input type="text"/>	Number of SWS:	<input type="text"/>
Title subject:	<input type="text"/>		
Seminargroup:	<input type="text"/>		

2. Details of the lecturer

Title/academic degree:	<input type="text"/>	Date of birth:	<input type="text"/>
Surname:	<input type="text"/>	First name:	<input type="text"/>
Street:	<input type="text"/>	Post code and city:	<input type="text"/>
Telephone (private):	<input type="text"/>	Telephone (work):	<input type="text"/>
E-Mail:	<input type="text"/>		

Bank details

Account holder:	<input type="text"/>
IBAN:	<input type="text"/>
BIC:	<input type="text"/>
Name of bank:	<input type="text"/>

Tax office:

Full address of the tax office:	<input type="text"/>
Tax ID:	<input type="text"/>

Qualification

Bachelor's degree Master's degree

In the course of study:	<input type="text"/>
Subject:	<input type="text"/>

Application for a teaching assignment

The application is accompanied by a:	It is available in SG Organisation/Controlling:
<input type="checkbox"/> 1. Curriculum vitae	<input type="checkbox"/> 1. Curriculum vitae
<input type="checkbox"/> 2. Proof of university	<input type="checkbox"/> 2. Proof of university
<input type="checkbox"/> 3. Job references (as proof of teaching qualifications)	<input type="checkbox"/> 3. Job references (as proof of teaching qualifications)
<hr/>	
Approval SG Personal:	Lecturer can be used
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Date / Signature (SG Personal):	<input type="text"/>

3. Information on the relevant full-time practice: (please tick as appropriate)

I am employed subject to social security contributions by:

My employer is the state Brandenburg Yes No

I am employed by the TH Wildau Yes No

I am freelancer / self-employed as:

The relevant professional experience for the above-mentioned teaching assignment **does not date back more than 2 years** at the time of commencement of the teaching position.

The relevant professional experience for the above-mentioned teaching assignment at the time of commencement of the teaching position applied for here was **more than 2 years ago**.

If the relevant full-time practice dates back more than 2 years, please state the period of employment:

With the above-mentioned teaching assignment, I am working as a lecturer at the TH Wildau for the first time.

I was already working as a lecturer at the TH Wildau.

I am retired:

1. Professional experience is decisive for the above-mentioned teaching assignment Yes No

2. Professional experience is sufficiently up-to-date for the above-mentioned teaching assignment. Yes No

Date / Signature Dean

4. Scope of teaching (SG OC)

(please tick as appropriate)

The teaching assignment of the above-mentioned lecturer in the current semester ist:

in FB INW:	<input type="text"/>	SWS total
in FB WIR	<input type="text"/>	SWS total
Σ SWS TH in total:	<input type="text"/>	SWS total

- A) max. 4 SWS (LA*)
- B) more than 4 SWS and less than 12 SWS (LA*/AV**)
- C) \geq as 12 SWS (AV**)
- an AV was offered and declined
- an AV was offered and accepted (please submit a personnel application to SG Personnel)

*) LA: contract as lecturer

**) AV: employment contract subject to social security contributions

I am aware that if I take n the teaching assignment within the terms of my employment contract:

- the restricted regulations of the "preferences" of the permanent staff of the TH Apply
- a notification of secondary employment (up to 4 hours) or approval of secondary employment (4 to max. 8 hours) must be given

Place, Date

Signature of the
lecturer:

5. Curriculare information (FB):

The lecturer assignment is a:

- Compulsory course
- Elective course
- Election event
- Additional courses (outside of the study examination regulations)

The lecturer assignment is a:

- Lecture
- Seminar
- Exercises
- Colloquium/Supervision
- Excursion
- School practical studies
- Internships

Is the teaching assignment capacity effective?

- No, because the teaching assistant is a scientific collaborator. A inclusion of these teaching duties in the teaching offer has already taken place via the consideration of the position in the calculation of the teaching offer.
- No, since the teaching assignment is to cover the teaching load of existing unfilled positions of the scientific and is remunerated from the budgetary funds for unfilled positions. is remunerated.
- No, because the teaching position is funded exclusively by tuition funds.
- Yes, the teaching assignment is capacity effective.

6. Financing information (FB)

The fee for the teaching assignment is to be financed from:

- The cost center or the project with the number:
- The budget of the department / degree program
- The remuneration for the teaching assignment is in euros (gross employee at TH employee)

Place, Date:

Dean

Place, Date:

Chancellor / President

Application for a teaching assignment

Processing notes SG HH (date/initials)

Chapter:

Title:

Subtitle::

Cost center/project:

Institute:

Processing notes SG OC (date/initials)

- SVA entered:
- File teaching assignments entered (xls)
- Teaching assignment sent on
- Teaching assignment received back on
- FSV DA created on