

Contract of employment student researcher:

After been chosen by the professor the student receives an e-mail which certificates to hand in (certificate of matriculation, wage tax card, social insurance number, health insurance certificate). Those forms are given to the office manager and the student researcher signs the contract (3 times). Then the professor signs the contract. Afterwards two different types of process can occur.

1. The student researcher is paid by a project cost unit. The documents are given to the personnel department and the payment is transferred by the federal finance department.
2. Payment by federal cost unit. The documents are given to the deanship department for further processing and then sent to the personnel department. The transfer is done by a federal finance department.

Afterwards two copies of the contract are sent to the office manager. One copy for the local archive and one for the student researcher. The student researcher is informed by another e-mail.

Exceptions occur if contract rules are updated, or several contracts of the student researcher compete against each other (too many hours of employment). Furthermore documents that are not handed in. And finally, if the student researcher moves to a different address.