

Teaching assignment:

After the professor has chosen a scientist for a teaching assignment, the form "teaching assignment" is filled in. If this scientist has never had a teaching assignment before the scientist has to hand in a scientific curriculum vitae. Those documents will be sent to the deanship. The deanship proceeds with filing in the form. Finally the head of the deanship signs the form. Afterwards the form is handed over to the travel expenses office. This office sends a "filing of a claim and remuneration" form to the office manager. After the lecture the scientist fills in the "filing of a claim and remuneration" form and sends it to the travel expenses department. It is handed over to the deanship and finally to the federal finance department of the universities. This department gives order to another federal finance department, which transfers the payment to the scientist's bank account.