

RUB

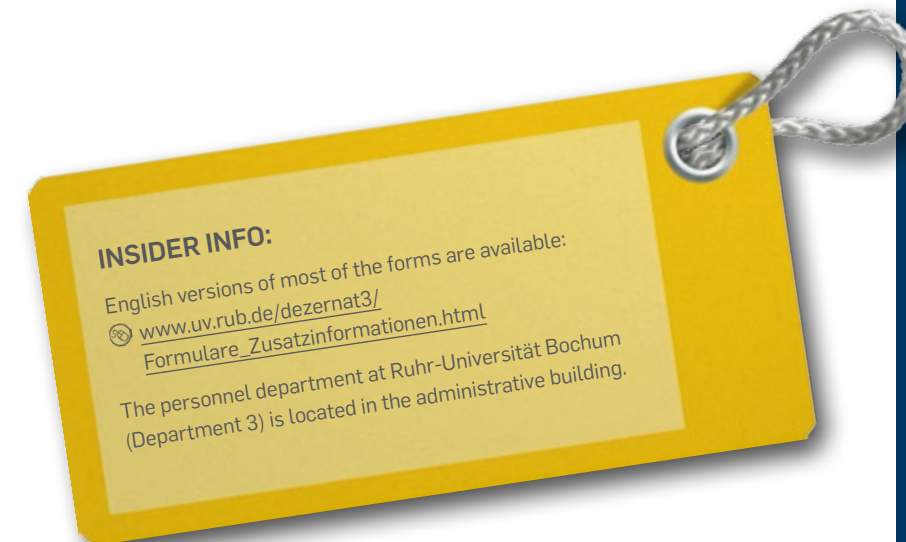
Working and Research at University



7.1 Employment Contract or Appointment

Academic employees at universities conclude employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed. Public servants' salaries are laid down by the "Bundesbesoldungsgesetz" (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called "W". In most Federal States academic staff are paid according to a collective pay agreement known as "TV-L".

You will have to sign your employment contract before you officially start working. Your institute or the personnel department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in Chapters 8 and 9. Please read them carefully.



Department 3, Personnel Matters

www.uv.rub.de/dezernat3

Collective pay agreement "TV-L"

[www.uv.rub.de/dezernat3/abteilung_33.
html](http://www.uv.rub.de/dezernat3/abteilung_33.html)

LBV NRW:

www.lbv.nrw.de

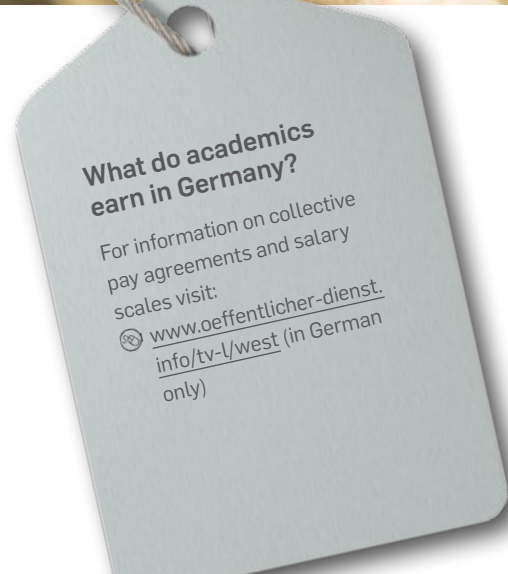
www.rub.de/welcomecentre/work/working.html.en

For new members of staff

On the RUB website you will find a "Welcome pack for new employees" with the most important information for academic staff just taking up new positions. It includes information on the workplace (working hours, holidays, travel on university business, health and safety, acquisition etc.), on employers' contributions, interest groups, technical support and many other points.

www.rub.de/welcomecentre/work/working.html.en

You are, of course, entitled to use all the facilities such as libraries, refectories, sports amenities or the International Lounge.

**LBV NRW**

The "Landesamt für Besoldung und Versorgung NRW (LBV)" is the authority responsible for calculating and paying the salaries of all employees and public servants at Ruhr-Universität Bochum, so you will receive your salary statement from the LBV directly. You can find the coordinates of people to contact on your salary statement or by using your LBV-pin number to access the LBV's website. Here you will also find additional information on collective pay agreements, child benefit and taxation.

7.2 Visiting Fellowships

If an institute invites you to work at the university as a fellow you will become a member of the university for the duration of your stay and will be entitled to make use of the facilities and opportunities offered by the university. As such, you will be subject to the terms and regulations obtaining at your host institute. We recommend you to clarify major issues with your academic host at the earliest opportunity, such as the use of equipment and laboratories and how cooperation with other members of the academic and, if applicable, technical staff at the institute is supposed to work in practice. Please note that fellows and visiting researchers are not insured by the university. You are obliged to take out health insurance cover yourself. In addition, we recommend you to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see Chapter 8.2).

Finance and funding for research visits to Germany

EURAXESS Germany maintains a comprehensive database containing more than 100 programmes offered by funding organisations in Germany. You can also find funding programmes for students, post-graduates and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD).

**EURAXESS funding database**

www.euraxess.de/portal/funding_database.html

DAAD funding programmes

www.daad.de/en

ELFI – Electronic Research Funding Information System

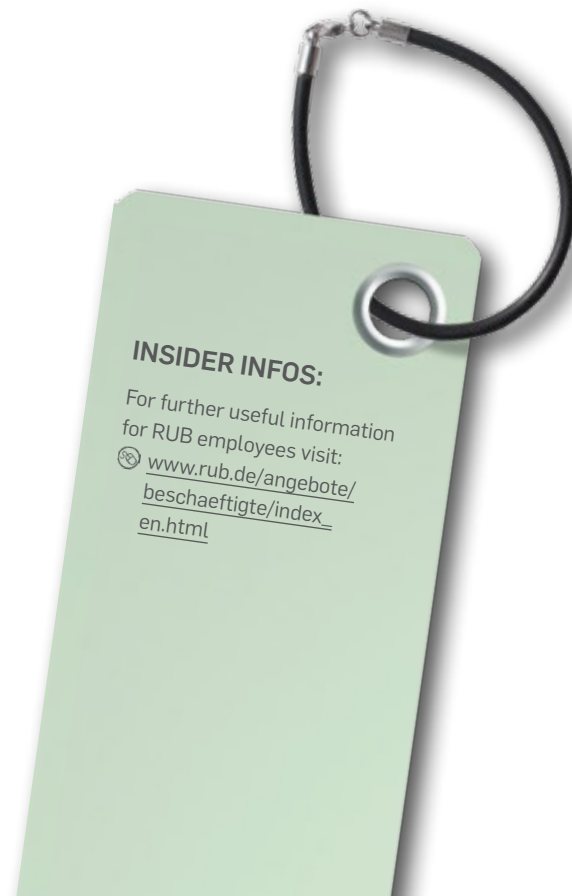
www.elfi.info/e_index.php



7.3 Intellectual Property

On principle, you should ask your host or employer about the handling of intellectual property, patents, and inventions at an early stage. At universities and research institutes there is nearly always an office responsible for the transfer of research and technology. This should be your first port of call to get advice on dealing with intellectual property, and to register patents and licences. Here you will find information on the necessary procedures and regulations at the respective institution and also get support in carrying out the steps required to complete registration.

Where a patent is registered depends on the type of protection desired. If the German market suffices, you can approach the German Patent and Trade Mark Office. Protection at European level can be sought at the European Patent Office whilst the World Intellectual Property Organisation (WIPO) offers international protection of patents.



Additional information:

www.euraxess.de/portal/intellectual_property_in.html

Research and Transfer Department

For all issues relating to intellectual property rights, patents and inventions you should turn to the "Referat für Forschung und Transfer" (Research and Transfer Department):

rubitec – Research and Development Company, Technology Transfer

@ Email: rubitec@rub.de

www.rubitec.de

Guidelines for best practice in academia:

www.rub.de/forschung/wissenschaftsleitlinien/index_en.html