8.1 | 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 North Rhine-Westphalia 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 and the Human Resources 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 9 and 10. Please read them carefully.

HUMAN RESOURCES AND LEGAL AFFAIRS DEPARTMENT (DEPARTMENT 3)

In Department 3.1 (university teachers, public servants, associated areas) staff in Section 1 are responsible for public servants. In Department 3.2 (collective agreements and other staff) responsibility is broken down according to Faculties and can be found at www.tu-dortmund.de/uni/Verwaltung > Dezernate > Dezernat 3 > Abt. 3.2 > Aktivitäten der Abteilung

For further information on the fields of responsibility and people to contact in the Human Resources and Legal Affairs Department visit www.tu-dortmund.de/uni/Verwaltung > Dezernate > Dezernat 3

WELCOME AGENCY – “EXPAT SERVICE CENTER DORTMUND”

The welcome Agency “Expat Service Center Dortmund” under the direction of Asita Weissenberger is run by Wirtschaftsförderung Dortmund (City of Dortmund Economic Development Agency) and takes care that e.g. new professors settle well in Dortmund. The target group will be personally informed about the services.

INSIDER INFO:
For information on English-draft handouts explaining the forms visit the international office website www.aaa.tu-dortmund.de/researchers
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 TU Dortmund University, 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.

As a new member of staff you are bound to have lots of questions about organisation and procedures within the university. You will find information on these matters in the side columns in Chapters 2 and 3. Otherwise, please ask your colleagues about standard practice in institution.

8.2 | Visiting Fellowships

If an institute invites you to work at the university as a fellow you will be subject to the terms and regulations obtaining at your host institution. 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 institution 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 9).

Finance and funding for research visits to Germany
There is a whole raft of funding programmes for international researchers who want to work in Germany as well as for German researchers who want to return to Germany after an extended stay abroad. If you are interested in these programmes, 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).
8.3 | Intellectual Property

On principle, you should ask your employer or the institution that has invited you 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.