

Contact person for inquiries

First and last name:

Phone:

Email:



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

Universitätsverwaltung
Dezernat Recht und Gremien
Seminarstr. 2
69117 Heidelberg

**Application for approval of the performance of unremunerated work
in a University department or institution**

Inquiries regarding the application: gremienundwahlen@zuv.uni-heidelberg.de | Tel. +496221-5412121

Ms	Mr	diverse	Surname, first name (in block letters):	date of birth:	nationality: (if applicable, attach visa copy)
Profession, if applicable academic degree; Student:					
University department/institution in which the unremunerated work is to be done:					
Duration of the unremunerated work (max two years): from: to:					
Description of the tasks:					
Previous or current employment at Heidelberg University: from: to: no University ID (if available):					
Enrolment at Heidelberg University: from: to: no					
There is an employment relationship with the following employer: no					
I hold a scholarship during the above period at the following funding institution: no					

Internship: Please first clarify the responsibility with Department 5.3: katharina.bitter@zuv.uni-heidelberg.de

Phone: +49 6221 54 12533

Only if Department 5.3 is not responsible should the application be submitted to Department 1.2.

I acknowledge the General Conditions for the performance of an unpaid activity at a university institution as stated on page 2.

Heidelberg date:

Signature Applicant:

The performance of unremunerated work in our department/institution is approved.

It is assured that the export control regulations are complied with in the context of the application of the test scheme (<https://backend.uni-heidelberg.de/de/dokumente/pruefschema-fuer-die-einstellung-den-aufenthalt-von-personen-aus-drittstaaten/download>).

Name of the Head of the Institution (block letters):

Heidelberg date:

Stamp of institution and signature of institution head

**General terms and conditions for the performance
of unremunerated work
in a University department or institution**

The approval to perform unremunerated work in a University department/institution shall not constitute either an employment contract or an educational status under labour law.

You will work in a university department/institution of your own volition and do so at your own request. Consequently there is no employment obligation and no remuneration at all shall be paid.

The work can be ended at any time by both sides before the approved period applied for has expired.

There shall be no claim to carryover into a service contract or employment contract.

You shall be required to act in keeping with the purpose of your presence at the University and to obey instructions in this regard issued by the department/institution director or his/her representatives.

Resources of the Heidelberg University – including the IT-infrastructure – may only be used for the duration of your work at the university institution and only for the specific purpose of your presence. Private use is not permitted.

Any inventions that you make during the period of your unremunerated work at the university department/institution shall fall under the law on employee inventions (ArbNErfG) in the respective applicable version. During the period of unremunerated work, inventions shall be regarded as official university inventions.

You are also obliged to comply with data protection regulations. Persons working for public bodies free of charge are prohibited from processing personal data without authorization (data secrecy). Data secrecy continues after the termination of the unpaid activity.

During and after the conclusion of your time in the university department/institution you shall be obliged to maintain confidentiality about all the facts connected to the university's research activity that are only known to a restricted circle of people and are to be kept secret as appropriate to the justified scientific or economic interests of the university. This shall apply particularly to patentable findings and facts related to signed cooperation agreements.

Publications on the basis of your work in the university department/institution shall require the prior written approval of the department director. That must include a reference to the nature of your cooperation with the university department/institution.

Without the approval of the department director you may not procure knowledge, copies, specimens, etc. of official documents, drawings, figures, substances, materials, research methods, manufacturing methods, etc. except for work purposes. Permission may be granted only for specific purposes of your presence or activity at the university department/institution.

At the latest on conclusion of your period of work at the university, you shall be obliged to return service documents, drawings, figures etc. as well as notes and records about procedures and processes that you have obtained during your time spent in the university department/institution.

The university may inform you about service offerings that are relevant to you (e. g. heiTracks career support, research funding).