

NOT TO FILL IN – ONLY FOR BETTER UNDERSTANDING

Appointment of Mr. / Ms. _____
as a **visiting professor**

This is the attachment to the application filed on (date) _____

1. Personal Data

Last name, first name _____

Date of birth, place of birth _____

Nationality _____

Marital status _____

Accompanying family members

Spouse _____

Children, dates of birth

1. _____

2. _____

3. _____

4. _____

Address in home country _____

Address in Mannheim _____

2. Academic qualification:

3. Current position and field of responsibilities at home university:

a) For the duration of his or her stay in Mannheim, the visiting professor will be released from the duties at his or her home university. yes (please submit a confirmation) no, because

The visiting professor will receive additional income from

his or her home university.

other public funds from the Federal Republic of Germany.

b) Foreign visiting professors

In the German higher education system, the current position of the prospective visiting professor at his or her home university corresponds to the position of a

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4. Why does the field of study profit from the visiting professor in research and/or teaching?

see attachment

5. Responsibilities during the visit

Type of Contract: _____ %
(100 % correspond to 41 hours/week and thereof at least 9 teaching hours)

Topics and extent of the lectures planned (please indicate the number of teaching hours):

Topics and extent of the research planned (please indicate concrete projects or publications):

6. Duration of the visit:

Duration of employment:
from _____ to _____

Duration of stay in Mannheim:
from _____ to _____

7. The visiting professorship is financed from:

- Budget funds
 External funds Provider

Account unit (Kostenstelle/PSP-Element/Fonds):

8. Funding amount:

monthly lump-sum of € _____ gross net
 total of € _____ gross net

based on remuneration bracket W _____ /

Please note: A laudation describing the unique position and achievements of the visiting professor is required to justify a remuneration that exceeds that of the remuneration bracket W 3 + 30%.

All additional costs (such as accommodation) are covered by the remuneration.

9. Travel Expenses:

- Travel expenses shall be reimbursed for the round trip according to the Act on Travel Expenses of the Land of Baden-Württemberg (Landesreisekostengesetz – LRKG).
Account unit (Kostenstelle/PSP-Element/Fonds):
 Travel expenses cannot be reimbursed.

Please note: Travel expenses may only be reimbursed if they are not covered by a third party already.

Any costs for board and lodging as well as transportation during the stay cannot be reimbursed according to the provisions of the LRKG and therefore have to be covered from the remuneration.

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Attachments

Curriculum vitae
List of publications
Laudation

Date, Chair/Director of the Institute

Confirmation of the School

Please make sure to submit the following documents as soon as possible:

Personnel Form
Contract
LBV Form 42101 (in German!)
Declaration of the visiting professor
Confirmation of the home university on release from duties (for visiting professors from Germany)
Declaration of the chair on the arrival and departure procedure
Declaration on employment or self-employment in the Schengen area during the past six months (for visiting professors from non-European countries)
Copy of your ID card for the severely disabled (if available)
Evaluation/documentation of achievements

Link to download forms:

http://dezv.uni-mannheim.de/formulare/gastprofessorinnen_gastprofessoren/