

Application by (stamp, where applicable)		
Faculty / Academic Facility / Project Manager / Department		
Office:	Phone:	Fax:
Email:		

Application to Increase Working Hours

(Content of occupation remains unchanged)

Berlin,

To the

President of TU Berlin

- via Faculty Service Center or Head of Facility
- via III PW (in the case of central funding) or VC (in the case of external funding)
- via the Women's Representative
- via the Representative of Severely Disabled Employees (in the case of a severely disabled employee)
- to II T (please enter responsible HR team)

Is the employee severely disabled? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, does the Representative of Severely Disabled Employees object (for reasons, see separate sheet): <input type="checkbox"/> No <input type="checkbox"/> Yes
Date/signature of Representative of Severely Disabled Employees

<input type="checkbox"/> agree to the increase in working hours
<input type="checkbox"/> do not agree to the increase in working hours; for reasons, see separate sheet
Date/signature of Women's Representative

Name / first name	Address
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Organizational assignment (please make sure to enter the 8-digit reference number)

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Occupation

- Research assistant with teaching responsibilities
 - Research assistant without teaching responsibilities
 - Employee* * = exact description of occupation:
 - Increase in part-time work from _____ % of working hours to _____ % of working hours
- Assessment of the range of duties according to the schedule of fees in the Collective Agreement for the Civil Service in the Federal States E _____ / Occupational group _____ / Part _____ / Section _____
- (TV-L): as of:

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 for an indefinite period limited until

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Organization management:

SAP-Planstellenummer: <table style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>									Reference (Stellenzeichen/Sekretariatskennzeichen):

The employment relationship is financed by means of

<input type="checkbox"/> budget funds: Fond Kostenstelle: Job No.: Following on from:																				
<input type="checkbox"/> third-party <input type="checkbox"/> DFG <input type="checkbox"/> EU <input type="checkbox"/> other funds: PSP element: Research project: Retroactive approval: <input type="checkbox"/> yes, as of: <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td></tr></table> <input type="checkbox"/> no Personal approval: yes <input type="checkbox"/> no <input type="checkbox"/>																				
Duration of the externally funded project: from <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td></tr></table> to <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td></tr></table> <i>Please note: Under Section 2 (2) of the Act on Temporary Employment Contracts in Science (WissZeitVG), as amended on 11 March 2016, the period of limitation in employment relationships that are financed by means of externally secured funds shall correspond to the approved duration of the project.</i>																				

The Application to Increase Working Hours is based on Resolution No. ___ (For detailed explanation – where applicable, also for the classification – see Appendix)

Voting result (___: ___: ___) - in cases pursuant to Section 47 (3) of the Act on Higher Education (___: ___: ___) Institutions in the State of Berlin (BerlHG), the number of professors who participated

Reasons for increasing working hours:

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Date

Signature of eligible proposer