

Return to:
University of Greifswald
Referat Personal
Domstraße 14
17489 Greifswald

UNIVERSITÄT GREIFSWALD
Wissen lockt. Seit 1456



Request Form for the Employment, Extension and Alteration of Contract for the

Faculty: _____

Institute/ Department: _____

Chair: _____

Please employ Mr./Mrs./Ms.: _____

- For the period from: _____ to: _____ with average monthly working of _____ hrs as a: _____

If the date for the start or end of contract is in the current month, please indicate the following:

- The full monthly working hours will be agreed
- The following amount of monthly hours will be agreed for the first or last month:
_____ hrs in the first month (if the start of contract is in the current month)
_____ hrs in the last month (if the end of contract is in the current month)

- Following my request from _____ I ask you to extend the contract for the above named _____ from the current end of contract date of _____ to the _____ in accordance with the previous conditions or with following alterations:

- _____
- The _____ is to receive the following non-independent tasks in teaching and/or research, which at the same time, are the reason for limiting this request and can be fulfilled in the above named request period (please give concise and precise details):
- _____

Graduate Assistant "Master"

The requested employment period corresponds with the amount of time needed to reach the qualification goal (prognosis) or the duration of the project.

- if budget funded: definition and description of the qualification goal set out in the contract (e.g. PhD, achievements similar to a doctorate, publications)

-
- if mainly financed by third-party funds:
Name of project:

Duration of project: _____

Donor: _____

Payment is to be made using following funds:

- Basic Provisions Appointment Agreement Central Administrative Tasks
- Project Funds (Third-Party)
- Cost Centre _____ is to be indicated with every request

Greifswald, the _____
Faculty Member, Head of Department
Director

Note of Approval: Dean of Faculty (not
necessary if third-party funded)