

Regulations on the issuing of and remuneration for teaching assignments at the Catholic University of Eichstätt-Ingolstadt

(Teaching assignment regulations)

Dated February 27, 2015

On the basis of Section 5 (2)(2) of the current version of the regulations on teaching assignments and remuneration for teaching for state universities (*Lehrauftrags- und Lehrvergütungsvorschriften für die staatlichen Hochschulen*, LLHV) dated November 3, 2008, in conjunction with Section 5 (2) of the current version of the Basic Rules of the Catholic University of Eichstätt-Ingolstadt dated September 27, 2011, the Catholic University of Eichstätt-Ingolstadt issues the following regulations:

Section 1

Issuing teaching assignments

(1) ¹Teaching assignments (*Lehraufträge*) may be issued to contract lecturers (*Lehrbeauftragte*) in order to supplement the courses offered at the Catholic University of Eichstätt-Ingolstadt (KU). ²Work as a contract lecturer is classed as self-employed activity under German income tax law. ³Contract lecturers who are issued teaching assignments are not employees of the University.

(2) ¹Contract lecturers are appointed by the Presidium upon application by a KU professor in the sense of Article 2 (3)(1) BayHSchPG from the relevant subject, or the coordinators of KU facilities tasked with planning courses, or the dean of studies for interdisciplinary courses at a faculty. ²The contract lecturer may not start teaching before receiving written confirmation that he or she has been appointed as a contract lecturer.

(3) Contract lecturers are obliged to recognize the ecclesiastical mission and Catholic character of the University in the sense of Article 3 (4), (5), and (8) of the Charter of the Catholic University of Eichstätt-Ingolstadt Foundation dated September 15, 2010.

(4) ¹The following documents must be attached to the application for the appointment of a contract lecturer:

1. The contract lecturer's current résumé
2. Certified copies of the contract lecturer's degree certificates

²The application for the appointment of a contract lecturer along with all required documents must be submitted to Office 1/3 of the University Administration by January 1 for the following summer semester and by July 31 for the following winter semester.

(5) ¹Applicants must inform the contract lecturers for whom they are responsible that they are not insured by the University's statutory accident insurance but may choose to have themselves insured by the University's statutory accident insurance at their own cost or take out their own statutory insurance policy with an insurance company. ²In addition, applicants must refer the contract lecturers for whom they are responsible to Section 1 (2)(2) and Section 1 (3) of these regulations.

(6) The document 'Basic information from the Examinations Office on modular degree programs' must be attached to the written confirmation of appointment as a contract lecturer.

(7) In addition to giving courses, contract lecturers are responsible for completing all related grading and other related activities, such as preparing and doing follow-up work for courses, creating teaching materials, providing advice for students, participating in examinations, and documenting the results of coursework and examinations.

Section 2

Remuneration for teaching assignments

(1) ¹Before contract lecturers are appointed, the University Administration must check whether sufficient funds are available in the budget. ²Contract lecturers generally receive the following remuneration for each course hour, which corresponds to 45 minutes of teaching:

1. In general: EUR 25.00
2. Music, sports, and art courses: EUR 21.00
3. Courses that would normally be taught by professors: EUR 35.00
4. Up to EUR 55.00 in exceptional cases

(2) ¹Cases may be considered exceptional cases due to the unusually high significance of the course or the unusually high workload for the contract lecturer that is associated with the course. ²The contract lecturer or the faculty responsible, represented by the dean, must provide details of the unusually high significance or/and the unusually high workload in an application that is decided on by the Presidium. ³The Presidium considers the exceptional nature of this higher remuneration. ⁴The unusually high significance of a course is to be evaluated under consideration of the relevant examination regulations and degree program description. ⁵A significantly above-average amount of preparation and follow-up work for the course and a module examination that is significantly larger in scope or lasts significantly longer than average, among other factors, constitute an unusually high workload.

(3) ¹No remuneration is paid if the contract lecturer voluntarily declines remuneration or if the workload associated with the teaching assignment is considered part of the normal duties of a person who is employed in public service as his or her main occupation. ²No remuneration is paid for supervising field trips, other than reimbursement of travel costs. ³No remuneration is paid during times when the contract lecturer is unable to fulfill the teaching assignment due to illness or other reasons.

Section 3

Contract lecturers with a particular connection to the University

(1) ¹Professors who have entered retirement or been released from their duties on the basis of Section 34 (1) of the Bavarian Law on Academic Personnel of Higher Education Institutions (*Bayerisches Hochschulpersonalgesetz, BayHSchPG*) may receive remuneration for courses that are required in order to ensure that the curriculum is complete. ²The amount of remuneration is based on Section 2 of these regulations.

(2) ¹Honorary professors, *Privatdozenten* and *Privatdozentinnen*, and *außerplanmäßige Professoren* and *außerplanmäßige Professorinnen* may receive remuneration for courses if it is not otherwise possible for the Catholic University of Eichstätt-Ingolstadt to ensure that the full curriculum specified in the examination regulations and degree program descriptions is taught. ²Remuneration may not be granted if teaching a course constitutes part of the minimum teaching workload of the person in question, if the course is not required as part of the curriculum, or if teaching the course is part of the duties of the person in question. ³The amount of remuneration is based on Section 2 of these regulations.

Section 4

Travel and accommodation costs

¹Within the limits of the available budget and irrespective of the number of teaching assignments that they have been issued, contract lecturers whose place of work or place of residence is not in the same location as the University or in the surrounding area (20km one-way trip) may receive reimbursement amounting to a total of EUR 275.00 per person per semester for proven travel costs providing that the trips made were necessary in order to fulfill the teaching

assignment. ²For trips made by train, costs are reimbursed for second class travel; for trips made by private motor vehicle, costs are reimbursed at a standard rate of EUR 0.20 per kilometer; discounts – such as those obtained with a Bahncard – should be taken advantage of. ³The written application for reimbursement of travel costs must be submitted to the University Administration within six months after the trip (cut-off deadline). ⁴For block courses, proven accommodation costs may be reimbursed up to a total of EUR 275.00 providing that they do not exceed the travel costs that would otherwise have been incurred. ⁵Higher costs may only be reimbursed in exceptional cases for which reasons have been provided in writing with the prior approval of the Presidium. ⁶In such cases, an application for approval by the Presidium must be submitted before the teaching assignment is issued. ⁷In addition, accommodation costs may only be reimbursed up to the maximum amount eligible for reimbursement according to the current version of BayRKG. ⁷Reimbursement of per diem allowances or other daily allowances (e.g. meal costs) is not possible.

Section 5

Compensation for preparation for a course that is canceled

¹When issuing a teaching assignment, the faculty may determine in accordance with Section 5 (1)(2) and Section 3 LLHV that if a course is canceled, in addition to remuneration for any hours that have already been taught, remuneration of a maximum of EUR 50.00 will be paid as compensation for preparation for the course. ²The faculty, represented by the dean, must inform the University Administration (Office I/3) of this decision in writing.

Section 6

Withdrawal of the teaching assignment

¹A teaching assignment may be withdrawn in accordance with the general regulations. ²A teaching assignment may also be withdrawn if the contract lecturer has been sentenced to imprisonment for one year or more as the result of an intentional crime and the nature of the crime committed gives cause for concern that the running of degree programs may be put at risk or disrupted. ³A teaching assignment must generally be withdrawn if the intentional crime according to Clause 2 is a sexually motivated crime against minors.

Section 7

Entry into force

These regulations enter into force on October 1, 2015.

Issued on the basis of the resolution of the Presidium of the Catholic University of Eichstätt-Ingolstadt dated January 20, 2015, and the approval of the president dated February 26, 2015.

Eichstätt/Ingolstadt, February 27, 2015

Prof. Dr. Gabriele Gien
President

These regulations were set down in writing at the Catholic University of Eichstätt-Ingolstadt on February 27, 2015. This fact was made known to members of the Catholic University of Eichstätt-Ingolstadt on the same day. The date of publication is therefore February 27, 2015.