

## Application (*Tutorenantrag*)

Please note that it is absolutely necessary for you to turn in all required documents together with the application form. The paying authority, the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV), needs all these documents in order to arrange for your payments.

The following documents are required together with the application form if you apply to be a tutor **for the first time**, or if **more than three months** have passed since you were last employed by the University:

- Matriculation certificate
- Form **LBV 42101bs** "*Erklärung zur Auszahlung der Bezüge und Sozialversicherung*" (declaration for payment of salary and social insurance)
- Proof of enrollment (*Immatrikulationsbescheinigung*)
- Proof of valid health insurance (issued by your insurance provider)
- Form **LBV 45201** "*Antrag auf Befreiung von der Versicherungspflicht in der Rentenversicherung bei einer geringfügig entlohnten Beschäftigung nach §6 Abs. 1 b SGB VI*" (application for exemption from compulsory retirement pension insurance for employees in minimal wage employment according to § 6 para. 1 b of Social Law Code)
- **If you do not hold European citizenship:** Certified copy of residence permit and the green "*Zusatzblatt zum Aufenthaltstitel*" which you received together with your residence permit.

The following documents are required together with the application form **if less than three months** have passed since you were last employed by the University (or currently hold another tutorship already):

- Form **LBV 42101v** "*Vereinfachte Erklärung zur Auszahlung der Bezüge, zur Sozialversicherung, zur Zusatzversorgung und zum Lohnsteuerabzug*" (simplified declaration for payment of salary, social insurance, supplementary pension and tax deduction)
- Proof of enrollment (*Immatrikulationsbescheinigung*)
- Form **LBV 45201** "*Antrag auf Befreiung von der Versicherungspflicht in der Rentenversicherung bei einer geringfügig entlohnten Beschäftigung nach § 6 Abs. 1 b SGB VI*" (in case you want to apply again for exemption from compulsory pension insurance)
- If you do not hold European citizenship: Certified copy of residence permit and the green "*Zusatzblatt zum Aufenthaltstitel*" which you received together with your residence permit.

You can access all these forms on our website, at Service → Infos & Formulare A-Z → Tutoren, or <http://www.hs-offenburg.de/en/services/forms-and-information-a-z-public/tutoren> .

Make sure to notify us of any changes in your address, bank account or other relevant details.

Your complete application (filled in and signed application form and all required documents listed above) should be filed with the responsible personnel administrator **three weeks before the beginning of the contract**. The latest possible filing date is the workday before the beginning of the contract. Retroactive contracts are not possible!

Important notice for EU und EEA students: As soon as you are employed as a Tutor, you need to register with a German statutory health insurance provider.

According to § 57 *Landeshochschulgesetz* (LHG), student and graduate tutors may not be employed for more than 85 hours per month (i.e. less than half of the average working hours of a regular state employee). Also according to § 57 LHG and § 6 *Wissenschaftszeitvertragsgesetz* (WissZeitVG), tutors have to work in a scientific assistant research or teaching function and/or support students in a tutorial. You have to be registered to a german university.

As an employee of the Hochschule Offenburg you are not allowed to be a student or graduate tutor.

The contract (two copies), the form LBV 41116, the form instruction and declaration and a sheet to register your completed hours will be sent to your home address by postal mail. You need to **sign one of the copies of the contract, the form LBV 41116 as well as the form instruction and declaration** and return them to the responsible administrator. Note that only then the employment

contract is concluded and your documents will be forwarded to the LBV in Fellbach to arrange for your remuneration. You cannot get paid, in other words, if we have not received the signed contract back from you.

If you have questions about your salary statement or a reclamation concerning your payments, please contact the LBV directly, stating your personnel number. You will find both the respective contact information and your personnel number on your salary statement, in the upper right corner. In addition, once employed as a tutor you will receive an initial password and instructions for how to directly access your LBV salary account online. The initial password is deleted after three months if not used; you can apply for a new password through the "Kundenportal" on [www.lbv.bwl.de](http://www.lbv.bwl.de) (you also need your personnel number for this).

When the tutorial is ended, the sheet confirming your completed hours ("*Bestätigung der Stunden*") has to be signed by you and the person who applied for your tutorial (usually a professor). That person confirms that you have worked the contractually agreed monthly number of hours, or states how many less hours were completed.

The confirmation of completed hours must be promptly submitted to the responsible personnel administrators. Without it, it has to be assumed that you did not work at all, in which case you would have to reimburse your entire salary.

Since 1 January 2015, minimum-wage legislation exists in Germany (*Mindestlohngesetz*, abbrev. MiloG). The law requires employers to provide comprehensive documentation (§ 17 MiloG). For you as a tutor this means that

- **Your working hours must be documented weekly through the web form <http://www.hs-offenburg.de/appzeit>.**
- **You'll also find the form on the website of the university "Staff Pages" - "AppZeit".**

If you did not perform the agreed number of hours (or not all of them), you are obliged to reimburse the overpayment.

Finally, be informed that as a student or graduate tutor you are entitled to seek the involvement of the University's staff council (*Personalrat*), based on § 94 para. 3 *Landespersonalvertretungsgesetz* (LPVG). You have to apply for such an involvement at your own initiative.

Please contact the following Personnel Administrators with any further questions you may have:

**Katharina Rödele**

HR

Offenburg: Office A 203, Monday-Friday

Phone: 0781 205-4955

E-Mail: [katharina.roedele@hs-offenburg.de](mailto:katharina.roedele@hs-offenburg.de)

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