

This is a translation of the original "Richtlinie zur Vergabe und Vergütung von Lehraufträgen und über die Verteilung von Haushaltsmitteln für Lehrauftrags- und Lehrvergütungen" which came into effect on March 1, 2016. Only that original is legally binding. No legal claims or titles result from this English translation.

REGULATIONS

governing awarding and paying teaching contracts and the allocation of budgetary funds for teaching contracts and teaching payments

On the basis of Art. 20 Para. 2 BayHSchG, §§ 4 Para. 3 Clause 3, 5 Para. 2 LLHV from November 3, 2008, the following regulations are decreed:

§ 1

Awarding teaching contracts and appointing contract teachers

(1) Teaching contracts may be awarded to supplement the range of courses. A supplement to the range of courses offered is when the teaching capacity of the academic and artistic staff in primary employment in the higher education institution is insufficient to provide the range of courses necessary under the course and examination regulations; when there is no member of the academic and artistic staff with the relevant qualification available at the institute of higher education for a course necessary under the course and examination regulations; or when the course is beneficial to the range of courses offered.

(2) The appointment of a contract teacher is incumbent on the rector of Universität Regensburg. Form 1 (in the appendix) is to be used when applying for the appointment of a contract teacher.

§ 2

Provision of funds and date of submission

(1) Funds are allocated yearly as part of the general provision of funds. Funds for teaching contracts coming from student fees are allocated each semester.

(2) Due to this allocation, the teaching contracts in a semester are to be listed in Form 2 (in the appendix) and submitted to the administration to be issued.

(3) The list in the sense of paragraph 2 should be submitted one month before the start of the lecture period of the relevant semester at the latest. Early submission is to be aimed for so that the contract teachers can be informed of their appointment in good time.

§ 3

Preconditions for the award of a teaching contract

(1) The preconditions for the award of teaching contracts are based on the valid version of Art. 31 Para. 1 Clause 4 BayHschPG and on the valid version of § 3 LLHV. In particular, the following are requirements:

- a completed degree at an institution of higher education (not including programs classed as "Fachhochschulstudiengang"),
- documentation of or reasoned expectation of pedagogic suitability, and
- at least three years professional experience.

(2) Specialist courses require at least a doctorate.

(3) For courses characterized by reflection on practical application, in addition to the preconditions listed in paragraph 1, documentation on the ability to reflect on practical application is needed via academic papers or by appointment as a seminar teacher or mentor for those starting their career or similar.

(4) When appointing school teachers as contract teachers, documentation of the second state examination is to be shown.

(5) In exceptional cases, and with written description of the reasons, deviation from these preconditions can be accepted.

§ 4

Preconditions for appointing contract teachers

(1) Teaching contracts are awarded in accordance with the valid version of § 4 Para. 1 LLHV.

(2) For the decision to award a teaching contract to a person for the first time, two evaluations of the fulfillment of the preconditions under § 3 should be presented. At least one of these evaluations should be from an external professor. These evaluations should generally not be made by persons who suggested the prospective contract teacher.

(3) For teaching staff of status "Hochschullehrer" at an academic institution of higher education either in Germany or abroad, only a short description of their previous career is needed.

(4) For persons who were previously employed with the status "wissenschaftlicher Mitarbeiter" or "künstlerischer Mitarbeiter", the evaluations can be forgone should the teaching contract follow directly from an employment relationship at the university.

§ 5

Payment for teaching contracts

(1) To be eligible for payment, a course must have at least 5 students. Insofar as a course does not take place or is discontinued (in accordance with § 5 Para. 1 LLHV), no compensation will be paid for the preparation.

(2) Payment for teaching contracts:

Regular course	Regular payment per hour	Up to €32
Granting of additional pay for courses		
a) whose teaching is highly challenging due to its content, in particular for courses of particular importance within the framework of the study and examination regulations	Additional pay per hour	Up to €5.00
b) for courses which are particularly taxing. This is for courses which have special requirements in respect of the amount of work associated to them (e.g. scope and intensity of the final examinations, preparation and wrap-up needed) or the number of the participants.	Additional pay per hour	Up to €5.00
c) when travel is needed from places over 20 km away	Additional pay per hour and the actual travel expenses accrued to the extent shown; for compact courses, overnight expenses can be claimed if they do not exceed the travel expenses that would otherwise accrue.	€2.50

Should several conditions apply simultaneously, the additional payments are added together.

(3) For subjects in which a reasonable range of courses cannot otherwise be ensured, the maximum limits set in paragraph 2 may be exceeded. § 5 Para. 3 and 4 LLHV remain unaffected.

(4) To save money, contract teachers should be found close to the university whenever possible.

§ 6

Teaching payments for people of the status "Hochschullehrer"

(1) Payment can be made to persons whose status is "entpflichteter Professor", and payment is made to persons whose status is "Honorarprofessor", "Privatdozent" and "außerplanmäßiger Professor" for courses which are required for the completeness of the range of courses should the faculty confirm that the course is needed to complete the range of courses. Among other cases, payment is not made should only the minimum teaching obligation be met (the valid version of Art. 27 HSchPG).

(2) Teaching payments:

a) People of status "Entpflichteter Professor", "Honorarprofessor", "Privatdozent" and "außerplanmäßiger Professor"	Regular payment per hour	Up to €40
b) In individual cases of special importance or when teaching the course is particularly taxing, in which a reasonable range of courses cannot otherwise be ensured	Payment per hour	Up to €66.00
c) When travel is needed from places over 20 km away	Additional pay per hour and the actual travel expenses accrued to the extent shown; for compact courses, overnight expenses can be claimed if they do not exceed the travel expenses that would otherwise accrue.	€2.50

(3) If paragraph 2 c applies, a strict approach must be taken. § 6 remains unaffected.

§ 7 Financing

The faculties decide on the teaching contracts applied for as part of the overall funds awarded for an academic year or semester. Insofar as possible, to save funds, teaching contracts should not be awarded every semester but rather in a regular rotation, for example every second semester. In order to achieve this, faculties are asked to make medium-term plans for about 2 years ahead.

§ 8 Accounting and payment

The payments for teaching in the winter semester and the following summer semester are accounted in one budgetary year. This means that the payments for November and December will be processed for payment in the following budgetary year, unless corresponding budgetary reserves are available to make advance payment.

§ 9 Final provisions

(1) The valid version of the regulations LLHV also apply.

(2) These regulations come into effect on March 1, 2016.

(3) At the same time, the regulations "Richtlinie zur Vergabe von Lehraufträgen und über die Verteilung von Haushaltsmitteln für Lehrauftrags- und Lehrvergütungen" from October 1, 2009, expire.

Enacted by the Executive Board on December 14, 2015, and approved by the Senate on February 3, 2016.

Regensburg, February 18, 2016

Universität Regensburg
President
Prof. Dr. Udo Hebel

**Anlagen
Applicant**

Form 1
93040 Regensburg
Date:

To the Faculty

internal

Teaching contracts for the **semester**

Application for a new contract teacher / teaching contract

Attachments: Form 2,
(for a new contract teacher, please include: resume, two evaluations, certificates)

The Faculty Council / Faculty Board is requested to conclude the following teaching contract for the
semester and to submit it to the rector's office for approval.

Name of the contract teacher:

Occupation:

Address:

Place of employment:

Title of intended course and details of hours per week over the semester (SWS):

Payment for the teaching contract should be

- EUR per teaching hour
- travel expenses from / to Regensburg and back
- no payment will be made.

Justification and remarks:

The course is detailed in **(please give place found)** of the **course and examination regulations** for the subject.

This is a revision course:

To what extent is the course necessary to round off the range of courses offered?

Why can the course not be covered by our own staff or by teaching staff for the teaching area (or where necessary another area) as part of the teaching activities they are to undertake in their main duties?

Why is it necessary for the teaching contract to be taken up by an external teacher?

Why is the teacher suggested particularly well suited to carrying out the teaching activities?

How many participants are expected to take part in the course?

participants.

Has the course already taken place in the same or a similar form in one or more semesters?

If yes, a report from the contract teacher on the content and number of participants (at the start and at the end of the semester) is to be enclosed.

Is the contract teacher new?

Other remarks:

(Name of the person making the application)

