Information Sheet: Requirements for Visiting/Guest Researcher Contracts at Paderborn University

1. The visiting/guest researcher is not permanently and substantially employed by Paderborn University.

2. The visiting/guest researcher is not integrated into the organisational structure of Paderborn University.

3. The visiting/guest researcher is not subject to disciplinary instruction by the professor and is not bound to comply with the working time regulations.

4. The visiting/guest researcher does not perform any work duties or provide any services typical of those performed or provided by staff or employees.

5. The visiting/guest researcher does not undertake any tasks or activities within the scope of the contract which, by their outward appearance, correspond to the tasks or activities previously undertaken on the basis of an employment contract.

6. If the visiting/guest researcher’s stay is not within the established curricula, syllabi and educational programmes, the statutory VAT pursuant to Section 13b UStG (German Value Added Tax Act), at the current rate of 19% will be added to the financial allowance.

I hereby confirm that this information is correct. I have read and understood the contents of this information sheet.

Paderborn, dated __________________________

Signature of applicant