



EXCELLENCE STRATEGY »EXPANDING INTERNATIONALITY« **GUIDELINES FOR CALCULATION OF COSTS** INTERNATIONAL GUEST PROFESSORS

FUNDING PERIOD 1.11.2019 – 31.10.2026

**FUNDING FOR GUEST PROFESSOR STAYS WHICH TAKE PLACE OR BEGIN
IN THE YEARS 2020 AND 2021**

Salary of guest professors

The amount of funding necessary to attract an international scholar / scientist for a guest professorship at Heidelberg University can vary considerably and depends on several factors (e.g. salary level in the home country, competing offers by other universities, partial continuation of wage payments at the home university). The salary can be paid on the basis of an employment contract, a research fellowship or a freelance contract. Which type of compensation is possible and appropriate must be determined on an individual basis. The following guidelines should be considered:

Employment contract

An employment contract outside the agreed pay scale („außertariflicher Angestelltenvertrag“) is concluded with the guest professor. In order to calculate the total costs (including social security contributions of the employee and the employer) you may use the DFG personnel rates

→ www.dfg.de/formulare/60_12/60_12_en.pdf

e.g. professorship (W salary): € 8.925 per month, head of independent junior research group (E14-E15): € 7.375 per month. These rates, however, are not obligatory in employment contracts outside the agreed pay scale and may be exceeded or undercut up to a certain amount. See „Verwaltungsvorschrift des Wissenschaftsministeriums für die Bestellung von Gastprofessorinnen und Gastprofessoren an den Hochschulen des Landes“:

→ www.landesrecht-bw.de/jportal/?jsessionid=D1A17A7A5628EE327BA1560415092869.jp91?quelle=jlink&query=VVBW-WM-20120327-01-SF&psml=bsbawueprod.psml&max=true#ivz3

Social security contributions have to be paid in each case, taxes as well, though these may possibly be paid in the home country (if a bi-national double taxation agreement exists). Travel costs to and from Heidelberg can be refunded according to the law on travel expenses of the state of Baden-Württemberg. Please remember to submit the employment application to the human resources division early enough.

→ www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/gastprofessoren.html

Research Fellowship

A fellowship can only be awarded for research purposes and cannot be linked to an obligation to teach regular study courses which are published in the course catalogue (LSF) or to do specific contract research on demand of the host institution. Please use the rates of the „Humboldt Research Fellowships for Experienced Researchers“ of the Alexander von Humboldt Foundation (AvH) for the calculation of costs: € 3.170 per month. This rate can be increased by allowances for accompanying family members or for mobility.

→ www.humboldt-foundation.de/pls/web/docs/text_id_1803/F-532926663/programme_information_e.pdf

The fellowship may go below the AvH rate, but it may also exceed it in well-founded cases, e.g. if the stay of the guest researcher could otherwise not be realized. The fellowship is not subject to mandatory social security deductions. Health insurance is obligatory, private liability insurance is recommended. Insurance costs have to be paid from the fellowship. For the calculation of costs please take into account that research fellowships (including a travel allowance) for international professors may be subject to 19 % VAT. This will have to be determined on an individual basis.

Freelance Contract

The remuneration of an international guest professor is also possible by a freelance contract; the application for a freelance contract has to be submitted to the "Innenrevision" / Internal Auditing.

→ www.uni-heidelberg.de/universitaet/beschaefigte/service/ir/honorarvertragswesen.html

The work in research or teaching to be delivered by the guest scholar/scientist has to be defined exactly in the freelance contract. The amount of the remuneration depends on the work / services to be rendered by the contractor; we recommend the funding rates of the „Humboldt Research Fellowships for Experienced Researchers“ of the Alexander von Humboldt Foundation (AvH) as an orientation for the maximum amount. For the calculation of costs please take into account that the remuneration including a travel allowance is subject to 19 % VAT.

Travel costs

For calculation of travel costs you may use the respective list of the Alexander von Humboldt Foundation

→ www.humboldt-foundation.de/pls/web/docs/F618222243/flf_reisepauschalen.pdf