



GUIDELINES FOR CALCULATION OF COSTS ENHANCING INTERNATIONAL EXCHANGE INTERNATIONAL GUEST PROFESSORS

FUNDING PERIOD: 1.11.2017 – 31.10.2019

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 or a research fellowship award. 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): € 99,000 per year / € 8.250 per month, head of independent junior research group (E14-E15): € 81.600 per year, € 6.800 per month. These rates, however, are not obligatory in employment contracts outside the agreed pay scale and may be exceeded up to a certain amount (see siehe „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).

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). Please use the rates of the „Humboldt Research Fellowships for Experienced Researchers“ of the Alexander von Humboldt Foundation (AvH) for the calculation of costs: € 3.150 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-1393298370/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.

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/F1622442076/reisepauschale.pdf.