Universitätsverwaltung
Dezernat Recht und Gremien
Rechtsangelegenheiten
Seminarstr. 2
69117 Heidelberg

Application for approval of the performance of unremunerated work in a University department or institution

☐ (Ms) ☐ (Mr) Surname, first name (in block letters): date of birth: nationality:
Occupation, university degree as appropriate; if student, indicate subject:
Exact name of University department/institution in which the unremunerated work is to be done:
Duration of the unremunerated work (max. two yeares): from to
Reasons: ☐ Mandatory internship (please attach certificate) ☐ Voluntary internship (please notify Dept. 5.3 of University Administration)
Mandatory to fill in: Previous or present work at **Heidelberg University**: from to
Enrolment at **Heidelberg University:** ☐ yes, from (if applicable): ☐ no
Employment contracts exist: ☐ yes, from to with the following employers:

☐ **Please check)** – I acknowledge the general conditions cited on page 2 for approval of the performance of unremunerated work in a University department or institution.

Heidelberg (date)

_____

Applicant

The performance of unremunerated work in our department/institution is approved.

Heidelberg (date)

_____

Stamp of institution and signature of institution head
(Name(s) also in block letters)

Contact person with phone number and e-mail address in case of any queries.

General terms and conditions for the performance of unremunerated work in a University department or institution

The approval to perform unremunerated work in a University department/institution shall not constitute either an employment contract or an educational status under labour law.

You will work in a university department/institution of your own volition and do so at your own request. Consequently there is no employment obligation and no remuneration at all shall be paid.

The work can be ended at any time by both sides before the approved period applied for has expired.

There shall be no claim to carryover into a service contract or employment contract.

You shall be required to act with the purpose of your presence at the University and to obey instructions in this regard issued by the department/institution director or his/her representatives.

Resources of the Heidelberg University - including the IT infrastructure - may only be used for the duration of your work at the university institution and only for the specific purpose of your presence. Private use is not permitted.

Any inventions that you make during the period of your unremunerated work at the university department/institution shall fall under the law on employee inventions (ArbNErfG) in the respective applicable version. During the period of unremunerated work, inventions shall be regarded as official university inventions.

During and after the conclusion of your time in the university department/institution you shall be obliged to maintain confidentiality about all the facts connected to the university's research activity that are only known to a restricted circle of people and are to be kept secret as appropriate to the justified scientific or economic interests of the university. This shall apply particularly to patentable findings and facts related to signed cooperation agreements.

Publications on the basis of your work in the university department/institution shall require the prior written approval of the department director. That must include a reference to the nature of your cooperation with the university department/institution.

Without the approval of the department director you may not procure knowledge, copies, specimens, etc. of official documents, drawings, figures, substances, materials, research methods, manufacturing methods, etc. except for work purposes. Permission may be granted only for specific purposes of your presence or activity at the university department/institution.

At the latest on conclusion of your period of work at the university, you shall be obliged to return service documents, drawings, figures etc. as well as notes and records about procedures and processes that you have obtained during your time spent in the university department/institution.