

1. Applicants must hold a university degree.
2. Prior to employment and irrespective of the duration of the intended employment, all applicants must undergo assessment to verify their loyalty to the constitution pursuant to the Publication of the State Government of Bavaria of 3 December 1991, last amended by the Publication of 27 November 2007.

For applicants who were born in certain countries (as set out in the questionnaire to assess loyalty to the constitution), or who hold or have previously held citizenship in one of these countries, an inquiry must be filed by the prospective employer with the applicant's consent to the *Landesamt für Verfassungsschutz* (State Office for the Protection of the Constitution). The same applies to applicants who are not citizens of any country ("stateless persons") or whose citizenship is unknown or has not been determined.

Applicants may not be employed prior to assessment by the Bavarian State Office for the Protection of the Constitution.

3. Research/teaching assistants may only be employed part time, i.e. up to 20 weekly hours in accordance with the current social security law.
4. Non-EU nationals require a residence permit with the right to work.
5. Research/teaching assistants may be employed for a maximum of six years [§ 2 (1), sentence 1, of the German Act on Fixed-Term Contracts for Academic Staff *Wissenschaftszeitvertragsgesetz - WissZeitVG*]. When calculating the period of temporary employment, all temporary employment contracts for more than 25% of standard working hours entered into with a German university or state or primarily state-funded research institution pursuant to § 5 of the *WissZeitVG*,

as well as corresponding fixed-term public service employment and private service contracts in accordance with § 3 of the *WissZeitVG* are to be taken into account. Temporary employment contracts for the purpose of acquiring scholarly qualification that were entered into under other legal provisions will also be taken into account. Pursuant to § 6 *WissZeitVG*, any employment periods spent for the purpose of providing scholarly or artistic assistant services concurrently with studies will not be taken into account for calculating the period set out in § 2 (1). More details may be found in the personnel record form for employees.

6. Research/Teaching Assistants are entitled to holidays in accordance with the *Bundesurlaubsgesetz/Federal Leave Act* (20 work days for full-year employment five days per week, to be calculated pro rata for shorter employment period and fewer work days per week).
7. Research/Teaching Assistants will be paid an annual bonus in accordance with the regulations applicable to civil servants of the Free State of Bavaria.
8. Applicants who are pursuing a second degree (not doctoral studies) do not have to pay contributions to health, long-term care, or unemployment insurance. Pension insurance will be mandatory; however, in case of marginal employment such as mini-jobs or, employees may apply for an exemption from pension contributions.
9. Based on the maximum rates established by the *Tarifgemeinschaft deutscher Länder (TdL)* (Employers Association of the German Länder), the salary will be determined for the entire university and announced by circular (available under "Hilfskräfte" in the "Dienstleistungskompass" at <http://portal.mytum.de/kompass/kompass/index>).