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Department of Human Resources (Abteilung Personal und Organisation)

Information sheet for lecturers

1. We kindly ask you to inform the Department of Human Resources and Organization as well as the responsible (specialist) department immediately of any changes to your personal data.
2. should there be any changes to your subject, the scope or a complete cancellation of your course, please inform the (specialist) department and the Department of Human Resources and Organization.
3. as a lecturer, you will carry out the tasks assigned to you independently and are therefore not employed by the University of Kassel. The tasks associated with teaching, such as preparation and follow-up work, are included in the teaching assignment and cannot be remunerated separately.
4. If you work full-time in the public sector, I would like to point out that you are obliged to report your secondary employment. For members of the University of Kassel, secondary employment must be reported to the Department of Human Resources and Organization together with the application for a teaching assignment.
5. after completing your teaching assignment, please complete and sign the "Declaration" form on the individual hours actually completed and submit it to the Human Resources and Organization Department via the responsible (specialist) department by the 5th of the month at the latest. Hours missed, even if the reasons for this are not the responsibility of the lecturer, will not be remunerated. This deadline should be adhered to due to the payroll deadline. As a precaution, I would like to point out that failure to meet the deadline may result in delays in

the payment of your fee. Any approved travel expenses will be paid out with the fee and must therefore be stated on the declaration. In particularly justified exceptional cases, advance payments of the fee may be made. As a precaution, I would like to point out the three-year limitation period for teaching assignment remuneration in accordance with § 195 BGB. A SEPA-capable bank account must be available for the payment period of the teaching assignment, otherwise no payment is possible.

6. no taxes or social security contributions will be withheld by the University of Kassel's Hochschulbezügestelle as a result of your self-employment. Income from part-time activities within the meaning of § 3 No. 26 of the Income Tax Act (EStG) is tax-free up to an amount of € 3,000 per calendar year. In principle, authorities must report "such" payments. The responsible tax office receives a notification in accordance with the regulations in the Notification Ordinance of 07.09.1993 (BGBl. I No. 48 p. 1554), last amended by Article 58 of the Act of 23.12.2003 (BGBl. I No. 65 p. 2484). You are obliged to declare the payment of the remuneration to the tax office as part of your tax recording and declaration obligations.
7. lecturers are not covered by accident insurance through the University of Kassel. As a precautionary measure, reference is made to the possibility of voluntary accident insurance.
8. according to § 48 of the Hessian Data Protection and Freedom of Information Act (HDSIG), lecturers are obliged to maintain data secrecy, even beyond the assignment of the teaching assignment. www.uni-kassel.de/go/data-protection
9. The Directive on Preventing and Combating Corruption in Public Administration administration of the State of Hesse dated 18.11.2019 (StAnz. 52/2019, p. 1357) with its annexes attachments you can take note of at the following link: the acceptance of rewards and gifts in relation to the activity as a lecturer is prohibited. www.uni-kassel.de/go/corruption
10. the provisions applicable to civil servants of the university shall apply mutatis mutandis to the liability for damages of lecturers.
11. lecturers have the opportunity to take part in the continuing education courses offered by the Service Center for Teaching (SCL) at the University of Kassel.