

Teaching assignment at	
Department	Chair/Professorship/Institution

## Personnel Record – Teaching Staff

<input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	Title, last name, first name	
Address (street, house number, postal code, town/city)		
Date of birth	Place of birth	Country of birth
Nationality/Nationalities		Previous nationality/nationalities (if any)
Email <sup>1</sup>	Phone number (during the day)	

### Main employment in the civil service

- I am not employed in the civil service.  
 My main employment is in the civil service:

Unit of employment
The amount of time and expenses incurred in performing teaching activities is part of my official job duties: <input type="checkbox"/> yes, in the amount of          hours <input type="checkbox"/> no

### Other teaching assignments

- I have no other teaching assignments.  
 I have one or more other teaching assignments and I hereby confirm that the total of my teaching assignments at Bavarian state universities in the current semester does not exceed the cap of nine weekly hours per semester.

University/Universities	Weekly hours per semester

### Loyalty to the constitution

<p>I acknowledge receipt of the list of extremist or extremist-influenced organizations provided to me (see Fragebogen zur Prüfung der Verfassungstreue - Questionnaire for the assessment of loyalty to the German Constitution). If the information provided in this questionnaire has changed or will change, I undertake to notify Human Resources without delay.</p>	<p>This also applies in case I perform another teaching assignment for the Technical University of Munich, with or without a temporary interruption. The current version of the above list may be found in TUM's services directory (<i>Dienstleistungskompass</i>) under <i>Verfassungstreue</i>.</p>
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<sup>1</sup>) for initial provision of your TUM account credentials

## Loyalty to the German Constitution

I acknowledge receipt of the list of extremist or extremist-influenced organizations provided to me (see Questionnaire for the Assessment of Loyalty to the German Constitution). If the information provided in this questionnaire has changed or will change, I will undertake to notify Human Resources without delay.

This also applies in case I perform another teaching assignment for the Technical University of Munich, with or without a temporary interruption. [The current version of the above-mentioned list may be found in TUM's services directory (*Dienstleistungskompass*) under *Verfassungstreue*.]

I undertake to report any changes without delay, in particular, in the event that I take on additional teaching assignments that would result in exceeding the cap of nine weekly hours per semester. With my signature, I expressly declare that my teaching activities within the scope of my teaching assignment at the Technical University of Munich (in a public-law relationship with the Free State of Bavaria) are carried out and regarded as self-employment. I acknowledge that, in accordance with § 127 SGB IV, my self-employment will not result in any obligation to pay insurance or social security contributions until 31 December 2027.

I have been informed of the advisory services offered by the German Pension Insurance ([www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)).

A position as lecturer does neither give rise to an employee-like status nor economic dependence. With my signature, I confirm that I have read the information contained in this Personnel Record as well as the data protection information set out in Art. 13 of the General Data Protection Regulation (GDPR) for the collection and processing of personal data relating to my appointment as TUM Honorary Professor, TUM Adjunct Professor, Adjunct Teaching Professor, or adjunct instructor, available at (<https://portal.mytum.de/kompass>), under "Datenschutz – Lehrpersonal" in the TUM services directory (*Dienstleistungskompass*).

.....  
City, Date

.....  
Signature

### Enclosures:

Please submit the following documents for your **first teaching assignment** at the Technical University of Munich; in case of an interruption of more than one year, please submit the documents marked with \*. Non-EU citizens without permanent residency must submit a valid residence permit **each** semester.

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Copy of university diploma(s) (if any)	<input type="checkbox"/>
Doctoral diploma (if any)	<input type="checkbox"/>
Medical specialist certification (if any)	<input type="checkbox"/>
* CV in table form (no specific format required)	<input type="checkbox"/>
Fragebogen zur Verfassungstreue/Questionnaire for the assessment of loyalty to the German Constitution	<input type="checkbox"/>
Fragebogen zu Scientology/Questionnaire on Associations with the Scientology Organization	<input type="checkbox"/>
Copy of valid residence permit with permission to work (non-EU citizens)	<input type="checkbox"/>