

I take note of the following mandatory forms and legal provisions:

1. declaration on other employment

In order to conclude an employment contract for the intended employment as a student or research assistant (colloquially "Hiwi"), no employment relationship as a student employee (on the basis of the collective agreement of the federal states) may exist at the Bauhaus-Universität Weimar at the same time! If you are employed according to TV-L, a student assistant contract cannot be concluded. Please inform the department! You must confirm this with a declaration, which you can find [here](#). The declaration on other employment is available for you to sign when you sign the contract in the secretariat.

2 DSGVO

Student and research assistants (Hiwis) are informed and agree that personal data concerning them for the employment contract, salary instructions, time sheets, business trip statements and other proof of expenditure will be stored electronically and forwarded to the Thuringian State Office of Finance or third-party funding bodies in accordance with the provisions of the General Data Protection Regulation (GDPR) of 25.05.2018.

3. time sheets

Due to the Minimum Wage Act (since 01.01.2015), you are obliged to record the start, end and duration of your daily working hours, at the latest by the end of the seventh calendar day following the day of work and to keep these records for at least two years! Time credits and reduced hours within the contract term within the framework of the flexitime model are possible, but must be compensated at the end of the contract!

Rest periods of at least 11 hours between the end of work and the start of work in accordance with § 5 of the Working Hours Act (ArbZG) must be observed. See also [ArbZG \(ArbZG - Working Hours Act \(gesetze-im-internet.de\)\)](#).

The time sheet to be used can be found in German and English on our website under Downloads: [Bauhaus-Universität Weimar: Student and research assistants \(Hilfskräfte\) \(uni-weimar.de\)](#). A copy of the time sheets for each existing contract must be submitted monthly to Ms. Thiele in the Human Resources Department!

4. further information can be found on our website for student and research assistants, see: <https://www.uni-weimar.de/de/universitaet/struktur/dezernat/dezernat-personal/assistentinnen/>