

**RUB**

# Working and Research at University



## 7.1. Employment Contract or Appointment

Academic employees at universities conclude employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed. Public servants' salaries are laid down by the "Bundesbesoldungsgesetz" (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called "W". In most Federal States academic staff are paid according to a collective pay agreement known as "TV-L".

You will have to sign your employment contract before you officially start working. Your institute or the personnel department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in Chapters 8 and 9. Please read them carefully.

### For new members of staff

On the RUB service portal, you will find a "Welcome pack for new employees" with the most important information for academic staff just taking up new positions. It includes information on the workplace (working hours, holidays, travel on university business, health and safety, acquisition etc.), on employers' contributions, interest groups, technical support and many other points.

You are, of course, entitled to use all the facilities such as libraries, refectories, sports amenities or the Welcome Centre.

The personnel department at Ruhr-Universität Bochum (Department 3) is located in the administrative building.  
Department 3, Personnel Matters

[www.uv.rub.de/dezernat3](http://www.uv.rub.de/dezernat3)

[www.uv.rub.de/dezernat3/TV\\_L/TV-L.pdf](http://www.uv.rub.de/dezernat3/TV_L/TV-L.pdf)

### Personnel Matters (academic staff)

Jana Kerle

☎ 0234 / 32-265 11

@ [jana.kerle@uv.rub.de](mailto:jana.kerle@uv.rub.de)

[www.uv.rub.de/dezernat3/abteilung\\_33.html](http://www.uv.rub.de/dezernat3/abteilung_33.html)

### Welcome Pack for new employees:

[serviceportal.rub.de/Begriffesammlung/Seiten/index/Themendetailseite.aspx?Thema=willkommenspaket](http://serviceportal.rub.de/Begriffesammlung/Seiten/index/Themendetailseite.aspx?Thema=willkommenspaket)

### INSIDER INFO:

English versions of most of the forms are available to help with translation.


**LBV NRW**

-  [www.lbv.nrw.de](http://www.lbv.nrw.de)
-  [international.rub.de/  
welcomecentre/index.html.en](http://international.rub.de/welcomecentre/index.html.en)

**EURAXESS funding database**

-  [www.euraxess.de/funding/search](http://www.euraxess.de/funding/search)

**DAAD funding programmes**

-  [www.daad.de/deutschland/stipendium/  
datenbank/en/21148-scholarship-database](http://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database)

**ELFI – Electronic Research Funding Information System**

-  [www.elfi.info/e\\_index.php](http://www.elfi.info/e_index.php)

**LBV NRW**


The “Landesamt für Besoldung und Versorgung NRW (LBV)” is the authority responsible for calculating and paying the salaries of all employees and public servants at Ruhr-Universität Bochum, so you will receive your salary statement from the LBV directly. You can find the coordinates of people to contact on your salary statement or by using your LBV-pin number to access the LBV’s website. Here you will also find additional information on collective pay agreements, child benefit and taxation.

## 7.2 Visiting Fellowships

If an institute invites you to work at the university as a fellow you will become a member of the university for the duration of your stay and will be entitled to make use of the facilities and opportunities offered by the university. As such, you will be subject to the terms and regulations obtaining at your host institute. We recommend you to clarify major issues with your academic host at the earliest opportunity, such as the use of equipment and laboratories and how cooperation with other members of the academic and, if applicable, technical staff at the institute is supposed to work in practice. Please note that fellows and visiting researchers are not insured by the university. You are obliged to take out health insurance cover yourself. In addition, we recommend you to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see Chapter 8.2).

### INSIDER INFO: WHAT DO ACADEMICS EARN IN GERMANY?

For information on collective pay agreements and salary scales visit:

-  [oeffentlicher-dienst.info/tv-l/allg](http://oeffentlicher-dienst.info/tv-l/allg)

## 7.3 Intellectual Property

### Finance and funding for research visits to Germany

EURAXESS Germany maintains a comprehensive database containing more than 100 programmes offered by funding organisations in Germany. You can also find funding programmes for students, post-graduates and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD).

On principle, you should ask your employer or host institute about the handling of intellectual property, patents, and inventions at an early stage. As an employee you are obliged to inform your employer about inventions. At Ruhr-Universität Bochum, Section 4 in Department 1 is responsible for Transfer and Entrepreneurship. This should be your first port of call to get advice on dealing with intellectual property, and to register patents and licences. Here you will find information on the necessary procedures and regulations at RUB and also get support in carrying out the steps required to complete registration.

If your patent is registered, you will be named as the inventor and can include the patent in your publication list.

### In Bochum: Department 1, Section 4 Transfer and Entrepreneurship

Section 4 – Transfer and Entrepreneurship – in Department 1 is the contact point

for all questions relating to intellectual property rights, patents and inventions

✉ Dr. Nils Elsner

@ [patente@rub.de](mailto:patente@rub.de)

🌐 [www.worldfactory.de/en](http://www.worldfactory.de/en)

#### Additional information:

🌐 [www.euraxess.de/germany/information-assistance/intellectual-property-rights-ipr](http://www.euraxess.de/germany/information-assistance/intellectual-property-rights-ipr)



#### INSIDER INFO:

For useful information for employees at RUB also visit

🌐 [www.worldfactory.de/en](http://www.worldfactory.de/en)

🌐 [www.rub.de/angebote/beschaefigte/index\\_en.html](http://www.rub.de/angebote/beschaefigte/index_en.html)

## Open access RUB


### Website:

 [www.rub.de/oa](http://www.rub.de/oa)

### RUB's publication fund


 [www.rub.de/oa/apply/index.html.en](http://www.rub.de/oa/apply/index.html.en)

### Electronic publishing at RUB

 [www.ub.rub.de/Informationen/publishing.html](http://www.ub.rub.de/Informationen/publishing.html)

### RUB's Open Access representative

Kathrin Lucht-Roussel


 [kathrin.lucht-roussel@rub.de](mailto:kathrin.lucht-roussel@rub.de)

 02 34 / 32-2 2053

### UB open access team

 [oa@rub.de](mailto:oa@rub.de)

### Electronic doctoral and habilitation dissertations

 [theses-ub@rub.de](mailto:theses-ub@rub.de)

## 7.4 Open Access

After signing the Berlin Declaration on Open Access in October 2003, RUB has supported the political demand for open access to academic publications online. On 6 March 2013, the RUB Senate passed a Resolution to promote Open Access and encourages all researchers to make their research findings freely available.

### Funding applications

Thanks to the support of the German Research Foundation (DFG), since 2014, RUB has had a fund to promote publications in open-access journals. The University Library (UB) manages the fund. As a member of RUB and a corresponding author you are eligible to apply to the UB for funding.

### Open access publishing at RUB

UB Bochum offers several central services through which scientific papers can be published as open access. Via RUB's platform, Open Journal Systems (OJS), RUB researchers can publish e-journals as open access. UB also supports the members of RUB in publishing academic series in electronic form by providing Open Monograph Press (OMP). And via RUB's Dokumentenrepositorium you can publish the full text of doctoral and habilitation dissertations electronically. Furthermore, full texts that have already been published can be made permanently accessible at no extra cost (open access second publication). In every case, the regulations governing copyright and rights of use must be respected.





### Stipulations made by research funders

Many research funders aim to ensure that all the publications they fund enjoy worldwide open access wherever possible. DFG recommends publishing research results in open access journals or subsequently depositing papers that have already been published in open access repositories.

In the case of EU projects (HORIZON 2020), open access to academic publications is mandatory for all projects. In some sub-jects there is an “open research data pilot” for research data. You should take note of the stipulations when you start planning a project and factor in the possible costs of open access publications in your application.

### Predatory publishing

In a statement, the Senate of the German Rectors’ Conference (HRK) has warned about the fraudulent practice of so-called predatory journals. Unlike reputable specialist journals, they rarely use peer review. The website [thinkchecksubmit.org](http://thinkchecksubmit.org) is helpful in assessing dubious offers.

UB’s OA-Team will be pleased to advise you.

### Additional information on open access:

#### Berlin Declaration:

[openaccess.mpg.de/  
Berlin-Declaration](http://openaccess.mpg.de/Berlin-Declaration)

#### Open Access Resolution:

[www.rub.de/oa/RUB\\_UB\\_OpenAccess-  
Resolution.pdf](http://www.rub.de/oa/RUB_UB_OpenAccess-Resolution.pdf)

#### Applying for funding:

[www.rub.de/oa/apply/index.html.en](http://www.rub.de/oa/apply/index.html.en)

#### Open Journal Systems:

[ojs.ub.rub.de](http://ojs.ub.rub.de)

#### Open Monograph Press:

[omp.ub.rub.de](http://omp.ub.rub.de)

#### RUB Repository:

[hss-opus.ub.rub.de/opus4/home](http://hss-opus.ub.rub.de/opus4/home)

#### DFG:

[www.dfg.de/en/research\\_funding/faq/  
index.html](http://www.dfg.de/en/research_funding/faq/index.html)

#### HORIZON 2020:

[ec.europa.eu/programmes/horizon2020/en/  
h2020-section/open-science-open-access](http://ec.europa.eu/programmes/horizon2020/en/h2020-section/open-science-open-access)

#### HRK Statement on Predatory Publishing:

[www.hrk.de/resolutions-publications/  
resolutions/beschluss/detail/state-  
ment-on-predatory-publishing](http://www.hrk.de/resolutions-publications/resolutions/beschluss/detail/state-ment-on-predatory-publishing)