

FOR ANCILLARY ACTIVITIES AND/OR EMPLOYMENT

(Name and position or title)

(Date)

(Agency or unit employed with)

(Telephone)

**To the University Management of
Freie Universität Berlin**

- I A - / - I B -

Application for approval of

Notice of

Paid

Unpaid

Ancillary activities and/or employment

1.I intend to begin performing the following ancillary activities or to take on the following ancillary employment:

(detailed description of work or activities)

1.1

Start of ancillary activities and/or employment

End of ancillary activities and/or employment

1.2 Time required for ancillary activities and/or employment:

(Hours per week, averaged over a month, including time spent preparing for and finishing activities and/or employment / at what time of day / on which days?)

Proof of the type and scope of ancillary activities and/or employment is enclosed (Sec. 29 (5) Clause 2 of the Civil Service Act for the State of Berlin (Landesbeamtengesetz))

1.3 Name and corporate form of the employer or client for which the ancillary activities and/or employment are/is to be performed; if public service, also list the address (required pursuant to Sec. 10 et seq. HNtVO (Verordnung über die Nebentätigkeit des beamteten wissenschaftlichen und künstlerischen Personals an den Hochschulen, Ordinance on Ancillary Activities and/or Employment by Civil Servants Employed in Academic and/or Artistic Positions at Institutions of Higher Education) and/or Sec. 7 et seq. NtVO (Verordnung über die Nebentätigkeit der Beamten, Ordinance on Ancillary Activities and/or Employment by Civil Servants), possible obligation to surrender earnings in the case of ancillary employment in public service)

1.4 Amount of compensation

(Only in the case of ancillary employment in public service, cf. Sec. 9 (2) HNtVO and/or Sec. 6 (2) NtVO)

1.5 I intend to utilize the following for the performance of my ancillary activities and/or employment
(required pursuant to Sec. 13 et seq. HNtVO and/or Sec. 10 et seq. NtVO; you may be required to pay a fee for the use thereof):

a) Facilities (Approximately how many hours, estimated?)	One time	Permanently
Professional room or office	<input type="text"/>	<input type="text"/>
Laboratory	<input type="text"/>	<input type="text"/>
Treatment room	<input type="text"/>	<input type="text"/>
Dissection room	<input type="text"/>	<input type="text"/>
Other room(s)? Specify:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

b) Staff: (Approximately how many hours, estimated) (How many staff members / hours?)	One time	Permanently
Researcher	<input type="text"/>	<input type="text"/>
Higher assistant	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>
Medical technical assistant	<input type="text"/>	<input type="text"/>
X-ray assistant	<input type="text"/>	<input type="text"/>
Lab technician	<input type="text"/>	<input type="text"/>
Lab cleaning technician	<input type="text"/>	<input type="text"/>
Animal care technician	<input type="text"/>	<input type="text"/>
Printer	<input type="text"/>	<input type="text"/>
Other staff? Specify:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

c) Materials (except other energy as defined in Sec. 13 (2) HNtVO): Approximate estimated amount	One time	Permanently
Serums	<input type="text"/>	<input type="text"/>
Chemical reagents	<input type="text"/>	<input type="text"/>
Culture media	<input type="text"/>	<input type="text"/>
Medications	<input type="text"/>	<input type="text"/>
X-ray materials	<input type="text"/>	<input type="text"/>
Other materials? Specify:	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Legal bases:

Sec. 11, Federal Collective Agreement for Public-Sector White-Collar Employees (Bundes-Angestelltentarifvertrag (BAT))

Sec. 60 through 64, Civil Service Act for the State of Berlin (Landesbeamtengesetz)

Sec. 98, Higher Education Act for the State of Berlin (Hochschulgesetz)

Ordinance on Ancillary Activities and/or Employment by Civil Servants Employed in Academic and/or Artistic Positions at Institutions of Higher Education (Hochschulnebenbeschäftigungsverordnung, HNtVO)

Ordinance on Ancillary Activities and/or Employment by Civil Servants (Nebenbeschäftigungsverordnung, NtVO)

(You can inspect these laws and regulations at your place of work or personnel office. If you have any questions, please contact your appropriate personnel agent (see your salary or payroll statement).

I affirm that I have answered the questions above in full and truthfully, to the best of my knowledge and belief.

Applicant's signature

Opinion of direct supervisor:

Date

Signature

**Via the Office of the Dean of the Department / Chairman of the Governing Board or Institute
Council of the Institute / Head of the Central Service/Division/Subdivision**

Date

Signature