



Notification of secondary activity

Last name, first name

Official/service title

Faculty/institute/establishment/tel.

Type of secondary activity (attach any contracts, etc. and/or other relevant supporting documents)

Name and address of the employee(s)

Details of the secondary activity

Total expected duration of the secondary activity from:

Time required, including travel and preparation time:

to

Hours per week

Hours per month

Total hours

Request to carry out all or part of the secondary activity during working hours:

(extent and specific reasons for doing so)

yes

No

Extent of your current teaching obligations in the main office (academic staff only):

Number of semester periods (target)

Number of semester periods (actual)

Estimated remuneration/income/monetary benefits per month

Total

Use of facilities, staff and materials of the University of Rostock

The use of facilities, staff and materials is not permitted unless express written permission has been given in this regard and/or a user agreement has been concluded in writing. A usage fee applies (Section 14 NLVO M-V).

no

yes

Period (from-to)

Scope (hours/week)

Notes

Facilities

Staff

Materials

Declaration:

I am aware that I must report any secondary activity in good time (usually at least 1 month in advance) and that secondary activities must be carried out outside of my usual working hours. I must report any changes immediately to the HR and Staff Development Department. I have taken note of the above information on the use of facilities, personnel and materials.

I am aware that undertaking the secondary activity may be prohibited or subject to conditions. Income from secondary activities in the public sector may be subject to special provisions.

I hereby assure that the information I have given is correct and complete.

Signature

Statement from the specialist supervisor

There are no concerns about taking up this secondary activity.

The teaching obligation is fulfilled (for academic staff only).

There are concerns about taking up this secondary activity

(e.g. conflicts of interest, considerable time or physical demands, as a result of the use of facilities, materials and personnel, because it takes place during working hours – please explain in detail)

Signature of the Department Supervisor

Acknowledgement of the Dean or Head of Division

Signature of the Dean or Head of Division