

Determination of TV-L Pay Grade Level

Definition, Presentation and Justification of Relevant Professional Experience

Technical University of Munich

☐ ZA 2, Unit 21

☐ ZA 2, Unit 23, Garching

☐ ZA 2, Unit 22

☐ ZA 2, Unit 24, Weihenstephan

Details on the employing unit

School/Department
Chair/Professorship/institution/unit

Personal details

Last name, first name	Date of birth	Start date of employment
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1. Definition of Relevant Professional Experience and Instructions for Filling in the Form

Definition:

Relevant professional experience is professional experience in performing the tasks assigned or a corresponding activity related to the task. This is the case if the previous activity is essentially carried on without any changes. However, a job of the same or similar nature may also be sufficient, **provided that it generally corresponds to the future classification in terms of status**. The decisive factor is whether the knowledge and skills required for the previous activity and the knowledge and experience acquired there are typically also required for the new activity and shape it. Both jobs must be at least equivalent in terms of task profile and level. The existence of relevant professional experience requires that the employee has acquired knowledge and skills in an equivalent activity, which are still required in the activity to be performed after hiring, so that he/she can take on the new role in full without significant training. The previous job must essentially cover the entire scope of the prospective job.

Kinds of professional experience:

Only time spent in an employment (within the meaning of general employment law) **counts as professional experience**. Such work could have been performed abroad.

Freelance work, training and legal clerkships, teaching assignments, traineeships, internships and service or fee-based contracts cannot be considered. Relevant professional experience in a public service position as a *Beamte* of the State of Bavaria (with the exception of "auf Widerruf/on revocation") can also be taken into account as specified by Ministry provisions.

Instructions for filling in the form:

If it can be determined that the previous job and the new position at TUM are so similar in terms of the tasks and the technical skills required that no initial training is necessary, the time spent with the previous employer must be taken into account and entered in the form, stating the time periods (corresponding to the information in the curriculum vitae and the staff questionnaire) and **details of why the work experience is relevant must be provided**.

The previous job title of an applicant can demonstrate that they have relevant professional experience, e.g. research assistant (scientist), doctor, etc.

For employees with previous contracts of employment in academia, the explanation given in the form applies if the applicant has carried out research activities as part of a doctorate, postdoctoral phase or externally funded research projects at other universities or non-university research institutions (applicable information: WissZeitVG time limits, training measures, allocation to EGr. 13 TV-L, etc.). Times must, however, be listed individually. With his/her signature, the supervisor confirms that the applicant has relevant professional experience.

2. Details and Justification of Relevant Professional Experience

Employment in academic functions at TUM, other universities and/or non-university research institutions (scholarships can only be considered if the focus is on gaining professional and/or research experience):

from (TT.MM.JJ)	to (TT.MM.JJ)	University/ research institution	Justification relevant experience
			Employment with the acquisition of professional experience and specialist knowledge gained through research and teaching activities. Confirmation is given that the research activity/activities will essentially be continued and that no significant training will be required.

Employment in non-academic functions at TUM, other universities and/or non-university research institutions:

from (TT.MM.JJ)	to (TT.MM.JJ)	University/employer	Justification relevant experience

Employment and civil service positions with the State of Bavaria:

from (TT.MM.JJ)	to (TT.MM.JJ)	Employing office	Justification relevant experience

Employment with another employer (federal, state, local government, private sector, etc.):

from (TT.MM.JJ)	to (TT.MM.JJ)	Employer	Justification relevant experience

If required, further details can be provided on a separate sheet. You must submit documentation (references, certificates, letters of reference, job descriptions, employment contracts, etc.) for the periods listed. We explicitly inform you that untrue statements provide grounds for contesting the employment contract and/or reclaiming payments. Periods that were not reported above cannot be considered retrospectively.

.....
City, date

.....
Signature supervisor

3. Result – to be filled in by TUM Human Resources:

☐ Relevant professional experience has been gained in the times specified. The required documentation has been provided.

Legal basis and determination of pay grade levels, see supplementary sheet to LfF staff questionnaire

Further comments on the results of the review (optional, e.g. if listed periods are deemed not relevant under the collective agreement):

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City, date

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Signature of official in charge
ZA 2 – TUM Human Resources