

## **Notes and information on the selection procedure at BTU**

Thank you for your interest in working at BTU. Below we would like to give you some important information about the selection process at BTU and show you the advantages of working at BTU.

### **Your advantages at BTU - a job with a future**

#### **Annual leave**

Our employees benefit from 30 days of vacation per year (with a 5-day week).

#### **Secure earning opportunities**

All BTU employees receive a secure and attractive income based on the "Tarifvertrag der Länder" (TV-L). The specific level of remuneration is based on the pay group and the respective experience level. The pay grade is stated in the respective job advertisement. Your previous professional experience can be taken into account in the experience level and lead to a higher classification than level 1 if the relevant requirements are met.

Civil servants at BTU receive the salary corresponding to the designated salary group and the corresponding experience level (in the "A-Besoldung") on the basis of the "Brandenburgisches Besoldungsgesetz".

#### **Flexible working hours and part-time**

At BTU, great importance is attached to personal responsibility and flexibility in order to be able to reconcile personal and professional interests in the best possible way. Our employees benefit from flexitime without core hours. In the academic field, the BTU also offers trust-based working hours.

In principle, most of our jobs are also suitable for part-time employment. Please let us know if you would like to reduce your hours temporarily or long-term.

#### **Mobile work**

Modern workplace equipment also enables us to work flexibly. Our employees can work up to 40% of their individual working hours from any location.

#### **Educational leave and further training**

The personal and professional development of our employees is important to us and lifelong learning is a fundamental part of our university. For this reason, we not only support continuing education on official business, such as in our own continuing education center ("ZWW"), but also enable private participation in continuing education events by granting educational leave on the basis of the "Brandenburgisches Weiterbildungsgesetz".

#### **Job ticket**

We are not only researching the mobility of tomorrow, but also encourage our employees to use local public transport. For this reason, our employees receive an allowance of €15 per month and a 5% discount on the "Deutschlandticket" when they purchase a Deutschlandticket as a job ticket from our partner.

#### **Health management**

Our experienced health management team supports our employees in all aspects of occupational health and safety, occupational integration management and active health promotion. Our services range from professional massages, informative lectures and workshops to comprehensive company medical care.

**Family-friendly university**

Flexible working hours and modern forms of work enable the best possible work-life balance. There are also vacation activities for employees' children and exciting insights into science through participation in our children's university.

**Language courses and internationalization**

An international workplace in the heart of Lusatia also allows you to further your education in foreign languages. Our Language Center offers a wide range of language courses for this purpose. In addition, our international collaborations and projects offer the opportunity to participate in language trips and stays abroad.

**Sports activities**

We move the future in our day-to-day work - then we move ourselves. That's why our employees can take part in the numerous university sports activities on offer at reduced rates. Our offer includes classic ball sports, athletics, fitness, various forms of dance and water sports on Lake Senftenberg.

**Certified working conditions**

Equality, acceptance and respectful interaction with one another are just as important to us as the compatibility of family and career. We have this continuously checked by external institutions. The awards for diversity, family equality, sustainability and E-Quality are therefore very important to us.

**Diversity and equality**

Diversity moves us forward - that's why we embrace diversity and openly advocate equality at our university and in society. To this end, we strive for a balanced gender ratio in all employee groups and are committed to equal rights and the advancement of our employees with our dedicated Equal Opportunities Officers.

**Notes for your application****General requirements for your application**

Whether you meet the criteria stated in the advertisement will be checked exclusively on the basis of the application documents and evidence you submit. Therefore, please enclose all supporting documents (as a scan) with your application, which prove your qualifications for the advertised position. This includes, in particular, proof of your professional or academic qualifications.

Applicants who are already employed in the civil service should enclose a declaration of consent to the inspection of their employee file with their application, stating the department responsible for the employee file.

**Severely disabled or equivalent applicants**

Severely disabled applicants or applicants with equivalent qualifications will be given priority if they are equally qualified. If you belong to this group of people, please state this explicitly in your application and enclose a copy of the relevant proof with your application.

**Current assessment / current certificate**

Please submit a current professional assessment or a current, meaningful reference with your application. As incoming applications are primarily compared on this basis, appraisals and references must be sufficiently up to date (not older than three years). Therefore, make sure that your appraisal/reference reflects your current job and is not older than three years. If not, request a current appraisal/certificate and enclose it with your application.

**Application costs**

Unfortunately, the costs associated with your application, such as loss of earnings, travel expenses, material costs, etc., cannot be reimbursed.

## Application photos

The required submission of application photos is waived.

## Data protection

By submitting your application, you declare that you have provided the information to the best of your knowledge and belief and that it is complete.

The protection of your personal data is very important to us. We therefore inform you below about the collection, processing and use of your data as part of the online application in accordance with the relevant data protection regulations.

In the course of your application, we will collect and process the personal application data listed below exclusively as part of the application process:

Surname, first name Address Telephone number E-mail

Application documents (letter of application, CV, references, certificates, degree of severe disability indicated, etc.)

## Purpose of data collection / disclosure

Your personal application data is collected and processed exclusively for the purpose of filling positions within the BTU. Your data will only be forwarded to the internal departments and specialist departments of BTU responsible for the specific application procedure.

Your application data will not be used for any other purpose or passed on to third parties.

## Retention period of the application data

Your personal application data will generally be deleted six months after completion of the application process. This does not apply if legal provisions prevent deletion, if further storage is necessary for the purpose of providing evidence or if you have expressly consented to longer storage.

Once the recruitment process has been completed, all data required for the establishment of an employment relationship or for redeployment, secondment or transfer will be handled in accordance with data protection regulations.

## Data security

We have taken various technical and organizational precautions to protect the data collected as part of your application from manipulation and unauthorized access. Personal data is subject to special protective measures, including those of an electronic nature.

If you have contacted BTU using an e-mail address or submitted your application by e-mail, please inform us explicitly if this e-mail address may not be used by BTU staff to contact you during the application process.

## Right to information and revocation

If you have any questions about the collection, processing or use of your personal data or in cases of information, correction or deletion of data, as well as revocation of consent given, please contact our data protection officer:

Sergey Romanov

Konrad-Wachsmann-Allee 5

03046 Cottbus

Phone: 0355 69 2112

E-Mail: [datenschutz@b-tu.de](mailto:datenschutz@b-tu.de)

## General data protection information

Please also refer to our general data protection information for further information regarding the use of our website.