

## **Notes and information on the selection process**

### **General requirements for your application**

Whether you meet the criteria stated in the advertisement will be assessed solely on the basis of the application documents and supporting documents you submit. Therefore, please enclose all supporting documents (copies) with your application that prove your qualifications for the advertised position. This includes, in particular, evidence of your professional or academic qualifications.

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

### **Severely disabled applicants or applicants with equal status**

Severely disabled applicants or applicants with equivalent qualifications will be given priority in cases of equal suitability. If you belong to this group of people, please state this explicitly in your application and enclose a copy of your proof of disability with your application.

### **Mandatory: current assessment / current certificate**

Please submit a current performance appraisal or a current, informative reference with your application. Since the incoming applications are primarily compared on this basis, evaluations and references must be sufficiently up-to-date (not older than three years). Therefore, make sure that your appraisal/testimonial still gives an up-to-date picture of your activities and is not older than three years. If not, request a current appraisal reference and enclose it with your application.

### **Salary**

The amount of the monthly salary is based on the remuneration group ("E") listed in the job advertisement, which is determined by applying the collective wage agreement of the federal states ("TV-L"). The remuneration table with the current gross monthly salary can be viewed on the website of the [Central Pay Office of the State of Brandenburg](#).

In principle, you will be hired in level 1 ("Stufe") of the respective remuneration group. Depending on your previous professional experience, it may be possible to apply your professional experience to the so-called level periods in accordance with the provisions of collective bargaining law and thus to be assigned to a higher level than 1. This check will be carried out in the course of possible recruitment. We therefore ask for your understanding that no preliminary examination or binding information on a possible level assignment can be provided during the current application process.

The possibly indicated pay grade ("A") represented the indication about the grade to be reached on the post for already civil servant applicants. The current salary table can be viewed on the website of the [Central Pay Office of the State of Brandenburg](#). Your level in the respective grade is determined in accordance with Section 25 of the Brandenburg Salary Act (Brandenburgisches Besoldungsgesetz), depending on your experience under civil service law.

In the case of advertisements for professorial positions (“W”), tenure is envisaged, taking into account the relevant provisions of higher education law and civil service law; alternatively, however, employment as a professor is also possible. For more information, please refer to the section [appointments of professorships](#).

### **Vacation entitlement**

Your vacation entitlement is generally 30 days per complete calendar year for a 5-day week. If the working hours are distributed over less than five days per week, this entitlement is reduced accordingly.

### **Working time**

The regular weekly working time of a full-time position is 40 hours, the working time is distributed over 5 days per week.

For scientific employees, there is basically sovereignty of working hours in the sense of the § 40 TV-L. This means that the distribution of working hours is determined on the employee's own responsibility in consultation with the supervisor, taking into account service-related matters.

For employees in the non-scientific staff group, flexitime without a fixed core working time corridor applies. This means that the start and end of working hours can be determined by the employee, taking into account the statutory regulations, within a range from 6:00 a.m. to 8:00 p.m. (or 9:00 p.m. for civil servants).

### **Application costs**

Unfortunately, we cannot reimburse any costs associated with your application, such as loss of earnings, travel expenses, material costs, etc. If you wish to return your application documents, please enclose a stamped envelope with your application.

### **Privacy**

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

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

In the course of your application, the personal application data listed below will be collected and processed by us exclusively as part of the application process:

- Name
- First name
- Address
- Phone number
- E-mail address
- Application documents (letter of application, curriculum vitae, references, certificates, indicated degree of severe disability, etc.)

### *Purpose of data collection / disclosure*

Your personal application data will be collected and processed exclusively for the purpose of filling positions within the BTU. As a matter of principle, your data will only be forwarded to the internal offices and departments of the 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 three months after completion of the application process. This does not apply if legal provisions require a deletion, the further storage is necessary for the purpose of evidence or you have expressly consented to a longer storage.

After completion of the staffing process, all data required for the establishment of an employment relationship or the transfer, secondment or relocation will be handled in accordance with the provisions of data protection law.

### *Data security*

In order to protect the data collected as part of your application from manipulation and unauthorized access, we have taken various technical and organizational precautions. Personnel data are subject to special protective measures, including electronic ones. If you have contacted the BTU using an e-mail address as your contact information, or if you have submitted your application by e-mail, please inform us explicitly if this e-mail address may not be used by BTU staff involved in the application process to contact you.

### *Right of 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 granted, please contact our data protection officer:

Sergey Romanov  
Konrad-Wachsmann-Allee 5  
03046 Cottbus | GERMANY  
Phone: +49 355 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.