

Starting a new application:

A new job application for a role as a stud./research assistant can be started here: www.uni-weimar.de/hiwi

The screenshot shows the Bauhaus-Universität Weimar website. The header includes the university logo, a search bar, and a language selector set to English. The left sidebar contains a navigation menu with items: Home, My tasks, Tasks, Info, Sent, Forms, Forms A-Z, and Folders A-Z. The main content area features two large buttons: 'Work application for stud. assistants' and 'Application for an Additional e-Mail Address with a Separate Mailbox'. A red arrow points from the 'Forms' menu item to the 'Forms' text in the instructions below. Another red arrow points from the 'Work application for stud. assistants' button to the first instruction box.

Your view after successfully registering yourself at: www.uni-weimar.de/hiwi

If you would like to start a new job application, click on „**Work application for stud. assistants**“.

If you want to copy data from a previously filled out form, click on „**Forms**“ (continues on slides 2 and 3).

If you do not possess a Bauhaus University login, then please apply for a guest login. (SCC user service: nutzerservice@uni-weimar.de).

How to access the „Data Browser“ view

With the data browser you can search for, filter, and copy data from your job applications.

Bauhaus-Universität Weimar

Home

- My tasks -

Tasks

Info

Sent

- Forms -

Forms

Forms A-Z

Folders A-Z

Search Your search term

English |

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Log Out

Forms

This catalog contains forms provided for general use.

You are here: Forms

Forms

Antrag auf Einrichtung eines Zugangs zum ERP-Mitarbeiterportal
Form Id: MACH_Antrag

Application for an Additional E-mail Address with a Separate Mailbox
Form Id: AntragMailadresse@HMailbox

Application to use the Operational Information Service of the Metadirectories (OAS)
Form Id: OAS_Antrag

Work application for stud. assistants
Form Id: Arbeitsantrag

The data browser can be opened with this button.

Bauhaus-Universität Weimar

Home

- My tasks -

Tasks

Info

Sent

- Forms -

Forms

Forms A-Z

Folders A-Z

Search Your search term

English |

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Log Out

Employment of academic/stud. Assistants

0 records are currently selected.

Apply filter

	name	first name	birth date	faculty	Changed	Status	Current stage	Start of contract	End of contract
<input type="checkbox"/>	1			Zentrale Einrichtungen		Active		01.01.2025	31.12.2025
<input type="checkbox"/>	2			Zentrale Einrichtungen					

You can only see forms that you still need to fill out, or that you have already started/completed.

A form needs to be selected to carry out the copy function.

Copying:

Copy button



Workflow

Choose action ...



Work application for stud. assistants

Personal Data

*Fields labelled with * are mandatory fields*

Personal Data

Last Name

Birth Name

First Name

Date of birth *

Title *

Place of birth *

If you are starting another job application, you can copy the data from your old job application, meaning you do not need to manually input all your data again.

Filling out the application:

Address

Street *

House number *

Zip code *

Location *

E-mail *

Phone number *

Do you have children? *

☐ Yes

☐ No

Nationality *

Current House number; apartment number can be added with „ / “; „ c/o “ can be used if you live with someone else

Current Address (correspondence address)

Must be an EU bank account

Bank account details

Bank *

Bank code *

Account number *

IBAN *

BIC *


Your own nationality; your first nationality if you have multiple

Filling out the application:

Tax Information

Tax ID * 

Religious Denomination *

Type of employment * 

☐ Main occupation

☐ Secondary employment

Tax allowance 

Tax class * 

An 11 digit number, can be find in the income tax assessment or the tax card.
The **Tax ID** has 11 digits, and is automatically assigned to every citizen when they are born, or registered, in Germany.

Warning, not the same as the tax number!
Unlike the tax number, the tax ID remains the same your whole life, regardless of if you move, or otherwise.

Tax Class: determines the amount of tax you pay, when not self-employed.

Class 1: single, widowed, seperated from spouse
Class 2: single parent, living seperately from spouse
Class 3: Married (higher or only income in the marriage)
Class 4: Married (same income as spouse)
Class 5: Married (lower income than spouse)
Class 6: Second or side job (independent of marital status)

Always select „**Main occupation**“ if the assistant position would be your only job.

Only fill out if you have applied for a tax allowance from the tax office (for example if you have a special status due to disability). The yearly changing, basic, tax allowance does not need to be stated.

Health insurance details

Name of health insurance company *

National insurance number *



Please select the type of your health insurance *

- ☐ Statutory health insurance
- ☐ Private health insurance

Type of health insurance *

Are you self-employed in addition to the employment being assessed? *

- ☐ Yes
- ☐ No

Consists of letters (first letter of family name) and digits for the purposes of identification for pension insurance (no spaces).

Also known as the social insurance number, an example would be "11 date of birth (dd/mm/yy) first letter of family name (capitalised) 000". If you have not had a job yet, you will not have a national insurance number. Instead, input: „11223344X000”

- Own insurance
- Insured through your family
- Insured as stated through previous entries

Filling out the application:

Information about your status

Faculty/University unit of the activity *

Professorship/Department *

I am applying for an employment contract as *

Are you a regular student at a university, university of applied sciences or a school providing specialised training? *

- ☐ Yes
- ☐ No

Certificate of study *

Selection only with master's or bachelor's degrees

I am applying for an employment contract as *

research assistant

Assistant

with a completed academic university education Master's degree/university diploma

Important – correct selection required for correct remuneration:

No degree
= student assistant

Bachelor's degree
= research assistant

Master's degree
= research assistant

Warning:
this entry automatically determines your hourly rate.

Important: an extra box appears when selecting research assistant!

Filling out the application:

Diploma/Examen/Bachelor existing *

- ☐ Yes
- ☐ No

If „Yes“ is selected, please input the date of completion in the new box which appears.

Academic degree

If you already have one, please enter your bachelor's/master's/diploma degree here and attach the corresponding certificate to the application.

You are a doctoral candidate *

- ☐ Yes
- ☐ No

Are you pursuing a second/postgraduate degree that concludes with a university exam? *



- ☐ Yes
- ☐ No

Note: a master's degree counts as a postgraduate course.

Are you aiming for a teaching qualification in another subject? *

- ☐ Yes
- ☐ No

This is for teaching students only.

Have you graduated from an academic university? *

- ☐ Yes
- ☐ No

Are you studying for a Master's degree *

- ☐ Yes
- ☐ No

Upload of the certificate of study

Please upload a copy of the certificate of study:



Drop files here or activate element to select files to upload

This is where you can upload your certificate of study.



Currently only one document can be uploaded, meaning if multiple are required they need to be combined.

Further documents should be handed to the human resources department through the secretariat of the department you are applying to.

File size



On [the website](#) for Bauhaus University Weimar's student and research assistants, under downloads, you can find a checklist in German and English for the documents which must be handed in.

Filling out the application:


All previous jobs need to be stated (necessary to determine employment history)!

Explanation of previous professional activity

Employment and service contracts with a German university

from	until	Employer/department	Employment	Weekly working time [h]
------	-------	---------------------	------------	-------------------------


No activity available

 Add activity

Employment at a state or predominantly state-funded research institution or a research institution funded in accordance with Article 91b GG

from	until	Employer/department	Employment	Weekly working time [h]
------	-------	---------------------	------------	-------------------------


No activity available

 Add activity

Activities at other research institutions

from	until	Employer/department	Employment	Weekly working time [h]
------	-------	---------------------	------------	-------------------------

No activity available

 Add activity

Explanation at times of a PhD

I am working on a PhD *

☐ Yes

☐ No

If „Yes“ is inputted more entry fields will appear. Please fill these out too!

Information on other employments outside the Bauhaus University in the current calendar year ?

No.	Duration of employment	during lecture-free period	Hours per week	Workdays per week	Study-related internship	Monthly salary (Euro)	Employer name	Employer address
	from	until						
No other employment available								

 Add employment

Have you paid statutory pension contributions for one of the employment relationships listed?

- ☐ Yes
- ☐ No

Did you apply for exemption from statutory pension contributions for one of the employment relationships listed, which was taken up after 1 January 2013?

- ☐ Yes
- ☐ No

Important: Please input all (including ones that have concluded) jobs, which did not take place at the Bauhaus University, that you have had in the current calendar year.

Employment contract with the State of Thuringia to be assessed

Employment is an internship during the course of study *

- ☐ Yes
☐ No

Employment takes place during *

- ☐ the lecture period
☐ the lecture-free period

Do you receive benefits under the Employment Promotion Act or are you registered with the job centre as a jobseeker or are you available for job placement? *

- ☐ Yes
☐ No

Is employment terminated during parental leave or unpaid leave? *

- ☐ Yes
☐ No

Declaration of exemption from the pension insurance obligation (see explanations on low-paid employment) *

- ☐ I am not applying for exemption from compulsory pension insurance.
☐ I am applying for exemption from pension insurance, the signed application is enclosed.

☐ I hereby confirm that I have read the [following legal provisions](#).(Link to English Version [here](#)) *

Note: input „the lecture period“ if the job is to take place during the entire semester.

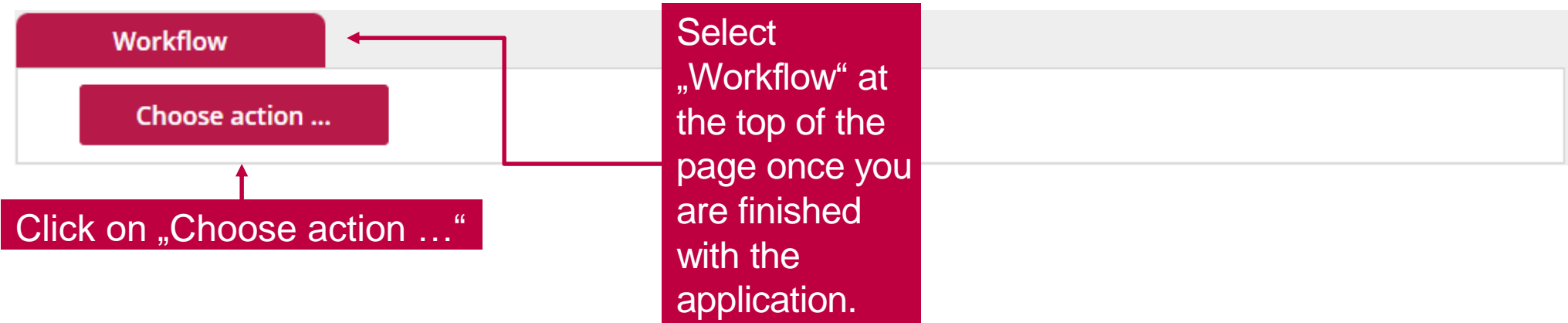
It is possible to apply for an exemption to the pension insurance obligation when doing a minijob.

If a compulsory internship is completed during the course of study, no pension contributions have to be paid, but if the internship is voluntary then they do.

Read the legal provisions carefully. You can access Appendix 1 of the provisions on the possible consequences of an exemption from pension insurance by clicking on the question mark.



Sending the application to the relevant secretariat ← **Important!**



The screenshot shows the 'Workflow' tab selected in a header. Below it, an 'Action' dropdown menu is open, displaying two options: 'Send for review' (highlighted in yellow) and 'Send for information'. The 'Send for review' option includes the subtext 'Send this process for further processing'. The 'Send for information' option includes the subtext 'Send this process for information'. A 'Close' button is visible to the right of the dropdown menu.

Options for sending:


Send for review:
The receiver can access and change entries, and you will no longer be able to.

Send for information:
The receiver will only be able to view your entries.

Sending the application:

Workflow


Action

 Send for review

Choose „Send for review“!

▼

Due date



To

firstname.secondname@uni-weimar.de

Important: input the email of the person at the secreteriat who is meant to process your application!

Cc

Subject

For review

Comment

Send

Close

History and Logging out:


The current status of your application can be viewed under the „History“ tab

Workflow

History (8)

Hide details

Now





Current processing status of Dezernat Personal

Subject
Zur Bearbeitung


You will eventually receive an email from the secretariat when the contract documents are ready for your signature.
Please then contact the responsible secretariat to sign the contract.

Logging out can be accomplished by first clicking on home, and then „Log Out“ in the top right corner.



 English

24:36



Log Out

Thank you for your attention, for questions please contact: assistenten@uni-weimar.de