

Important information for the execution of teaching and learning projects in Bauhaus.Semester

Teaching assignments / guest lectures

- All teaching assignments and guest lectures must be run by the heads of the faculties.
- Teaching assignments and guest lectures are only possible for credit-ascribed courses, i.e. they are part of the curriculum
- If courses are held by various external lecturers and students participating in these courses can earn ECTS points, teaching contracts or guest lecture contracts must be issued. If students cannot earn ECTS points, then a service contract must be issued.
- Teaching contracts may not be issued to University employees nor may University employees charge for private services
- Guest Lecture: short term (event, workshop, etc.)
- Teaching Contract: four courses that take place throughout the entire semester

Freelance contracts

- May be hired for courses that are either not part of the curriculum, or workshops
- for courses where more than one instructor is available:
 - Create a job description for the position. A minimum of three offers must be collected and then compared to select the most economical option (pay attention to whether VAT is included in the offer)
 - A short justification for the selection must be made when the contract is awarded, whether 3 offers are received or not
 - The freelancer must submit his or her own invoice.
 - Do not use the "Guest Lecture and Freelancers" form.
 - Work contracts may only be undertaken with private persons (not companies)!
- When there is only one possible person for the position:
 - Direct awarding of contract possible
 - Justification (approval note) necessary
 - Contract must be paid in hourly rates (not lump sum)
- If only travel and accommodation costs are to be reimbursed, the collection of offers is not necessary
- Contract payments must be declared on income tax forms
- Travel cost compensation must be arranged in advance in accordance with the Thuringian Travel Expenses Act

Travel costs

- the person travelling, time and date of travel, destination, and reason for travelling must be given
- Travelling with guests: conditions must be agreed upon in advance by invitation and must be in accordance with the Thuringian Travel Expenses Act. Daily allowance is not included, cost of accommodation is according to city catalogue, extra costs may be covered with justification, 0.17Euro per kilometre (direct route only) compensation

Basics

- Costs will be covered by the Bauhaus.Semster fund so that no extra costs are incurred by faculties or professors.
- When claiming expenses, always include the Bauhaus.Semester project number (to be announced).
- All invoices / lectures / guest lectures with invoice / business travel applications etc. must be sent to Ms. Gehrcken to confirm the costs.
- It is possible to slightly deviate from your first financial draft, but please ask in advance to make sure.
- You can reimburse your expenses via an expense claim (e.g. for travel). Claims for reimbursement may be made only once per month.
- If invoices need to be issued, ALWAYS provide the billing address of the Bauhaus-Universität Weimar. Invoices issued to a private address cannot be accepted / paid.
- Further note on offers: when offers must be requested, there must ALWAYS be three potential offers for consideration. However, it is not necessary to have three offers when there is only one potential candidate for the contract. If this is the case, a short justification must be documented. If there is more than one offer for a contract, the most economical offer must be chosen.