Qualification Agreement for Research Associates
within the meaning of the Bavarian University Staff Act (Bayerisches Hochschulpersonalgesetz), Section 5, Article 22

The employment of academic research associates at the Technical University of Munich (TUM) is, in general, based on fixed-term qualification positions. These employees strive for highly individual qualification objectives. Successful career development and a high-quality research output are in the mutual interest of both TUM and the employees. At the Department of Architecture, the qualification aim pursued by about 20 per cent of research associates is a doctoral degree; the Department also values other academic qualification objectives within the context of research & development.

Once an employment contract has been signed, every research associate defines individual qualification and project aims within the framework of autonomous research achievements in consultation with their supervisor. The qualification agreement has the status of a non-binding statement of intent.

The research associates’ supervisors are committed to finding enough time to discuss the work, and to promote the quality of the plan through advice and discussion. A detailed discussion of progress must be conducted at least once a year.

The professorial staff who supervises the research associates ensure that the latter have sufficient time available to progress towards their intended qualification. At the Department, the minimum term of agreement that constitutes a basic prerequisite for a further academic qualification is three years; it is recommended to work a number of hours corresponding to at least fifty per cent of full-time employment.

To reach the minimum level for a scientific qualification objective, the following four points must be taken into account:
- the work is characterised by the development of a new subject-matter or method, or can be ascribed to the field of design research
- the work is systematically described
- the work is published on a subject specific level
- the author of the work is named and the institution named is the Technical University of Munich.

The exposé attached to the Agreement must be set up and specified within one year; it must include annual objectives as well as the research associate’s individual qualification objective. It can be updated at any time as regards the progress of specific qualification components and attested preliminary results. The exposé follows the format of the exposé for a doctoral project and is structured as follows:
- proposed topic
- contents description and project methodology
- implementation / output
- work schedule

Professorship / institution:
Research Associate:
Supervisor:

During the term of this Agreement, an average ___% of the contractual working time will be used to progress towards the intended qualification. In case of conflict, either party may request clarification from representatives of the research associates.

Munich, on
(research associate)
Munich, on
(supervisor)

For statistical purposes, please copy to: dekanat@ar.tum.de

Valid following decision of Department Council on 11 June 2014. Existing employment agreements are to be supplemented with a Qualification Agreement.