Application for a sabbatical semester to undertake research in accordance with § 40 Higher Education Act [HG]

I. General

( ) Application following teaching activity of at least 8 semesters in accordance with § 40 Section 1 HG for the semester: ________________________________

Last research semester: ________________________________

( ) Application for an early research semester for the semester: ________________________________

Last research semester: ________________________________

(brief justification on a separate sheet, which makes clear the exceptional case for an early research semester and contains an outline of previous teaching achievements)

II. Details

( ) Explanation of the planned research project and the form of publication; continue on a separate sheet if necessary:

III. Proper cover for the subject in teaching

( ) List of courses to be covered and nomination of people who will cover:

1. Course______________________________
   Cover person ________________________________

2. Course______________________________
   Cover person ________________________________

3. Course______________________________
   Cover person ________________________________

4. Course______________________________
   Cover person ________________________________
Cover is not necessary because the applicant will ensure an appropriate equalisation in previous and subsequent semesters that has been taken into account when planning the programmes offered.

Cover is not necessary because there is no teaching shortfall due to the opening of other programmes offered.

Cover is not necessary because parallel courses exist and the subject is undertaken by several colleagues on an alternating basis on their own responsibility.

Cover is not necessary because ____________________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

IV. Affirmation

The applicant affirms that the State will not incur any additional costs as a result of the release from teaching.

Place, date (Applicant)

V. Confirmation of the Dean

The faculty council approved the application in its session held on ________________

Students did not use the opportunity to cast a separate vote.

The students cast a separate vote. The vote is enclosed.

Professors did not use the opportunity to cast a separate vote.

The professors cast a separate vote. The vote is enclosed.

The substantiated vote of the Dean regarding how the release from teaching will impact upon the courses is enclosed with the process.

The application is supported.

The application is not supported.

Place, date (Dean)