



This English version of the Marie Skłodowska-Curie model employment contract for **Individual Fellowships (European Fellowships)** is to be used as a reading version only. It is neither a self-contained nor a legally binding document.

Individual Fellowships (European Fellowship) are provided for
"Experienced Researchers".

The contract template is freely available. The parties drawing up this template do not assume any liability for the correctness of the information provided. The user is solely responsible for using the entire text or individual passages. The user must make sure that his/her own interests and rights are not violated.



Marie Skłodowska-Curie Actions

The **[Host Institution]**, represented by **[Title, Name and Address]**,

and

Ms/Mr **[Name]** born on **[Date of Birth]**, **[Address]**

enter into the following

Employment Contract¹

§ 1

Pursuant to § 2 article 2 WissZeitVG, Ms/Mr **[Name]** will be temporarily employed as

EU-Researcher

at the **[Host Institution]** in **[Place of Work]** from **[Date]** to **[Date]**. This employment is based on and exclusively financed by the Marie Skłodowska-Curie Action **Individual Fellowships (European Fellowship)** within the Framework Programme for Research and Innovation HORIZON 2020 (2014-2020) in accordance with the provisions of the Grant Agreement concluded between the European Union, represented by the Research Executive Agency (REA), and **[Host Institution]**, hereinafter referred to as **[Acronym of Institution]**.

The EU-Researcher has the following tasks: Execution of the research project according to the Grant Agreement concluded between the Research Executive Agency and **[Acronym of Institution] [Grant Agreement number, Title of Project]**, hereinafter referred to as Grant Agreement (GA).

The GA including Annex 1 (Description of the Action) as well as all potential amendments or additions form an integral part of this contract.

The employment will end without requiring any further notice by the end of **[Date]**.

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The EU-researcher is aware of the selection criteria that his/her employment is based on.²

§ 2 Obligations of the EU-Researcher

1. The EU-Researcher is obliged to adhere to all instructions related to the employment. As far as the host institute has set up institutional rules, they are part of this contract.
2. The EU-Researcher agrees to accurately attend to all tasks and to fulfil all obligations related to the employment.
3. The EU-Researcher will set up a personal career development plan at the time he/she starts working. This career development plan will be created in collaboration with the host institution's researcher in charge **[Name]** referred to in Annex 1 (GA), who is responsible for supervising all activities of the EU-Researcher related to his/her career development. This personal career development plan must be attached to the contract no later than six weeks after the commencement of the employment.
4. The working hours are equivalent to the regular weekly working hours of a full-time employee pursuant to the [TV-L/TVöD].
5. For the duration of this contract, the EU-Researcher agrees to exclusively dedicate his/her time to the project mentioned in § 1 and not to take up any other paid activities. Exceptions hereof are only permitted if previously approved in writing by the host institution's researcher responsible for supervising the activities of the EU-Researcher.
6. The EU-Researcher agrees to inform the host institution without delay on each and every condition that may affect the continuation of the GA or of this contract. In particular this applies to:
 - each modification related to the contractual agreement and/or the personal career development plan
 - each modification related to information that forms the basis of the employment within the Marie Curie Action
 - an illness that may directly effect this contract
 - any announcement of pregnancy according to applicable law.
7. The EU-Researcher agrees to provide all information associated with the project to the researcher in charge in written form in due time and pursuant to the GA (obligation to report). In particular, this applies when this employment status is terminated. If the Research Executive Agency should refuse the final payment because the final report has not been submitted at all or only with delay, the research institution may reclaim payments from the EU-Researcher already paid to him/her as far as he/she is responsible for the delay.
8. The EU-Researcher agrees, pursuant to Article 32.1 (e) of the GA, to fill in the evaluation questionnaires provided by the Research Executive Agency on his/her project work **[Title of Project]** prior to the termination of the employment, to fill in the follow-up questionnaires provided by the Research Executive Agency two years after the termination of the employment and to inform the host institution on the timely submission of the question-

² An additional information sheet may be handed out to the EU-researcher, summarizing the most important features and obligations stated in the contract.

naires to the Research Executive Agency. Beyond that, the EU-Researcher agrees to inform the host institution promptly about changes of his/her contact data for at least two years after termination of the employment.

§ 3 Payment

1. For all activities carried out pursuant to §§ 1 and 2 the Research Executive Agency will provide a monthly amount of **[Amount]** €. This amount is based on the relevant budget concerning the employment of the EU-Researcher. After deduction of the employer's social insurance share, it amounts to the gross salary for the activity to be paid according to §§ 1 and 2 of the contract.
2. The amount comprises both the monthly salary for the EU-Researcher as specified in the GA (Living Allowance) - amounting to [Amount] - adjusted by the country coefficient prescribed by the Research Executive Agency at the time the GA was concluded; and the Mobility Allowance – amounting to 600 € – [as well as the family allowance – amounting to 500,00 € –].
3. The obligation to pay taxes and to contribute to social insurance (health, nursing, unemployment and pension insurance) is based on the relevant regulations. The relevant employee's contributions are deducted from the above-mentioned gross amount. The payment will be transferred at the end of each month using electronic payment. Therewith, all payment claims are deemed to be satisfied. Additional contributions such as financial assistance, additional sick-pay, vacation benefit, Christmas bonus, capital-forming payments and extra pay, extra work, overtime, relocation expenses, separation allowance, contributions to internal supplementary benefits (VBL) etc. are not granted.

§ 4 Vacation / Case of Illness

This contract is subject to the regulations on employment contracts pursuant to §§ 611 ff BGB (German Civil Code). Continued remuneration in the case of illness is based on the continued remuneration law from 26 May 1994 (BGBl.IS:1014) in its relevant version. Vacation time is subject to the regulations of the [TV-L/TVöD] in its relevant version.

§ 5 Intellectual Property Rights and Publications

1. All files, documents, records and data disclosed to the EU-Researcher during the activity at **[Acronym of Institution]** and which are related to his/her employment and/or which are marked or identified as confidential must be kept in confidence and must not be transferred to any third party, neither in written nor in oral form
2. The EU-Researcher agrees to respect all national and European laws and regulations on inventions and parts of inventions and rights of use related to works that are protected by copyright and that have been created during or in connection with the activities specified in § 1. Inventions and technical suggestions for improvement are subject to the Arbeitnehmererfindungsgesetz (German Law on Employees' Inventions) in its relevant version (in particular §5 ArbnErfG, Meldepflicht (obligation to report)). Agreements with third parties related to inventions associated with the employment or technical improvements are subject to prior approval of the **[Acronym of Institution]**. The rights of use related to the work of the EU-Researcher associated with the activities specified in §§ 1 and 2 that are

protected by copyright lie with the **[Acronym of Institution]**. This applies in any case as far as the **[Acronym of Institution]** needs these rights in order to satisfy its obligations associated with the GA.

3. The EU-Researcher agrees to fully support the obligations of **[Acronym of Institution]** regarding open access publication of research results as specified in Art. 29 of the GA.
4. The researcher in charge as specified in § 2 will be informed about the intention to publish a work that is associated with the activity at the **[Acronym of Institution]** or that has been created using its facilities by means of a manuscript. He/she then decides together with the author whether and in which form the publication can refer to the **[Acronym of Institution]**.
5. In accordance with Art. 38.1.2 of the GA, the EU-Researcher must, for any communication, documentation and publication activity related to the project, indicate that the work has been achieved with the financial support of the European Union in the context of a Marie Skłodowska-Curie Individual Fellowship (European Fellowship). This requires displaying the EU-emblem and including the following text: "This project has received funding from the European Union's Framework Programme for Research and Innovation Horizon 2020 (2014-2020) under the Marie Skłodowska-Curie Grant Agreement No. **[number]**."
6. The management of the host institution may only prohibit the publication for cause, in particular if such a publication would infringe the interests of other employees of the research institution or persons that have contributed to the research work or if the publication could be deemed as a premature publication of research results which could infringe actual interests of the host institution.
7. Concerning damages the relevant regulations on the liability of public servants will apply.

§ 6 Access Rights

1. The EU-Researcher is granted a non-exclusive and royalty-free access and usage right by the **[Acronym of Institution]** for all relevant data (which are based on know-how and expertise already in place) which he/she needs for carrying out his/her activities as defined in §§ 1 and 2. The **[Acronym of Institution]** will inform the EU-Researcher as soon as possible on potential restrictions that may have significant impact on any granted rights. Any type of usage right ends directly upon the termination of the contract.

§ 7 Termination of the Contract

1. The employment will end without requiring any further notice upon the expiration of the date specified in § 1. However, it can also be terminated pursuant to the respective period of cancellation as specified in §§ 622, 626 BGB (German Civil Code). Reasons for termination may be given if:
 - a) the EU-Researcher does not comply with the obligations specified in §§ 1 and 2,
 - b) the Research Executive Agency does not provide the **[Acronym of Institution]** with the budget funds necessary for the project,
 - c) the project defined in § 1 is prematurely terminated or delayed by the European Union and/or the EU Grant Agreement, which forms the basis for this project, is terminated,

- d) the employment of the EU-Researcher has been initiated on the basis of incorrect or incomplete information, or
- e) due to other important reasons.

The right of extraordinary termination is not affected by any of the aforementioned. If the employment is prematurely terminated, the EU-Researcher is not entitled to any payments for the times he/she did not perform his/her work.

- 2. The EU-Researcher agrees to abstain from pleading omission of enrichment and to reimburse any allowances which have been paid in an unjustified manner. In such cases the EU-Researcher is obliged to reimburse the **[Acronym of Institution]**.

§ 8

Claims / Amendments – Other Provisions

All claims resulting from this employment will expire if they are not put forward in writing to the host institution within a bar period of six months from the due date.

Modifications, amendments and additional agreements to this contract are effective only if agreed upon in writing.

If individual provisions of this contract, including this provision itself, should become invalid, be it in part or completely, or should this contract contain a loophole, all other provisions or parts of such provisions and their contents will not be affected by that. The invalid or missing provisions will then be replaced by the relevant legal provisions and laws.

The entire contractual relationship is governed and interpreted by and according to German law.

Each contractual party is provided with a copy of this contract, the GA and its Annex1.

Place _____ Date _____

Signature
(Representative of the host institution)

Signature
(EU-researcher)