(Title, surname)   (Place, date)

To the President
of Paderborn University

via the Dean of the Faculty
of Computer Science, Electrical Engineering and Mathematics

☐ Application for a leave of absence (research semester)
pursuant to § 40, Para. 1 of the Higher Education Act (HG)

☐ Application for a leave of absence (practical semester) pursuant to § 40, Para. 2 of the Higher Education Act (HG)

I.   General information

☐ Application for a research semester after at least 8 semesters of teaching activities
For the semester:
Last research semester:

☐ Application for a practical semester after at least 8 semesters of teaching activities
For the semester:
Last practical semester:

☐ Application for an early research semester/practical semester
For the semester:

Last research/practical semester:

(Brief explanation on a separate sheet that clearly sets out the exceptional case for an early research/ practical semester)

II.   Details

☐ Explanation of the planned research project and form of publication on the enclosed
form (not to be used for applications for a practical semester pursuant to § 40, Para. 2 of the HG)
☐ Report on the last research semester (if relevant) is enclosed
☐ List of publications since the last research semester or (if not relevant) during the
last 5 years is enclosed

III. Adequate teaching cover

☐ List of course(s) for which cover is required and name of substitute:

Course:
Substitute:

Course:
Substitute:

Course:
Substitute:

Course:
Substitute:

☐ No cover is required because the applicant has committed to making up any teaching time in previous and subsequent semesters, which
was taken into account when planning the degree programme.

☐ No cover is required because there is no deficit in teaching
due to the opening up of other courses.

☐ No cover is required because parallel courses exist and several   colleagues assume responsibility to take it in turn to teach the subject.

☐ No cover is required because

IV. Insurance

The applicant assures that the state will <u>not</u> incur any additional costs (e.g. in connection with a teaching assignment) as a result of their leave of absence.

_____
Place, date (applicant)

V. Approval of the Dean

☐ The Faculty Council approved the application in the meeting held on   .

☐ The student body did not make use of the option to cast a separate
vote.

☐ The student body cast a separate vote. The vote is enclosed.

☐ Other groups did not make use of the option to cast a separate vote.

☐ Another separate vote was cast. The vote is enclosed.

☐ The Dean's substantiated vote on how the leave of absence will affect the courses on offer is enclosed with the dossier.

☐ The application is approved.

☐ The application is not approved.

_____
Place, date (Dean)

With regard to II)

Explanation of the planned research project (max. 3 pages)

1.) Details of the research project
(Title, brief description, main objective)

2.) Planned collaborations with academics and researchers or institutions

Internal (Title, name and position at Paderborn University)

External (Title, name, institution, town/city, state/country)

3.) Funding for the research project
(Funding providers or details of the planned application for third-party funding)

4.) Planned research trips
(Purpose of trip, town/city, state/country, host institute and co-operation partner, period)

5.) Planned participation in conferences, conventions etc.
(-Title of event, organiser, dates, location
-Type of event: e.g. with scientific/academic advice, practice-oriented
-Type of participation: lecturing, chairing, programme committee etc.)

6.) Planned organisation of conferences or similar
(-Title of event, organiser, dates, place,
-Type of event: e.g. with scientific/academic advice, practice-oriented

7.) Anticipated outcomes
(e.g. Book proposal: authors, topic, preparation period, planned publisher Journal article: authors, topic, intended journal for publication
Completion of computer software: intended use, information on the scientific/academic quality of the software, development environment etc.)

8.) Other activities
(e.g. reviewer or editor activities)