



## Information sheet: Applications for a research sabbatical

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### 1. Background

**After eight semesters of teaching**, professors at Universität Hamburg have the opportunity to apply for a research sabbatical. The Executive University Board has decided not to grant a research semester to junior professors due to their reduced obligatory teaching load and the relatively short period of employment (cf. Guide to the teaching obligation regulation at institutions of higher education in Hamburg / Lehrverpflichtungsverordnung für die Hamburger Hochschulen, LVVO, of September 2012). No research semester is granted in the last two years before becoming emeritus / retiring (cf. administrative order on the granting of research semesters of 5 February 1975 / Verwaltungsanordnung über die Gewährung von Forschungssemestern).

The main purpose of a research sabbatical is to support the research activities of professors that go beyond their official research assignment. The drafting of textbooks, the redesign of teaching events etc. is therefore not the primary or exclusive aim of a research sabbatical.

According to the current legal situation, there is no automatic entitlement to a research sabbatical. While research is one of the current official duties of professors (§ 12 Para. 1 HmbHG), they may be fully or partially exempted from teaching for additional research tasks pursuant to § 12 Para. 3 HmbHG.

According to §19 Para. 2 LVVO, the Dean's Office of the Faculty is responsible for the decision on whether to grant a research sabbatical. This requires an application to the dean's office in which the additional research activities beyond the current official tasks are presented. After completion of the research sabbatical, a report on the research activities undertaken during this period must be submitted to the dean's office (§ 20 LVVO).

The obligation to take part in state and academic examinations continues to apply during the research sabbatical and must be guaranteed by the applicants themselves or via representatives.

## 2. Application Process

The application consists of the following elements:

- a) the form "Application for a research sabbatical", which can be downloaded on the [Website of the Vice Dean for Research](#), including a confirmation from the spokesperson of the department that the range of courses on offer in the degree programmes is ensured (e.g. by additional offers from other lecturers, by teaching assignments, etc.), as well as
- b) a description of the research project (see Section 3).

Please submit the complete application documents in electronic form directly to the department. Please address the covering letter to the Dean. Usually the documents will be forwarded to the Dean's Office directly by the assistant to the spokesperson of the department after the spokesperson of the department has confirmed that the teaching programme has been secured.

Applications for a research semester can be submitted with the following deadlines:

- for a **winter semester**: by the fourth week of the previous winter term at the latest
- for a **summer semester**: by the fourth week of the previous summer semester at the latest

## 3. Recommendations for the presentation of the research project

Please present the research project(s) within the scope of about 3-5 pages. The following outline proposal can serve as a guide:

*1. Name of applicant*

*2. Topic*

Short title of the planned project(s)

*3. State of research / research question / own preliminary work*

Brief description of the state of research in its direct relation to the planned project and elaboration of the research question(s). It should be made clear where one's own research is located. Please briefly describe your own preliminary work.

*4. Objectives and work programme*

Please state the scientific objective of the project in a nutshell. In the work programme, you can describe the planned procedure and, for example, outline the chosen method or the planned collaborative work with collaboration partners as well as a rough timetable. The form in which the results are made available to the scientific community can also be made clear.