

**FREELANCE SERVICE CONTRACT (FREIER
DIENSTVERTRAG) FOR TEACHING SERVICES**
pursuant to § 100 (3–5) of the
**Universities Act 2002 (*Universitätsgesetz*
2002) in the 2019/20 WINTER SEMESTER**

concluded between

WU (Vienna University of Economics and Business), Welthandelsplatz 1,
1020 Vienna, hereinafter referred to as the **Employer**



and

..., date of birth ..., resident of ..., hereinafter referred to as the **Freelance Employee**.

§ 1 Subject matter of the contract

The Freelance Employee shall perform the following service(s):

Teaching the following course(s):

Course no.	Course title
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The service agreed on shall also include preparing the course, willingness to use multimedia formats in teaching, providing support to the students during the course, conducting examinations on the course, participating in evaluation measures, and performing all required administrative duties associated with the teaching assignment (e.g. describing the course in the detailed course catalog). Examinations shall be held not later than 3 months after the end of the course(s) on a maximum of 2 days to be made known to the head of the relevant organizational unit by the Freelance Employee.

The teaching assignment shall be performed for ... (organizational unit).

The Employer shall provide the general work equipment (rooms and technical appliances for teaching) required for the teaching services agreed on. The Freelance Employee shall provide the materials necessary for preparing and holding the course (slides, course materials, image and audio media, IT programs etc.). The Freelance Employee shall bear the costs of providing the necessary materials.

§ 2 Performance and scope of service

The freelance employment period shall commence on ... and end on

During this period, the courses agreed on pursuant to § 1 shall be held. The teaching assignment shall encompass a total of ... weekly credit hours. 1 weekly credit hour means a teaching load of 11.25 hours (45 minutes multiplied by 15 weeks).

The dates and times of the courses taught shall be within the duration of the Freelance Employee's contract and shall be made known to the head of the relevant organizational unit. Any instructions by the Employer relating to the time and place of a course shall exclusively serve to organize teaching to ensure that students can take part in the course. In all other respects, the Freelance Employee shall be free to decide where to perform their services.

Teaching shall not be subject to any instructions or control with regard to the content of or didactic

approach applied in courses. It shall be the Freelance Employee's responsibility to decide on how to impart knowledge and skills.

The Employer may at any time refuse to accept replacement by a person who is not sufficiently qualified.

If the Freelance Employee is incapacitated from fully performing the duties specified in § 2 for personal reasons, the Freelance Employee shall subsequently make up for the missed duties by the end of the contract.

No separate remuneration shall be due in that event.

If the duties that were not performed cannot be made up for subsequently, the total hours of teaching (semester hours) shall be reduced accordingly.

§ 3 Remuneration

The remuneration agreed on shall amount to €... per month (gross).

The remuneration shall be paid in 5 equal monthly installments after allowing for any deductions that the Employer is required by law to withhold and after signing and returning a copy of this contract.

The remuneration shall be transferred to the Freelance Employee's account.¹ Remuneration will be deposited into the following account:

Income earned from services as a lecturer as agreed on shall be treated as income from employment under tax law and as such shall be subject to income tax. It is further noted that the remuneration for teaching is subject to change if an additional employment relationship is established with WU during the term of this contract.

§ 4 Social insurance

The Employer shall register the Freelance Employee with the Versicherungsanstalt öffentlich Bediensteter, Eisenbahnen und Bergbau (BVAEB) pursuant to the provisions of the General Social Insurance Act (*Allgemeines Sozialversicherungsgesetz, ASVG*), starting from the commencement of employment.

If the remuneration is below the threshold of marginal part-time employment under social insurance law, the freelance service contract shall be subject to accident insurance only. If the threshold is exceeded, the freelance service contract shall be subject to full insurance pursuant to the provisions of the General Social Insurance Act.

§ 5 Termination

Both contracting parties shall have the right to terminate the employment relationship with effect as of the end of a month after a 14-day period of notice.

Courses, in particular elective courses, shall be commenced only if after expiry of the registration period at least 10 students have signed up for the course. If, in spite of the low number of students, the Freelance Employee nevertheless intends to hold their course, the lecturer shall submit reasons in writing to the Vice-Rector for Academic Programs and Student Affairs, and the Vice-Rector shall approve such a course. Courses pertaining to doctoral or PhD programs shall be excluded from the minimum student number requirement. If the number of students who signed up for a course falls below 10 after the registration period, the Employer shall be entitled to amend or terminate the contract. If the course is withdrawn, this contract shall terminate with immediate effect.

¹ If a transfer is to be made to a third country (outside the EU), the bank fees are split between the Employer and the Freelance Employee.

§ 6 Institutional retirement fund

APK Vorsorgekasse AG, 1030 Vienna, Thomas-Klestil-Platz 1

§ 7 Confidentiality

Any and all information provided or made available to the Freelance Employee during the performance of their services, which would not have been otherwise accessible in the course of normal university operations, shall be kept strictly confidential.

The Employee is also obligated to comply with all relevant data protection laws, especially data confidentiality as specified in the attached “Declaration of compliance by WU employees with the obligation to maintain the confidentiality of data pursuant to the Data Protection Act (*Datenschutzgesetz, DSG*).”

§ 8 Intellectual property

The Freelance Employee confirms that any and all materials presented, copied, distributed and/or published in any other way during the teaching of their course are their own intellectual property and that this use does not in any way violate the rights of any third party. The Freelance Employee shall indemnify and hold harmless the Employer in the event of any claims by third parties made against the Employer based on the violation of rights due to such use.

The Freelance Employee shall transfer the exclusive usage rights to all works created by him/her at the request of the Employer. The Employer reserves the right to transfer rights of usage to third parties. The transfer of usage rights is included in the agreed remuneration.

In all other cases, the provisions of the Austrian Copyright Act (*Urheberrechtsgesetz, UrhG*) apply.

§ 9 Notification obligations of the Freelance Employee

The Freelance Employee shall notify the Employer immediately of any change in their personal details and/or residential or mailing address. In addition, the Freelance Employee shall also provide the Employer with a valid email address.

§ 10 Forfeiture of claims

Claims resulting from this employment relationship shall be asserted by court action within a period of 6 months after the claim arises, otherwise such claims shall be forfeited.

§ 11 Other provisions

Any amendment, addition to, or termination of this contract shall be in writing to be effective. Oral agreements made before, during, or after the conclusion of the contract shall in no way be legally effective. The place of jurisdiction is Vienna.

The Freelance Employee is entitled to publicly declare their affiliation as a lecturer at WU.

This contract has been prepared in German and English. In case of disputes and questions of interpretation arising from this contract, the German version shall prevail.

Vienna,

Vienna,

Freelance Employee
Employer

On behalf of the