



Please note that this is a courtesy translation. Only the German version is legally binding. In case of any difference in wording, meaning, or interpretation between the German and English versions, the German version shall prevail.

Guest Lecture Agreement

between
the University of Hohenheim
Schloss Hohenheim 1
70599 Stuttgart
Germany
represented by the President,
Prof. Dr. Stephan Dabbert

and

Surname, First name

Date of birth

represented by

Street

Surname, First name

Postal code and city

Official position

Country

University institution (institution number)
hereinafter "University"

Tax number (only for residents according to German tax law)
hereinafter "Guest Lecturer"

Section 1 Subject of the Agreement

The University contracts the Guest Lecturer to give the guest lecture as described in the following:

Title: _____

Date: _____ Time: _____

City: _____ Duration: _____

The Guest Lecturer shall give the lecture herself or himself; it is not possible to designate another person to give the lecture. The Guest Lecturer shall be responsible for the lecture. When giving the lecture, he or she shall consider the interests of the University. The University has no right of instruction for the Guest Lecturer, but the Guest Lecturer shall observe the University's guidelines when these are required for proper execution of this Agreement. The lecture does not constitute any form of employment relationship between the Guest Lecturer and the University.

Section 2 - Remuneration

(1) Fee (one option must be selected)

For completing the activity described in Sec. 1, the Guest Lecturer shall receive a fee of the following amount: _____ € (Option 1.1)

No fee will be paid. (Option 1.2)

(2) Travel expenses (one option must be selected)

The Guest Lecturer's travel expenses shall be reimbursed upon submission of receipts. The amount of the reimbursement shall be based on the provisions of the Baden-Württemberg State Travel Expenses Act (LRKG-BW) in the version valid at the time the lecture stated in Sec. 1 is given. A per diem shall not be paid. (Option 2.1)

The University shall organize and pay the costs of travel to and from the guest lecture and, if applicable, overnight accommodations for the Guest Lecturer in connection with the activity described in Sec. 1. If the Guest Lecturer needs to pay out of pocket for individual expenses, e.g. for taxis or public transportation, then these shall be reimbursed according to the provisions of the LRKG-BW in the version valid at the time the lecture stated in Sec. 1 is given. A per diem shall not be paid. (Option 2.2)

Travel costs will not be reimbursed. (Option 2.3)

Section 3 - Invoicing

The University shall pay the total net fee and travel expenses plus any legally required VAT in one single payment.

To initiate the payment, the Guest Lecturer shall send an invoice to the University after the performance is complete. The invoice shall include the following information:

- | | |
|---|--|
| 1) Surname, first name, and complete address of the Guest Lecturer, | 6) Applicable tax rates, especially VAT, for the individual elements of remuneration or a note about tax exemption, e.g. according to Sec. 19 German Value-Added Tax Act (UStG), |
| 2) Date invoice was issued, | 7) Bank account information for the Guest Lecturer (IBAN and BIC or SWIFT), and |
| 3) Lecture title, | 8) Tax number or tax ID (if it exists) for the Guest Lecturer. |
| 4) Lecture date, | |
| 5) Elements of the remuneration separated according to fee and travel expenses, | |

For international guest lecturers, the University shall determine whether the performance constitutes tax-free instruction (*steuerfreie Unterrichtsleistung*). That is why international guest lecturers do not need to give any information about tax rates or tax exemptions. For lectures that are not VAT-exempt and are given by Guest Lecturers who reside abroad, if the legal VAT according to the German UStG is also owed by the University to the German Tax Office, then only the aforementioned, agreed on net total amount shall be paid.

With the invoice, documentation of all of the travel expenses incurred by the Guest Lecturer that are to be reimbursed by the University shall be provided by submitting original receipts. If receipts cannot be submitted, e.g. because the Guest Lecturer used her or his own car, then the distance travelled must be included in the invoice to the University (for Sec. 2(2) options 2.1 and 2.2).

Section 4 - Inability to Perform

If the guest lecture is cancelled due to the Guest Lecturer's illness or other inability to work, then the Guest Lecturer shall be owed no remuneration - neither the fee nor travel expenses.

Section 5 - Closing Provisions

Individual agreements that complement or set down deviations from this Agreement shall be agreed on in writing with signatures by the University and the Guest Lecturer; this also applies to an agreement to forego the requirement to make changes in writing with signatures. Any such agreement must be included with this Agreement.

Solely German law shall be applicable to this Agreement and any claims arising from this Agreement.

The legal venue shall be Stuttgart insofar as this is permissible according to Sec. 38 of the Code of Civil Procedure (ZPO).

If individual provisions of this Agreement are or become invalid or unenforceable, this shall not affect the remainder of the provisions.

The Guest Lecturer shall be responsible for independently determining and fulfilling any obligations arising from tax or social insurance laws. The responsible Tax Office shall be informed by the University of the respective payment if the relevant provisions of Germany's Fiscal Code require it to do so.

Place, Date

Place, Date

Please only sign the German version.

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For the University

Guest Lecturer