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via mail
to all departments
of the University of Würzburg
excluding the University Hospital

The Chancellor

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Würzburg, 14 October 2024

Our reference: 4

Recruitment and extension applications for the cut-off date 01 January 2025

Dear ladies and gentlemen
Dear employees

Due to the closure of the university at the end of the year, I would like to remind you today that any applications for new hires or extensions of employment contracts must be administered before 23 December 2024 if the hiring date of 1 January 2025 or seamless employment is to be realised on this date. Both the work in the Service Centre Human Resources and any necessary cooperation with the Staff Council require a certain lead time.

To ensure that your applications are checked properly and administered in time, I would therefore ask you to submit the complete recruitment applications for new hires (deadline 1 January 2025) to Department 4 - Service Centre Human Resources by 4 November 2024 at the latest. Please submit applications for extensions over the turn of the year by 18 November 2024 at the latest. In the case of employees from non-EU countries, please bear in mind the known processing time of 3 months.

Please note that the required funding must be available to the Department 4 - Human Resources Management (Personalressourcenmanagement - PRM) at the time the application is received.

If applications are received by the Human Resources Department after these closing dates, timely processing cannot be guaranteed.

Thank you for your understanding.

Kind regards,


Dr. Uwe Klug