

Per email

to all organisational units
except for the University Hospital

Würzburg, 22 November 2021

Our reference: 4 -

**Recognition of foreign university degrees and doctorates;
new procedure in place at the ZAB**

Re letter from the Bavarian State Ministry of Finance dated 23 July 2021, ref.: 25 – P 2607 – 1/300:

Dear staff members,

The Bavarian State Ministry of Finance has let us know that, in order to ensure that the assessment division at the *Zentralstelle für ausländisches Bildungswesen* (Central Office for Foreign Education, ZAB), which is also responsible for managing the 'Anabin' database, can operate efficiently, the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) has taken the following decision:

'Enquiries from public employers about whether particular individuals meet the requirements for particular pay grades or career tracks will be answered through the fee-financed statement of comparability for foreign university degrees, which can be obtained from the ZAB by private individuals. The private individual will now have to file an application for a statement of comparability with the ZAB and will have to pay the fee charged for it.'

This change directly affects hiring procedures at the University of Würzburg. It is no longer possible for the University to contact the ZAB directly with enquiries about the evaluation of foreign university degrees or doctorates held by new hires. Instead, the new hires will have to obtain a statement of comparability for their qualifications from the ZAB and will have to pay the fee charged for the statement. To keep the number of such cases to a minimum, the University will now proceed as follows:

1. The letter asking new hires to submit the documents required for the conclusion of their contract will state that if they obtained their university degree and/or doctorate in a country other than Germany, they might have to obtain a statement of comparability for their qualification from the ZAB. That letter will also state that if they already have a ZAB statement of comparability for their university degree and/or doctorate, the new hires should submit it along with the other required documents. The letter will also point out that the Service Centre Human Resources will be in touch again if the new hires should need to obtain a statement of comparability from the ZAB.

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2. After the University receives the evidence of the new hire's qualifications, it will check the ZAB's 'Anabin' database to find out whether the university degree and/or doctorate held by the new hire is equivalent to a German qualification. If the new hire's qualification is not recognised as being equivalent to a German qualification, the new hire will have to file an application for a statement of comparability with the ZAB. The competent administrator will send an email to the new hire to inform him/her of this fact. That email will also contain a link to the ZAB page through which the new hire will have to file his/her application for a statement of comparability as well as information about the fee that he/she will be charged.

The statement of comparability will only be sent to the new hire, who will then have to forward it to the Service Centre Human Resources. The ZAB will not contact the University of Würzburg directly. The University of Würzburg will not be able to reimburse new hires for the fee that they will have to pay for their statement of comparability. However, the new hires may qualify for financial support for the fee. The new hires will have to apply for the financial support before they apply for the statement of comparability. The new hires will be notified of these facts by email.

In addition, it will have to be explicitly communicated to the new hires that the University will not be able to definitively assign them to a pay grade, or will even be unable to hire them or appoint them to their position, until it has received the statement of comparability. Therefore, please make sure you file requests for the hiring of persons who are holding foreign university degrees and/or doctorates as soon as possible to avoid delays in the hiring process and irritations on the part of the new hires.

Feel free to contact the competent staff at the Service Centre Human Resources with any questions you may have.

Sincerely,

signed

Prof. Paul Pauli