



Onboarding

The Representative Council for Academic and Artistic Staff

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Preface

Welcome to the University of Passau!

In this Onboarding Guide, we have compiled information for a successful start to working at the University of Passau.

We represent all members of the non-professorial academic staff, including senior lecturers and lecturers, assistant professors, teaching and research assistants.

If you have any questions or suggestions, feel free to reach out to [mittelbau konvent@uni-passau.de](mailto:mittelbau_konvent@uni-passau.de)!

Please note that not all of the University's webpages are available in English. We linked to the English versions wherever possible.

All information is carefully researched but non-binding. If you have any legal questions, please contact the human resources or legal department for assistance.

Important Contacts

Dean's Office [Faculty of Law](#)

Dean's Office [Faculty of Computer Science and Mathematics](#)

Dean's Office [Faculty of Business, Economics and Information Systems](#)

Dean's Office [Faculty of Arts and Humanities](#)

The Representative Council for Academic and Artistic Staff
([MiKov](#))

[Staff Council](#)

[Gender Equality Commissioner](#)

[Women's Representatives](#)

[Representatives for the Severely Disabled](#)

[Human Resources Department](#)

[Graduate Centre](#)

BayZeit

“BayZeit” is a tool to document working hours for the non-scientific staff. You can also submit your request for vacation leave via BayZeit.

Information about BayZeit as well as the [log in](#) is only available when you’re logged in to the University’s network. If you’re not in your office, you can access the University’s network via [VPN](#) or the [digital workspace Citrix](#).

[More information](#)

Exemption from Obligatory Insurance (Pflichtversicherung)

In the case of fixed-term contracts, it is generally important and advisable to apply for exemption from compulsory supplementary pension insurance. The application must be submitted within two months of the start of the employment relationship. The reason for this is that you are only entitled to a company pension after a certain period of employment. If you fall below this, the contributions made would be forfeited. This also applies to any new contract (if you are employed for a fixed term more than once). [Human resources](#) will provide you with official advice on this.

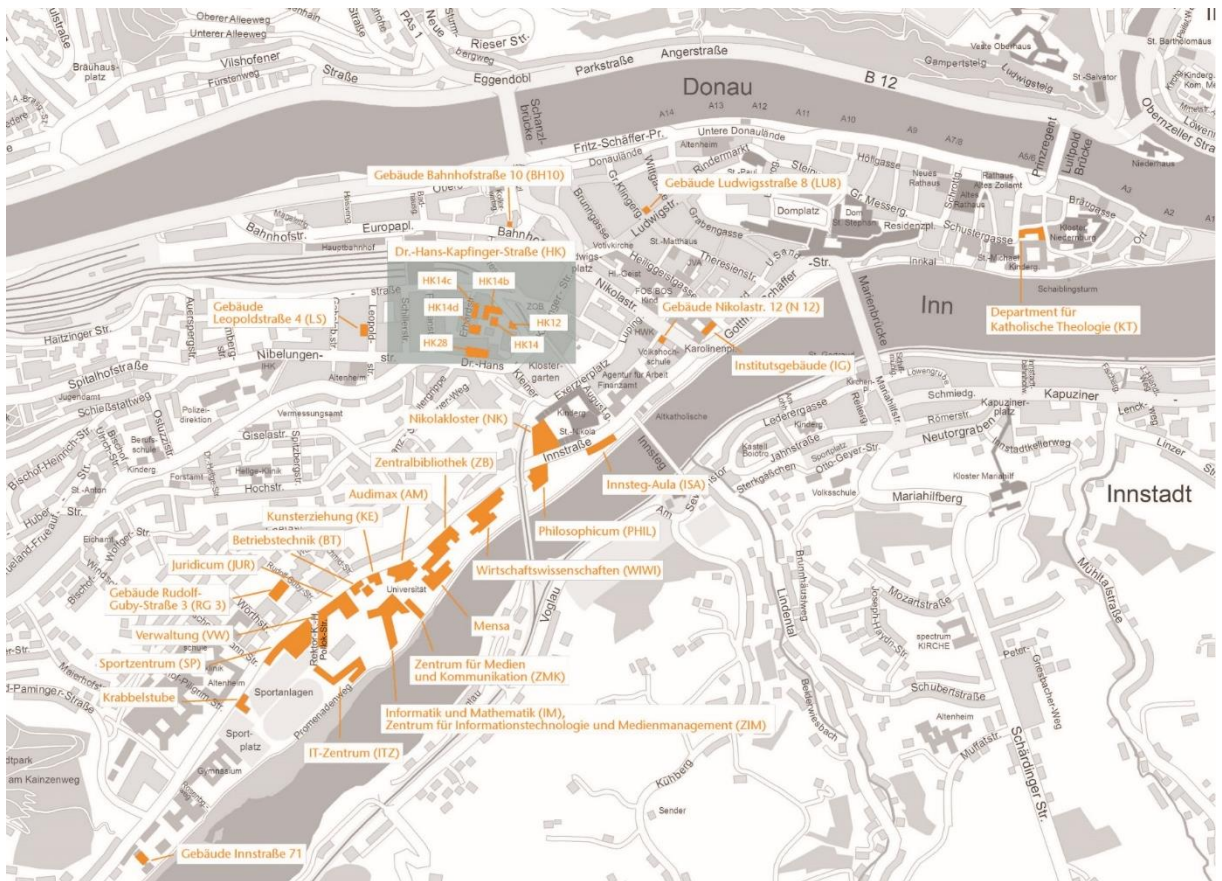
Supervision Agreement

A [supervision agreement](#) makes the relationship between you and your supervisor transparent. However, it is not a contract. For example, the following topics can be addressed and recorded:

- Topic and synopsis of the dissertation/thesis
- Funding
- Consultation and supervision meetings (frequency)
- Publications and presentations
- Further measures, schedule and working time
- Tasks and duties (teaching?)
- Good scientific practice and balancing of qualification efforts and family time
- Integration into the network of the supervisor
- Conflict resolution

Further information on this topic can be found on the website of the [German Research Foundation](#) (Deutsche Forschungsgemeinschaft)

Campus- and Sitemap



[This page](#) offers information about the campus and accessibility.

[Information](#) on the University's buildings and their opening hours

Take a [virtual tour](#) of our campus

CampusCard for University Staff

University staff are issued the employee version of the [CampusCard](#).

Functions of the staff version of the CampusCard

[Electronic wallet for payments in the “mensa” and cafeterias](#)

You can pay in the Mensa, i.e. the university refectory, and the cafeterias using your CampusCard. Before you use it for the first time, you have to transfer funds to your CampusCard. You can find terminals to do so in the foyer of the mensa.

[University library user card](#)

You can use your CampusCard to access all services of the University library

[Building/locker access](#)

Use your CampusCard for building access where required or to use one of the lockers on campus

CampusCard for Students

All students as well as doctoral students enrolled at the University of Passau are entitled to a [CampusCard](#), which, in addition to being an ID card for University purposes, [serves as a semester bus pass for the buses in town and offers additional functionality](#).

Additional functions of the CampusCard are:

- Electronic wallet for the refectory and cafeterias
- University library card
- Building/locker access

You will have to validate your student CampusCard each term.

Differences CampusCard

CampusCard for University Staff	CampusCard for Students
Electronic Wallet	
regular prices at the refectory and cafeterias	discounted student prices at the refectory and cafeterias
additional card needed for printer-copiers	can be used for the printer-copiers
Library	
extended loan periods and extended loan possibilities	regular loan periods and regular loan possibilities
Recreational Sports	
regular rate	discounted rate

Printing and Copying

You can either print via your [office printer](#) or use the [campus printer](#).

With the printer-copiers (campus printers), you can send print requests to a central server by entering the number of your CampusCard or official copy card and then, using your CampusCard or your official copy card, print them out on any university printer-copier you wish.

For all of your large-scale or volume printing needs, contact the “[Kopierzentrum](#)”. They can also bind your documents if needed.

Business Trips

Business trips (“Dienstreisen”) are trips of one or more days for the immediate completion of official business outside the place of work, which have been ordered or approved in writing.

Official business is business that has been assigned to employees in their area of responsibility for immediate completion. Official business includes, in particular, participation in meetings which are necessary for official business and participation in working groups or commissions, insofar as these fall within the employee’s own area of responsibility. For a trip to be classified as a business trip, active participation through an own contribution is necessary. Trips to conferences, trade fairs, congresses, etc. are approved as business trips if, for example, a presentation is held or the employee is in charge of his/her own stand at a fair.

A business trip must be approved in writing prior to the start of the trip. The [business trip application](#) (“Genehmigung einer Dienst-/Fortbildungsreise) should be submitted at least two weeks before the start of the trip.

For business trips abroad, full health insurance coverage must be ensured. For business trips to other European countries, as well as Iceland, Liechtenstein, Norway, Switzerland and the United Kingdom, an [A1 certificate](#) must be held and presented upon request by authorities.

[All application forms](#)

English at the University of Passau

Internationality has always been part of the University of Passau's profile. Therefore, it is important that central information is available in English. There are two regulations of the university management for this purpose:

1. The June 5, 2016 resolution specified that the University shall use British English in its overall presence.
2. The November 9, 2016 resolution (which modifies and expands the November 7, 2011 resolution) [mandates certain English language terms and designations](#).

Sources of Funding

Chairs and other facilities are financed through different funds. Terms you will encounter frequently are e.g., TG73 or TG96. TG stands for “Titelgruppe.” For example, TG73 is the abbreviation for the chair’s own funds while TG96 represents study subsidy funds.

Funding Options for Business Trips

If you would like to attend scientific conferences, there are several funding opportunities.

As a female early career researcher at the University of Passau (female doctoral and post-doctoral students), you can [apply for funding for conference and research trips](#). Conference and research trips can be fully funded through the Women's Advancement Fund once a year.

Otherwise, you can apply for a travel grant through the [Graduate Centre](#). Here, up to 2/3 of your expenses can be funded.

Additionally, the Dean's Offices of the Faculties support travel through grants. Here, up to 2/3 of the expenses are funded. Some Faculties have an upper limit for funding. [Application forms](#)

Women's Representatives

The women's representatives assist the University in discharging its duty to promote actual gender equality and remove existing disadvantages. To this end, the women's representatives advocate for female academics, teaching staff and students.

The University Women's Representative and the Women's Representatives of the faculties are contact persons for female scientists and students regarding career planning in studies and science, the awarding of scholarships, conflicts and problems at the workplace, and gender equality issues in the faculties and the university.

Areas of advice

- Pregnancy and studying/career
- Balancing of family and studying/career
- Bullying, discrimination
- Sexual harassment, stalking
- Faculty-specific gender equality measures
- Contract extension in case of protected maternity and parental leave

The University's Women's Representative and the Faculty's Women's Representatives provide interested female early career researchers from the postdoc phase onwards with information about the support measures provided by the Free State of Bavaria under the Bavarian Gender Equality Grant (BGF) scheme. The Women's Representative is supported in this endeavour by the Women's Office.

[Further Information](#)

Graduate Centre

The Graduate Centre is the first point of contact for doctoral and postdoctoral students of all academic disciplines at the University of Passau who have questions about the organisation of their doctoral programme. Offering high-calibre training programmes that specifically cater to the needs of early career researchers, the Graduate Centre sees itself as a hub for scientific collaboration and a cross-faculty network of doctoral and postdoctoral students.

[Further information](#)

Habilitation

The habilitation is the acquisition of the right to teach at a university (as a professor) by writing a scientific thesis and thus the highest-ranking university examination, with which the right to teach (Latin “*facultas docendi*”) in a scientific subject is established within the framework of an academic examination procedure.

The recognition of the teaching qualification is the prerequisite for the additional granting of the teaching authorization. This is also called teaching authorization or teaching license (Latin “*venia legendi*” = permission to lecture, i.e. to give lectures or teach).

The habilitation is intended to test whether the scientist can fully represent his/her subject in research and teaching.

More information on [doctoral and habilitation regulations](#) as well as a general [overview for postdocs and habilitation students](#).

Recreational Sports

The University of Passau offers a wide range of sports for students and staff. In the sports centre we have, among other facilities, two beach volleyball courts, a basketball court and a gym. In addition, the University of Passau also has its own boathouse and offers rowing and canoeing courses.

[Further information](#)

ILIAS

- ILIAS is an Integrated Learning, Information and Work Collaboration System and can be used alongside Stud.IP in teaching (see [overview of portals](#))
- Lecturers can create teaching and learning materials and make them available to students
- Lecture recordings can be shared with students via ILIAS
- Blended learning concepts can be planned and implemented
- Extended rights can be requested by mail to ZIM (Centre for Information Technology and Media Services)
- Further information and help is available at <https://www.hilfe.uni-passau.de/en/ilias/>

International Support Services

Support for international students ([iStudi-Coach](#)), refugees preparing for their studies ([Refugee Program](#)), international (visiting) scientists, employees and doctoral candidates ([Welcome Centre](#)) in non-academic matters.

[Further information](#)

Sick Note

In general, the University of Passau requires you to present a doctor's certificate from the 4th day of illness onwards.

Please discuss with your supervisor what you need to do in case of illness.

On the page [Personnel A-Z](#) you will find additional information as well as the sick and healthy notes. It is best to discuss with your colleagues whether you should fill out the sick note yourself in the event of illness, or whether it should be filled out by others in your unit.

Teaching Evaluation

In order to constantly improve the quality of teaching, the University of Passau regularly requests students to evaluate their courses.

The evaluation - whether online or on paper questionnaires - provides lecturers with practical feedback, criticism and suggestions from their students. Deans of studies receive key figures on the quality of teaching in their department.

For the non-professorial teaching staff, the teaching evaluations can also be important for potential job applications.

[Further information](#)

Required Teaching Load

The teaching commitment is regulated in the Ordinance on the Teaching Commitment of Academic and Artistic Staff at Universities and Universities of Applied Sciences [Lehrverpflichtungsverordnung (LUFV)] of February 14, 2007.

Teaching staff within the meaning of this ordinance are all academic or artistic staff working at state universities, university clinics, art colleges and universities of applied sciences who serve the Free State of Bavaria and are or may be required to teach within the scope of their employment [see Art. 5 Para. 1 Bavarian Higher Education Personnel Act (BayHSchPG)].

The [declaration of fulfillment of the required teaching load](#) must be submitted to the respective dean's office each semester. This process may be different for each institution. If questions arise, it is best to speak with your colleagues or with your secretary.

[Further information](#)

Refectory and Cafeterias

The University of Passau has a refectory (Mensa) and several cafeterias. You can pay there with your CampusCard. In the Mensa building, you can top up your CampusCard with Mensa credit using an EC card.

On the pages of the [Student Services](#) (Studentenwerk), you will find the current [opening hours of the refectory](#), current [opening hours of the cafeterias](#) and the [menu of the refectory](#).

Organisation Chart

The organisation chart gives you an overview of how our university is structured. Following this [link](#) you will find the PDF version; by specifically clicking on the departments in the organization chart, you will be taken directly to the relevant web pages.

[Here](#) you will find an overview of the management and all committees of the University of Passau.

Staff Discounts

Some companies and stores in the region offer staff discounts to employees of the University of Passau. These discounts are available upon presentation of your CampusCard with photo or your CampusCard + ID card. A list of currently participating companies and stores can be found under [Staff Discounts](#).

The Staff Council is interested in expanding the discount offers and welcomes your suggestions at any time.

Mail

Postal Service

The postal service is responsible for all tasks relating to mail acceptance, mail distribution and the dispatch of official mail and parcels. It is located in building VW 011, Innstraße 41. Contact: [Postal Service](#), tel. -1262.

There is also a place in each building where each chair/organisational unit has a post office box and where you can drop off items for internal and external mailing.

In general, please do not have parcels with private content sent to the university!

Important hints, practical tips and detailed information on mail processing, sending mail domestically and internationally, sending parcels, receiving parcels, enveloping and sending bulk mail, etc. can be found on the website of the [Postal Service](#).

Postal dispatch within the university

For mailing within the university, please also indicate the name of the recipient's institution as well as the building.

Example:

Prof. Dr. Angelika Mustermann
Chair of Economics
WiWi, Innstraße 27

For mailings to employees of the administration, please also indicate the department.

Example:

Artur Mustermann
Department I/1 - VW

Portals for Study and Course Administration

- [Stud.IP](#): Planning and organisation of courses, provision of teaching materials
- [ILIAS](#): Provision of teaching materials
- [HISQIS](#): Exam registration, grade posting
- [CampusPortal](#): Application management, download of matriculation certificates
- Campus Management System (CMS): is currently still being developed, is intended to map the student life cycle

Doctorate

The doctorate (Latin “promotio” = promotion) is the award of the academic doctorate (Dr.) in a specific field of study and in the form of a doctoral certificate.

It is regarded as proof of the ability to carry out particularly in-depth scientific work and is based on an independently written scientific thesis, the dissertation, as well as an oral examination (viva voce, disputation, colloquium).

Persons pursuing a doctorate are referred to as doctoral candidates or doctoral students.

More information on [doctoral studies](#).

[Overview of doctorate and habilitation regulations](#)

Room Reservation

Whether for classes, university groups, experiments, exams or events, you can find an [overview of how to book a room here](#).

Keys and Parking

The handing out of keys as well as the application and collection of parking permits for employees take place in the [Service Office Real Estate](#). You can find the service office at Rudolf-Guby-Straße 3, room 212.

Phone: +49 851 509-1231

E-mail: servicebuero.liegenschaften@uni-passau.de

Pregnancy and Parental Leave

For matters concerning pregnancy or parental leave, the [Family Service of the University of Passau](#) can assist you. On this [website](#), you will find a lot of information on the topic.

In addition, the Family Service offers a [checklist for expecting parents](#), with points that are important during pregnancy and after birth.

Representatives for the Severely Disabled

The representatives for severely disabled persons promote the participation of severely disabled persons in working life in the department and represent their interests (§ 178 para. 1 SGB IX).

They monitor compliance with laws, collective agreements, service agreements and administrative orders for the benefit of severely disabled people at the University of Passau. They also represent the interests of severely disabled people and people with equal rights in measures planned by the university.

[Further information](#)

Student Assistants

Student assistants (SHKs) provide supporting scientific services in research and teaching and are thereby assigned to professorships or scientific institutions.

The legal basis for employment as a student assistant is found in the Bavarian Higher Education Personnel Act (BayHSchPG), Art. 33 Para. 2.

SHKs may not be employed for correcting exams during their contract period!

As a rule, the Minimum Wage Act (MiLoG) applies to SHKs. It should be noted that a documentation of the daily working time has to be made by the student assistant (SHK), which has to be submitted to the supervisor and kept by him/her for 2 years (MiLoG § 17). The monthly working hours and the resulting remuneration depend on the budget. The monthly working time is determined by the applying institution.

Since SHKs are assigned to scientific personnel in the BayHSchPG, the Wissenschaftszeitvertragsgesetz (WissZeitVG) applies to the fixed-term employment relationships. According to this legal basis, fixed-term employment contracts are permissible up to a duration of 6 years for SHKs.

[Further information](#)

Stud.IP

Stud.IP is used at the University of Passau to manage courses. You can use it to enter the dates and rooms, provide teaching material, and much more.

- You can sign on using your ZIM-identifier. The access data can be collected at the dean's office.
- You can create your own individual profile
- Lecturers need additional rights in order to use certain functions. This can be done under "Tools > Lecturer rights > New application" (professors get these rights automatically).

You can find further information under

<https://www.hilfe.uni-passau.de/en/studip/>

The following pages explain how to create and assign courses in Stud.IP.

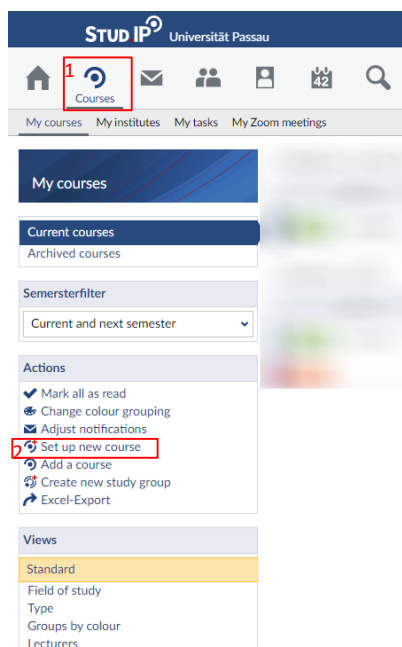
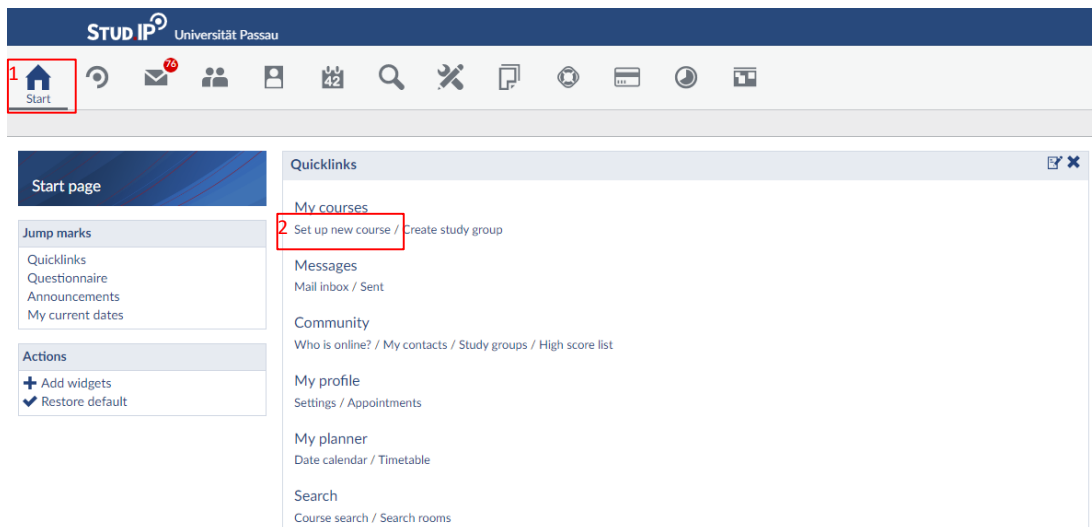
Stud.IP – Set up new course 1

- To set up a course in Stud.IP, you must have the “lecturer” right and be assigned to at least one institution (e.g. a chair). The request can be made via “Tools > Lecturer rights > New request”
- There are two ways to set up the course:
 - Set up a new course via the start page
 - Set up a new course via the sidebar under “My courses”.

Stud.IP – Set up new course 2

Step 1

- Option 1: On the Stud.IP start page, under “My courses”, you will find the link “Set up new course”.

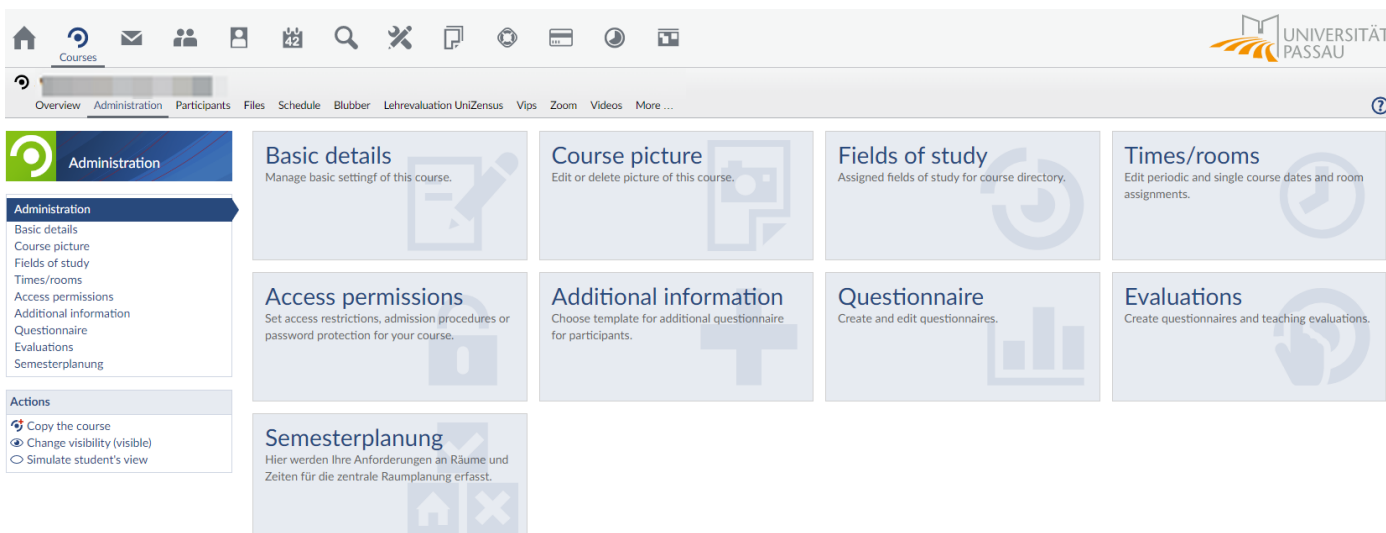


- Option 2: Sidebar in the “My courses” area >> “Set up new course”.

Stud.IP – Set up new course 3

Step 2:

- First, basic information must be filled in, then additional info can be adjusted in the administration section.
- In the administration section of a course, instructors can view and edit all the information about the course. The administration is divided into several areas that can be accessed via the various fields. The blue marking in the sidebar always shows you on which page of the course administration you are currently located.



Navigation icons: Home, Courses, Mail, Users, Documents, Calendar, Search, Settings, Help.

Top right: UNIVERSITÄT PASSAU

Navigation tabs: Overview, Administration, Participants, Files, Schedule, Blubber, Lehrevaluation, UniZensus, Vips, Zoom, Videos, More ...

Administration sidebar:

- Administration (Selected)
- Basic details
- Course picture
- Fields of study
- Times/rooms
- Access permissions
- Additional information
- Questionnaire
- Evaluations
- Semesterplanung

Administration modules:

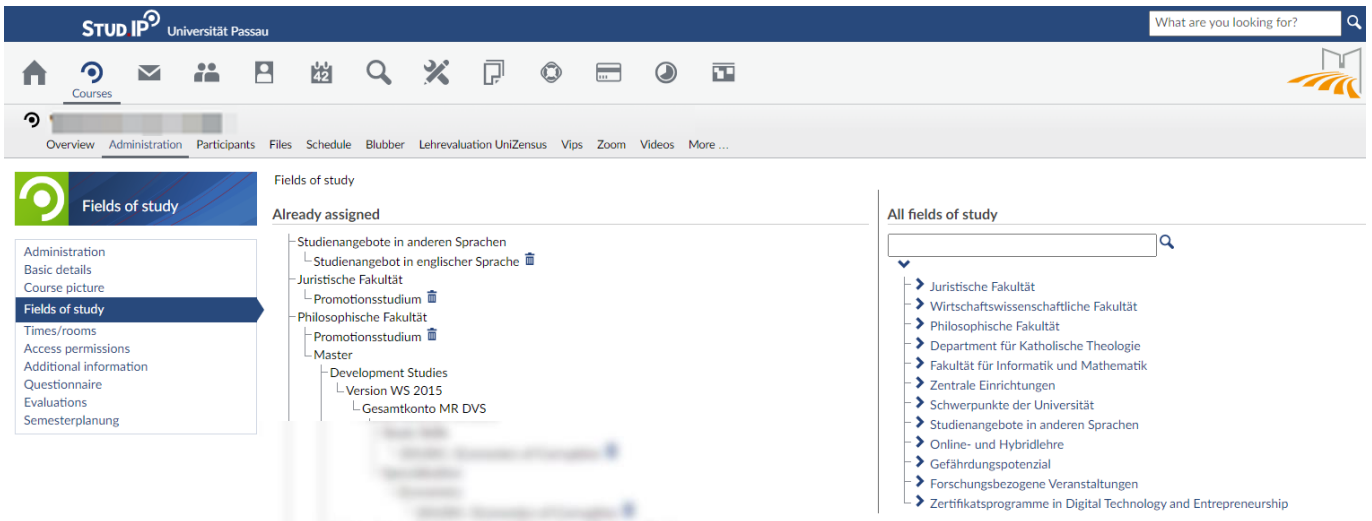
- Basic details**: Manage basic setting of this course.
- Course picture**: Edit or delete picture of this course.
- Fields of study**: Assigned fields of study for course directory.
- Times/rooms**: Edit periodic and single course dates and room assignments.
- Access permissions**: Set access restrictions, admission procedures or password protection for your course.
- Additional information**: Choose template for additional questionnaire for participants.
- Questionnaire**: Create and edit questionnaires.
- Evaluations**: Create questionnaires and teaching evaluations.
- Semesterplanung**: Hier werden Ihre Anforderungen an Räume und Zeiten für die zentrale Raumplanung erfasst.

Actions:

- Copy the course
- Change visibility (visible)
- Simulate student's view

Stud.IP – Assign course to fields of study

- Search and click on created course
- Go directly to the course
- Tab “Administration” -> Box “Fields of study”
- [on the left side you find already assigned areas of study and versions]
- On the right side below “All fields of study”: Enter exam number & press Enter



The screenshot shows the Stud.IP interface for a course. The top navigation bar includes 'STUD.IP Universität Passau' and a search bar. Below the navigation bar is a menu with options like 'Overview', 'Administration', 'Participants', 'Files', 'Schedule', 'Blubber', 'Lehrevaluation', 'UniZensus', 'Vips', 'Zoom', 'Videos', and 'More...'. The main content area is titled 'Fields of study' and is split into two columns. The left column, 'Already assigned', shows a tree view of study fields with some items highlighted in orange. The right column, 'All fields of study', has a search bar and a list of available fields, including 'Juristische Fakultät', 'Wirtschaftswissenschaftliche Fakultät', 'Philosophische Fakultät', 'Department für Katholische Theologie', 'Fakultät für Informatik und Mathematik', 'Zentrale Einrichtungen', 'Schwerpunkte der Universität', 'Studienangebote in anderen Sprachen', 'Online- und Hybridlehre', 'Gefährdungspotenzial', 'Forschungsbezogene Veranstaltungen', and 'Zertifikatsprogramme in Digital Technology and Entrepreneurship'.

- Assignments kept in orange have not yet been confirmed by the chair
- Just click on it, then it is ready

Academic Calendar

[Here](#) you will find information about teaching periods and the lecture-free periods.

Lecture-free periods:

The lecture period is always interrupted from December 24 up to and including January 6, from the Thursday before Easter up to and including the Tuesday after Easter, and on the Tuesday after Pentecost (Whitsun).

Web Pages for University Staff

Alongside the pages for other status groups, such as students or prospective students, the University of Passau also has its own pages for its staff members. [Here](#) you will find all information, starting with the human resources department, finances and legal matters up to services.

Website Management: TYPO3

The web presence of the University of Passau is created with the binding central content management system TYPO3. To use TYPO3, you must apply for a TYPO3 account. You will not receive this account automatically.

[Further information](#) on TYPO3.

Scheduling of Lectures

- At the beginning of each semester, the planning of courses for the next semester starts.
- The planning of irregular courses (seminars, workshops, etc.) is carried out by the chairs directly with the room planning department.
- In some cases, the Dean's Office will invite you to plan your lectures and other classes
- Special planning for HS 10:
 - In even years the Faculty of Economics has the right to schedule their lectures first, in odd years this right is granted to the Faculty of Law.
 - Planning for the summer semester takes place in the beginning of September, for the winter semester in the beginning of March.

Research Assistants (Wissenschaftliche Hilfskräfte)

Research assistants (WHKs) provide supporting services in research and teaching and are assigned to professorships or scientific institutions. The prerequisite for employment as a WHK is a university degree (e.g. diploma certificate, bachelor's certificate, 1st state examination).

The legal basis for employment as a research assistant can be found in the Bavarian University Personnel Act (BayHSchPG), Art. 33 Para. 1.

For the position of a research assistant (WHK), there is both a duty to advertise and a duty to document the application procedure and the filling of the position.

The Wissenschaftszeitvertragsgesetz (WissZeitVG) for fixed-term employment contracts applies to WHKs. According to this legal basis, fixed-term employment contracts are permissible for a period of up to 6 years. Whether the contract of a WHK counts towards the 6-year period is checked in each individual case by the Human Resources Department.

As a rule, the Minimum Wage Act (MiLoG) applies to WHKs. WHKs must document their daily working hours, which must be submitted to the supervisor and retained by him/her for 2 years (see MiLoG § 17).

[Further information](#)

Wissenschaftszeitvertragsgesetz

Since 2007 (resp. amended version of 17.03.2016), the Wissenschaftszeitvertragsgesetz regulates how employment contracts for scientific and artistic staff at state universities and research institutions can be limited in time. The core of the law is the twelve-year rule: each qualification stage (doctorate and habilitation) may not last longer than six years, i.e. $6+6=12$. Those who have not exhausted the six years up to the doctorate may add the time saved to the postdoc phase.

All fixed-term employment contracts with more than a quarter of the regular working hours, e.g. as a teaching or research assistant, are to be taken into account. Temporary employment as a student assistant during studies is not taken into account when calculating the number of years. The situation is different, however, if you have worked in a temporary position as a research assistant after graduation these periods are counted toward the maximum fixed term.

After 12 years, employees can only be employed on a permanent basis or must have been appointed to a professorship or chair in the meantime. This often leads to an involuntary end to scientific careers if no permanent appointment is possible after the maximum fixed-term period has expired. The only option left to scientists in this case is to work in temporary third-party funded positions. However, during the 12 years, the contract periods of third-party funded positions are generally counted.

Due to the pandemic, the federal government temporarily extended the maximum fixed-term contract period for scientific staff undergoing qualification by six months in both April and October 2020. Fixed-term contracts that existed between March 1, 2020 and March 31, 2021 can be extended by up to twelve months.

For more information, visit the website of the [Federal Ministry of Education and Research](#) and the [DFG](#). You may also want to familiarize yourself with the [legal text](#) and/or the [Ministry's case collection](#), and please contact the Human Resources Department with any questions regarding your contract situation.

[Further information](#)