For the employment of student assistants at the Anhalt University of Applied Sciences, we ask you to read and become familiar with the following general conditions:

**EMPLOYMENT REQUIREMENTS**

Student assistants may be employed in order to support full-time research staff. Student assistants are eligible to work as tutors. Student assistants, in addition to their assisting the research staff, may also be given tasks for departmental administration and for the central administration if the tasks are beneficial to their studies.

Students can be employed as student assistants after they have completed at least 2 semesters. In justified cases, the requirement of at least two semesters of study may be waived. Anyone who is enrolled at a university (university/university of applied sciences) can become a student assistant. It is not a requirement to be enrolled as a student at the Anhalt University of Applied Sciences. Only students with special professional qualifications and social skills may be employed as tutors in conjunction with their studies at the Anhalt University of Applied Sciences.

**EMPLOYMENT CONTRACT**

A written employment contract, valid for one entire month, is concluded between the Anhalt University of Applied Sciences and the student assistant on the 1st of each month. Contracts may be concluded for more than one semester. The employment contract must be completed before the start of employment. **Retroactive changes are NOT possible.**

**WAGES**

The current wage is €9.35 per hour, the costs for the employer are approx. €11.97 per hour (rounded amount). These are calculated as follows: €9.35 x 28% (Lump sum contribution to health insurance (13%); lump sum contribution to pension insurance (15%)).

Wages are calculated on the basis of the monthly working hours stated in the employment contract and paid at the end of the month to the bank account specified by the student assistant. Overpayments will be reclaimed after the documentation of hours worked per day has been checked. It is not possible to claim lapse of enrichment.
REQUIRED DOCUMENTS

**Antrag auf Einstellung einer Hilfskraft** (Application for employment as a student assistant)

**Bezügefragebogen** (an Income form must be filled out for the tax office/tax authorities) (can only be processed if filled out digitally with the student assistant’s original signature)

Important:
Indicate any other active contract with Anhalt University (regardless if contract is as tutor or as student assistant). These contracts may not exceed a total of 48 hours per month.

**Note**
Tax classes 1, 2, 3, 4 or 5 are always MAIN employers
Tax class 6 is ALWAYS A SECONDARY employer

Complete disclosure of personal data including address (not just street name)

If there is no other employment, tax class 6 and secondary employer CANNOT be chosen.

Tax Identification Number, tax class and main or secondary employer must be specified

Do not forget the account holder’s name and specify IBAN AND BIC

Please always indicate financing

Last revised: February 2020
Minijobformular (form for low wages and short-term employees)

The following documents must also be submitted:

- Birth certificate (copy | for first contract only)
- Marriage certificate (copy | for first contract only) (if applicable)
- Current proof of student registration
- Proof of Health insurance or private health insurance certificate (not older than 3 months)
- Proof of completed degree (copy) (if applicable)
- Residence/work permit incl. additional provisions (for foreign students from non-EU countries)

FOREIGN STUDENT WORKING AS ASSISTANTS

If the student assistant is not a citizen of an EU member country, he/she has to submit a valid residence permit including additional provisions. It is permitted to work for a maximum of 120 days or 240 half days per year, as well as to have a student part-time job.


Contracts may be concluded until the end of the validity of the residence permit at the latest.
BUSINESS TRIPS

For business trips, student assistants are reimbursed transportation costs for the lowest class fares of the regular means of transport.

TERMINATION OF EMPLOYMENT

The contractual relationship as a student assistant ends with the end of the contract period as stipulated in the contract, as well as on the day a student’s enrollment officially ends; automatically or upon request to end enrollment. This must be communicated immediately to the Human Resource Department.

The employment also ends

▪ at the end of the last student registration if no valid registration for the new semester is submitted to the Human Resource Department at this time,
▪ for foreign students, it ends at the end of the last residence permit, or when no valid residence permit for the remainder of the contract period is submitted to the Human Resource Department at this time.

WHO TO CONTACT: THE HUMAN RESOURCE DEPARTMENT

Please contact Mrs. Carolin Fricke for all questions concerning student assistants.

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