

Bernburg  
Dessau  
Köthen



**Hochschule Anhalt**  
University of Applied Sciences  
**Department of Human Resources**

Bernburger Str. 55  
06366 Köthen (Anhalt)

Please consider the following general requirements for the employment of student assistants at the Anhalt University of Applied Sciences.

#### **REQUIREMENTS FOR EMPLOYMENT**

After having studied for **two months, at least**, students may be employed for work as student assistants. In justified cases, this requirement of having previously studied for a minimum of two semesters may be waived.

#### **WORKING HOURS**

The working hours are indicated in the employment contract. The number of hours per month may not vary.

Any postponement of the contractually agreed working hours per month to one of the subsequent months, so increasing the number of working hours in excess of the agreed working hours, is not permissible.

Student may be generally employed for a **maximum of 19 hours per week**.

The student assistant shall keep a record of the hours worked; this record has to be countersigned by the tutor. The record of working hours must be submitted to the Department of Human Resources by **the 4<sup>th</sup> day of the subsequent month**.

#### **REMUNERATION**

The remuneration amounts to EUR 8.50 per hour.

The remuneration is calculated on the basis of the monthly working hours as stipulated in the employment contract, and transferred to the bank account indicated by the student assistant. Any excess payment revealed after the review of the records of working hours has to be repaid. No objection regarding unjust enrichment can be raised.

#### **EMPLOYMENT CONTRACT**

A written employment contract is concluded between the Anhalt University of Applied Sciences and the student assistant, commencing on the 1<sup>st</sup> day of a month, for a full months' period. Contracts may be concluded for more than one semester.

The employment contract must be in hand before the commencement of the work. **Retroactive employments are NOT possible.**

### **FOREIGN STUDENT ASSISTANTS**

Should the student assistant not come from an EU member state, he/she has to present a valid residence permit with ancillary provisions. Employments are permitted that shall not exceed a total of 120 days or 240 half days per year, as well as the employment of a student assistant.

### **BUSINESS TRIPS**

For the compensation of travel expenses for business trips, student assistants are paid the cost of the lowest class of regularly operating means of transportation.

### **TERMINATION OF THE EMPLOYMENT**

The employment as a student assistant terminates at the lapse of the contractually agreed period, or on the date of an applied or officially executed de-enrolment as a student. The Department of Human Resources has to be immediately notified accordingly.

The employment also terminates

- at the lapse of the latest certified enrolment, when no valid semester certificate for the new semester has been presented to the Department of Human Resources;
- for foreign students, at the lapse of the latest certified residence permit, when no valid residence permit for the remaining contracted period is presented to the Department of Human Resources.

### **DOCUMENTS TO BE ATTACHED**

- Application/Personal Information Sheet of the student assistant
- Birth certificate (copy)
- Certificate of enrolment
- valid certificate of the health insurer (not older than 3 months)
- Social security card (copy)
- Salary questionnaire (form on the homepage of the university)
- Minijob form (form on the homepage of the university)
- Evidence of other employments

### **CONTACT AT THE DEPARTMENT OF HUMAN RESOURCES**

For all questions regarding student assistants, please contact Ms. Kathleen Lorenz (Phone: 03496/67 4114; e-mail: ka.lorenz@verw.hs-anhalt.de).