

FAQs for employment of a student assistant

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Completion of studies

As per the contract, employment as student assistant terminates upon expiry of the month in which the student assistant successfully concludes scientific university studies whereby the student assistant is obliged to notify this immediately in writing.

An automatic conversion to a contract for graduate assistants is not possible.

Application

- The contracts must have a minimum term of 3 months.
- The minimum contingent amounts to 4 hours per week; fractions of hours of work are not allowed.
- The working times of ongoing contracts can only be changed if such changes apply for at least 3 months as of the 1st of a month and for at least 4 hours per week.
- The contracts must be submitted to the department in duplicate at least 4 weeks prior to the commencement of the contract.

Annexes to the application

The Annexes requested in the application - such as study confirmation, preprinted LBV forms and evidence of health insurance - will be forwarded to the salary-paying entity in Düsseldorf (LBV) by the HR department. The submission of these filled-in forms is mandatory for payment.

Only one copy of the Annexes must be filed.

The formal obligation (page 1) must be filed once in case of new employment.

Consent to the standard flat-rate tax is given on a voluntary basis.

Working time

The regular maximum working time of a student assistant is 19 hours per week and must be at least 4 hours. This applies also to working time changes of ongoing employment relationships.

Foreign students (EU citizens)

EU-citizen students do not have to present a valid residence document.

Foreign students (non-EU citizens)

A valid residence document with copy of the valid passport has to be submitted for the whole term of agreement. If a continuation of the employment relationship is envisaged, an extension of the residence permit must be requested by the student assistant in due time.

The issuance of the electronic residence permit requires a handling time of about 4 - 8 weeks. If your residence permit expires within this period, a **probationary permit** must be issued. This is a preliminary replacement document.

Invitation to tender

Jobs for student assistants can be tendered but do not have to be. A [sample invitation](#) to tender is available from the form cabinet.

In case of an invitation to tender, a selection procedure must be applied subsequently. If there are also applications of severely disabled students amongst the applications, they must be considered for the further procedure if they are suitable - unless they are obviously unsuitable.

In these cases, the [representative of disabled persons](#) must be involved.

Bachelor's degree

After the completion of a **first** professional qualification degree such as a bachelor's degree or a degree of a university of applied sciences, the employment as student assistant is no longer possible.

Graduate Students who are currently enrolled in a master's degree program have to be (re-)employed as Graduate Student Assistants (GSA) (German equivalent: wissenschaftliche Hilfskraft mit Bachelor / WHB). For more information, please refer to

http://www.uni-siegen.de/start/formularcenter/beschaefigte/personalangelegenheiten_und_sonst./beschaeftigung_wissenschaftlicher_hk/

Termination of the employment relationship

The employment relationship of a student assistant normally terminates after expiry of the period stipulated in the employment contract unless the employment is continued. Premature termination is possible in the following cases:

a) Dissolution

- Such an application must be filed with the HR department through the official channel.

b) Ordinary termination

- The employment relationship can be terminated at any time without giving any reasons in compliance with the notice periods of the collective agreement by the middle or the end of the month.

c) Extraordinary termination

- The employment relationship can also be terminated within 2 weeks on important grounds. If applicable, a written warning has to be issued first.

d) De-registration

- If a student assistant is de-registered before expiry of the term specified in the employment agreement, the employment relationship terminates with the de-registration without a termination being required. Department 4 must be notified immediately.

e) Completion of a course of study

- By derogation from letter d), the employment relationship ends after expiry of the month in which the student assistant took the last examination. The date must be communicated to the HR department immediately.

Maximum term of employment

According to the *WissZeitVG* [*Wissenschaftszeitvertragsgesetz* = Act on Temporary Employment in Higher Education], student assistants can be employed for a maximum period of 6 years.

Employment requirements

The employment requires education at a scientific university which has not yet been concluded i.e. the student assistant must be enrolled as student at a university or state-recognized university.

Illness

In the event of illness, the student assistant must inform the department immediately. If the inability to work lasts longer **than 3 days**, the student assistants must also submit a medical certificate for the inability to work which indicates the estimated duration thereof with their place of work no later than by the following day of work. Please note that Saturdays and Sundays are also deemed days of illness because of the applicable regulation "calendar days".

Continued pay is subject to the legal provisions.

Maternity protection

Pregnant student assistants must inform department 4 immediately and in writing about their pregnancy and submit a copy of the maternity log. The provisions of the Maternity Protection Act apply. If the contract continues after the birth, this must be communicated to department 4 with a copy of the certificate of birth.

Social insurance law

Notes on the new regulation since 1 January 2013 regarding low-income limits and transition zone:

http://www.uni-siegen.de/zuv/dezernat4/beschaeftigung_von_shk/hinweise_sozialversicherung.pdf

Notes on social insurance:

http://www.lbv.nrw.de/tarifbeschaeftigte/sozialversicherung_neu.php

Notes on 450 Euro mini jobs:

http://www.minijob-zentrale.de/DE/0_Home/01_mj_im_gewerblichen_bereich/14_besondere_personengruppen/node.html

Study confirmation

The current study confirmation must be filed once for the relevant term of agreement. This applies both to new and re-employments and to continued employments.

Tutors

Tutor activity normally refers to the following tasks:

- Study guidance
- Introduction to working with scientific literature
- Instructions on scientific working technique

- Instructions on academic discussions
- Encouraging independent dealing with specific scientific issues
- Deepening and supplementing the material offered during lectures
- Preparation for the material offered in future lectures (also in the time between lectures)

Only technically qualified students who have studied the relevant subject for **at least** three semesters or successfully taken a preliminary or intermediate examination or provided evidence for comparable study achievements may be employed as student assistants with tutor activity. The employment as student tutor for a study course which was already completed successfully by this person is excluded.

Due to the preparation and post-processing times, one hour of tutor activity is deemed 2 hours of work.

Accident

In case of accidents during the working time or commuting accidents, the department must be informed immediately and the following notification form of the North Rhine-Westphalian Accident Insurance Fund must be filled-in:

http://www.uni-siegen.de/start/formularcenter/beschaefigte/arbeitsschutz/unfallanzeige_beschaefigte.doc

Holiday entitlement

See "[Table holiday entitlement](#)" in the form cabinet.

Semester on leave

Students who have a semester on leave may not be employed as student assistants.

Remuneration

From 1 April 2017 the remuneration per hour of the average weekly working time is € 9.71.

Please note: Students may work up to 10,5 hours per week to be considered as mini-jobbers (450 Euro mini job/marginal employment – (<http://www.bmas.de/EN/Our-Topics/Social-Security/450-euro-mini-jobs-marginal-employment.html>))