

Guidelines on employing student and research assistants

You are concluding a contract with an institute within the Faculty of Engineering. The contract is valid if it has been signed by all contracting parties and approved by the Staff Council (Academic).

The various forms that you have to fill in set out the consequences of concluding the contract and establish how much money you will be paid.

In principle, as a student assistant you must be registered at Kiel University (or possibly another university/university of applied sciences). Please submit a current certificate of student status as evidence. For contract terms longer than one semester, please also submit a certificate of student status for the next semester, without being asked to do so.

As an assistant, you must not work more than 77 hours in a month.

As a student assistant you may work a maximum of 48 months during the course of your studies, regardless of how many hours per month are stipulated by the individual contract and/or several contracts together.

As a research assistant with a Bachelor's degree, you may work another 48 months; the term starts again. Nothing changes if you then work as a research assistant with a Master's degree. However, periods in which you work as a research assistant for more than a quarter of the regular working hours (currently 38.7 hours/week) will be counted towards the maximum contract term in accordance with Section 2 (3) of the WissZeitVG (German Act on Scientific Fixed-Term Contracts).

For this reason, we ask you to fill in the list of the provisional agreements carefully. You are making a binding declaration.

Should you continue to be registered as a student, please also submit the certificates of student status for all semesters applicable to the contract.

The contract which you conclude as a student assistant ends upon expiry of the month in which you receive your Bachelor's degree. In order to continue working, you must conclude a new contract as a research assistant. Please inform the secretary's office of the working group.

As an assistant you are entitled to take holiday leave. Details on calculating your entitlement and a table of holiday leave can be found in the information provided by Kiel University's Human Resources Department at

<http://www.uni-kiel.de/personal/de/informationsangebot/allgemein>

If you become ill, please inform your working group and submit a doctor's note from the first day of your illness. – Please also inform your working group when you are well again.

The start, end and duration of daily working hours must be established in writing. You will receive a form for this purpose from the secretary's office of the department with which you have entered into a contract. Alternatively, you can find this form in the information provided by Kiel University's Human Resources Department.

The secretaries can answer some of the questions arising when filling out forms, but we ask you to consider obtaining information from other offices (e.g. ASTA, Studentenwerk, health insurance fund, etc.)

Please note the points on the reverse side when filling out the SVE declaration.

Please collect your payslips provided by the financial administration office from your working group/institution in regular intervals.

We wish you a successful experience!

Notes on filling out the SVE declaration

Please read and complete all sections. Delete as applicable.

Please pay special attention to

Section 1: Fill in average figures, e.g. 1.5 days at 50 hrs/month

Section 2: An assistant must not work more than 77 hours per month simultaneously under several agreements.

Section 5: If the assistant has a Bachelor's or Master's degree, the date of the degree must be entered.

Section 6: Please put a cross by "no".

Section 7: Fill in the provisional contracts for the current calendar year. in the case of re-hiring.

Section 10 or 11: Please fill in the corresponding application forms and enclose them.

Application form for Section 10: <http://www.uni-kiel.de/personal/de/formulare-1/diverse/antrag-auf-befreiung-von-der-rentenversicherungspflicht-bei-einer-geringfuegig-entlohn-ten-beschaef-tigung>

Application form for Section 11: <http://www.uni-kiel.de/personal/de/formulare-1/diverse/erklaerung-des-verzichts-auf-die-rentenversicherungsfreiheit>