

Guidelines on employing student and research assistants

You are concluding a contract with an institute within the Faculty of Engineering. The contract is effective after all parties to the contract have signed it.

Various forms you have to complete set out the consequences of your conclusion of the contract and stipulate how much money you will receive.

Only CAU students can be student assistants (please submit proof of enrolment for the entire term of the contract as proof.)

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

As a student assistant, you must not work more than 48 months during your studies, regardless of how many hours per month the individual contract or several agreements had together.

As a research assistant with a Bachelor's degree, you may work another 48 months; the term starts again. Nothing changes if you work as a research assistant with a Master's degree afterwards. However, periods in which you have worked as a research assistant for more than a quarter of the regular working hours (currently 38.7 h/week) are added to the maximum fixed-term period pursuant to Section 2 (3) of the Act on Temporary Employment in Higher Education (WissZeitVG).

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

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 communicate this to the secretary's office of the working group.

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 back side when filling out the social insurance declaration (SVE).

We wish you a successful experience!

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

Notes on filling out the social insurance declaration (SVE)

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 h/month

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

Section 5: If the applicant has a Bachelor's or Master's degree, he/she must include the date of the degree and answer the question about postgraduate studies with yes.

Section 6: Please check "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-einergeringfuegig-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>