

Application to employ a student as tutor

*The tutor must not start work until they have received their employment contract!
Please make sure you complete all fields of the form to prevent delays in
processing the application.*

Title: Ms Mr

Surname: _____

1st name: _____

Date of birth: _____ place of birth: _____

Residential address
street name and number: _____

City,
Postcode/Zipcode: _____

Tel.: _____ E-Mail: _____

Period of employment: Summer semester _____ (term-time only)

Winter semester _____ (term-time only)

Employment is not consecutive across the Christmas break (1-2 weeks)!

Weekly working hours in groups: _____ teaching units (Semesterwochenstunden, SWS.
1 SWS = 2.25 clock hours)

Course specialisation: _____

Supervisor: _____

What course will they teach? _____

How will they be paid?

- SSP - Budgetary funds
- SSP - Hochschulpaktmittel
- Third-party funding

Kostenstelle / PSP: _____

Datum und signed (budget manager)

To be completed by the Finance Department

Cost centre: _____ PSP: _____

Budget list: _____ KoPers identified: _____

Budget identified: _____ KoPers checked: _____

Important notes on conditions of employment for student assistants and student tutors

Please note that if you are supervising a student assistant and/or a student tutor, you must comply with the following legal requirements:

Working Hours (Section 3, Working Time Act [Arbeitszeitgesetz, ArbZG])

Employee working hours must not exceed eight hours a day. Employees may exceptionally work for up to ten hours a day, but only if an average of eight hours a day is maintained over a period of six calendar months or 24 weeks.

Payment can only be made up to the maximum number of hours stipulated in the employment contract.

Student assistants: Weekly working hours may not exceed **19 hours a week** or **86 hours a month** (for a maximum 8 semesters; student assistants can continue to be employed outside of term-time, i.e. in periods when no lectures take place).

Student tutors: Generally 4 SWS per week of the semester. If it can reasonably be shown to be justified, student tutors may work up to eight SWS (1 SWS = 2.25 clock hours) per week in exceptional cases (for a maximum 4 semesters; they may only be employed during term-time, i.e. when lectures are taking place).

Breaks (Section 4, Working Time Act)

In accordance with Section 4 Working Time Act, employees must take a break of at least 30 minutes in a working day of more than six to a maximum of nine hours and 45 minutes in a working day of more than 9 total hours. These breaks must be organised and agreed in advance. The breaks described above may be broken down into 15 minute periods, i.e. an employee may take two breaks of 15 minutes each instead of one 30 minute break. Employees may not work for more than six hours consecutively without a break. Breaks are unpaid.

Annual Leave

Student assistants and student tutors are entitled to annual leave. The annual leave entitlement is calculated as follows:

Student assistants: Total contractual hours of employment x 0.0766509

Total working time is reduced by the amount of annual leave taken. Time spent on annual leave must be shown on the timesheet submitted by student assistants as "annual leave".

Student tutors: Example - 1 SWS

Summer semester: 1 SWS x 2.25 x 15 term weeks x 0.0766509 = 2.59 hours of annual leave

Winter semester 1 SWS x 2.25 x 17 term weeks x 0.0766509 = 2.93 hours of annual leave

Total working time is reduced by the amount of annual leave taken.

Remuneration/costs from 01.10.2019

Student

10,44 € brutto pro Zeitstunde
(Budgetbelastung 13,38 € pro Zeitstunde)

/r TutorIn:

114,67 € brutto pro SWS (2,25 Zeitstunden)
(Budgetbelastung 147,00 € pro SWS / 4,348 x 15 Wochen Sommersemester oder 17 Wochen Wintersemester)