

FAQs – Student assistants

**Thinking of becoming a student assistant? Find out everything you need to know here!
Learn what requirements you must meet and what you need to get a contract.**

What does a student assistant do?

Student assistants are employed to provide support with academic or artistic projects. For example, you might be asked to assist a tutor with administrative tasks to help prepare their seminars or lectures.

What are the conditions for employment?

You must have a certificate of enrolment as a student ('Immatrikulationsbescheinigung') that is valid for the current semester. If you are a foreign national, you will need to have a valid work permit.

How much will I earn?

From 1 October 2022, the hourly rate for student assistants is 12 euros.

What does it mean to be employed with 'student status'?

As a student, you may not work more than 19 hours a week for a maximum of 86 hours a month. This is to ensure that you continue to meet the legal requirements for your health insurance, social care insurance, university grant payments (Bafög), your visa, scholarship etc. Working more hours than this means that you are officially classed as working in paid employment for over half your average working week, which means you can no longer be classed as a student. As a result, you are likely to incur financial and legal disadvantages.

Who appoints student assistants?

You have to take the initiative! Talk to your professors, your workshop supervisors or, for example, any of the staff working in the Communications and Events department. It probably won't be long before a suitable job comes up.

And what happens after that?

You and your future supervisor must complete the 'Request to employ a student assistant' form along with the personal information form and submit these with your supporting documents. Ideally, you should do this around two weeks before you plan to start work. The important thing is to ensure that the budget manager for the relevant department signs the request.

The request should then be submitted to the HR department. You can do this in person or take it to the porter's lodge and leave it in the HR pigeon-hole.

Please also include the personal documents set out below - this will avoid delays in signing your contract and starting work. You must include:

- A copy of your social insurance certificate
- A copy of your health insurance card (both sides) or proof of membership
- If you have any other current employment, your most recent monthly payslip
- If you are not a student at the HFBK, a copy of your current certificate of enrolment at your place of study
- If you are a foreign national, a copy of your resident permit and work permit.

When will I get my contract of employment?

As soon as we have received all the documents and information we need, we will issue your contract. It will be sent to you by email, or if you prefer, you can come by in person to sign it. Please note: You must not start work until the contract has been signed by both parties (you and us)! Both signatures are needed to ensure that you are insured to work and can legally receive your wages.

Please also take time to read the information provided with your contract. This will tell you, for example, how much annual leave you are entitled to and what you need to know about taxation and social insurance.

How do I get paid?

The process has just been reviewed to ensure that students working more than 15 hours a month will initially receive a uniform, flat-rate payment for the same amount each month without having to submit a timesheet. All the timesheets for the period of the employment contract are then submitted to the HR department as a bundle when your contract ends. Your final month’s remuneration will be calculated on the basis of the exact hours that you have worked, and will not be paid out until we have received all the timesheets from the period in which you were employed.

If you work less than 15 hours a month, please submit your timesheets monthly so that you can be paid for the hours you have worked.

A *timesheet for recording your hours* is available on the HFBK website or from the HR department. You should use this to record the hours you have worked on each working day of the calendar month (the beginning and end of your working hours and the total each day).

A timesheet must be completed for each month and signed by your supervisor before it is submitted to the HR department.

For monthly working hours of less than 15 hours	Submit by the 5th calendar day of the following month (e.g., for October it must be submitted by 5th November).
For monthly working hours of 15 hours or more	Please submit all the timesheets together at the end of your contract.

The timesheets are a record that you have really worked the agreed hours. Please let us know in good time if you know you will have difficulty working the hours set out in your contract. We may need to change your contract (and your remuneration) to avoid an overpayment.

I still have questions...

If you have any further questions, please contact us direct at personal@hfbk.hamburg.de

Good luck in your new job!

The HFBK HR Department