

Information for student/scientific Assistant

Status: January 2025

Documents to be submitted by you:

- the completed questionnaire of prior employments according to Art. 2, par. 3, WissZeitVG, (Übersicht zu den Vorbeschäftigungszeiten)
- Datenblatt HIWI
- Belehrung und Erklärung
- Verpflichtung nach Verpflichtungsgesetz (Datenschutz)
- This signed information
- Your valid enrollment certification § 9 Bafög
(mandatory for student assistants; for scientific assistants, if enrolled)
- With an existing degree:
Copy of graduation certificate (Bachelor /Master / Diploma / State Examination) or title holding certificate or preliminary certificate. In case of foreign degrees: Transcript of Records with a detailed sheet about your study and exam achievements and, if necessary, translations of the degrees and Transcript of Records in German or English.
- the completed questionnaire for registration with a health insurance company (only privately insured)

If you do not come from an EU member state, we additionally require copies of your passport, your residence permit, and your work permit, if any. In your work permit, students' part-time employment or employment in general must be permitted expressly.

Please be so kind as to submit a new enrollment certificate unrequested at the beginning of each semester if you are a student assistant or an enrolled scientific assistant. Otherwise, accounting of your salary will be suspended until submission of your current enrollment certificate. Later payments will only be made within a period of six months.

I herewith confirm that for the duration of my employment at the KIT I am not in a holiday semester and have not applied for any holiday semester.

In case you are no longer registered as a student, you shall be obliged to immediately inform the personnel officer responsible for you. If you fail to do so, you will be charged the possibly due social insurance costs. For social insurance reasons, we can only employ you as a student assistant, if you have enrolled with a german university, higher technical college, or cooperative state university.

After the completion of the doctorate you cannot employed as a student/scientific assistant.

It is not allowed to receive a KIT-scholarship parallel to a student assistant's activity. For other scholarships (e.g. DAAD) the add earnings limit based on the agreement must be checked prior to conclusion of the contract as assistant.

If you are employed against payment by another company (e.g. also externally paid bachelor's / master's thesis within the framework of an employment relationship) parallel to your work at KIT, you may only work at KIT, if these simultaneous activities do not exceed an amount of 19.75 hours/week.

As an assistant without enrollment in a Bachelor's or Master's degree, the contract must be at least 43 hours per month. The minimum scope must also be observed if you are enrolled as a doctoral student at KIT. In the case of a scholarship at the same time, a shorter amount of time can be agreed.

Salary:

The salary you are entitled to will be remitted to your account by the end of the month. Possibly due payments of pension insurance will be retained from your salary and remitted to the health insurance company responsible for you. We would like you to know that under certain circumstances, you will cease to be insured under the family insurance with your health insurance company. In this case, you will have to effect an own insurance for the duration of your employment. If you have any questions, contact your health insurance company.

Working times:

The maximum monthly working time is **85 hours** (less than 19.75 hours/week).

The maximum daily working time **is 8 hours**.

The times worked according to the number of hours applied for will be controlled by your superior. A written working time account must be kept.

In accordance with the current provisions for part-time employees, we would like you to note that the employer is obliged to pay 15% pension insurance and 13% health insurance for a salary below the limits specified (at present, EUR 556). If these limits are exceeded by your salary or your working hours, you shall be obliged to pay the contributions on a pro rata basis.

Workplace:

Your workplace is the premises of Karlsruhe Institute of Technology in Eggenstein-Leopoldshafen and Karlsruhe.

Breaks:

A break of 30 minutes shall be taken in case of working times in excess of 6 hours (Working Time Act).

Leave:

Depending on the contractually agreed working hours per month, you shall be entitled to be granted hours of leave. According to the Federal Vacation Act, your entitlement is calculated as follows:

$$\frac{\text{contractual working hours/month} * 20 \text{ days leave/year} * 3,95 \text{ hours/day}}{85 \text{ hours/month}} = X \text{ hours/year}$$

If your contract duration and/or the contractually agreed working hours/months will change, your entitlement to leave shall be recalculated. Depending on your employment duration, your entitlement per year will be divided by 12. In case of a contract duration of less than 12 months in the year of leave, your entitlement to leave exists only for full** months of the employment relationship and it will be reduced by 1/12 for every month in which you will not be paid any salary or not for all days. Decimal places exceeding 5 will be rounded up when calculating your entitlement to leave. Taking of the leave must be agreed upon with your supervisor at the organizational unit and deemed to be hours worked.

Furthermore, the leave must be taken within the contract period. Leave not taken shall be forfeited.

Incapacity of work:

The supervisor must be informed immediately of any incapacity for work. If the incapacity to work lasts longer than 3 days, this must be documented by a doctor's certificate. The medical certificate must be forwarded to PSE immediately. The hours missed due to incapacity for work will be paid without having to be made up.

Side agreements:

The employment contract comprehensively regulates all aspects of the employment of auxiliary staff. Please note that any amendments and additions to the employment contract, including ancillary agreements, will only become effective if agreed in writing with the Personnel Service (PSE).

Information on data protection:

You can find an overview of the processing of your personal data as part of the recruitment process as well as your rights under data protection law on the PSE homepage under "PSE Formulare".

If you have any questions or if you have any problems in this regard in the context of your employment relationship, please contact us at: hiwi@pse.kit.edu

I took note of the above regulations:
Date, Name, signature