

Guidelines for the employment and remuneration of academic assistants and student assistants at the University of Paderborn

These guidelines apply to academic assistants with a state examination or a Magister, diploma or master's degree (hereinafter: WHK), academic assistants who have completed a first university degree with a standard period of study of at least 6 semesters (e.g. a university of applied sciences degree, a diploma I degree or a Bachelor's degree) (hereinafter: WHB), and student assistants before completing their studies (hereinafter: SHK).

Academic Assistants

2. a) Academic assistants (both WHK and WHB) can be employed at the University of Paderborn for scientific services in research and teaching and related administrative duties. Graduates with a first professional qualification can be employed as academic assistants.

Only students who are enrolled at a German university to obtain a first (in a second degree program to a degree already obtained) or a further professionally qualifying degree (as a postgraduate degree, e.g. a master's degree) can be employed as WHB.

The following applies to graduates with a master's degree or a comparable degree:

1. The university is guided by the principle that employment as a scientific staff member ("Wissenschaftlicher Mitarbeiter") is generally the preferred option for these graduates.
2. These graduates can be employed for a maximum of three years, provided that the local practice of the subject cultures does not provide for a shorter duration.

Employment as an academic assistant is not possible after completion of a doctorate degree.

Academic assistants are informed about how much the current employment as academic assistant will be counted toward the term limit under the Scientific Term Limit Act when they are hired or contract extensions are made, in relation to the consequences of their weekly working hours under this Act.

- b) The tasks of academic assistants depend on their obtained university degree and are based on § 44 Paragraph 1 sentence 3 and 4 (WHK) or § 45 para. 2 sentence 1 HG NW (WHB).

WHBs can be entrusted with the task of supervising and guiding students and to impart specialist knowledge and skills, particularly in the context of practical exercises.

WHKs can be given the task of imparting specialist knowledge and practical skills to students and instructing them in the use of scientific methods.

c) At the same time, the scientific education and training of the employees - also through their own scientific work - should be promoted.

d) Academic assistants may be employed on average for a maximum of 19 hours per week. If an academic assistant is working as a tutor, up to two hours a week for one hour per week in groups can be used as an average of working hours for the time in which tutorials take place.

e) The specific duties of academic assistants are determined by the university lecturers, persons with independent teaching tasks or academic staff to whom the academic assistants are assigned.

f) Academic assistants may be assigned to run tutorials, which usually belong to specific courses or are included within. The following tasks can be assigned as part of these tutorials:

- Instructions for studying
- Introduction to working with scientific literature
- Instructions on the technique of scientific work
- Instructions for the scientific discussion
- Suggestion for independent work with scientific questions
- Deepening and supplementing the material offered in courses
- Preparation for the material offered in future courses (also during the lecture-free period)

3. The monthly flat-rate compensation for WHK is EUR 15.00 per hour of average weekly working hours, regardless of marital status, from April 1, 2018. The monthly flat-rate compensation for WHB is EUR 12.00 per hour of average weekly employment from April 1, 2018. The respective flat-rate compensation is paid retrospectively at the end of the month. No further payments are made.

The monthly lump sum is calculated by multiplying the hourly rate by a factor of 4.348 and the number of hours of average weekly working time, which is specified in the WHK or WHB service contract.

4. A working time account is set up for working hours that go beyond the contractually agreed monthly working hours (overtime) and for which a claim to a minimum wage has not already been met through the payment of the lump sum. Overtime must be compensated for within a maximum of twelve calendar months after their monthly entry, by paid time off or payment of the minimum wage. Overtime may not exceed 50 percent of the contractually agreed working hours per month. (Section 2 Paragraph 2 Minimum Wage Act).

5. An employment as WHK or WHB is only permissible if there is no other employment relationship with the same employer.
6. Before the expiry of the intended employment period, the service contract can be terminated by both sides with one month's notice to the end of the month. The possibility of terminating the employment relationship without notice for an important reason remains unaffected.
7. Secondary employment must be reported in accordance with the provisions of the collective agreement for the public service of the federal states (TV-L).

Student Assistants

8. SHKs can be employed for services in research and teaching and related administrative duties at the University of Paderborn if they are enrolled as students at a German university or state-recognized university.

In particular, student assistants support research and activities in the wider fields of research and teaching, for example by providing support for courses, colloquiums, conferences, exercises, excursions and internships, the supervision of student working groups and the selection and compilation of material for courses.

Students should only be employed as student assistants if they have not yet obtained a professional university degree in the subject related to their employment.

Only technically qualified students who have studied at least three semesters in the relevant subject or have successfully completed a preliminary or intermediate examination or have demonstrated comparable study achievements may be employed as SHK for tutoring.

9. Employment opportunities for student assistants are generally to be announced publicly at the university.
10. The monthly flat-rate remuneration for SHK is 10.00 Euros per hour of average weekly working hours regardless of marital status in the period from April 1, 2018. The lump sum is paid retrospectively at the end of the month. No further payments are made.

The monthly lump sum is calculated by multiplying the hourly rate by a factor of 4.348 and the number of hours of average weekly working time, which is specified in the student assistant's employment contract.

11. For student assistants, numbers 2 c-f and 4 to 7 apply accordingly.
12. These guidelines take effect on April 1, 2018.