

Work Study - Policy & Procedures

1.0 Purpose

- 1.1 This policy ensures that the Work- Study program is guided by policies and procedures, and the expected outcomes for both students and the university based on university guidelines and principles.

2.0 Scope

- 2.1 This policy's scope includes work-study students, supervisor(s), administration, and other AUIB stakeholders.

3.0 Definitions

- 3.1 Work-Study Program – a university-funded program that provides part-time work for undergraduate students.
- 3.2 Supervisor - a full-time university staff/faculty member who represents the work-study student and who oversees the work of the student-employee in the Work-Study program, providing guidance, assigning tasks, evaluating performance, and signing off on the time sheet.

4.0 Policy

Student Eligibility

- 4.1 To qualify for the Work-Study program, students must meet the following criteria:
- Full-time UG student.
 - Enrolled in a minimum of 12 credits at the time of applying.
 - Completed two semesters, including summer session (attempted 24-30 credits).
 - Good academic standing (minimum CGPA 2.25).
 - Good attendance record provided by the College.
 - Good conduct standing (no record of misconduct).

Work Hours

- 4.2 Maximum 10 hours of work during the fall and spring semester.
- 4.3 Maximum 15 hours of work during the summer session and/or holidays.

Timesheet

- 4.4 Timesheet should be filled by the student, signed by the supervisor and submitted at the end of each month to the Office of Student Life for final review.

Student Responsibilities

- 4.5 Students are expected to perform their job duties responsibly and professionally, adhering to the standards set by their supervisor. This includes punctuality, effective communication, and completion of assigned tasks. If a student is not able to attend their work schedule, they need to notify their supervisor in a timely manner.

4.6 Students must balance their work-study hours with their academic commitments. It is their responsibility to ensure that work-study responsibilities do not interfere with their coursework.

4.7 Students must accurately report their work hours in the departmental logbook and submit timesheets at the end of each month.

4.8 Students are responsible for completing the timesheet and obtaining signature from their supervisor. Signed timesheet is submitted to the Office of Student Life for final review.

Supervisor Responsibilities

4.9 Supervisors must provide appropriate supervision and support to work-study students, ensuring that they receive clear instructions and constructive feedback on their performance.

4.10 Supervisor must comply with the university's regulations and Work-Study policy.

4.11 Reconcile the hours the student worked and sign the timesheet.

Program Administration

4.12 The Work-Study is administered by the Accounting & Finance Office, in coordination with Office of Student Life and other departments.

4.13 The Accounting & Finance Office is responsible for reconciling timesheets and awarding funds as earned.

4.14 The Office of Student Life initiates and oversees the Work-Study program.

4.15 Work-Study program is renewed at the beginning of each semester including summer session. This permits other students to apply and gain work experience.

Termination of Work-study

4.16 Students may resign from their work-study position by providing advance notice to their supervisor.

4.17 Students may be terminated from their work-study job for poor performance, misconduct, or violation of the work-study policy. Termination may also occur if a student fails to maintain eligibility.

4.18 If a student loses a work-study job, they may be reassigned to another position if funds and opportunities are available.

Reapplying for Work-Study

4.19 Students may reapply for the same or a different work-study position.

5.0 Procedures

5.1 The Office of Student Life compiles work opportunities from heads of departments.

5.2 The Office of Student Life forwards an email to all students inviting applications. Applications are forwarded to supervisors for review and final selection.

- 5.3 Supervisor forwards the list of names to the Office of Students for final review and confirmation.
- 5.4 The Office of Student Life notifies the student with details, and a starting date is set.
- 5.5 Selected students attend an orientation session provided by the Office of Student Life and the supervisor.
- 5.6 The signed timesheet is submitted to the Office of Student Life for final review and submitted to Finance for processing.
- 5.7 The Accounting & Finance Office will notify students to collect their funds.
- 5.8 At the end of the Work-study program, Office of Student Life forwards a feedback form for students and supervisor.

Related Policies and Documents

Student Code of Conduct Policy
Attendance Policy
Academic Standing Policy