



جامعة قطر
QATAR UNIVERSITY

Student Employment Policies and Procedures

Section of Student Employment

Career Development Center, Student Success and Development - Student Affairs



Source / Authority:



This policy was developed by the Student Employment Committee in collaboration with the Section of Student Employment at the Career Development Center. The Office of the Vice President for Student Affairs and the Career Development Center is responsible for overseeing and monitoring the implementation of this policy.

Purpose:



The purpose of this policy is to regulate the Student Employment Program, which is offered by the Career Development Center to QU Students.

General Eligibility Requirements

Enrollment: All students at Qatar University are eligible to join the program as long as they have active registration status. (It is not required for the student to be registered for summer courses to be eligible for work during summer).



Qualification: The student must have completed and passed at least 24 credit hours and maintained a GPA of 2.5 or above. (Not required for Students of the Arabic Program for Non-native speakers and students of graduate studies.).

Mandatory Training: The student must successfully complete the Student Employment training workshop in order to work as a student employee at Qatar University.

Policy Statements:

Work Hour Limits: The student cannot exceed an overall of 5 working hours per day during weekdays (Sunday - Thursday), and 7 working hours during weekends and official vacations (whether working for one department or more). The weekly total hours worked cannot exceed 20 hours.

- The employing department has to submit justifications for students who aim to work during weekends and official holidays. All justifications have to be approved by the Dean/Director or Vice President in relevant working unit.
- The maximum working hours for any student in the Student Employment Program during his/her enrollment is 900 hours.
- The student cannot exceed an overall of 5 working hours during Ramadan even in cases when Ramadan is observed during vacation period.
- Any extra hours will be considered as volunteer work, certified by the Center of Volunteerism and Community Service.
- All applications and student employment agreements have to be approved by CDC.
- Any exception related to the working hours have to be approved by the Vice President for Student Affairs.



Concurrent Jobs: The student cannot work in more than two jobs concurrently.

Student Employment Agreement: The student will be required to sign a Student Employment

Agreement with the Section of Student Employment, and agree to abide by the stipulated rules, work ethics and confidentiality of the work place.

Assessment Process: There are two main assessment tools for assessing learning outcomes and student performance.

- **Student Employment Training Workshop:** Student Employees are required to complete a post assessment during the Student Employment Training Workshop to measure their learning outcomes.

- **Monthly Performance Assessment:** The student's supervisor is required to complete an assessment report to rate the student performance at the end of each month while approving the students' working hours.

Confidentiality:



- Student employees must comply with the policies and regulations of Qatar University, and respect the confidentiality of information in their workplace. Any alleged violation, will implicate the student to legal consequences.
- The university reserves the right to revoke the student employment when his/her work, conduct, or attitude is unsatisfactory.

Student Employee Rights & Responsibilities

Rights: Student employees have the right to:

- Be treated fairly and equitably by the University and the supervisor.
- Know what is expected of them concerning their work schedule, actual duties, and any other requirements made by the supervisor.
- Be informed about their work performance through verbal communication and performance evaluations.
- An explanation if they are terminated.
- Be informed by the supervisor at least one week before terminating his/her employment.
- Use their campus jobs as references for future employers and/or credit institutions.
- Resign at any time, for any reason. However, the student should provide at least one week prior notification.
- Obtain a certificate specifying the nature and duration of the job.



Responsibilities: When hired for a position, the student becomes a member of a work unit that depends on him or her. Therefore, the supervisor, reasonably, expects the student to:

- Arrive to work at the scheduled time.
- Work with a cooperative and positive attitude.
- Notify the supervisor as soon as possible of any changes in work schedule and of projects and exams which may interfere with the work schedule.
- Complete and submit accurate electronic time-sheet on time through Banner self-service.
- Adhere to the QU confidentiality/security agreement.
- Notify his/her supervisor if employed in more than one position on campus.
- Notify supervisor of any job-related accident.
- Dress appropriately for the work place.
- Notify the Student Employment Section of any problems with the supervisor or work situation that cannot be resolved.
- Avoid working during scheduled class times.

Payment



Student employees' hourly rate is determined based on the tasks and skills needed to perform the job. However, a student employee is not eligible for overtime. Any exceptions in payment should be approved by the Vice President for Student Affairs. Lack of work commitment or absence from work without a proper and timely notice to the supervisor is sufficient ground to withhold payment. The University shall do its best to pay students in a timely manner; however, financial processes and procedures may change and could impact payment time.

