



The American University of Kurdistan Policy of Work-Study

Policy Number: AS043
Effective Date: November 30, 2023

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I. INTRODUCTION

Authority: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.

Purpose: The purpose of this policy is to provide students with practical experience in their field of study or in areas that build transferable skills such as communication, time management, and problem-solving. The policy also aims to enhance academic success by creating a structured environment where students can balance work and study, ensuring that work commitments do not interfere with academic progress.

Scope: This policy applies to all matriculated students at AUK.

II. ROLES AND RESPONSIBILITIES

Responsible Executive: President

Responsible Administrator: Director of Student Affairs

Responsible Office: Office of Student Affairs

Policy Contact: Director of Student Affairs

III. DEFINITION

The Work-Study Program is a university-sponsored initiative that provides students with part-time employment opportunities within the institution. This program enables students to earn money to support their educational and personal expenses while gaining valuable professional experience. The program is flexible to ensure that students can balance work commitments with academic responsibilities. It is managed internally by the University.

IV. POLICY STATEMENT

The Work-Study Program at AUK is designed to enhance students' educational experience while providing financial support. The program helps students develop valuable job skills, gain professional experience, and contribute meaningfully to the university community. All work-study positions, whether general work-study, tutoring, peer mentoring, or volunteering, are structured to ensure students can balance their academic and work responsibilities effectively. The program is managed by the university and is open to eligible, matriculated students who meet the established criteria. Through this initiative, the university seeks to foster a supportive learning environment while preparing students for future career success.

V. POLICY PRINCIPLES

Types of Work-Study

General work-study positions at AUK offer students the opportunity to gain valuable work experience across various departments. The specific job description for each position is tailored to the needs and requirements of the particular unit where the student is placed, ensuring alignment with departmental goals and student learning outcomes.

A Peer Mentor is responsible for providing guidance, support, and encouragement to fellow students. The role involves helping mentees adjust to university life, enhancing their academic skills, and promoting personal and professional development. Peer mentors act as positive role models, sharing their experiences and resources.

Tutoring is a service designed to support students in their academic journey by helping them develop essential skills for success in their studies. The primary goal is to foster self-motivation and independence in learning, empowering students to take control of their academic progress.

Eligibility:

- Students must be matriculated at AUK.
- Students must have and must maintain a cumulative GPA (CGPA) of 2.5 or higher.
- Students must have completed at least 28 credits/units at the time of the application.
- Students can benefit from the program for a total of 3 semesters during their academic studies at AUK.
- Students who have other significant commitments, including but not limited to being involved in the Student Government, can only work up to 10 hours per week.
- If a student has relevant prior educational history or work experience that aligns with the requirements of the announced position, they may be eligible for a waiver of the credit hour requirement.

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- Students enrolled in CAPA are eligible to apply for only CAPA work-study opportunities.

VI. POLICY PROCEDURES

- The Work-Study Program is a one-semester job opportunity. Students must (re)apply every semester.
- Interviews will be conducted for each advertised position by representatives from the designated department/unit along with a representative from HR.
- Students must submit bi-weekly time records documenting their work hours (time in and time out). Signed copies of these records must be kept in the files of the employing department/unit and submitted bi-weekly to HR.
- Students are not eligible to apply for a work-study opportunity while currently employed in another work-study position.

Application Process

- To be eligible for work-study during the fall, spring, or summer, students must submit their CV and cover letter via the official application form. The application form will be provided along with the announcement.
- Applications will be managed by Career Services to check for eligibility; the search committee will review candidates who meet the eligibility criteria for each opportunity.
- Accepted students will receive a contract from the Office of Human Resources.
- Reapplying students must continue to meet the required CGPA. Students with a CGPA below 2.5 will not be considered.
- Work-study positions are for a maximum of 20 hours per week. Departments/units will determine work schedules, ensuring that work hours do not conflict with class schedules.
- Students working a consecutive four-hour shift are entitled to a 15-minute break with pay. Students are entitled to a 30-minute unpaid lunch break for shifts longer than five hours. Breaks should not be taken at the beginning or end of the work period and must not disrupt departmental operations.
- Students must adhere to the university's employment policies, including attendance, behavior, and job performance standards.

Student Employee Termination:

A student on work-study position may be terminated from the position for the following reasons:

- Failure to adhere to the Code of Conduct.
- Inconsistent attendance or failure to report and/or to work without appropriate notification.
- Poor job performance or failure to complete assigned tasks satisfactorily.

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- Engaging in unethical behavior or action that undermines the university's integrity.
- Any other violation of university policies that may warrant disciplinary action.

Termination will be documented and communicated to the student by the responsible administrator, allowing the student to discuss the decision if desired.

Training for Work-Study Program Students:

All work-study students must undergo a training program that includes:

- Career readiness and personal development
- Techniques for effective tutoring and mentoring
- Strategies for handling difficult situations
- Professional workplace skills essential for success

Code of Conduct:

All students participating in work-study are expected to adhere to the Code of Conduct. Violations of the Code of Conduct may result in disciplinary action, including termination from the work-study program. This includes:

- **Punctuality:** Arrive on time for scheduled shifts and adhere to agreed work hours.
- **Professionalism:** Maintain a respectful and positive attitude while in the workplace.
- **Confidentiality:** Handle sensitive information accessed during work hours with discretion.
- **Accountability:** Complete assigned tasks efficiently and effectively.
- **Ethical Behavior:** Uphold academic integrity and honesty, avoiding any actions that could compromise the university's integrity or the work-study program.

VII. POLICY HISTORY

a. Approved by: Board of Trustees

b. Adopted: November 30, 2023

c. Amended: December 15, 2024