

Working while studying – What's to know?

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Counselling Centre for Social & International Affairs – BeSI

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Studierendenwerk Hamburg

Overview

0. Studierendenwerk Hamburg – Service for students
 1. Finding a job
 2. What is important when it comes to working while studying?
 3. Job types
 4. Combining different types of jobs
 5. Regulations for students from non-EU countries
 6. Working contracts
 7. Counselling on jobbing
- Contact information

0. Studierendenwerk Hamburg – Service for students



Eating



Accommodation



Social &
International Affairs

- Jobbing
- Health insurance
- Housing benefit
- Social benefits
- Emergency fund



Finance

1. Finding a job

- www.stellenwerk-hamburg.de
- www.jobcafe.de
- Federal Employment Agency (*Bundesagentur für Arbeit*)
- www.meinestadt.de → Hamburg
- University Websites
- Programme [ConAction](#) of Studierendenwerk Hamburg
- Studierendenwerk Hamburg as employer

Make use of filters!

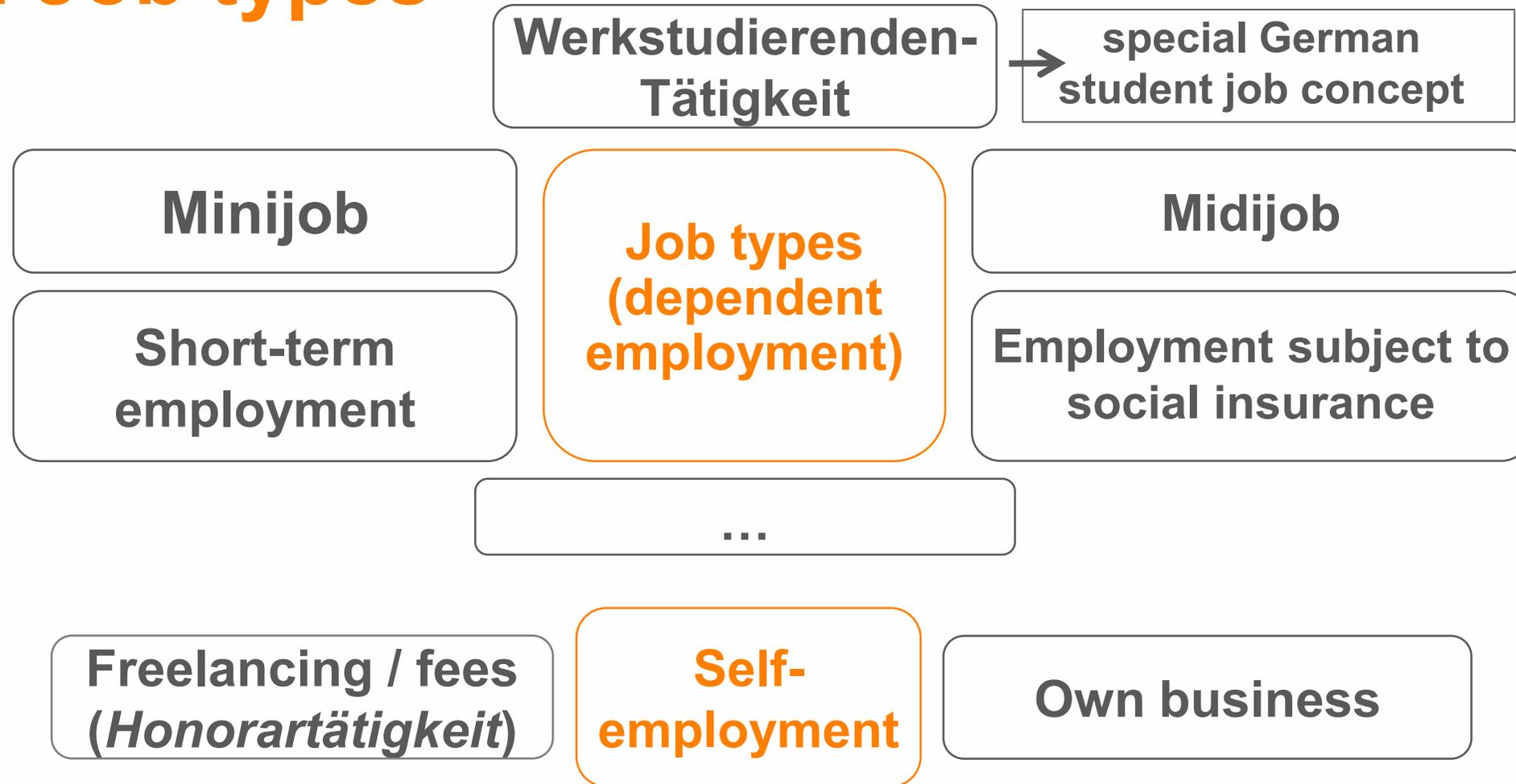
1. Finding a job

- use own networks
- check job application documents (*Bewerbungsunterlagen*)
- prepare for job interview (*Vorstellungsgespräch*)
- unsolicited application (*Initiativbewerbung*)
- search for a study-related job
- ask former employers for job references (*Arbeitszeugnis*)
- improve German language skills

2. What is important when it comes to working while studying?

- Study requirements & job – compatible (in terms of time)?
- Combinability of different jobs
- Limits on working hours, e. g. regarding health insurance
- Limits on income, e. g. for
 - Family (health) insurance
 - BAföG
- Residence permit: limited work permit
- Read documents closely & keep them (e. g. contracts, salary statements etc.)
- Inform all employers about student status & further jobs
- Avoid illegal work & pseudo self-employment (*Scheinselbstständigkeit*)

3. Job types



Minijob

- max. monthly income **€ 520** (regularly)
- Oftentimes no fixed weekly/monthly working hours
- Independent of student status (full time, part time, semester of academic leave)
- Mostly social security free (*sozialversicherungsfrei*):
 - exemption from pension insurance possible
 - No contributions for health, long-term care and unemployment insurance
 - Health and long term care insurance must be paid individually
- Taxes: tax ID or flat-rate taxation of 2 %, paid by employer or employee

Short-term employment

- max. 3 months or **70 working days** respectively (per calendar year)
- Earnings are irrelevant
- Independent of student status (full time, part time, semester of academic leave)
- Usually no social security for employees (*sozialversicherungsfrei*):
 - No contributions to pension, health, long-term care or unemployment insurance
 - Health and long term care insurance must be paid individually
- Taxes: tax ID or under specific circumstances flat-rate taxation of 25 %, paid by employer or employee

Werkstudierenden-Tätigkeit

- during **lecture period**: max. **20 hours/week** (regularly)*
during lecture-free period: > 20 hours/week (e. g. 40 hours/week)
- social security:
 - own payments to health insurance / long-term care insurance
 - pension insurance contribution → transition area (520,01 – 2.000,- €)
 - no unemployment insurance contribution
- tax liability starts from **10.908 €** (2023) + **1.230 €** (2023) income-related expenses (*Werbungskosten*) per year

* Attention! Working hours of all jobs are added up, including Minijob & self-employment!

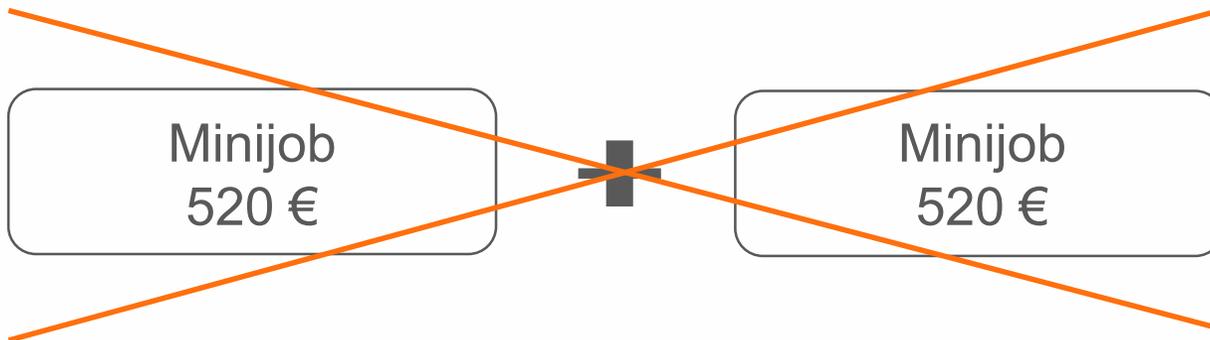
Self-employment (*Selbstständigkeit*)

- different types: freelancing, fees, trade licence, own business
- distinction: full-time or part-time?
 - working hours: max. **15-20 hours/week**
 - earnings: also relevant
- social security (for part-time self-employment):
 - own payments to health insurance / long-term care insurance
 - Pension insurance → check with *Deutsche Rentenversicherung*
 - no unemployment insurance contribution
- taxes: **Apply for tax number for self-employment with tax office!** If applicable, register trade
- **Attention!** Self-employment must be explicitly permitted by Foreigners' Registration Office if you have a residence permit according to § 16b Residence Act

4. Combining different types of jobs

Combinations I

Minijobs

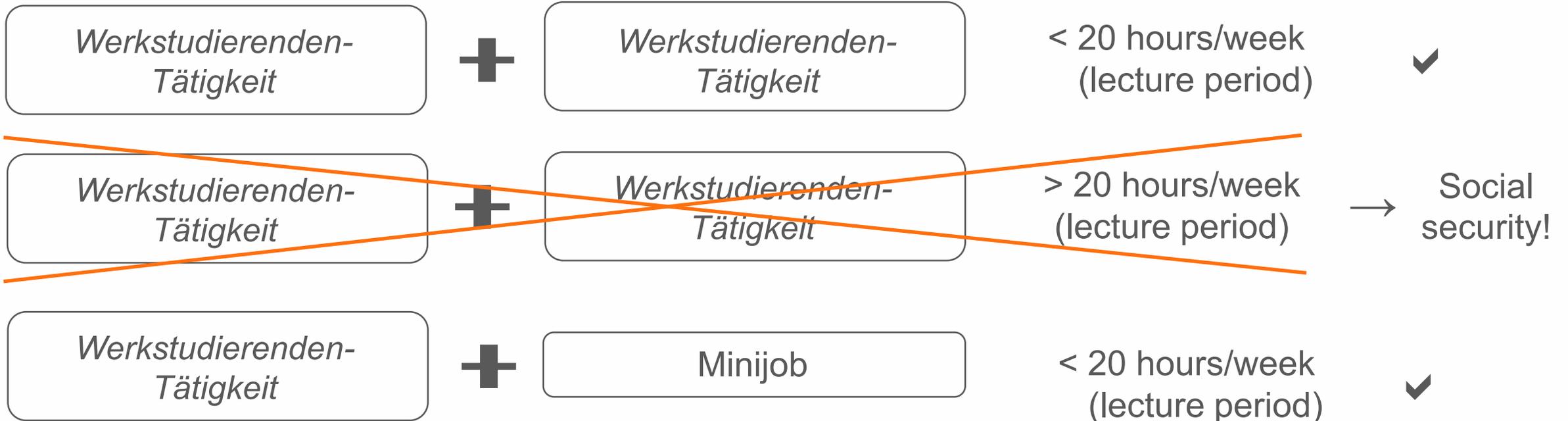


→ Subject to social security!
(*Sozialversicherungspflicht / SV-Pflicht!*)



Combinations II

Werkstudierenden-Tätigkeiten



Combinations III

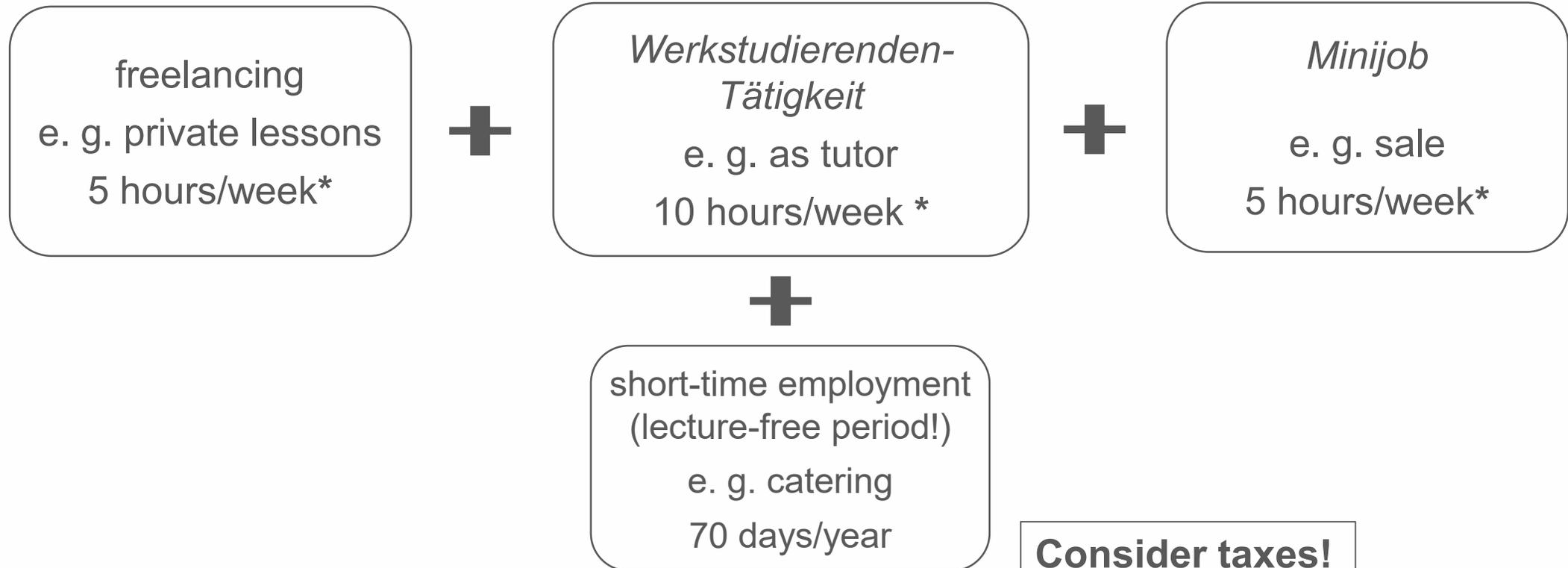
Self-employment (part-time)



Combinations - Example

4. Combining different types of jobs

*during lecture period

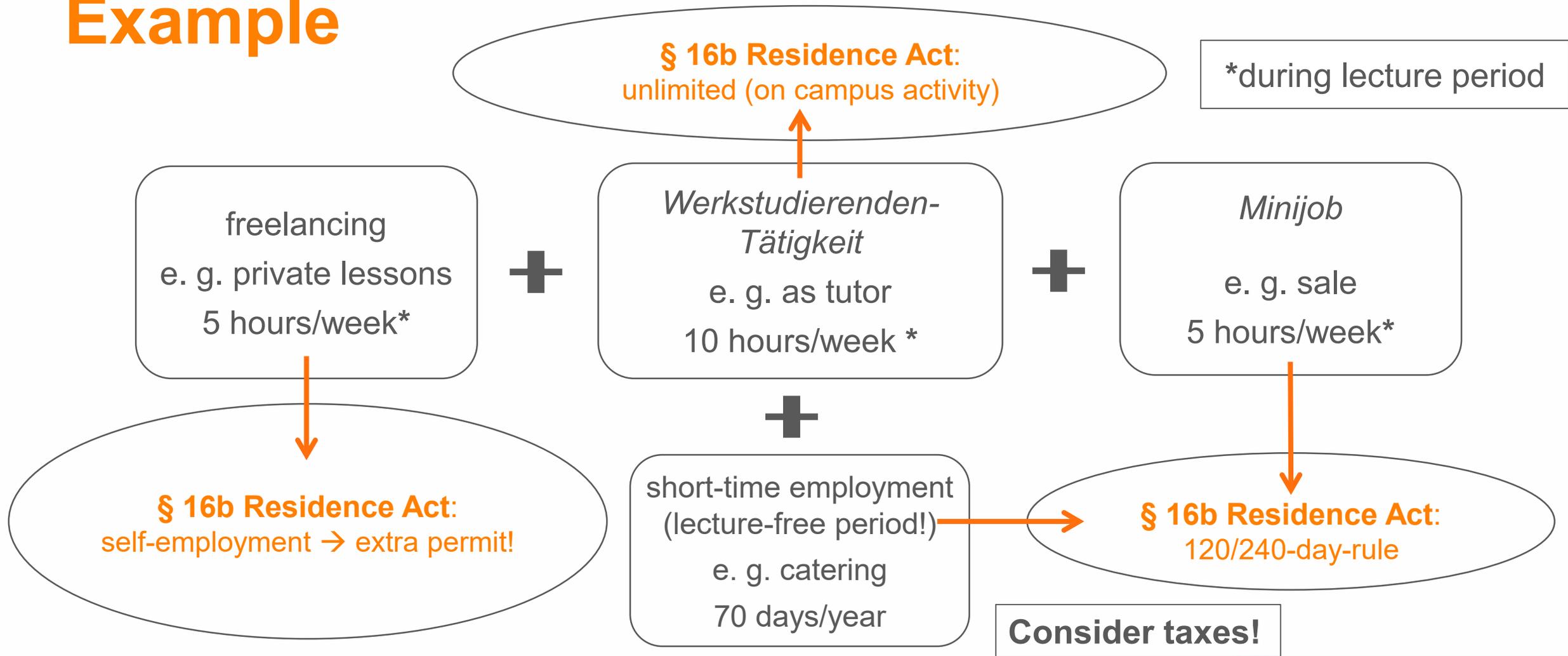


5. Regulations for students from non-EU countries

- 120/240-day-rule
 - What is counted as a full, what as half a working day?
 - Illness, vacation etc.
- On-campus jobs
 - Not counted towards 120/240-day-rule
- Self-employment not permitted
 - Application for permission possible at Foreigners' Registration Office

Combinations - Example

4. Combining different types of jobs



6. Working contracts

- relevant for dependent employment
- regulated aspects can be:
 - probation period
 - weekly working hours / working days
 - Requirements in case of illness / incapacity
 - vacation
 - overtime
 - termination
- keyword *Werkstudierendenverhältnis*
- Stumble upon...

Helpful brochures



[Arbeitsrecht – Informationen für Arbeitnehmer und Arbeitgeber \(bmas.de\)](https://www.bmas.de)

[Studium. BAföG. Job. \(dgb.de\)](https://www.dgb.de)

7. Counselling on jobbing

- Counselling Centre for Social & International Affairs – BeSI
- UHH General Students' Committee (AStA) → Beratung zu studentischen Steuerfragen
- Unions, e. g. DGB Jugend → Studium → Dein Job
- Federal Employment Agency (*Bundesagentur für Arbeit*) → Berufsberatung
- University Career Center
- Public Legal Advice (ÖRA)
- Verbraucherzentrale

Contact information

Counselling Centre for Social & International Affairs – BeSI



Counselling via phone
040/41902-155

Office hours:

Mondays, 12 to 3 p.m.

*Wednesdays, 1:30 to
3:30 p.m.*



Open office hours (in person):

Grindelallee 9, 20146 Hamburg, 3rd floor

Tuesdays, 1 to 4 p.m.

Thursdays, 10 to 12 a.m.



besi@stwhh.de



Counselling via video call possible

Contact information

Counselling for students with child



Counselling via phone
040/41902-183

Office hours:
Mondays, 12 to 3 p.m.



Open office hours (in person):

Grindelallee 9, 20146 Hamburg, 3rd floor

Tuesdays, 1 to 4 p.m.
Thursdays, 10 to 12 a.m.



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Counselling via video call possible

Thank you for your interest!

Chat questions?

