Working while studying – What’s to know?

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Overview

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1. Finding a job
2. What is important when it comes to working while studying?
3. Job types
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5. Regulations for students from non-EU countries
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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](http://www.stellenwerk-hamburg.de)
- [www.jobcafe.de](http://www.jobcafe.de)
- Federal Employment Agency *(Bundesagentur für Arbeit)*
- [www.meinestadt.de](http://www.meinestadt.de) → Hamburg
- University Websites
- Programme [ConAction](http://ConAction) of Studierendenwerk Hamburg
- Studierendenwerk Hamburg as employer
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
- Short-term employment
- Freelancing / fees (Honorartätigkeit)
- Midijob
- Employment subject to social insurance
- Own business
- Job types (dependent employment)
- Werkstudierenden-Tätigkeit
- special German student job concept

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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
3. Job types

**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
4. Combining different types of jobs

**Combinations I**

**Minijobs**

- Minijob 520 €
- Minijob 520 €

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

- Mini-Job 200 €
- Mini-Job 160 €
- Mini-Job 160 €

= 520 €
Combinations II

Werkstudierenden-Tätigkeiten

- Werkstudierende-Tätigkeit + Werkstudierende-Tätigkeit = < 20 hours/week (lecture period)
- Werkstudierende-Tätigkeit + Werkstudierende-Tätigkeit = > 20 hours/week (lecture period) → Social security!
- Werkstudierende-Tätigkeit + Minijob = < 20 hours/week (lecture period)

4. Combining different types of jobs
4. Combining different types of jobs

**Combinations III**

**Self-employment (part-time)**

- Self-employment + Self-employment: < ca. 15-20 hours/week
- Self-employment + Self-employment: > ca. 15-20 hours/week
- Self-employment + Minijob: max. ca. 20 hours/week (lecture period)

Full-time self-employment!
Combinations - Example

freelancing
e. g. private lessons
5 hours/week*

Werkstudierenden-
Tätigkeit
e. g. as tutor
10 hours/week *

Minijob
e. g. sale
5 hours/week*

short-time employment
(lecture-free period!)
e. g. catering
70 days/year

*during lecture period

Consider taxes!
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
Combining different types of jobs

- Freelancing: e.g. private lessons, 5 hours/week*
  - § 16b Residence Act: self-employment → extra permit!

- Werkstudierenden-Tätigkeit: e.g. as tutor, 10 hours/week *
  - § 16b Residence Act: unlimited (on campus activity)

- Minijob: e.g. sale, 5 hours/week*
  - § 16b Residence Act: 120/240-day-rule

- Short-time employment (lecture-free period!): e.g. catering, 70 days/year
  - § 16b Residence Act:

Consider taxes!
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

6. Working contracts

Arbeitsrecht – Informationen für Arbeitnehmer und Arbeitgeber (bmas.de)

Studium. BAföG. Job. (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.

besi@stwhh.de

Counselling via video call possible

Open office hours (in person):
Grindelallee 9, 20146 Hamburg, 3rd floor
Tuesdays, 1 to 4 p.m.
Thursdays, 10 to 12 a.m.
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.

studierenmitkind@stwhh.de

Counselling via video call possible
Thank you for your interest!
Chat questions?