

# Lecture series

Career Service • International Office • SZT

Winter semester 2018-19



19/12/2018 | 16:00 – 17:00 | 01.02.14

## Financing your studies – part-time jobs & scholarships\*

Speaker: Robert Schäf | International Office

Designed by Peoplecractions / Freepik

**\*Please note:** Even this presentation was prepared with the greatest possible care, we assume no guarantee for the accuracy, completeness and topicality of the information.

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## Legal requirements

- Citizens of the European Union and from states of the European Economic Area (Iceland, Liechtenstein, Norway) have unrestricted access to the German employment market.
- International students (third-country nationals, § 16 Abs. 1 AufenthG) may work 120 full days or 240 half days per (calendar) year.
  - Supplementary sheet of electronic residence permit
- Not counted towards the working hours:
  - Part-time work in connection with your studies (e.g. student resp. academic assistant at universities, research facilities or as dorm tutor at Studierendenwerk)
  - Mandatory internships as part of your study
  - Internships with companies in order to complete a final thesis
  - Internships as precondition of starting a degree course (e.g. pre-study internship)
- **Literature:** Brochure „Working in Germany“, 3<sup>rd</sup> ed., Jena 2017 (<https://www.eah-jena.de/de-de/international/internationale-studierende/arbeiten-in-deutschland>)

# Types of part-time jobs

## Student / academic assistant

- At universities, research facilities or at Studierendenwerk
- Student assistant: undergraduates (€9/hour at EAH Jena)
- Academic assistant: graduates (€10/hour at EAH Jena)
- During lecture period: max. 40 hours/**month**
- During semester break: max. 86 hours/**month**

## Mini-job

- Two types:
  - 1<sup>st</sup> 450-Euro-Minijobs: regularly → till max. €450/month
  - 2<sup>nd</sup> Short-term mini-jobs: occasionally → not more than 3 month resp. 70 working days per calendar year
- Rights: dismissal protection, continued payment of wages in case of illness, holiday entitlement, minimum wage (€8.84/hour)
- Read more: [www.minijob-zentrale.de](http://www.minijob-zentrale.de)

## Internship

- Voluntary internships for career orientation or with reference to your study: max. 3 month → no claim to minimum wage; more than 3 month → claim to minimum wage
- Mandatory internships: no claim to minimum wage
- Read more: <http://www.bmas.de/DE/Themen/Arbeitsrecht/Mindestlohn/mindestlohn-praktikum.html>

## Working student

- E.g. following an internship
- Wage might be above €450/month → taxes and duties will be deducted from your monthly wage
- During lecture period: max. 20 hours/**week**
- During semester break: max. 40 hours/**week**

# Finding part-time jobs

## Jena

- Shops, restaurants, cafés, supermarkets, private persons (e.g. babysitter, removal helper, tutor, etc.)
- 556 companies in Jena – overview:  
<https://www.jenawirtschaft.de/unternehmensservice/unternehmensdatenbank/>
- Research facilities – overview: <https://www.jenawirtschaft.de/standort/forschung/>
- Project Fakt (Specialists for Thuringia): <http://www.üag.de/en/corporate-group/ag/international/fakt>

## Internet

### Jobs & mini-jobs

- [Career Service of EAH Jena](#)
- [Job Market of Studierendenwerk Thüringen](#)
- [Job Board of Thuringian Agency For Skilled Personnel Marketing](#)
- [JOBBÖRSE of Federal Employment Agency](#)
- [Mini-job board](#), [Jobmensa](#), [Removal helpers](#), [Tutoring](#), etc.

### Student/academic assistant

- [Ernst-Abbe-Hochschule Jena](#)
- [Beutenberg Campus](#)
- [Studierendenwerk Thüringen](#)

# Scholarship system in Germany – players



## Selection of search engines:

- [Scholarship database of DAAD](#)
- [Scholarshipportal](#)
- [European Funding Guide](#)

## Possibilities for grants at EAH Jena

| Title                        | End-of-study scholarship of DAAD   | DAAD award for outstanding performances of international students at the EAH Jena   | Germany scholarship ( <i>Deutschlandstipendium</i> )   |
|------------------------------|--|---|--|
| <b>Study phase</b>           | <ul style="list-style-type: none"> <li>• Final stage of study</li> <li>• Minimum in the second last semester of current degree course</li> </ul>                             | <ul style="list-style-type: none"> <li>• Bachelor's study: min. 3<sup>rd</sup> Semester</li> <li>• Master's study: min. 2<sup>nd</sup> Semester</li> <li>• Graduates: max. 3 month after graduation</li> <li>• Doctoral candidates</li> </ul> | From 1 <sup>st</sup> semester till end of standard period of degree course   |
| <b>Funding period</b>        | One-off payment  | One-off payment   | 2 semesters  |
| <b>Grants</b>                | 500 – 1,200 €  | 1,000 €   | €300/month   |
| <b>Application documents</b> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Current certificate of enrolment</li> <li>• Current transcript of records</li> </ul>                    | <ul style="list-style-type: none"> <li>• Nomination letter by University member (lecturer, employee, student)</li> <li>• Curriculum vitae</li> <li>• Current certificate of enrolment</li> <li>• Current transcript of records</li> </ul>     | <ul style="list-style-type: none"> <li>• Application form and agreement</li> <li>• Curriculum vitae</li> <li>• Current certificate of enrolment</li> <li>• Current transcript of records</li> <li>• Cover letter</li> <li>• Assessment by University lecturer</li> <li>• Copies of certificates</li> </ul> |
| <b>Tendering</b>             | Once a semester  | Annually<br>May/June  | Annually<br>April/May  |
| <b>Selection</b>             | Selection panel of International Office  |   | Selection panel of university management, departments and sponsors   |
| <b>Contact partner</b>       | Robert Schäf<br>Room 01.00.07/1<br>robert.schaef@eah-jena.de   |   | Franziska Stang<br>Room 01.00.09<br>career-service@eah-jena.de   |
| <b>Internet</b>              | <a href="http://www.eah-jena.de/de-de/international/internationale-studierende/finanzierung">www.eah-jena.de/de-de/international/internationale-studierende/finanzierung</a> |   | <a href="http://www.eah-jena.de/deutschlandstipendium">www.eah-jena.de/deutschlandstipendium</a>   |

# Party-affiliated foundations

| Scholarship provider | Rosa Luxemburg Foundation  | Friedrich Ebert Foundation   | Heinrich Böll Foundation  | Konrad Adenauer Foundation  | Friedrich Naumann Foundation  |
|----------------------|--|--|---|---|---|
| Party                | Die Linke – Left Party   | SPD – Social Democratic Party  | Bündnis 90/Die Grünen – The Green Party   | CDU – Christian Democratic Union  | FDP – Liberal Democratic Party  |
| Study phase(s)       | <ul style="list-style-type: none"> <li>• Master's degree programme</li> </ul>  | <ul style="list-style-type: none"> <li>• Bachelor's and Master's degree programme</li> <li>• Doctoral studies</li> </ul>   | <ul style="list-style-type: none"> <li>• Master's degree programme</li> </ul>                             | <ul style="list-style-type: none"> <li>• Master's degree programme</li> <li>• Doctoral studies</li> </ul>   | <ul style="list-style-type: none"> <li>• Master's degree programme</li> <li>• Doctoral studies</li> </ul>   |
| Funding period       | Standard period of study, extension possible   | Study till final examination<br>Doctoral studies: 2-3 years  | Standard period of study, extension possible  | Min. 2 semesters  | Min. 2 semesters  |
| Grants               | <ul style="list-style-type: none"> <li>• €850/month</li> <li>• Subsidies for health insurance and additional expenses</li> </ul> | <ul style="list-style-type: none"> <li>• Undergraduate: €750/month</li> <li>• Graduate: €850/month</li> <li>• Doctoral: €1,200/month</li> <li>• Family allowance possible</li> </ul> | <ul style="list-style-type: none"> <li>• €850/month</li> <li>• Subsidy for additional expenses</li> </ul> | <ul style="list-style-type: none"> <li>• Study: max. €850/month</li> <li>• Doctoral: max. €1,100/month</li> <li>• Subsidies for health insurance and research trips</li> <li>• Family allowance possible</li> </ul> | <ul style="list-style-type: none"> <li>• Study: max. €850/month</li> <li>• Doctoral: max. €1,200/month</li> <li>• Subsidy for health insurance</li> </ul> |
| Deadline(s)          | 1 <sup>st</sup> April<br>1 <sup>st</sup> October   | At any time  | 1 <sup>st</sup> March   | 15 <sup>th</sup> July (12:00)   | 30 <sup>th</sup> April<br>31 <sup>st</sup> October  |
| Internet             | <a href="http://www.rosalux.de/en">www.rosalux.de/en</a><br>→ <a href="#">Scholarships</a>                                       | <a href="http://www.fes.de">www.fes.de</a><br>→ <a href="#">Scholarships</a>   | <a href="http://www.boell.de/en">www.boell.de/en</a><br>→ <a href="#">Scholarships</a>                    | <a href="http://www.kas.de/home">www.kas.de/home</a><br>→ <a href="#">Scholarships</a>  | <a href="http://www.fnst.org">www.fnst.org</a><br>→ <a href="#">Scholarships</a>  |



# Political parties in Germany

(Source: [www.bpb.de/die-bpb/138852/federal-agency-for-civic-education](http://www.bpb.de/die-bpb/138852/federal-agency-for-civic-education))



**Die Linke** – Left Party

- **Orientation:**
  - socialistic
  - egalitarian
  - ecological
- **Themes:**
  - Peace
  - Equality
  - Non-violence
  - Labour
  - Socialism



**SPD** – Social Democratic Party

- **Orientation:**
  - liberal
  - democratic
  - solidary
- **Themes:**
  - Freedom
  - Justice
  - Solidarity
  - Labour
  - Education
  - Unions



**Die Grünen** – The Green Party

- **Orientation:**
  - ecological
  - liberal
  - democratic
- **Themes:**
  - Environment and climate protection
  - Sustainability
  - Gender justice
  - Self determination



**CDU** – Christian Democratic Union

- **Orientation:**
  - conservative
  - liberal
  - Christian
- **Themes:**
  - Economic growth
  - Family
  - Security
  - Stability
  - Tradition



**FDP** – Liberal Democratic Party

- **Orientation:**
  - liberal
  - elitist
  - democratic
- **Themes:**
  - Freedom
  - Self determination
  - Tax cut
  - Digitisation
  - Open market

# Application with party-affiliated foundations

- Scholarships for outstanding students

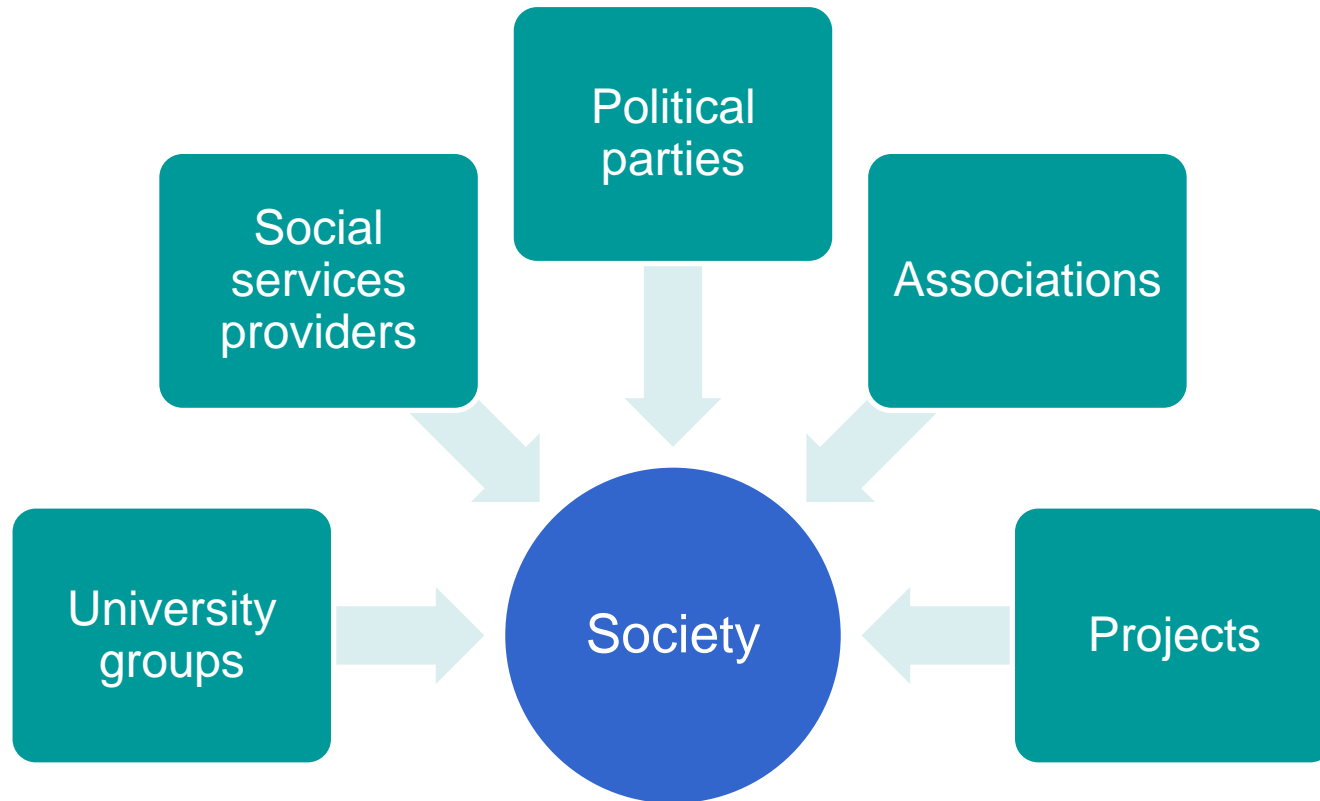
## Multistage selection procedure

- Written application or online application
- Assessment by affiliated lecturer
- Selection panel
- Selection interviews at foundation

## Requirements

- (Very) good grades
- Knowledge of German language (minimum B2)
- Social commitment and political interest
- 1-2 recommendation letters from University lectures
- If funded: participation in seminars and meetings of the foundation

# Social commitment



- Bürgerstiftung Jena ([www.buergerstiftung-jena.de](http://www.buergerstiftung-jena.de))  
→ [Freiwilligenagentur](#) counsels and places volunteers

# Financial support in emergency situations

## Studierendenwerk Thüringen

- Hardship loans, token coins for dining halls and cafeterias
- Contact partner: General Social Counseling
- <https://www.stw-thueringen.de/english/counseling/general-social-counseling/allgemeine-sozialberatung.html>

## Protestant Student Community Jena (ESG Jena)

- Aid Fund
- Contact partner: Dr. Constance Hartung (students' pastor)
- [https://www.esg-jena.de/index.php?article\\_id=34&clang=1](https://www.esg-jena.de/index.php?article_id=34&clang=1)

## Catholic Student Community Jena (KSG Jena)

- Foundations (Cusanuswerk, KAAD)
- Contact partner: Daniel Pomm (deacon)
- <http://www.ksg-jena.de/wir/hochschulseelsorger/>

## DAAD foundation

- Emergency Fund
- Contact partner: Stefanie Lohmann
- <https://www.daad-stiftung.de/foerderprojekte/aktuelle-foerderungen/en/39834-notfall-fonds//>

# Education support by the city of Jena

## What do I get?

- 120 euros over the next two semesters after registering your main residence in Jena (60 euros after each semester – 120 in total)

## Requirements

- Registration in Jena (main residence)
- Status: degree student (exchange students are excluded)

## Where to apply?

INFOtake Jena  
Ernst-Abbe-Platz 5  
07743 Jena  
(opposite to dining hall „Mensa“ in city centre)

Opening hours:  
Mon/Wed/Thu 10:00 – 16:00  
Tue 10:00 – 17:00  
Fri 10:00 – 14:00

## What documents are needed?

- Registration certificate of Bürgerservice (Registry Office) or residence permit with new address
- Certificate of enrolment at EAH Jena

## Deadline for winter semester

31 December 2018

## Read more

<https://hauptwohnsitz-jena.de/en/>

# Thank you for your attention!

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