



Work Study Program Rules and Regulations

Eligibility Criteria

To benefit from the Work-Study Program (WSP), students must complete and submit an online application on banner AUBsis within the announced deadlines.

Eligible for WSP:

- Undergraduate students
- Graduate regular students
- Graduate students with partial GAships
- Students must maintain a cumulative GPA above 2.1

NOT eligible for WSP:

- Students who are under-loading unless they are on their last semester completing requirement
- Special students not working for a degree
- Graduate students with full graduate assistantships
- Scholarship Students whose agreement stipulates that they cannot be engaged with paid work
- Scholarship students who receive stipends
- Part time job for GAs that pay stipend in addition to % GA
- Students on probation/Dean's Warning. Once it is officially removed students can re-apply
- Students who have been found to deliberately violate or abuse the WS rules, regulations and work responsibilities
- Intensive English students CEC/UPP

Important notes:

- Every term a limited number of vacancies are opened and a large number of WSP applications are received. Therefore, not all applicants will have an opportunity to work.
- Applications are shared with departments for interview based on first come first served, depending on the skills and major needed by the vacancy, taking into consideration the priority for senior and junior students especially if they did not have a chance to benefit from WSP before.
- First year students do not have a priority in WSP since they do not meet all our eligibility criteria and it is a chance for them to get involved in the university life before starting any commitment/



Work options

There is a wide variety of student job vacancies available at AUB and they are divided into two main payment rate categories:

- Simple lab work, guiding/ushering, library work, dorm receptionist, data entry and office work.
- Research assistant (RA) and teaching assistant (TA) both undergraduate and graduate students can be assigned depending on the Professor and the research type, computer programming and web design.

Guidelines to WSP applicants

- Students must maintain confidentiality of any information they encounter during their work; breaches may lead to disciplinary action.
- Students cannot work in the same department for more than three consecutive terms.
- Students must open a bank account and provide their IBAN to the Payables Unit (cashmngt@aub.edu.lb) and the WSP Office (wsp@aub.edu.lb) before starting work.
- Students cannot begin work without providing their IBAN; failure to do so will result in payment being withheld.
- Students and supervisors must sign the log sheet documenting hours worked
- For delayed payments, students can contact the WSP Office to ensure all paperwork has been submitted on time.
- Personal tasks and errands are not allowed during work hours or using department resources.
- Work must be performed on AUB/AUBMC premises—off-campus work is not allowed.
- Maximum working hours are 20 hours per week (80 hours per month) during Fall and Spring, and 15 hours per week (60 hours per month) in Summer. Overtime will not be paid.
- Students cannot work under WSP in departments where they have immediate relatives.
- Staff members may not influence hiring for relatives or friends. Such actions will be reported, and the student's employment may be affected.
- Supervisors and department heads must ensure no immediate relatives are employed in their department.
- Failure to attend an assigned interview within three working days, without a valid excuse, will result in removal from the applicant list.
- Students must complete tasks as agreed with their supervisors, and should not be expected to work on holidays or weekends.
- If students face issues with their duties, they should consult the WSP Office.
- Students are entitled to clear instructions, reasonable deadlines, and feedback on their work.

Departments and Faculty member's responsibilities

Request Process:

- Departments or professors requiring work-study students must notify the WSP office by email, specifying the number of students and the skills needed.
- An Oracle request must be submitted for any work-study student.



Interview Process:

- The WSP office will provide students for interviews from the applicant list by email or in Oracle.
- Departments/faculty must contact the students for interview.
- Departments must inform the WSP office of their final choice of applicants within five working days after the interview.

Special Cases:

- For grants (URE, URB), departments must contact the WSP office by email to check the students' eligibility and application status before assigning tasks.

Work Hours and Payment:

- Departments/faculty are responsible for ensuring students do not exceed the maximum allowable work hours.
- It is the responsibility of the department/faculty to ensure that the PO is created and approved to allow students to begin work and receive timely payment.
- Departments are fully responsible for any non-payment issues if the student starts working without clearance.

Academic Performance:

- If a continuing student's GPA drops below 2.1, but they are not on probation, the WSP office will notify the department. The direct supervisor must inform the student that they need to improve their academic performance to avoid losing their WSP eligibility.

Compliance:

- Promoting specific employment or favoring certain students for work-study positions is prohibited.

Payment Guidelines

Two pay rates are recognized by AUB for the WSP:

- One for simple lab work, guides and ushers, library work, dorm receptionist, data entry and office work,
- and one for research assistants (RA), teaching assistants (TA), computer programming and web design.

(Refer to the website for the pay rates)

- Payments should be processed by departments/faculties on monthly basis and not as lump sum for the whole period worked by the student
- The department should do the receiving for the worked hours on Oracle at the end of each month
- The receipt with the student time sheet should be printed and sent to WSP office as a hard copy, highlighted, and the related month to be paid for written by hand before the 5th of every month
- It is the duty of every department/faculty to close their open POs at the end of each term after making sure that the students were paid for the latest worked hours



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- Any late payment dated for more than 3 months will not be processed and will be deleted from the system
- Departments/faculty are held responsible for any late student payment triggered by late submission of the needed documents
- Students performing any type of tasks and were not employed through the work-study program will not be paid through the WSP and they need to find an alternative mode of payment with the Office of the Comptroller

Office of Student Affairs

Work Study Program

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