

	Bayan College	
	<b>Students Employment Policy</b>	
	Version: 1.0	Effective Date: 01.10.10

Every semester Bayan College offers a limited number of jobs under the Student Employment Programme. The programme is intended to enable qualified students to get both practical experience and limited financial support.

### **Policy**

The programme is open to all students who meet the eligibility criteria only. Work should not exceed 10 hours/week at a rate of 1 RO/hour. Eligible students should fill in the forms available at Student Affairs Office. SA office will maintain the applications and contact students chosen for employment. The college will assign a mentor/supervisor to ensure that student is working as planned by the concerned departments. The mentor/supervisor should submit a monthly report to the Student Affairs Office on the progress of work.

### **3. Requirements**

To be eligible for the programme, students should:

- Have a minimum cumulative GPA 2.5
- Have enrolled in 4 courses during the term of employment.
- Have accomplished any previous employment satisfactorily

### **4. Selection Process**

1. HoDs should fill in student employment need form and pass it to Student Affairs office , expressing their need for student help at the beginning of each semester .
2. The Student Affairs Office will verify the forms against the applications they have. The employment grants are awarded to those who best meet the eligibility criteria. In case no application is available, instructors may help by identifying eligible student and convince him/her to apply for the program.
3. Students granted employment should coordinate with the Student Affairs Office for their work assignments. SA office will coordinate with concerned departments to ensure that tasks are accomplished satisfactorily.

### **5. Payment**

1. Student Affairs approve the Monthly reports and forward them to the Dean for final approval.
2. Approved worksheet is sent to the Finance Department to arrange for payment.

## **6. Termination of Employment**

Student Employment privilege will be terminated if the student:

- a. Violates college rules and regulations.
- b. Violates confidentiality or breach trust.
- c. Does not fulfill his/her duties as required.
- e. Commits a misconduct that results in a disciplinary probation.
- f. Had intentionally presented false information in the employment Application.

## **7. Responsibilities**

It is the responsibility of each student to get familiarity with policies and procedures relevant to his/her assigned work, and to adhere to its contents. It is also their responsibility to send the Work Sheet completed and signed at the beginning of each month to the Student Affairs office.

## **8. Documents required**

Student Affairs office should ensure that the following documents are available before processing any application:

- Student Employment Application form
- Copy of student's college ID card
- Copy of student's last semester transcript
- Student Employment Need Form
- Monthly Report Form