



Request for Supplementary Employment ("Avodah Mashlima") for ____ semester, ____

Supplementary Employment guidelines are in effect as of 2018-19 Spring semester onward

(Requests are per semester. For requests for part-time employment during the semester, please list the relevant months/dates

This form is intended for **scholarship recipients**, who work 300 "employment units" in the Office for Academic Staff at Technion – full information and examples of "supplementary employments" are detailed at the end of this form.

Please note: during the extension period of a 6-B scholarship, employment of any kind, at Technion or elsewhere, is strictly prohibited, including as a teaching assistant at the Office for Academic Staff at Technion, unless specifically approved by the Dean of the Graduate School.

Name: ____ I.D./Student No.: ____ Cell phone: ____

Student for: ____ Academic Unit: ____ receiving ____ scholarship portions

Employed as a T.A. for ____ "employment units" in the academic unit _____. In the ____ semester, in the following courses:

Details of Supplementary Employment ("Avodah Mashlima") (any work that is not in "employment unit" in and/or outside the Technion):

Place of supplementary work: ____

Description of supplementary work: ____

Scope of supplementary work: ____ hours

Total ____ hours (teaching + supplementary employment)

Student's declaration: I hereby guarantee that this supplementary work, if approved, will not hinder my studies and won't affect my research.

Student's signature: _____

Date: _____

Please attach formal letter(s) attesting to the scope of employment units (details in the following page).

A. Undergraduate studies coordinator/Vice Dean: I hereby authorize the submission of this request since we are unable to employ the above mentioned student for more than 300 employment units, as per the agreement signed between Technion Teaching Staff organization (TTSO) and the Technion.

Name: _____ Signature: _____ Date: _____

B. Advisor (responsibility of graduate studies secretary):

Advisor's name: _____ approve ____ Date: _____

C. Head of the Academic Unit's Graduate Studies Committee:

Name: _____ Signature: _____ Date: _____

Graduate School Dean (For scholarship office use):

Name: _____ Signature: _____ Date: _____

Notes: _____



Information – Request for Supplementary Employment ("Avodah Mashlima")

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Clarifications: The above form is intended solely for scholarship recipients who are employed/have been employed under "employment units", during their studies for the current active graduate degree (but for the direct PhD track in which there is a continuous studies between the MSc and the Phd), in the current/previous semester for which the request is submitted and that their scope of employment is 300 "employment units".

Please attach an official letter attesting to the scope of employment units in the previous and/or current semester.

General information:

- A. The form "Request for Supplementary Employment" is intended for those scholarship recipients whose employment units under the Office for Academic Staff at Technion scope does not meet the guaranteed scope in the agreement signed between Technion Teaching Staff organization (TTSO) and the Technion.
- B. According to the agreement. The scope of employment will be at least 500 employment units. In cases where 500 employments units is not possible, and an approval for supplementary employments will be granted, the minimal scope of employment will be 300 employment units. The department/academic unit will make an effort to rehire the student for the minimal guaranteed scope of 500 employment units.
- C. The duration of the Technion's commitment to the guaranteed scope of employment is two years for an MSc student and four years for a PhD student. In cases of scholarship extension and/or studies beyond said duration, the employment scope will be determined by academic needs and not under the scope of employment as defined in the agreement.
- D. In cases of temporary breaks in studies due to parental adjustments/reserve duty, Technion's commitment to the guaranteed scope of employment will be extended in accordance to the above section B. Full details may be found online: [Technion Teaching Staff organization \(TTSO\)](#)

Definition of Supplementary Employment ("Avodah Mashlima"):

- a. Employment at the Technion (which is not in "employment units"), which is to the benefit of the Technion and is not connected to the research of the student, for which he is receiving a scholarship.
- b. Employment at the Technion and/or outside the Technion which serves the community.



List of possible positions for Supplementary Employment:

- i. "The Technion Students Association" and / or "Technion Research & Development Foundation" (TRDF).
- ii. Mentoring students at the "Center for Promoting of Learning and teaching" / "Technion Students Union Organization".
- iii. Teaching at "The Center for Pre-University Education" Unit.
- iv. Working as a scientific reporter for the Technion Spokesperson's Office.
- v. Teaching in academic institution and in school (commute time will be included in allowed time).

Please note: requests for employments not included in the above list, will be considered by the Graduate School individually based on the definition of "supplementary employment" and in consideration of the type of employment and academic status of the student.

Explanation regarding calculating possible work hours under "Supplementary Employment":

Supplementary Employment will be calculated based on work hours and not based on salary. For an example: if 1,100 "employment units" equal in most cases to 8 work hours, a scholarship recipient that has 300 "employment units" will be allowed to request Supplementary Employment in a scope that will not exceed 6 weekly hours.