 WEIZMANN INSTITUTE OF SCIENCE WEIZMANN מכון זיממן יזמנן SCHOOL OF SCIENCE למדע ::::	Part-time internal employment
	Category: Part-time employment
	Compiled by: Dr. Ami Shalit
	Last updated: 12/12/2024

Part-time internal employment

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Masculine nouns and pronouns that are used herein refer to both genders equally.

1. Time dedication policy

As a matter of policy, the Weizmann School of Science (WSoS) does not to allow its full-time students (hereinafter: "students") and postdocs at the Weizmann Institute of Science (hereinafter: "the Institute") to work during their studies or training. This limitation is based on the perception that students and postdocs in science are required to devote most of their time and energy to scientific studies and research. However, the WSoS will allow students and postdocs to engage in part-time internal employment subject to the conditions detailed below.

2. Definitions

2.1. Part time employment

An employment position limited to a number of weekly work hours, as follows:

- 2.1.1. MSc students: Up to 4 weekly hours.
- 2.1.2. PhD students: Up to 8 weekly hours.
- 2.1.3. Postdocs: Up to 8 weekly hours.

Notwithstanding the aforementioned, work at the Davidson Institute within the framework of summer camps is not subject to the hour limitations stipulated in this section but is contingent upon prior approval from the WSoS.


2.2. The applicant

A student or a postdoc applying for part-time employment within the Weizmann Institute.

2.3. The employer

The employer with whom the applicants seeks employment, and which is part of the Institute or an affiliated body, and when the salary is paid by the Institute.

3. Basic Requirements

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3.1. **Work permit in Israel**

This procedure applies only to Israeli citizens or holders of a work visa that entitles them to work in Israel. Students and postdoctoral fellows who are not citizens of the State of Israel are allowed to work in Israel only as teaching assistants in their institution of study, and only in courses directly related to the subject matter of their studies or fellowship.

3.2. **Mentor's consent**

The applicant must obtain his/her mentor's consent, following a thorough consideration of possible implications on the progress of the applicant's studies and research.

3.3. **Meeting study requirements**

The progress of the applicant's studies or training must meet the academic requirements of the WSoS.

3.4. **WSoS approval**

It is required to obtain the WSoS's approval to the employment.

4. **Conditions and Limitations**

4.1. **Research groups**

It is prohibited to be employed by another research or academic institution, as a researcher or a research assistant.

4.2. **Scientific departments**

A scientific department at the Institute may not employ students or postdocs (whether or not from the department itself). Except for the departments listed in 4.3.

4.3. **Scientific research service departments**

Employment will be possible only in the scientific service departments listed below, subject to the following conditions: (A) The head of the applicant's research group is not the head of the department seeking to employ the applicant. (B) The work, service, or position designated for the applicant has no connection to his/her own research, the research by another member of his/her research group, or the research of another research group in the Institute with which the applicant's research group has scientific collaboration.

4.3.1. Department of Life Sciences Core Facilities

4.3.2. Department of Veterinary Resources

4.3.3. Department of Chemical Research Support


4.3.4. Department of Physics Core Facilities

4.3.5. The Nancy & Stephen Grand Israel National Center for Personalized Medicine (G-INCPM)

4.3.6. Department of Science Teaching- teaching and training of students and teachers in the Teaching laboratory

4.4. **Administrative departments**

Employment will be possible only in the administrative departments listed below:

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- 4.4.1. Department of Hospitality and Conferences
- 4.4.2. Department of Communications (Media Relations)
- 4.4.3. Auditoriums, Guesthouses and Restaurants Branch,
Operations Division (Auditorium ushers)
- 4.4.4. Diversity and Inclusion Office

4.5. **Educational activities for children and youth**

Employment will be possible only in the affiliated bodies listed below:

- 4.5.1. Davidson Institute for Science Education
- 4.5.2. Yad Chaim Weizmann
- 4.5.3. Schwartz/Reisman Science Education Center

5. **The Application procedure**

5.1. **Consulting with the mentor**

Together with the mentor, the applicant will consider the possible implications of employment on the progress of his/her studies, fellowship, and research.

5.2. **Submission of an application**

The applicant will submit online work permit request in HRONE through the student portal or using the following link <https://hrapex.weizmann.ac.il/ords304/PRODHR/f?p=254:101>.

The applicant will upload the employment agreement between the applicant and the employer, detailing the terms of the employment – including the job description, the employee's duties, and the scope of the weekly hours of employment – to the application online system.

Once the application is submitted, it will automatically be forwarded for the mentor's approval, followed by approval from WSoS.

5.3. **First-year MSc students**

First-year MSc students (for whom mentors have yet to be appointed) will consult the chair of the teaching committee and secure his/her signature on the application form.

6. **WSoS Approval**

6.1. **Discretion**


The WSoS will consider the application and, if necessary, will submit it for the review and approval of the Vice President for Technology Transfer. At the conclusion of the review process, the WSoS will communicate its decision to the applicant and the mentor.

6.2. **Approval validity period**

The approval is until the end of the academic year (i.e. end of September), and its extension requires submitting a renewed application online.

6.3. **Commencing employment**

The applicant may not begin to work prior to receiving the WSoS approval.

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6.4. **Canceling the approval**

The WSoS reserves the right to cancel an approval provided in accordance with the above, if and when it emerges that the employment impairs the applicant's studies and. It is clarified that submitting a request for extending the due date for one of the progress reports or the thesis (except for reasons of sick leave, maternity leave, or military reserve duty) may result in the expiry of the student's external work approval.

7. **Employment Agreement**

Once the approval is granted, the designated employer at the WIS will contact the Institute's Division of Human Resources in order to arrange the employment of the applicant through the accepted employment agreement at the Institute. A copy of the agreement should be forwarded to the WSoS at the following email: wsoswork@weizmann.ac.il. Employment in the affiliated bodies will be in accordance with their customary practices.

8. **Hourly Wage**

The hourly wage is set according to the Weizmann Institute's current wage table at any point in time.