 WEIZMANN INSTITUTE OF SCIENCE  WEIZMANN מכוון SCIENCE SCHOOL OF ויצמן למדע ::::	Part-time external employment
	Category: Part-time employment
	Compiled by: Dr. Ami Shalit
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## Part-time external 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.

#### 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 not the Institute, and when the salary is not paid by the Institute.

### 3. Basic requirements

#### 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.

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### 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.

### 3.5. **Approval of Vice President for Technology Transfer**

The approval of the Vice President must be obtained when the employer is a commercial company.

## 4. **Conditions and Limitations**

### 4.1. **A higher-education institution**

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

### 4.2. **A commercial company**

Employment by a commercial company requires the approval of the Vice President for Technology Transfer.

### 4.3. **A hospital**

Employment by a commercial company requires the approval of the Vice President for Technology Transfer.

## 5. **The Application Process**

### 5.1. **Consulting with the mentor**

Together with the mentor, the applicant will consider the possible implications of external 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**

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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.

### 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.