Practical guideline for student employment inside CEU

1. Basic rules of student employment:
- **Student employment Policy** can be downloaded from CEU website/ Human Resource Office / Student Corner - [http://hro.ceu.hu/studentcorner](http://hro.ceu.hu/studentcorner)
- **Direct employment**: Students may not be employed through companies or other intermediaries
- **Tax and Social Security obligations**: Students are employed under the general Hungarian social security and tax regulations.
- **Limited working hours**: The working hours of students may not conflict with the University-related duties and shall not endanger the academic career of the students.

<table>
<thead>
<tr>
<th></th>
<th>CEU internal regulation</th>
<th>external Hungarian regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA students 1,2,3 Y</td>
<td>20 hours/week</td>
<td>for EU citizens no limitation</td>
</tr>
<tr>
<td>PhD students 1,2,3 Y</td>
<td>no limitation</td>
<td>for non-EU citizens 24 hours/week</td>
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<tr>
<td>PhD students 4,5,6 Y</td>
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</tbody>
</table>

2. Seeking job opportunities:
CEU website/ Human Resource office / Student Corner
Career Services Unit of the Alumni Relations and Career Service (ARCS)
[http://alumnicareer.ceu.hu/](http://alumnicareer.ceu.hu/)

3. Before start working:
- contact HRO regarding your assignment/employment contract
- contact your **Department Head** and ask for approval of the Department
- clarify your **net and gross salary** with your supervisor
- have a valid, signed **contract** prepared by HRO

4. Basic requirements regarding employment:
- filled **contract request form** (available at your Department Coordinator or at the HRO)
- approval of the **Department Head** (short e-mail sent to the HRO – gocsmanj@ceu.hu)
- personal documents:
  - **EU citizens** - passport copy
  - **non-EU citizens** – passport, resident permit and address registration card copy
- Hungarian social security and tax number (if you don't have it HR will obtain it)
- **bank account details** according to the contract request form
5. Basic information about the tax system in Hungary:

<table>
<thead>
<tr>
<th></th>
<th>Deductions</th>
<th>Total deduction form the gross amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Social security contributions</td>
<td>Personal Income tax</td>
</tr>
<tr>
<td>Employment contract</td>
<td>18,5%</td>
<td>16%</td>
</tr>
</tbody>
</table>
| Assignment contract | From the 90% of the gross fee 17%   | From the 90% of the gross fee 90%     | 29,7%                                 
|                      | equal to 15,3%                       | - 90% gross x 16%                     | Equal to 14,4%                        |

If you have any question regarding student employment don’t hesitate to contact the responsible HR Officer via e-mail:

**Janos Gocsman**  
HR Officer  
[gocsmanj@ceu.hu](mailto:gocsmanj@ceu.hu)

Thanks in advance for your kind cooperation!

Yours sincerely,

CEU HRO