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Duke Kunshan University Student Worker Hiring and Payment Guideline 昆山杜克大学学生勤工助学岗位招聘 及酬金发放指引

1 Introduction 概述

This Guideline provides guidance for recruiting Duke Kunshan University (“DKU”, or the “University”) students to work part-time at the University and provides guidance on their remuneration. These positions are intended to provide the students with practical opportunities and research/teaching/administrative experience, as well as financial support.

本指引旨在为招聘昆山杜克大学（以下简称“学校”）的学生在校从事勤工助学兼职岗工作及其酬金发放提供指导，助学岗位的设置旨在为学生带来学术研究/教学/行政工作的实践锻炼机会和经验，同时提供财务方面的支持。

The term “students” includes full-time DKU undergraduate and graduate students. Students and sponsoring units must abide by national laws and regulations on student workers and relevant rules and regulations on campus management and fund use in DKU.

“学生”一词包括昆山杜克大学全日制本科生和研究生。学生及校内聘用单位均需遵守勤工助学相关法律法规及校内管理和资金使用的相关规章制度。

The terms and conditions of this Guideline are subject to the interpretation by the Office of Career Services (Contact Email: student-work@dukekunshan.edu.cn).

本规章由学生职业发展办公室负责解释（联系邮箱为：student-work@dukekunshan.edu.cn）。

2 Definitions 定义

2.1 Sponsoring Unit 聘用单位

A sponsoring unit, which is also called a hiring office, means a DKU administrative or academic office/program/center/group, which hires a student worker and funds the stipend. Generally, it also is where the faculty or staff who supervise the student worker are based.

聘用单位也称用人部门，指聘用学生并支付其助学岗酬金的校内行政或学术办公室、项目、中心或小组。一般而言，聘用单位也是负责管理该学生工作的教师或员工所在的单位。

2.2 Student Worker Request Form 《昆山杜克大学助学岗设置申请表》

Student Worker Request Form is used to collect hiring needs from hiring offices. Hiring offices or supervisors of the hiring office need to plan and fill in the Student Worker Request Form before hiring student workers. The form should be submitted to the Office of Career Services after being approved by the Project Manager (The person in charge of funds). Hiring offices must specify the number of students required for the position, the working period, and fund information required for payment in the application form. **Student Worker Request Form expires on June 30th every year. Hiring offices need to submit a new request form to hire student workers working in the new academic year.**

《昆山杜克大学助学岗设置申请表》用于收集用人部门的招聘需求。用人部门或用人部门的主管需提前规划并填写《昆山杜克大学助学岗设置申请表》，经聘用单位项目经理（资金负责人）审批后提交学生职业发展办公室。用人单位须在申请表中明确助学岗位所需的学生数量，用工期限，以及付款所需的资金项目号信息，**助学申请表于每年6月30日到期，用人部门需提交新的《昆山杜克大学助学岗设置申请表》用于新学年内的勤工助学学生申请。**

2.3 Student Worker Agreement 《昆山杜克大学勤工助学学生合约》

Student Worker Agreement is used to prove that labor relations have been established. Student workers' working period, monthly working hours and hourly salary will be fixed on the agreement. The student can start work only after signing an agreement. A student worker can hold **at most TWO** positions at the same time. **The monthly working hours shall be fixed in the agreement and the agreement period shall not exceed the working period in the Student Worker Request Form. All student workers must sign agreements before the month they start working.** The working hours in two agreements will be combined into the total working hours of each month, and the total working hours of each month shall not exceed the hours of work stipulated in this Guideline.

《昆山杜克大学勤工助学学生合约》是助学用工关系建立的凭证，用于约定工作期限、每月工作时长和时薪，合约签署后学生方可开始工作。一名勤工助学学生**最多**只能同时参与**两个**岗位的工作。合约中需约定每月工作小时数，**合约期限不可超过助学申请表内的用工期限，所有勤工助学学生必须在开始工作当月前完成合约签署流程。**两份合约中的工作小时数将合并计算入每月工作小时总额，每月工作小时数总额不得超过本指引规定的工作时长。

3 Working Hours 工作时间

Per regulations in the Notice of the Ministry of Education and the Ministry of Finance on the Issuance of the Management Measures for Work-Study Programs in Higher Education Institutions (Revised in 2018)" (Education and Finance [2018] No. 12) and the Notice of the Office of the Ministry of Education and four other departments on the Issuance of the Management Measures for International Students' Work-Study Programs in Higher Education Institutions" (Education and Foreign Affairs Department [2021] No. 2), the working hours requirements for student workers to work at the University are as follows:

根据教育部、财政部关于印发《高等学校勤工助学管理办法（2018年修订）》的通知（教财〔2018〕12号）和教育部办公厅等四部门关于印发《高等学校国际学生勤工助学管理办法》的通知（教外厅〔2021〕2号）中的规定，学生在校勤工俭学工作时间要求如下：

During the regular semester (Fall to Spring), **students are allowed to work for no more than 8 hours per week/40 hours per month** at the University. Hiring offices are responsible for supervising the attendance of students. If students cannot continue to perform due to special circumstances, hiring offices are obliged to notify the Office of Career Services to terminate the agreement **before the 25th of the month.**

在常规学期期间（秋季至春季学期），学生在校参加勤工助学的上限为：**每周不超过8小时，每月不超过40小时**，用人单位有责任监督学生的出勤情况，如学生因特殊情况无法继续履行合约，用人单位有义务在**当月25日**前通知学生职业发展办公室终止合约。

During the Summer Break, the working hours can be appropriately extended according to the specific situation of the University. The working hours of Chinese students shall not exceed **40 hours per week/160 hours per month**. The working hours of **international students shall not exceed 16 hours per week/80 hours per month**.

在暑假期间，学生勤工助学时间可根据学校的具体情况适当延长。中国学生每周工作时间不应超过**40**小时，每月不超过**160**小时。国际生每周不超过**16**小时，每月不超过**80**小时。

4 Stipend 酬金

Please refer to **DKU Student Worker Stipend Standard (Annex: A1 document)**. As of the date of launching this guideline, the Office of Career Services has the right to formulate and update from time to time the stipend standards in accordance with the relevant regulations in China and the relevant requirements and actual situation of the University.

《昆山杜克大学勤工助学酬金标准》请见附录：A1附件。自本指引发布之日起，学生职业发展办公室有权根据中国有关规定和学校相关要求，结合学校实际情况，制定和适时更新酬金标准。

5 Payment 付款

The Office of Career Services will calculate the stipend every month according to the fixed working hours and hourly salary in the Student Worker Agreement. Usually, students will get paid on the 15th working day of each month. It might be postponed due to public holidays. The stipend is subject to the Chinese individual income tax and students are the subject of tax payments. The Office of Career Services will work with the DKU Office of Finance and Budget to pay individual income tax for students every month in accordance with the relevant provisions of national laws and regulations. The tax payment proportion and tax payment method may vary with policy adjustment.

学生职业发展办公室每月根据学生助学岗合约内的固定出勤时间和时薪计算薪酬。通常情况下，学生的酬金将会在每月第十五个工作日发放，如遇公共假期顺延。该酬金需缴纳中国个人所得税，学生为缴税主体。学生职业发展办公室将同财务与预算管理办公室合作，根据国家法律法规的相关规定，为学生每月代缴个人所得税。税金的交税比例和交税方式可能随着政策调整而不同。

Each student worker should provide accurate and valid bank account information according to the University's requirements for receiving stipend payments. Every month, the DKU Office of Finance and Budget will process the payment of the net-of-tax stipend to the bank account provided by the student. In general, the stipend can only be paid to the bank account opened in Mainland China. For other special requests, the prior approval from the DKU Office of Finance and Budget will be required. 学生需根据学校的要求提供正确有效的银行账户信息用于接收学校的付款。每月，财务与预算管理办公室会将税后酬金支付至学生提供的银行账户。原则上，酬金仅能被支付至在中国大陆开设的银行账户。其他特殊情况，均需先获得财务与预算管理办公室审核批准。

Annex 附录

1 Attachment 附件

For those stored in the attachments of this PDF file, please download this PDF file first in order to access its attachments, as they can't be accessed when browsed online only.

部分储存在此PDF文件的附件中。网页上浏览时无法显示，需先下载该PDF附件，然后查阅其附件。

No.	Document title 文件名	Source/ file 来源/文档
A1	DKU Student Worker Stipend Standard 昆山杜克大学勤工助学酬金标准	Attachments of this PDF file (download this PDF file to your computer to access its attachments) 本PDF文件的附件中（将本PDF文件下载到电脑即可查看到其附件）

2 Document History 文件历史

Date 日期	Version 版本
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