



American University of Malta (AUM) Student Development Program Policy

1. Introduction

The American University of Malta (AUM) is committed to providing students with relevant opportunities to gain practical experience while pursuing their education. The Student Development Program is designed to offer eligible students the chance to work on campus and develop essential skills, contributing to their personal and professional growth. This policy outlines the guidelines and procedures for students selected to take part in the AUM Student Development Program under the guidance of the Office of Student Affairs.

2. Eligibility

2.1. To be eligible for the AUM Student Volunteer/Development program, students must meet the following criteria:

- a. Be enrolled as full-time students at AUM.
- b. Keep a minimum GPA (Grade Point Average) of 3.5.
- c. Have completed at least one full semester at AUM.
- d. Have the necessary work authorization, if applicable.

2.2. International students must ensure they meet all relevant immigration requirements to take part in on-campus employment.

3. Application Process

3.1. Once heads of department have let HR know that they have vacancies. The Office of Student Affairs will notify students. Students interested in applying for the SVP-SDP Development Program must send an application to the Office of Student Affairs during the designated application period and fulfil all the eligibility criteria to be considered for same.

3.2. The application should include:

- a. A resume detailing relevant qualifications and experiences.
- b. A cover letter expressing the student's interest in the program.
- c. Any other documents or information requested by the Human Resources Department.

3.3. Applications will be reviewed, and candidates will be selected based on their qualifications, suitability, and the availability of positions.

4. Placement

4.1. Students selected for the Student Volunteer Program (SVP) and Student Development Program (SDP) will be placed in on-campus positions based on their qualifications, suitability, and the availability of positions.

4.2. The AUM Human Resources Department and Office of Student Affairs will direct and manage the job placement process and ensure that students are matched with positions that align with their career goals and academic schedules.

5. Work Hours and Compensation

5.1. Student workers will be limited to working a maximum of 20 hrs per week during the academic semester.

5.2. The hourly wage for student workers will be following the AUM wage scale for part-time employees.

6. Academic and Work Balance

6.1. AUM recognizes that academics are the primary focus of students. Therefore, student workers are expected to prioritize their academic responsibilities, and should a student be unable to manage their studies and participation in the SVP/SDP program then they will be removed from the program.

6.2. Student workers are encouraged to communicate regularly with their supervisors to coordinate work schedules that accommodate their class schedules and academic obligations.

7. Supervision and Evaluation

7.1. Student workers will be supervised by department heads who are wholly responsible for the appraisal of and professional and personal development of their student assistant while in their departments. The OSA (Office of Student Affairs) will check-in with department heads regularly to check the progress of student assistants.

7.2. Performance evaluations will be conducted periodically by department heads to assess the student's progress and supply constructive feedback.

8. Termination

8.1. The Student Development Program may be ended at any time, either at the request of the student, Head of Department, Director of Student Affairs or by the AUM Human Resources Department, due to unsatisfactory performance or other valid reasons.

9. Confidentiality and Professionalism

9.1. Student workers are expected to keep strict confidentiality about any sensitive information they may access during their employment. And any breach

9.2. Student workers must conduct themselves professionally and always adhere to AUM's code of conduct and policies.

10. Grievance Procedure

10.1. Students who meet issues or have concerns related to their participation in the Student Development Program should follow the AUM grievance procedure outlined in the Student Handbook.

11. Policy Review

11.1. This policy will be periodically reviewed and updated by the Director of Student Affairs and AUM HRM to ensure its effectiveness and compliance with relevant laws and regulations.

By taking part in the Student Development Program, students acknowledge their understanding and agreement to adhere to the provisions outlined in this policy. Failure to follow this policy may result in termination from the program.

Last Reviewed by the Director of Student Affairs: Feb, 2024.

