

## **Working Hours of Employees Enrolled in an AUA Academic Program**

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*American University of Armenia*

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AUA Administrative Employees who have been accepted to AUA Degree Program must enroll in that program on the same basis as other students and follow the same academic rules and regulations.

An AUA administrative Employee may keep his or her employment at the AUA on a part-time basis after enrollment at AUA if the appropriate Department Head determines that the Employee can continue to perform certain distinct functions within a more restrained time frame. The AUA Department Head must clearly indicate the extent to which the student can continue to perform in the previous position, the number of hours of work and the corresponding percentage drop in compensation. Part-time employment will typically not exceed 20 hours per week.

An AUA administrative Employee may keep his or her job at AUA on a full time basis after enrollment in a Degree Program or the Intensive English Program at the AUA if:

- a) class hours are not in conflict with Employee working hours, and
- b) study at the AUA does not negatively reflect on fulfillment of Employee duties.