

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 an AUA Degree or Certificate 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/her employment at AUA on a part-time basis after enrollment as a student in an AUA Degree/Certificate Program provided the respective Department Head determines that the Employee can continue to perform certain his/her functions within a more restrained time frame. The AUA Department Head must clearly inform the HRM department about the extent to which the student can continue to perform in the position, the required number of work hours and the corresponding compensation adjustment.

An AUA administrative Employee may keep his/her job at AUA on a full-time basis after enrollment in an AUA Degree/Certificate Program at AUA provided that:

- a) class hours do not conflict with the Employee's working hours, and
- b) the Employee's AUA study workload does not negatively reflect on the fulfillment of his/her duties and responsibilities.