



East Asia Management University

Learn Innovate Succeed

Policy On Students' Request to Work During Their Studies

Section 1. Purpose

This Policy aims to maintain academic rigor while offering students flexibility in working hours to earn or to embark on practical experience.

Section 2. Policy Statement

- 2.1 This Policy is a testament to our commitment to academic excellence. It provides clear guidelines for students who wish to engage in part-time or temporary work during their study period, ensuring that any employment undertaken supports, rather than hinders, academic performance and professional development.
- 2.2 Academic performance is the primary focus of this Policy. Work commitments must not interfere with attendance, coursework, or assessment requirements.

Section 3. Accountability

The accountable/responsible unit is Academic Administration, located in Room E.6 (Management Office).

Section 4. Roles and Responsibilities of Stakeholder Involvement

- 4.1 The student must complete the application form and submit it to the Academic Administration. You can get this Form from the Academic Administration office.
- 4.2 The Academic Administrator verifies the application form to ensure everything is complete and fulfills the university requirements. Keep the final decision data, either approve or reject.
- 4.3 Head of School/Program Leader reviews the application with the student's academic record.

Section 5. Scope

This Policy applies to all **scholarship-holding students** enrolled at East Asia Management University (EAMU).

Section 6: Definitions

Defined within the text.

Section 7: Eligibility and Work Conditions

7.1 Scholarship holders from 50%-100% are allowed to work not more than 12 hours per week.

7.2 Exceptions may be considered for academic or professional development-related work.

Section 8: Process and Procedure

This section provides detailed information on the process and procedure of completing the application form, guiding the students through each step.

8.1 Submission of Request

- The student submits a student's request for permission to work Form to the Academic administrator with details of the job, hours, and duration.
- Academic Administration will forward the request form to the respective Head of School (HOS)

8.2 School Approval

- The HOS reviews academic performance, attendance, workload, year level, and scholarship conditions before recommendation and approval.
- HOS forwards to the Director of Academic.

8.3 Final Authorization

- The Director of Academic and HOS will collectively provide final approval or rejection.
- Approved students receive a student's request for permission to work letter valid for one academic year.

8.4 Monitoring and Compliance

- Academic Administration monitors attendance and performance.
- Any breach (e.g., excessive hours or academic decline) results in permission revocation or scholarship review.

Section 9: Appendices

Work permission form to be requested.

Section 10: Dissemination of Information

- For staff: email or/and telegram
- For students: email or/and telegram

PREPARED BY	Effective Date	Next REVIEW	Acknowledged by	APPROVED BY
Academic Administrator	24/10/2025	10/2026	 Kaing Sopha	 