

GUIDANCE NOTE ON HOURS OF EMPLOYMENT FOR UNDERGRADUATE STUDENTS

1. Advising undergraduate students on the maximum hours of employment

- 1.1 The University wishes to ensure that paid employment does not adversely affect a student's academic progress, but understands students' needs to work in order to earn money.
- 1.2 The University has maintained this stance, as exemplified in the University's Student Handbook, which (in the 2013 version) states:

"The University recognises that many students have to take paid employment to fund their studies. Achieving a sensible balance between work and study is essential. Full-time taught students are advised not to work for more than 15 hours per week in term time. Certain international students may be subject to restrictions on the number of hours they may legally work, under the terms of their student visa."

- 1.3 This advice should be presented in the context that that maximum advised number of hours relates to a full-time study of 40 hours per week. On this basis, a student should be advised to ensure that the employment does not adversely affect the time that they are able to dedicate to their academic studies.
- 1.4 This guidance should be provided in the relevant material provided to students and elsewhere in the University such as the University's JobShop, the Careers Service and the International Office.

2. Establishing appropriate hours of employment where the University employs undergraduate students

- 2.1 The University is increasingly providing opportunities for students to gain experience working for the University. This can be beneficial to the student as the University is able to offer work better aligned to the student's primary activity.
- 2.2 Employment may take the form of a Campus Internship, more casual work (e.g. helping at an open day) or for short periods of time (e.g. to provide cover for a post, or seasonal cover at times of peak activity).
- 2.3 Where such employment is formed, the University must not employ an undergraduate student for more than the established maximum of fifteen hours per week in term time.
- 2.4 Parts of the University that employ undergraduate students should also ensure flexibility in any employment to enable the working hours of the student to be adjusted during particular times of the year when a student may need to dedicate themselves more to study or prepare for summative assessment.
- 2.5 It is the responsibility of the student to request an adjustment to the working hours and in as much time as possible in order for the part of the University that is employing the student to arrange cover, if necessary.

- 2.6 The hours of employment may be extended in 'vacation time', particularly in the Summer Vacation where a student may be employed 'full-time' (35 hours per week), but both the student and the employer should be mindful that the employment still does not negatively affect the student's academic responsibilities.
- 2.7 The University's JobShop should advertise opportunities for consistency, and be contacted for further advice.

Approved by Education Committee, April 2014