1. 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 Achieving a sensible balance between work and study is essential. Full-time taught students are advised not to routinely work for more than 15 hours per week in term time. This is presented in the context that that maximum advised number of hours relates to a full-time study of 40 hours per week and a student should ensure that the employment does not adversely affect the time that they are able to dedicate to their academic studies. Similarly, students studying part-time are advised to ensure that their hours and pattern of work does not adversely affect their studies; students may wish to speak to a member of their school as to what might be an appropriate balance in advance of commencing employment.

1.3 International students may also be subject to restrictions on the number of hours they may legally work, under the terms of their student visa.

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

2.1 The University provides 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 will normally employ an undergraduate student studying on a full-time basis up to a maximum of 15 hours per week in term time. This may be extended for students who study part-time.

2.4 The 15 hour maximum may be moderately exceeded, on occasion, to enable an individual student to take up casual work, where the additional hours of employment will not adversely impact upon their studies.

2.5 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.
2.6 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.

Owned by Academic Registry
First approved by Education Committee, April 2014
Last updated, December 2017