

Guidance for Students on Paid Employment

1. Introduction

- a. This guidance applies to students who are currently enrolled on a programme of study offered directly by us or at selected partner organisations. This applies where paid employment is not a part of the programme.
- b. It is your responsibility to determine the extent of any paid employment that you undertake. You **must** take into account the potential effects that employment may have on your studies.
- c. You normally cannot use the consequences of paid employment as extenuating circumstances. Guild Advice can offer advice for students experiencing financial hardship.
- d. You **must** also be aware of any limitations imposed by funding bodies (such as Research Councils) or visa requirements on the amount of paid employment you can undertake.
- e. International students must contact the International Student Team (IST) if they have any queries about their visa requirements.

2. Study hours expectation

- a. Whilst we recognise that you study at your own pace, we calculate each credit of academic study to represent 10 hours of engagement. The table below shows the hours we expect our students to commit to studying.

Level of Study	Amount of credit per year	Total weeks per year	Hours per year	Hours per week (approx.)
Undergraduate	120-credits	30 weeks	1,200 hours	40 hours
Postgraduate (Taught)	180-credits	44 weeks	1,800 hours	40 hours
Postgraduate (Research)	Not applicable	44 weeks	1,800 hours	40 hours

3. Key dates and vacation periods

- a. Your key dates (i.e. your semester dates) and vacation periods will depend on the type of programme you are studying. You should always seek confirmation from your Principle Academic Unit (PAU) as to when the vacation periods fall within your programme.
- b. In general, the following applies¹.

¹ Key dates can be found on the [University website](#).

Level of Study	Key dates
Undergraduate	<u>Semester dates:</u> As published by the University. These will total 30-weeks ² .
	<u>Vacation:</u> Three periods per academic session, normally around Christmas, Easter and summer.
Postgraduate (Taught) <i>[normally 1-year]</i>	<u>Semester dates:</u> As published by the University. These will total 44 weeks ³ .
	<u>Vacation:</u> Two periods per academic session, normally around Christmas and Easter. There is no vacation period over the summer as you should be working on your dissertation throughout this period.
Postgraduate (Research)	<u>Semester dates:</u> Do not apply. Expected to study for 44-weeks per year.
	<u>Vacation:</u> Permitted to take up to 8 weeks holiday per year (inclusive of Bank Holidays and University Closed Days). Holiday must be agreed with your supervisor in advance. ⁴

² Some Undergraduate programmes may have longer semester dates and shorter vacation periods. Please check with your programme for details. The 30 week period for Semester 1 consists of 11 weeks of learning and teaching (weeks 2-12), one assessment support week (week 13) and 2 assessment weeks (weeks 17-18). Semester 2 consists of 11 weeks of learning/teaching (weeks 20-27 and 31-33), 2 assessment support weeks (weeks 34-35) and 3 assessment weeks (weeks 36-38). The final 2 weeks of semester 2 (weeks, 39-40) should not be included.

³ 44-weeks includes 30-weeks published semester dates by the University (detailed above) and an additional 14-week period for your dissertation (weeks 39-52).

⁴ International PGR students who are intending to work full-time during any part of their vacation must apply for Authorised Absence. More details can be found on the [Authorised Absence for International Students](#) web-page.

4. Working time restrictions

- a. As an employer, the University (via Worklink) will only offer employment based on the limits specified below.

Level of Study	Recommendation during periods of study	During vacation periods
Undergraduate	15-hours per week	No restriction
Postgraduate (Taught)	15-hours per week	No restriction (with the exception of the summer vacation for 1-year PGT students and 2 nd year 2-year PGT students)
Postgraduate (Research)	15-hours per week	No restrictions
Postgraduate (Research) – <i>Thesis Awaited</i>	No restrictions	No restrictions

- b. We recommend the above restrictions for full-time Home and EEA students are not exceeded, regardless of the employer.
- c. It is however acknowledged that, from time to time, students may seek employment in addition to the recommended hours above and that individual students are best placed to judge their own limits when seeking paid employment. You **must** consider the impact upon your studies and the restrictions of your visa when taking up employment whilst studying.

5. International Students

- a. If you are from a non-EEA country, your current visa will state if you have permission to work and, if so, the maximum number of hours per week that you are permitted to work. It is your responsibility to check your visa for hours permitted and to ensure you do not work beyond this.
- b. You must contact IST to obtain a 'permission to seek employment' slip.
- c. **Working beyond the permitted hours in your visa is a serious breach of your visa conditions. This may result in you having to return to your home country and being withdrawn from your programme or the University.**
- d. A week will be defined as a period of 7 days, starting on a Monday.