

Employment of Students

All students except TIER 4 international students
(Tier 4 students should refer to UPR HR15A)

SUMMARY OF PRINCIPAL CHANGES

General changes

- The title has changed from 'Students in Employment' to 'Employment of Students'.
- There are a substantial number of amendments and the document should be read in its entirety.

This document sets out the University's policy on the employment of students registered with the University of Hertfordshire and Hertfordshire International College (HIC).

This policy does not apply to Tier 4 international students who should refer to UPR HR 15A 'Students in Employment - Tier 4 students'.

Individuals holding visas other than Tier 4, where study and work is allowed, are covered by this policy. Individuals holding visitor or short-term study visas are not allowed to undertake any work whilst in the UK - whether paid or unpaid.

Failure to follow this policy could seriously impact on the University's Home Office licence to sponsor international students and staff.

1. DEFINITIONS

- 1.1 For the purpose of this policy any reference to 'EEA' includes the UK, EU, EEA and Switzerland.
- 1.2 For the purpose of this policy any reference to the University of Hertfordshire includes the University of Hertfordshire Group of Companies¹ and the Hertfordshire International College (HIC).
- 1.3 A full-time University of Hertfordshire student: will be registered on a full-time taught programme or research degree programme leading to an award of the University of Hertfordshire. It can be delivered at the University, within Hertfordshire International College (HIC) or by a partner institution.

¹ The University of Hertfordshire, Polyfield Property Ltd (incl. Hertfordshire Sports Village), UH Ventures Ltd (incl. Conference Hertfordshire), UH Trust, UH Holdings Ltd, UniversityBus Ltd (Northampton) Ltd, Exemphas, Enterprise Growth Solutions Ltd and Bio Park Hertfordshire Ltd.

- 1.4 Working week:
- i. A period of 7 days starting on Monday and ending on Sunday.
 - ii. Total hours worked must not be averaged across two or more weeks for any reason.
 - iii. All employment at the University must include a minimum of a 30-minute break after 6 hours of work.
 - iv. Full-time students must not work in excess of 15 hours per week in term-time.
 - v. University full-time working hours are 37 per week (HSV 40 per week), students must not exceed this even when working outside term-time.
- 1.5 Employing Manager: manager to whom a student will report whilst undertaking work for the University and who is responsible for the work and working hours of the student.
- 1.6 Term time and vacation periods: as defined in the University's Academic Calendar: <https://www.herts.ac.uk/about-us/governance/university-calendar> or by the partner institution's academic calendar (term time should not be confused with semesters). Term Time includes freshers' week, reading weeks and independent study weeks. Certain students including PhD and Masters students do not have term and vacation times; students starting their course in Semester B or with individual course dates do not automatically have term time and vacation periods covered by the Academic Calendar. Students are responsible for ensuring they know their term and vacation times.
- 1.7 Placements; as part of an accredited University of Hertfordshire course, students may undertake full-time work on the placement either at the University or with other employers; this must be confirmed by the Careers and Employment Team and/or the appropriate school.
- 1.8 Hertfordshire Students' Union: students may undertake full-time work as a Sabbatical Officer subject to a pause in, or completion of, their studies by 1 June in the year of election. Part-time Officers and Student Trustees may undertake the work alongside their studies.

2. UNIVERSITY OF HERTFORDSHIRE - STUDENT EMPLOYMENT CONDITIONS

- 2.1 In line with its business-facing ethos, the University encourages students, where permissible, to undertake some work experience during their studies. During their term time the University confirms that the total number of hours worked by a full-time student must not, wherever employed, exceed 15 in any one week.
- 2.2 All employment at the University must not start prior to the appointment process having been fully completed and the Human Resources Department (HR) having confirmed this and the start date, in writing, to managers. Failure to follow this process will mean remuneration will not be paid.

- 2.3 To meet HMRC requirements all pay claims for work, whether by form or on-line, must be fully completed and submitted to managers in the week following that in which the work was undertaken.
- 2.4 Students must monitor carefully their accumulation of hours so as not to exceed a total maximum of 15 hours. Remuneration will not be paid for any hours exceeding 15 in a week.
- 2.5 Marie Curie Fellowship employees, where it is a requirement of the Marie Curie funding agreement, are permitted to have a full-time employment contract and be registered on a full-time PhD course. They may not undertake any secondary employment.
- 2.6 Student Visiting Lecturers on 'A' grades may teach (have contact time of) no more than 5 hours per week; payment for VL work on these grades includes time for preparation work which will accumulate 5 hours of teaching to 15 hours worked and paid.
- 2.7 Post graduate researchers (PGR) on Studentships: a condition of the Studentship Agreement is that full-time employment should not be undertaken for the term of the Studentship and that part-time work should not be undertaken that might reasonably be deemed to interfere with supervised research training (please see the Research Studentship Agreement and UPR SA05). At the discretion of the University, and subject to the conditions in the Studentship Agreement, PGRs on a Studentship may undertake teaching and demonstrating work for the University on a part-time basis subject to:
 - i. Prior written consent of their Principal Supervisor via the School Administration Office to HR.
 - ii. The proposed work (including preparation time for teaching or demonstrating and marking) does not exceed 180 hours in any one academic year, an average of six (6) hours per week; VL work on 'A' grades therefore equates to, and should not exceed, a maximum of 2 teaching hours per week.
- 2.8 Students may only work above 15 hours per week if they are outside term time and have fully completed their studies, and this has been confirmed to the HR Department by their School Administration Office: <https://ask.herts.ac.uk/your-school-administration-office>. Hours can be increased once HR have confirmed this in writing to the relevant employing manager. School letters to increase hours will be subject to academic grades being achieved. Research degree students wishing to increase hours in their vacation must have pre-booked their annual leave with their supervisor and must show confirmation of this to HR before confirmation to increase hours can be given to managers.
- 2.9 Individuals whose first role was as an employee of the University but who then commence full time study at the University are impacted by this policy and must reduce their working to 15 hours per week.

- 2.10 Part-time students are unrestricted by University working hours but are expected to use their judgement about hours worked to ensure their academic study is not impacted.

3. VOLUNTEERING AND VOLUNTARY WORK

- 3.1 University volunteering and voluntary working schemes fall under this UPR and before a student starts a volunteering or voluntary working scheme the details must be pre-checked with the HR Compliance Team to ensure government and University policies are being met. Letters confirming the position must be issued to students by School Administration Offices.
- 3.2 Students must not commence as a University volunteer or in a voluntary working role prior to confirmation by the HR Compliance Team in order to ensure the correct status and so there is no impact on their permitted working hours.

4. EMPLOYING MANAGER'S RESPONSIBILITIES

Employing Managers must:

- 4.1 Ensure that for any non-Tier 4 student appointment this policy is followed.
- 4.2 Be able to demonstrate their processes for managing the number of hours being worked by students, particularly where students may have more than one appointment, to ensure that the working hours do not exceed those prescribed in this document.
- 4.3 Ensure the hours being claimed have been worked and are being claimed accurately.
- 4.4 To meet HMRC requirements; ensure pay claims are correctly and fully completed, on current forms and/or on-line, and that they are authorised and submitted to Payroll in the week following that in which the work was undertaken.
- 4.5 When aware a student is working more hours for the University than is permitted report this immediately to the HR Compliance Team.
- 4.6 Where a student is placed in a position where they have access to personal, academic or financial information of a confidential nature, give, prior to commencement of their duties, an induction highlighting the confidential nature of the data that may be seen and draw the attention of the student to the relevant clause in their appointment letter / contract ensuring the student is aware of the importance of incorrect disclosure of information.

5. COMPLIANCE

- 5.1 Any student found not following the above policy may have payments stopped and/or their appointment(s) / work placement terminated.
- 5.2 Any member of staff not following the above may be subject to a disciplinary process.

Mrs S C Grant
Secretary & Registrar
Signed: 23 July 2019