

Employment of Students

UPR HR15 version 04.0

Policies superseded by this document

This document replaces version 03.0 of UPR HR15, with effect from 1 August 2022.

Summary of significant changes to the previous version

A number of amendments have been made and the document should be read in its entirety. In general, the requirement regarding a maximum number of working hours has been removed, with the exception of post-graduate researchers (PGR) on Studentships, who retain restrictions on maximum working hours (see section 3.5).

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Scope

- 1.1 This document sets out the University's policy on the employment of students registered with the University of Hertfordshire and Hertfordshire International College (HIC).
- 1.2 **This policy does not apply to Student visa and Tier 4 visa international students who should refer to UPR HR15A 'Employment of Students – student and Tier 4 visa holders'.**
- 1.3 Individuals holding visas other than a Student or Tier 4 visa, 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.

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

2 Definitions

- 2.1 For the purpose of this policy, any reference to 'EEA' includes the UK, EU, EEA and Switzerland.

- 2.2 For the purpose of this policy, any reference to the University of Hertfordshire includes the University of Hertfordshire Group of Companies and the Hertfordshire International College (HIC).

- 2.3 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.

- 2.4 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 University full-time working hours are 37 per week (HSV 40 per week). Ideally, students should not exceed this even when working outside term-time. It is expected, and students should ensure, that total hours worked do not impinge on their study commitments.

- 2.5 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.

- 2.6 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.

2.7 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.

2.8 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.

3 Student employment conditions

3.1 In line with its business-facing ethos, the University encourages students, where permissible, to undertake some work experience during their studies.

3.2 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.

3.3 To meet HMRC requirements all pay claims for work must be fully completed and submitted to managers in the week following that in which the work was undertaken.

3.4 Marie Skłodowska-Curie Fellowship employees, where it is a requirement of the 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.

3.5 Post graduate researchers (PGR) on Studentships:

3.5.1 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 SA16¹).

3.5.2 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, where they are satisfied the work will not interfere with the supervised research training, via the School Administration Office to HR.

¹ UPR SA16 'Student and Applicant Complaints'

- ii The proposed work (including preparation time for teaching or demonstrating and marking) does not normally exceed six (**6**) hours per week up to a maximum of 312 hours in any one academic year; VL work on 'A' grades therefore equates to, and should not exceed, a maximum of two (**2**) teaching hours per week.
 - iii The terms and conditions of the funder do not exclude part-time work.
- 3.6 All students are expected to use their judgement about hours worked to ensure their academic study is not impacted.

4 Volunteering and voluntary work

- 4.1 University volunteering and voluntary working schemes fall under this UPR (HR15). 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 or 'recruiting' managers.
- 4.2 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 is identified.

5 Employing Manager's responsibilities

Employing Managers must:

- 5.1 Ensure that for any non-Student visa or Tier 4 visa holder appointment this policy is followed.
- 5.2 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 are not excessive and do not impact on studies.
- 5.3 Ensure the hours being claimed have been worked and are being claimed accurately.
- 5.4 To meet HMRC requirements; ensure pay claims are correctly and fully completed on-line and that they are authorised and submitted to Payroll in the week following that in which the work was undertaken.
- 5.5 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.

6 Compliance

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

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2022**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.