

STUDENTS IN EMPLOYMENT

This document sets out the University's policy on student employment and the employment of international students holding Tier 4 visas.

In issuing a Tier 4 visa, the Home Office permits a student to enter the UK specifically for the purposes of full-time study. Individuals holding Tier 1 or Tier 2 visas may choose to undertake study in the UK.

In line with its business-facing ethos, the University encourages all students to undertake some work experience during the course of their studies.

1 Definitions

- 1.1 A full-time EEA/Swiss Nationals student: must be registered on an undergraduate, taught postgraduate or research degree programme leading to an award of the University of Hertfordshire. It can be delivered at the University or within the Hertfordshire Higher Education Consortium.
- 1.2 An international student who holds a Tier 4 visa: must be registered as a full-time student on an undergraduate, taught postgraduate or research degree programme leading to an award of the University of Hertfordshire, delivered at the University.
- 1.3 Full-time employment: working **37 hours (or such other hours as may be determined)** between Monday and the following Sunday.
- 1.4 Employing Manager: the manager to whom a student will report whilst employed by the University.
- 1.5 Term time and vacation periods: as defined in the University's Academic Calendar.

2 UK/EU students (full-time)

- 2.1 During term time, the University advises that the total number of hours worked by a full-time EEA/Swiss Nationals student (for the University and/or for other employers) **must not** exceed **15** in any one week.
- 2.2 The University will not employ a full-time EEA/Swiss Nationals student for more than 15 hours in any one week during term time.
- 2.3 Hours worked **must not** be averaged across two or more weeks for any reason.
- 2.4 During vacation periods, a full-time EEA/Swiss Nationals student may be employed by the University on a full-time basis.

3 International students

- 3.1 The total number of hours that an international student is permitted to work (for the University and/or for other employers) is limited by the conditions of his or her Tier 4 or other visa. This may vary from student-to-student, depending on his or her visa conditions. This may also vary depending upon the student's current registration status with the University. But in no circumstances may an international student be employed for more than 15 hours per week during term time.

- 3.2 During vacation periods, an international student's visa conditions may permit him or her to work longer hours. This may vary from student-to-student, depending on his or her visa conditions. This may also vary depending on the student's current registration status with the University.
- 3.3 An international student who holds a Tier 4 visa is only permitted to have a single contract of employment with the University at any one time.
- 3.4 The University will not employ a full time Tier 4 international student for more working hours than permitted under the conditions of their visa and **subject to a maximum of 15 hours in any one week during term time.**
- 3.5 An international student who holds a Tier 4 visa **must not** be employed using more than one cost code.
- 4 **Employment with the University - Employing Manager's responsibilities**
- 4.1 Must be able to demonstrate his or her processes for managing the number of hours being worked by international and full-time EEA/Swiss Nationals students.
- 4.2 To ensure that, during term time, the working hours allocated to:
- an **international student** do not exceed the conditions of his or her visa and do not exceed **15** hours in any one week, and
 - a full-time EEA/Swiss Nationals student do not exceed 15 hours per week.
- 4.3 To ensure that, during vacation periods, the working hours allocated to an **international student** do not exceed the conditions of his or her visa.
- 4.4 Must, when aware that an international student is not complying with the conditions of his or her visa, report this immediately to the Academic Registrar and to the Head of Human Resources.
- 4.5 Must, where a student discloses to them that he or she is working more hours than permitted by his or her visa for an employer other than the University, or on receipt of a report to this effect from another source, report this immediately to the Academic Registrar and to the Head of Human Resources.
- 4.6 Must, where the student is employed in a position where they would have access to personal or academic information of a confidential nature, give an induction highlighting the confidential nature of the data they may see and ensure a confidentiality agreement is signed by the student, before commencement of their duties, stating their agreement not to disclose any information they have seen.

Mrs S C Grant
Secretary and Registrar
Signed: **1 January 2017**