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 from 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 International Student Advisory Service (ISAS) 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.

<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Amount of credit per year</th>
<th>Total weeks per year</th>
<th>Hours per year</th>
<th>Hours per week (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>120-credits</td>
<td>30 weeks</td>
<td>1,200 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>Postgraduate (Taught)</td>
<td>180-credits</td>
<td>44 weeks</td>
<td>1,800 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>Postgraduate (Research)</td>
<td>Not applicable</td>
<td>44 weeks</td>
<td>1,800 hours</td>
<td>40 hours</td>
</tr>
</tbody>
</table>

3. Definition of term-time and vacation periods
   a. The definition of ‘term-time’ and 'vacation' periods will depend on the type of programme you are studying. You should always check with your School as to when the vacation periods fall within your programme.
   b. In general, the following definitions apply.

<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Definitions</th>
</tr>
</thead>
</table>
| Undergraduate                         | **Term dates:** As published by the University.  
These will total 30-weeks\(^1\).  
**Vacation:** At the end of each term  
(Christmas, Easter and during the summer) |
| Postgraduate (Taught) [normally 1-year] | **Term dates:** As published by the University.  
These will total 44 weeks\(^2\).  
**Vacation:** At the end of the autumn and |

\(^1\) Some Undergraduate programmes may have longer term-dates and shorter vacation periods. Please check with your programme for details.

\(^2\) 44-weeks includes 30-weeks published term dates by the University and an additional 14-week period for your dissertation.
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There is no vacation period over the summer as you should be working on your dissertation throughout this period.

Postgraduate (Research)

<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Recommendation during term-time</th>
<th>Recommendation during vacation periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>15-hours per week</td>
<td>No restriction</td>
</tr>
<tr>
<td>Postgraduate (Taught)</td>
<td>15-hours per week</td>
<td>No restriction (with the exception of the summer vacation for 1-year PGT students and 2nd year 2-year PGT students)</td>
</tr>
<tr>
<td>Postgraduate (Research)</td>
<td>15-hours per week</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Postgraduate (Research) – Thesis Awaited</td>
<td>No restrictions</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>

4. Working time restrictions
   a. As an employer, the University will only offer employment based on the limits specified below.
   b. We recommend the following restrictions for full-time Home and EEA students.

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.
   b. 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.
   c. A week will be defined as a period of 7 days, starting on a Monday.

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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.