

Work Experience, Placements and Employment of Students

1. Objectives

1.1. This policy seeks to secure the following objectives:

- a) To clarify the different arrangements between unpaid work experience, sandwich placements in receipt of bursaries and paid employment.
- b) To provide students with work experience, including placement, which enhances their academic experience and increases their employability.
- c) To provide students with a source of flexible employment, providing competitive rates of pay and terms of employment to complement their academic study.

2. Scope

- 2.1. This policy applies to all full time, undergraduate students, both home and overseas, who are enrolled at the University. Similar principles will apply to the employment of part time and postgraduate students, excluding time limits on employment.
- 2.2. Whilst recognising the need to employ experienced and qualified staff for certain temporary positions managers are expected to consider our own students for all casual and temporary positions.
- 2.3. In trying to encourage greater employment opportunities for our students Schools and Services are requested to think of flexible contract options. However, as when dealing with requests from staff for flexible working, the requirements of effective service delivery are paramount.

3. Work Experience

- 3.1. Work experience provides a student with the opportunity to experience the working environment and enhance skills that may or may not be directly relevant to their course of study.
- 3.2. Work experience may contribute directly to a student's course but would not normally form part of an assessed element, as opposed to course placements or sandwich placements. Work experience will usually be for shorter periods than sandwich placements.
- 3.3. Work experience is voluntary on the part of the student. Students are free to leave the work experience at any time and the University is free to end the work experience at any time.
- 3.4. Work experience is unpaid as the student is not engaged under any employment or worker contract. Work experience trainees assist others across a range of roles and tasks. They are not engaged to perform a job of work.

4. Course Placements

- 4.1. Course placements are compulsory elements of the course and a necessary length and level of work experience must be secured in order for the student to achieve their qualification e.g. nursing, teacher training. The level of study may be undergraduate or postgraduate. Such placements are not employment and are not paid.

- 4.2. Extended lab-based research projects are required for certain courses in Applied Sciences. The lab-based projects are an integral part of each course. The courses using integrated long-term lab projects are four year courses of MChem and MSci and the research-based BSc route. Such projects are not classed as either sandwich placements or employment.

5. Sandwich Placements

- 5.1. Sandwich placements are periods of vocational training and experience that form part of a student's academic qualification. They are long term placements, usually 48 weeks duration.
- 5.2. There is some assessment by an academic supervisor of the student's progress whilst on the placement (workplace visits take place). Each sandwich placement meets all the requirements of the relevant placement office.
- 5.3. Such placements are not employment and are not paid. However, in recognition of living and travel costs associated with the sandwich placement the University will provide a bursary of £8,000 per 48 week sandwich placement for each University of Huddersfield student who undertakes their sandwich placement in a University placement.
- 5.4. The bursary will not apply where a University of Huddersfield student undertakes their placement outside the University. That is a matter for negotiation and agreement between the placement provider, the relevant placement office and the student.
- 5.5. The bursary will not apply where the university offers placements to sandwich students from other Universities. Any bursary, if provided, will be a matter for negotiation with the placement provider, the relevant University and student.

6. Employment

- 6.1. To ensure that there is no compromise with individual study, restrictions apply on the number of hours students may work. The arrangements for different groups of students are as follows:
- **Full Time and Part Time Undergraduate students** must not be employed for more than 15 hours per week during term time. Outside of term time the standard working week of 37 hours applies.
 - **Full Time taught postgraduate students** (outside the dissertation stage) must not be employed for more than 15 hours per week during term time. Outside of term time for the Christmas and Easter vacations the standard working week of 37 hours applies. The summer vacation period is the dissertation period and employment must not exceed 15 hours per week during this time.
 - **Part Time taught postgraduate students** may be employed for up to 37 hours per week but must attend all taught provision and any other course requirements. Working hours for international part time taught postgraduate students who are subject to visa restrictions on employment, remain as for full time students outlined above.
 - **Full Time research postgraduate students** do not operate across terms. There are no vacation periods for postgraduate research students; however they may take 35 days' leave per year. They must not be employed for more than 15 hours per week, however during their leave periods they may work up to 37 hours per week in any week of leave taken.
 - **Part time research postgraduate students** may be employed for up to 37 hours per week but must attend any compulsory elements e.g. research seminars or skills development sessions. Working hours for international part time research

postgraduate students who are subject to visa restrictions on employment, remain as for full time students outlined above.

These limits will be kept under review to ensure any regulatory requirements are met and the balance between study and work is maintained. Anyone offering work must ensure that these limits are applied before any work is agreed. Managers are encouraged to structure the work flexibly in order to enable the student to incorporate working around their studies and through the use of leave and flexible working to be as flexible as possible to accommodate academic workloads, assignment deadlines, revision and examination periods.

- 6.2. *Casual* temporary employment is usually appropriate for completion of a specific task e.g. distribution of mailshots or to cover a specific event e.g. open day student guide, short research projects, formatting teaching material, course handbooks etc. Hours and payment are processed through the completion of weekly timesheets. The employment of students in these posts does not require monitoring. All such work is subject to job evaluation to determine the grade. All such employment should be advertised in Job Shop and only where there are no suitable applicants should alternative sources of employees (either through advert or agency) be tried.
- 6.3. Part time employment for the life of the course provides regular employment at accessible times to the student. This may be particularly suitable for work that takes place outside of the normal teaching day or where work can be flexibly arranged around the student's taught commitments e.g. cleaners, evening or evening library staff, laboratory/workshop assistants, teaching mentors. These posts are temporary and will terminate upon the student's completion of their course of study or by notice from either side. Unless specific prior experience or qualifications are required all such employment should be advertised in Job Shop and only where there are no suitable applicants should alternative sources of employees (either through advert or agency) be tried. Where specific qualifications or prior experience is required these posts should be advertised through Job Shop in addition to standard routes. Managers are asked to plan ahead in assessing numbers of employees required within the year and to provide more opportunities for students by advertising vacancies for these types of posts in bulk at the start of each academic year. Such posts should be monitored in the normal manner.
- 6.4. Under Flexible/Annualised Hours working the student has an annual contract of a set number of hours which can be worked flexibly across the year. This allows their working pattern to fit in with their studies (and change from term to term/year to year), allowing them to not work at times of high academic workload/assessment periods and making up hours in their vacation period. This contract is often suitable for a general administrative "backroom" support post and can help services and schools provide valuable cover at times of holiday absence from permanent staff during the summer period. Grade will be determined based on the main duties undertaken. These posts are temporary and will terminate upon the student's completion of their course of study or by notice from either side. These posts are specifically designed for students (although similar arrangements can operate for other staff through flexible working procedures) and should be advertised through Job Shop. Posts must be monitored as normal to ensure there is sufficient funding for the life of the post but they will not be classed against the School/Service staffing compliment.
- 6.5. Term time only posts can be used where appropriate and may be attractive to students who leave the area during vacation periods or where work required is specifically linked to academic workloads.

7. Terms and Conditions of Employment

- 7.1. As employees of the University students are entitled to standard terms and conditions, including annual leave, sick leave etc. All benefits will be pro-rata for part time positions. Students working on a series of temporary contracts from year to year do not accrue continuous service. Continuous service will only apply if the student is employed on a contract tied to the length of the course.
- 7.2. Students, as employees, are entitled to join the relevant pension scheme operated by the University. Specialist advice will be provided on appointment.
- 7.3. All policies and procedures relating to conduct, performance and absence apply to students and as employees they are expected to comply with all relevant policies and rules of the University. The standards of professional behaviour expected of employees or agency staff will apply to student employees.
- 7.4. In addition to standard notice requirements, a condition of the employment is that the individual is enrolled as a student of the University (excluding holiday work which allows students enrolled at any University to be employed). Should the student cease to be enrolled, either because they leave their course or because they fail their course, their employment will terminate.

8. Student Employment and Confidentiality

- 8.1. The University will not unnecessarily restrict or prohibit students from working in particular services by reason of access to confidential information. The standards of professional behaviour expected of employees or agency staff who are also students, or students who are also employees shall be the same. For the avoidance of any doubt, all students who are offered work by the University will be advised in writing of their responsibility to respect confidentiality of any information which they may be party to as a result of being employed by the University.

9. Student Employment, Payment, Tax and NI

- 9.1. When a student starts to work for the University, whether it is a one-off casual employment or longer term employment, the student enters into a second relationship with the University – that of employee. All employees, including students, are subject to the rules relating to income tax and national insurance – the University has no discretion in the application of these rules. The University processes only monthly payrolls in respect of all salaries. Payment is made by BACS transfer to the employee's UK bank account. The University will issue a payslip for all payments made, normally sent to the student's employment address. A student may work for more than one School or Service. For legal and tax purposes this is seen as one employment for one employer – the University. Payment in respect of multiple employments will be consolidated and one payment made to the student's bank account and one payslip issued.
- 9.2. All employees are subject to income tax, depending on the level of earnings in any one year. Students will need to provide a P45 or complete a P46 to ensure correct tax deductions are made. Where a student only takes employment in vacation periods they may be excluded from taxation subject to HMRC regulations.
- 9.3. UK students should already have a national insurance (NI) number. International students, including EEA nationals, will need to contact the Job Centre Plus on 0845 6000 643 to arrange an appointment for an interview. Students will be asked to take certain documents

including proof of identity and employment. The student must notify payroll of their number to ensure correct payments are made.

10. International Students

- 10.1. Students from an EEA country (including Iceland, Liechtenstein and Norway) or who are Swiss nationals have no restrictions on working in the UK.
- 10.2. Restrictions on working hours for international students are outlined in paragraph 6.1.
- 10.3. International students may be required to pay tax and NI (refer to 9.3 re: application for a NI number).