

Work Experience, Placements and Employment of Students

Purpose and Context

This policy clarifies the different arrangements in place for unpaid work experience, sandwich placements where the student is in receipt of a bursary and paid employment.

Scope

This policy applies to all 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.

1. Work Experience

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. Work experience is unpaid as the student is not engaged under any employment or worker contract.

2. Course Placements

- 2.1. 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. Course Placements are not employment and are not paid.
- 2.2. Extended lab-based research projects are required for certain courses and are an integral part of the course. Such projects are not classed as either sandwich placements or employment.

3. Sandwich Placements

- 3.1. 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.
- 3.2. 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.
- 3.3. 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 £9,000 per 48-week sandwich placement for each University of Huddersfield student who undertakes their sandwich placement in a University placement.
- 3.4. 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.
- 3.5. 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.

4. Employment

- 4.1. 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 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. However international students who are subject to visa requirements and studying a part-time course at post-degree level cannot be employed.
 - **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. 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. International students who are subject to visa requirements and studying a part-time course at post-degree level cannot be employed.

5. Terms and Conditions of Employment

- 5.1. 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.
- 5.2. Students, as employees, are entitled to join the relevant pension scheme operated by the University.
- 5.3. 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.
- 5.4. 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.

6. Student Employment and Confidentiality

- 6.1. 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.

7. Student Employment, Payment, Tax and NI

- 7.1. 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 email 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.
- 7.2. 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 New Starter Checklist to ensure correct tax deductions are made.
- 7.3. UK students should already have a national insurance (NI) number. International students, including EEA nationals, will need to visit <https://www.gov.uk/apply-national-insurance-number>

8. International Students

- 8.1. Students who are EU/EEA/Swiss nationals and hold Settled or Pre-Settled status under the EU Settlement Scheme have no restrictions on working in the UK. Irish nationals are not required to hold EUSS status and have no restrictions on working in the UK.
- 8.2. Although students with a valid Tier 4 or Student Visa are permitted to work up to 20 hours per week during term time on their visa, they must adhere to the University's restrictions on working hours as outlined in paragraph 4.1. They are permitted to work full time outside of term time and after their course has ended, whilst their visa remains valid.
- 8.3. Tier4/Student visa holders are not permitted to undertake a paid consultancy as this would be classified as being self-employed which is not permitted under that visa route.
- 8.4. International students will be required to pay tax and NI (refer to 7.3 re: application for a NI number).

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
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V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	November 2021	Updated to reflect legislative changes	Head of HR
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