

## STUDENT WORKING HOURS

The arrangements for different groups of students are as follows:

### Undergraduate Students

**FULL AND PART TIME** undergraduate students must not be employed for more than 16 hours per week in total across the University during term time. Outside of term time the standard working week of 37 hours applies.

### Taught Postgraduate Students

**FULL TIME** taught postgraduate students (outside the dissertation stage) must not be employed for more than 16 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 16 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.

***\*Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.***

### Research Postgraduate Students

**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 16 hours per week in total across the University, however during their leave periods they may work up to 37 hours per week in any week of leave taken. ***This is subject to confirmation of leave from their supervisor being received by Human Resources.***

**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.

***\*Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.***