

Student Worker Policy and Procedure

Document Control

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Human Resources

This policy will be reviewed periodically to ensure compliance with changes in employment law and equality and diversity legislation. In the event that this policy or procedure is not compliant, the relevant legislation shall prevail.

Changes to this policy will be subject to consultation and agreement with the JobShop and HR before implementation

Scope

The HR JobShop supports the recruitment of current Brunel students into part-time on-campus employment helping them to develop their skills and earn money whilst they study, therefore, boosting their employability once they graduate. For information on how to recruit a student worker please visit [HR JobShop - Recruiting student workers \(on-campus\) \(brunel.ac.uk\)](https://brunel.ac.uk/hr/jobshop/recruiting-student-workers-on-campus). To see the full formal procedure please see page 3.

This procedure outlines expectations of Recruiting Managers and student workers with view to meet its legislative and University obligations. This policy covers Brunel students employed on temporary, JobShop Student Worker contract. The HR JobShop's objective is to release as many opportunities as possible to current students.

This policy also offers guidance on the considerations to be made when a JobShop temporary worker changes student enrolment status. This includes the current year's graduates, placement students, part-time students and students undertaking periods of abeyance.

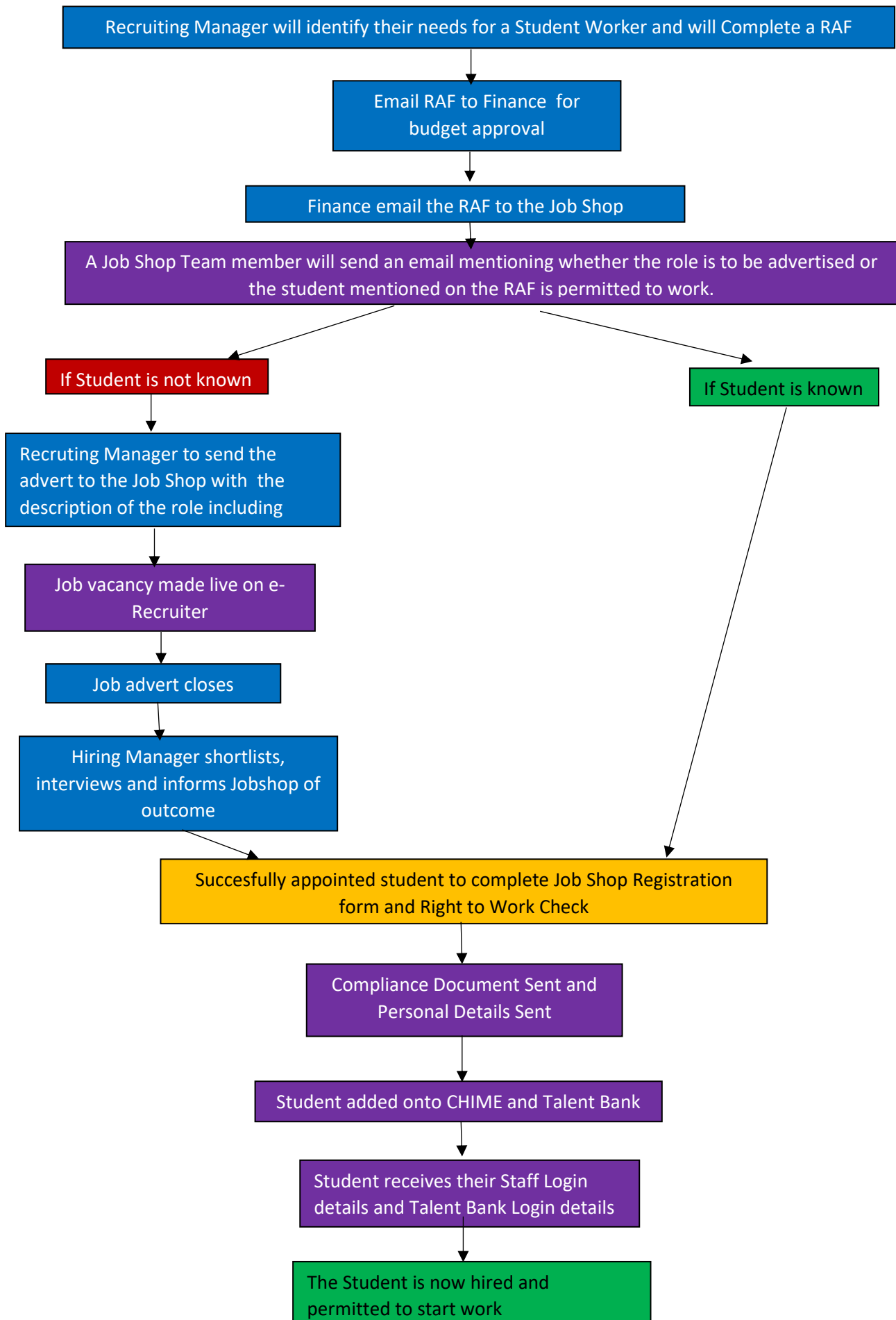
Who does the policy apply to?

This policy applies to: All Brunel University students registered for a course of study, whether undergraduate, postgraduate taught or postgraduate research courses, who wish to work for the University during their studies.

All staff who are involved in the recruiting process of student workers administering and monitoring such work and paying for work undertaken.

This Policy does not apply to Graduate Teaching Assistants and Demonstrators.

Hiring a Student Worker through the JobShop Process:



Roles and Responsibilities

Line Managers

- To follow the correct HR JobShop process and procedure
- To attend the Appointing Workers Legally UKVI Compliance training
- To complete a Recruitment Approval Form including the Job Hazard assessment that must be submitted and approved by Finance.
- To provide a detailed Job Description that includes main duties, responsibilities with essential and desirable criteria.
- Line Managers to ensure only University authorised student pay rates are used.
- To ensure all documentation e.g RAF, job description is provided to the HR JobShop in a timely manner
- To ensure no student undertakes any work **before** completing the Right to Work process
- To ensure students do not exceed their 20-hour weekly restriction
- To follow the official University Term dates published on the intranet
- To ensure the student worker is provided with the appropriate rest breaks (at least 20 minutes for every six hours worked)
- To allow flexibility with working patterns so work does not interfere with academic commitments
- To ensure the student worker has a designated supervisor. In the absence of the designated supervisor, an alternate supervisor will be appointed.
- To approve/query timesheets on a weekly basis and in a timely manner to ensure students receive prompt payment.
- To seek advice and guidance from the HR JobShop as needed
- To liaise with the HR JobShop if there are any performance/conduct issues and if needed to follow the JobShop Disciplinary Process and procedure.

Please note: Under no circumstances is it permitted that work can begin prior to a right to work check being conducted. Failure to comply with this requirement will be referred to the relevant Dean/Director and may be subject to the disciplinary process.

Failure to comply with this policy may result in Home Office audit, fines and the loss of our Sponsor Licence. Non-compliance with this policy may result in formal action under the University's Staff Disciplinary Procedure.

Students

- To complete the HR JobShop registration process and carry out a Right to Work check with a member of the HR JobShop Team **before** starting work
- To be reliable and punctual for work.
- To notify your supervisor as soon as possible if illness or other circumstances prevent you from working during your scheduled work hours.
- To work in a serious, professional manner and show respect to supervisors and co-workers.
- To not exceed the 20-hour weekly restriction. If you are working in more than one job, the total hours across your different jobs must not exceed 20 hours.
- To ensure the work undertaken does not conflict with your studies and ensure a work-life balance.
- To accurately submit timesheets on Talent Bank on a weekly basis.
- To ensure all hours are submitted and approved by the manager before the 7th of each month (payroll cut off)
- To inform HR JobShop when their circumstances change which will have an effect upon their Right to Work i.e. a period of abeyance/ withdraws from their course.
- To provide one weeks' notice to their supervisor should they wish to terminate the contract.

All students working for Brunel University London are restricted to working 20 hours per week during [term time](#) (during study/any time pre-submission) unless their visa conditions require a further restriction or prohibits employment. Full details on term time definition can be found [here](#). Students who study on a part time course may work full time throughout their course. This is subject to visa requirements.

It is a student's responsibility to balance their academic studies, part-time work and social activities.

Sponsored students must be aware that any breach of their visa conditions, for example exceeding the maximum number of hours that can be worked in a week, is regarded as a criminal offence for illegal working. It is the student's responsibility to understand when they are considered 'in term' and abide to the restrictions as outlined on their visa. The University is obliged to inform UK Visas and Immigration (UKVI) of any students found to have worked illegally and may have to remove sponsorship of their visa.

The types of roles Sponsored students **must not** undertake are:

- Self-employment (includes freelance, consultancy work)
- Engage in any business activity
- work in full-time permanent position
- work as a professional sportsperson including as a sports coach, paid or unpaid
- work as an entertainer, paid or unpaid;
- work as a doctor or dentist in training, unless you are on the foundation programme

HR JobShop

- To Liaise with Recruiting Managers throughout the recruitment cycle
- To ensure students are fully compliant before starting work
- To provide guidance, support and training to students and Recruiting Managers
- To issue Talent Bank assignments in a timely manner as soon as possible following receipt of all documentation.
- To act as first point of call for any HR queries related to student workers

HR JobShop Research Assistant Contracts

Research Assistant contracts, through the JobShop, should only be used for small, discrete pieces of work and should never be used to replace employed Research Assistants. It is crucial that Recruiting Managers do not use this as a substitute for proper employment. If there is a need to recruit a Research Assistant through the JobShop the maximum length of time they can be employed on a Research Assistant contract is for six months. The length of contract may be extended in exceptional cases. Recruiting Managers can only employ up to 3 Research Assistants for one project at a time.

Working in the vacation periods

Students are required to check their specific vacations for their level of course before working full-time. The full-time equivalent at the University is 35 hours per week. No additional hours should be worked above 35 hours per week. Students should not be working more than 7 hours a day when working full-time.

The [Tier 4 and Sponsored Student Right to Work Policy \(brunel.ac.uk\)](http://brunel.ac.uk) will help to identify when students can and cannot work, according to their level of study (and subject to visa conditions).

Please note: Line Managers and students MUST check with HR JobShop whether a student is permitted to work full-time and BEFORE offering/working additional hours.

End Dates

End dates for of registered Student Workers will normally be as follows:

- a) The end date of the RAF (Recruitment Approval Form), or the end of term date following completion of the student's studies (in line with e-vision), whichever is first.
- b) If a visa is relied upon for evidence of the students' right to work in the UK, **AND** this visa is due to expire before the end date (as per above) the visa expiry date will instead be applied.

Change of Student Status

If enrolment status changes unexpectedly, *i.e. an abeyance*, whilst a student is contracted through JobShop, the student must inform the JobShop in writing immediately. The contract will be immediately suspended and work disallowed until further notice. The HR JobShop's objective is to release as many opportunities as possible to current students. Successful requests to continue working will be reviewed on a monthly case by case basis

Placement Students

If a student is undertaking a placement, they will still be allowed to work on a JobShop contract, provided that:

- a. The role consists of ad hoc hours outside of their normal placement working hours, *e.g. in the evenings or at weekends*; and,
- b. The work will not impact on their placement hours of work (work/life balance should always be considered).

If a student is undertaking a part-time placement, they may make a request to the Job Shop for flexibility to be applied.

Part-time Enrolled Students

If a student is enrolled part-time, they will usually be allowed to work more than 20 hours per week. The student should contact the JobShop for the appropriate consideration. JobShop will check student statuses and provide advice with regard to lifting any restrictions

Students should not work more than 20 hours before receiving confirmation from Job Shop.

After completion of studies

All requests to extend an assignment from the current year's graduates, or the line manager, to allow the student worker to continue working through the HR JobShop are assessed on a case by case basis. The specialist skills of the student and the needs of the department will be considered. In each case, the HR JobShop will require evidence that the needs of the department outweigh the HR JobShop's objective to release as many opportunities as possible to current students.

Any extension of employment for students who have completed their studies will only be agreed for a limited period, normally no more than 12 weeks, from course end date.

Any new employment for students who have completed their studies will only be agreed for a limited period, normally no more than 12 weeks, from the course end date.

Alternatively, the student could be employed following the employment process for temporary staff using the University's preferred agency for employing temporary staff Temporary and Agency Workers (brunel.ac.uk) an exceptional basis requests may need to be reviewed by Human Resources

After students have completed their course, including examinations, all hand in work and assessments, they are allowed to work full-time subject to any visa conditions.

Level of Study	Completion of studies – Uplift of hours
PhD students	<p>PhD students need to be awarded before working full-time</p> <p>Students are required to provide a letter from Student Centre confirming completion of studies presented to the HR JobShop before hours can be lifted</p>
MSc Students	<p>Course has officially completed.</p> <p>Students are required to provide a letter from Student Centre confirming completion of studies presented to the HR JobShop before hours can be lifted.</p>
Undergraduate Students	<p>Exam period is finished and there are no other academic commitments. Students will need to request the uplift of hours in writing to the HR JobShop before working full-time.</p>

Life after HR JobShop

Past students who would like to continue working at Brunel are able to apply for roles via Human Resources: www.brunel.ac.uk/about/jobs/home