

Student Employment Policy

1. Introduction

- 1.1 This policy provides a framework for those full-time students who wish to undertake part-time work. The policy applies to all undergraduate and taught postgraduate students who are enrolled on a full-time course of study at the University.
- 1.2 The policy also takes into account visa regulations which restrict some international students to work no more than 20 hours per week. The policy does not seek to differentiate between those students who require a visa to study and those who do not. The policy takes effect from 1 September 2015 and will be reviewed by the Student Support and Welfare Committee at the end of the 2015/2016 academic year.
- 1.3 This policy covers employment undertaken externally to the University but also within the University. It should be noted that the University employs a significant number of students working in various roles - undertaking demonstrations at schools, giving presentations on behalf of widening participation and recruitment as well as taking part in open days and other events and activities.

2. Guidance regarding part-time work

- 2.1 While students studying on a full-time programme of study should not at the same time be employed on a full-time basis, the University is aware that many students will face financial pressures which make it necessary for them to consider part-time work while working towards their degree.
- 2.2 Degree programmes at St George's are very demanding and intensive and students will generally have a full timetable. Students should not therefore plan their studies on the assumption that they will be able to hold a part-time job to support them during the degree programme.
- 2.3 Each student is responsible for setting their own balance between academic work and part-time employment in addition to social or sporting activities. However, the University believes that students' principal focus must be on the academic demands of their programme. Students are expected to meet attendance requirements, produce regular coursework to deadlines and prepare for classes/labs, as well as revising for examinations. Students should consult the Attendance Policy for further information regarding attendance requirements.
- 2.4 The University recommends that full-time students think carefully about taking up part-time work during term-time. Where it is necessary we advise that students work no more than 20

hours per week, which should be principally at the Weekends and in evenings rather than within the normal working hours of the University. Working in excess of these hours could impact adversely on a student's studies or health. International students should be advised that most visas allow students to work no more than 20 hours a week. Some sponsors may not permit students to take up work outside their studies and others may specify a limit. Students considering part-time work are encouraged to discuss the issue with their personal tutor. International students should seek advice from the International Advising Team regarding visa limitations on employment.

- 2.5 Students who do take up part-time work should ensure they keep their work commitments under review especially during intensive periods of their course and in the run-up to examinations.
- 2.6 Students should also take into account travel times to and from work and to ensure that these are not excessive.
- 2.7 Students who are experiencing financial difficulties can access specialist advice from the Student Finance Adviser in the Registry or from the Students' Union.

3. Where work affects educational activity

- 3.1 The University does not condone situations where a student's employment would cause them to miss teaching, placements, assessments or any other educational activity during the University working day, including any clinical shifts or sessions that may take place during the evening or weekends.
- 3.2 Neither does the University condone situations where a student's employment would cause them submit coursework or any assessment e.g. placement forms after a specified deadline.
- 3.3 The University's examination boards will not consider as mitigating circumstances any negative impact that part-time work during term-time may have had on a student's performance in examinations or in other assessed work. Nor can examinations or viva voce examinations be rescheduled to accommodate students' part-time working arrangements.

Academic Registrar
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