

Policy on Student Employment

Effective from 29th July 2019

1. Purpose

This policy seeks to ensure that fair, transparent, equitable, inclusive processes and engagement terms are in place for when our students are engaged as workers for the University.

As such the policy should ensure that the University is able to meet its obligations as both a sponsor of Tier 4 visa holders and an employer of its own students.

2. What is covered by the policy?

This policy covers any arrangement where a student works or provides services for a reward on behalf of the University.

The policy covers all forms of student work, including:

- i) Casual work assignments: These are ad hoc and have no regular requirement for a student to work and no expectation for the student to work on a weekly basis;
- ii) Fixed term temporary roles: These are for 26 weeks or fewer;
- iii) Student specific roles: These are roles which may require a recruitment process and for students to work on a weekly basis for a fairly regular amount of hours. These can last for up to a full academic year and will require confirmation from People Services that they are suitable to be advertised to students only.
- iv) Regular substantive roles: These roles are advertised, a recruitment process is conducted, and contracts are issued by People Services

3. Who does the policy apply to?

This policy applies to:

- 3.1. All Newcastle University students registered for a course of study, whether undergraduate, postgraduate taught or postgraduate research courses, who wish to work for the University in any capacity during their studies and whose primary relationship with Newcastle University is as a registered student;
- 3.2. All staff who are involved in any part of offering work to students, administering and monitoring such work and paying for work undertaken.

4. Roles and responsibilities

Heads of Units, Unit Employing Managers, People Services, and Finance have a number of key responsibilities and roles relating to this policy.

They must ensure that working practices align with this policy, that it is effectively communicated to all staff and address non-compliance, escalating this when necessary.

5. Policy

Newcastle University is committed to supporting students to develop the employability skills required to enhance their future career prospects and to earn as they learn, in appropriately paid roles. This should be in an environment which does not detract from their study commitments. We are able to do this by employing our own students within the institution, across all of our campuses.

Student workers must be paid for all work undertaken for the University. Payment “in kind” must not be offered as an alternative, and students may not be asked to work, or undertake any work on an unpaid basis, under any circumstances.

Although not all work allocated to students will require a full recruitment process, when this is necessary University guidance around best practice recruitment processes must be followed by staff. Staff must also take all practicable steps to ensure that opportunities are open to all eligible candidates.

Recruitment of students to work on London, Malaysia and Singapore campuses should adhere to the overall policy above. Relevant local employment legislation must be adhered to for recruitment of students on overseas campuses.

When recruiting students to work for Newcastle University on UK campuses, the following applies:

- 5.1. Students must be paid in accordance with the University’s authorised student pay rates;
- 5.2. A student’s right to work in the UK must be verified in advance of work commencing, following agreed People Services processes;
- 5.3. Student work assignments must be managed and paid via the SAP Student Employment apps, where supported, unless students have been recruited to a substantive post;
- 5.4. For any casual or fixed term temporary roles of up to 26 weeks in length on the main Newcastle campus, student workers must be given priority consideration via Jobs on Campus (JobsOC) before seeking external agency candidates;
- 5.5. For any casual or fixed term temporary roles over 26 weeks in length, local People Services teams must be contacted to determine the most appropriate employment route;
- 5.6. No student on a full-time course may work for more than 20 hours per week during term-time, inclusive of casual, regular substantive and fixed term posts. Full time hours are permitted outside course specific term dates.
 - 5.6.1. The specific restrictions to working hours for students studying on a Tier 4 visa must be identified and confirmed via the Right to Work check as part of the engagement process
 - 5.6.2. Students on part-time courses can work full-time hours throughout the year, subject to immigration permission, if applicable
 - 5.6.3. Students may be restricted to fewer hours if mandated by a third party funder

6. Related regulations, statutes and policies

- 6.1. Prevention of illegal working legislation – Immigration, Asylum and Nationality Act 2006 (sections 15 to 25)
- 6.2. UKVI Tier 4 sponsor compliance – [Tier 4 Compliance document](#)
- 6.3. PGR/Teaching & Demonstrating Policy <https://www.ncl.ac.uk/ltds/assets/documents/qsh-pgswhoteach-pol.pdf>
- 6.4. PGR Student Holiday Policy <https://www.ncl.ac.uk/students/progress/student-resources/PGR/Final%20PGR%20Holiday%20Entitlement%20Policy%20August%202019.pdf>

7. Procedure to implement the policy

Procedures to implement this policy are available on the People Services pages of the University's intranet. Faculties, Schools and other business areas will implement procedures to ensure compliance with this policy and to ensure that best practice is followed.

8. Monitoring and reporting on compliance

What will be monitored?	Frequency	Method	Who by	Reported to
UKVI compliance	Annually	By management reports	People Services	Executive Director of People Services
Reports of any breach of this policy	As required	Investigation under University staff policies	Relevant business unit	People Services Business Partners

9. Failure to comply

Failure to comply with this policy may result in Home Office audit, punitive fines and loss of Tier 4 Visa sponsor license as well as reputational damage.

It is the duty of all staff to ensure that they are aware of and acting in a way that is compliant with all policies that are relevant to their work. Any transgression should be reported to the Head of Unit or Unit Manager and must be remedied as soon as reasonably practicable. Non-compliance with this policy will be dealt with under the University's staff disciplinary procedure.

Document control information		
<u>Does this replace another policy?</u>		
Yes, 2011 Student Employment on Campus policy		
Approval		
Approved by: University Executive Board		Date: 19.3.19
Effective from: 29.7.19		
Review due : May 2024		
Responsibilities		
Executive sponsor:	John Hogan, Registrar	
Policy owner:	Kay Jones, Assistant Director (Careers Service)	
Person(s) responsible for compliance:	Garry Coupland, Assistant Director (People Services)	
Consultation		
Version	Body consulted	Date
V1	Student Employment on Campus Working Group Student Employment on Campus Steering Group	September 2018

