

# Working restrictions for Student Visa holders

## Overview

For Student Visa students who are studying a course at degree level or above they may only work for the University for up to 16 hours per week during term-time (this is 10 hours per week for foundation or pre-sessional students). Undergraduates are also able to work full-time during vacations, providing they have the right to work in the UK, and have not repeated or deferred a module.

All students must sign a declaration form, confirming the total number of hours of work they are undertaking each week. Hours worked elsewhere during term time, including voluntary work that you undertake will be considered as part of the limited 10-16 hours per week.

Where a student has completed their examinations, or hands in their dissertation or thesis before the published end of their course, the term-time restrictions will still apply until the published final submission date. If a Student Visa student defers or delays their final submission or is required to repeat an assessment, even where there is no attendance employment will be limited up to the term time hours (10-16 hours) up to extended submission date.

It is important to be aware that the term dates for your course may not match the standard term dates for your institution of study.

Before you begin an assignment, in addition to your proof of eligibility to work, you must bring a student status letter and evidence to show your course term dates to the Unitemps office.

## Student Visa Pre-sessional / Foundation students

For Pre-sessional/Foundation students the University considers that 10 hours per week employment during term-time is the maximum for all full-time students studying courses that are below degree level. Restrictions to hours during vacation periods depends on the start date of your course.

## Student Visa Middlesex Undergraduates

As a Middlesex undergraduate with a Students Visa, you are restricted to working no more than 16 hours per week during the university term dates and are permitted to work full-time during vacations.

Term time and holidays are defined by the University's academic calendar usually with holidays during the Christmas, Easter and Summer period. If the academic year does not follow the usual August/September to June calendar, term time means any period for which the student is supposed to be doing academic work.

### This includes:

- Attending classes and lectures
- Preparing for or re-sitting exams, modules with attendance
- Doing coursework (including deferred assignments)
- writing essays, a dissertation or thesis.

For students doing research or writing a dissertation/thesis this is recognised as term-time and students hours of work should continue to be restricted during this period.

## **Student Visa Middlesex Postgraduate Masters / PhD Students**

**For all Postgraduate and PhD students working hours are restricted to 16 hours per week during term-time and the summer vacation.**

Students are not permitted to work more than the limited hours of work per week until the published final submission date of their course and where they have completed. 'Completed' in this context means that a student on a taught programme has submitted the final piece of assessment for their programme or taken their final exam for the programme, whichever is later. For research students this means the student has submitted his or her thesis, has had their viva and has no further corrections. Where a student has completed their examinations, or hands in their dissertation or thesis before the published end of their course, the term-time restrictions will still apply until the published final submission date. If a Student Visa, student defers or delays their final submission or is required to repeat an assessment, even where there is no attendance employment will be limited up to the term time hours (10-16 hours) up to extended submission date.

All Students shall be permitted to work full time after the published (or extended) end date of their course up until the end of their visa expiry date.

The Home Office regards the period after a student's course has ended and before their immigration permission expires as 'vacation'.

A student who completes their course early must notify the University. As a Student Visa sponsor, the University shall report this to the Home Office. Where a student has more than 60 days leave on the date that their early completion is reported, the Home Office will contact the student to inform them that their immigration permission will be cut short (curtailed). Students shall be permitted to work full time between the new end date of their course and the new expiry date of their immigration permission. The University must see confirmation from the student that they have completed their course prior to employing them full-time during this period.

### **TIER 2 / TIER 1**

Non-UK/EEA part-time students who are not on a Student Visa for example Tier 2, or Tier 1 employees and are studying courses at degree-level and above may be able to work full-time depending on their visa restrictions.

Full-time non-UK/EEA students who are not on a Student Visa and are studying courses that are at degree level and above shall be able to work up to 16 hours per week during term-time. During the vacation period working hours will be subject to the student's visa status and restrictions.

### **Other types of courses**

If you believe that the course you are studying is different to those listed above then please contact the Unitemps office to confirm what restrictions apply to you.