

## **Responsibilities of Managers employing workers with a Tier 4 Confirmation of Acceptance for Study**

If you are employing an international student who has been granted leave to remain in the United Kingdom under a Tier 4 Confirmation of Acceptance for Study then the number of hours that they are permitted to work is restricted in accordance with their visa.

In March 2017 the University took the decision to place additional restrictions on the hours offered to students on a Tier 4 visa. The Students Union are aware of these additional restrictions and they understand the need for these.

The changes are as follows:

- We will now offer up to a maximum of 18 hours work per week to all Tier 4 students during restricted weeks. The purpose of this restriction is to provide a buffer which will reduce the potential for students to inadvertently work over the maximum hours specified on their visa.
- The University will no longer offer any additional hours during the Christmas and Easter vacation periods to undergraduate students. These are key periods in which students are preparing for examinations and/or writing up assignments/dissertations and you will be restricted to 18 hours work per week during these vacation periods.
- We will also restrict undergraduate students to 18 hours work per week during the first and last 2 weeks of the summer vacation- to ensure that there is a clear separation between the term dates and the vacation period.

Please note that if a student is studying **below Degree Level (including Foundation Year)** at a UK recognised body or Higher Education Institution they can be permitted to work **for only 9 hours per week during restricted weeks**.

Please click [here](#) to view a schedule of restricted weeks, you should note that the 18 hour working restriction **applies** during both the Christmas and Easter vacations and the 2 weeks before Semester 1 and the 2 weeks following Semester 2. This schedule applies to **undergraduate students only. The green weeks are the only weeks in which the University may offer work in excess of the 18 hours.**

Postgraduate students may, if their visa permits, be able to work more hours during approved periods of leave from their studies, however, it is University policy that postgraduate tier 4 workers **may not increase their hours during leave from their studies** this is to ensure that leave is used appropriately as a period of rest.

It is not permissible to exceed the limits specified above. Please be aware that the number of hours that they are permitted to work cannot be averaged out, and all hours worked, regardless of employer, job, type of contract or paid/unpaid (including volunteering) are combined together for the weekly limit. For sessional teaching and Graduate Teaching Assistant appointments the number of weekly working hours also includes any time spent on preparation, marking and other teaching related activity etc.

You must ensure that you do not ask individuals to work in excess of these hours and take steps to monitor and record their working hours. Human Resources can provide templates and advice on how to record working hours.