

**Employment guidelines for undergraduate, postgraduate taught and postgraduate research students, including clarification on summer vacation work,**

**Commissioning Students to Work**

**This stage is applicable to Tier 4 students recruited directly by Schools/Faculties/Department and through OnCampus Jobs**

In order to help both students and the University, OnCampus Jobs has developed a [weekly work log \(OCJ03\)](#) to track hours worked by Tier 4 students.

The weekly work log is the mechanism to enable the Tier 4 student and the University to monitor the hours commissioned of students, whether they work in one or more than one area.

OnCampus Jobs will issue all Tier 4 students working on campus with a Weekly Work log along with their contract.

***When to complete the Weekly Work Log***

- When a staff member commissions a Tier 4 student to undertake work, that member of staff must ask the student to present their [weekly work log](#) to that staff member for completion.
- The Weekly Work Log must be completed before the student undertakes any work.
- The Weekly Work Log should be completed at the point of commissioning the hours rather than the point the student commences work.
- Commissioned hours can be completed in the WWL in advance for as long as the current issue allows (WWL include 12 weeks).
- Commissioned hours entered into the WWL in advance should be checked regularly and in particular at the beginning of the specified week and amended if circumstances change.

***Guidance for completing Weekly Work Log***

- The member of staff commissioning the Tier 4 student to work on campus must:
- Refer to the maximum number of hours permitted per week for that particular student (see top right hand corner of the weekly work log)
- Go to the week within the weekly work log during which they wish to commission hours
- Review the 'cumulative hours commissioned' column and check that the student has enough hours left for that week to work the hours they wish to commission without exceeding their working restriction;
- Complete an entry within the weekly work log for the hours to be commissioned.
- Ensure that the 'cumulative hours' column is completed to show the total number of hours commissioned for the week in question, and ensure that this does not exceed the total number of hours which the student is entitled to work.

### Hours Restrictions

- Tier 4 Students **cannot work** more than 20 hours per week during “Term Time”.
- Term-time working cumulative hours total refers to **all paid and unpaid work including training and voluntary work**.

Guidance on what constitutes term time is as follows:

Level of Study	Term Time	Exceptions
UG student	Runs in alignment with University academic year, and during August resit period, if resit exams are required to be taken. <a href="#">Semester Dates</a>  <u>NB</u> *where UG term times dates differ e.g. Medicine, alignment must be to the relevant course and term times dates.	Christmas, Easter and Summer Vacation with the exception of August resit period, if resit exams are required to be taken
PGT student	All times	After completion of all research and taught elements of course of study and confirmation of this has been provided by OnCampus Jobs
PGR student	All times	* Forty days annual leave can be requested (to include University closure days and public holidays)

All Queen’s staff who undertake commissioning of student workers are reminded of the importance of commissioning the work in advance of it taking place. The student Work Log book clearly identifies on each the page the name of the student and their level of study and it is the responsibility of staff to ensure that all students are commissioned outside of UG term time as outlined in the table above. All staff should take extra care when commissioning PGT and PGR students especially during the summer months as they are all still bound by the 20 hours per week limit unless the above exceptions are applied. Oncampus Jobs on EXT 3953 are available to help.

### Training

Bitesize training sessions on the processes relating to Tier 4 Students are offered by OnCampus Jobs. Details will be included in Staff Comms.

**Where to go to for help: OnCampus Jobs** Email: [oncampusjobs@qub.ac.uk](mailto:oncampusjobs@qub.ac.uk) / Extn: 3953