

# Additional information for international students working while studying

Middlesex University does not provide 'work letters' to confirm how many hours you are allowed to work. **It is your responsibility to ensure you do not breach the conditions of your Student Route Visa (formerly Tier 4 Visa).**

The University does not provide personalised student letters during term time as the information below applies to all students throughout the academic year.

You can request a letter to confirm you are an **enrolled student** via myUniHub and this guide should provide any other information regarding working while studying.

**Postgraduate students** can request a letter to confirm the CAS end date after the last attendance date for that academic year.

**Undergraduate students** can request a letter to confirm their academic standing after publication of results in summer.

If you undertake any work that is not allowed or work more hours than you should, you will be considered in breach of your immigration conditions and this can have very serious consequences. If you are concerned that you may have broken the rules please contact the International Student Advice Team at the web page below.

[unihub.mdx.ac.uk/support/visas-international/student-route-visa](https://unihub.mdx.ac.uk/support/visas-international/student-route-visa)

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## Additional Information

The additional information in this guide will cover the following areas:

1. Employment during your studies
2. Your course and visas
3. Work Placements
4. Important dates

# 1. Employment during your studies

As a Student Route Visa (formerly tier 4) student, your visa comes with a number of conditions relating to working in the UK, such as the type of work you can do and the number of hours permitted.

You can find the permitted work hours written on your Vignette (Visa in your Passport) or Biometric Residence Permit card and it is your responsibility to ensure you do not breach the conditions of your visa.

The University recommends that you work no more than 16 hours-per-week during term-time. Some students are restricted to fewer hours than this. It is your responsibility to ensure that you understand your work restrictions and adhere to them, including the term-time dates that are relevant to your study.

Please note that the University has always had a Student as Employees policy, HRSP10. The University considers that 16 hours per week employment is a maximum for all full-time students during term-time.

## Working for more than one employer

As a Student Route Visa student, you can have multiple contracts. However, during term time, you must not work any more than 20 hours of paid or unpaid work each week.

This means 20 hours in total rather than 20 hours per employer.

## Volunteering and voluntary work

There is a legal distinction between volunteering and paid or unpaid work. However, the definitions are complex so to avoid any implication we recommend that volunteering should be considered in the same way as part time work.

You should not volunteer more than 20 hours in any seven-day period.

In cases where you undertake volunteering and paid work during term time, this should not exceed total of 20 hours between them.

# 2. Your Course and Visas

## Foundation Year and Pre-Sessional students

Where you are following a course of study below degree level, the following work is allowed:

- Part-time during term time (no more than 10 hours per week which is defined by the Home Office as Monday to Sunday)
- Full-time during vacations

## Undergraduate students (including Exchange students)

Where you are following a course of degree level study or above, the following work is allowed:

- Part-time during term time (no more than 20 hours per week which is defined by the Home Office as Monday to Sunday)
- Full-time during vacations

**If you have pending assessments over summer**, you are not entitled to work full time and only allowed 20 hours per week until the outcome of any outstanding assessment is reflected on your student account and confirmation of progression into the next academic year.

## **Postgraduate taught students**

For Master's students, the University term dates are irrelevant and you are in term time until all elements of the programme have been completed and the programme has officially ended. This means that you are only entitled to work part-time (up to 20 hours per week) until the course end date has passed.

Please note that once teaching has ended, you are still expected to be academically engaged with writing your dissertation. Therefore, full time work is not permitted until the official programme end date stated on the CAS.

The only exceptions to the above are the official dates when the University is closed, such as Christmas and Easter.

## **Postgraduate research students**

Term dates do not apply to Postgraduate research students.

You are only entitled to work part-time (up to 20 hours per week) until your course end date has passed. This will be from the date that your degree is officially awarded and not from the thesis submission date or viva date.

The only exceptions are the official dates when the University closes, such as Christmas and Easter or during a period of Annual Leave taken as a 'vacation' (this is limited to 24 days per year).

## **3. Work Placements**

Student Route Visa (formerly Tier 4) students, are able to undertake work placements as part of the course if the work placement is:

- an integral part of the course
- assessed as part of the course
- no more than 50% of the length of the programme, unless it is a statutory (legal) requirement for the course to contain a specific period of work placement which exceeds this limit. (This applies to degree level courses or above.)
- not classed as an interruption of studies

Before you can start your work placement, the University must inform the Home Office of your intended work placement. Once this has been submitted and approved, you will be able to work full-time and maintain your Student Route Visa. You cannot begin your work placement until this process is completed. If you do, you and your employer will be in breach of the responsibilities and the Home Office can take action against you and them.

## **4. Important dates**

Please see the table on the following page for important attendance and closure dates.

The number of hours you are allowed to work will depend on a number of factors such as the time of the year or what course you study.

Please note the attendance dates below for this academic year 2023/2024, including the Christmas and Easter vacation periods.

## Undergraduate Student Attendance Dates

### September 2023 Start Date

11 September – 15 December 2023 (new students)  
25 September – 15 December 2023 (returning students)  
8 January – 22 March 2024  
8 April – 14 June 2024

### Official University closure dates:

Christmas (18 December 2023 - 5 January 2024)  
Easter (25 March 2024 – 5 April 2024)

### January 2024 Start Date

8 January – 29 March 2024  
5 April – 20 July 2024

### Official University closure dates:

Easter (2 April 2024 – 5 April 2024)

## Postgraduate Student Attendance Dates

### January 2023 Start Date

9 January 2023 – 7 April 2023  
18 April 2023 – 06 January 2024

### Official University closure dates

Easter (3 April 2023 – 14 April 2023)  
Christmas (18 December 2023 - 5 January 2024)

### September 2023 Start Date

11 September – 15 December 2023 (new students)  
25 September – 15 December 2023 (returning students)  
8 January – 22 March 2024  
8 April – 27 September 2024

### Official University closure dates

Christmas (18 December 2023 - 5 January 2024)  
Easter (25 March 2024 – 5 April 2024)

### January 2024 Start Date

8 January – 29 March 2024  
5 April – 3 January 2025

### Official University closure dates

Easter (2 April 2024 – 5 April 2024)

## Postgraduate Research Students – University closure dates

Postgraduate Researchers are expected to engage with their research study throughout the year with the exception of University closure dates (Christmas and Bank Holidays) and approved annual leave (up to 28 days)

Christmas (18 December 2023 - 5 January 2024)  
Easter (25 March 2024 – 5 April 2024)

The 2024/2025 academic year for continuing undergraduate students will commence on 23 September 2024.

Please refer to Right to Work guidance published by the Home Office.

For more information regarding international students working in the UK, please refer to the UK Council for international Student Affairs website ([www.ukcisa.org.uk](http://www.ukcisa.org.uk))