



**STUDENTS ON A STUDENT VISA UNDERTAKING ANY PAID, UNPAID OR VOLUNTARY WORK AT HERIOT-WATT UNIVERSITY**

Before completing this form, please read the [Guidance for Working on a Student Visa](#)

Please complete the relevant parts of this form and sign and date overleaf EVERY TIME you accept work of any type from anywhere in Heriot-Watt University.

**My Name**.....**My School**.....

**My Student Number**.....

**If employed on an employment contract, my FTE (hours per week as stated in my contract)**.....

**My Payroll Number** (if employed on an employment contract and/or previously engaged on casual work) .....

**My Proposed start date for this engagement**.....

**I understand that I cannot start this work until this engagement has been approved.**

I have permission to work in the UK which is limited by the terms of my Student visa and I understand that any work, whether as a casual worker or contracted employee; paid or unpaid, counts towards my weekly limit of 10 or 20 hours per week during term-time including:

- Work done on a fixed term or open ended employment contract
- Paid casual work
- Volunteering
- Student ambassador
- Student Union Officer
- Any other type of paid or unpaid work

**I understand that working hours are calculated on a weekly basis rather than a monthly average.**

Please complete the statement/s which apply to you

1. I am studying for a PhD
  - a.  Yes (Go to Q2)
  - b.  No (Go to Q4)
2. My term-time dates are.....
3. My holiday dates are<sup>1</sup>.....

<sup>1</sup> If you are unable to provide this, we cannot offer you full time hours at any time until your PhD is completed

4. I have completed my PhD on date.....and have achieved the following:

- Handed in my thesis
- Completed my viva exam
- Completed and submitted the corrected version of my thesis after the viva

I attach a copy of an email from my Supervisor confirming the above

5. My Supervisor is (Name, School, University) .....

6. This is the first time I have accepted work from Heriot-Watt University and I have provided details of my eligibility to work to you.

- a.  Yes
- b.  No (Go to Q4)

7. I have worked for Heriot-Watt University previously on these dates:

.....

8. I carried out the following work in (state which School, Directorate– list all work that you have previously done)

.....

.....

9. I provided evidence of my eligibility to work to (name) .....

**I understand that I must not accept work, paid or unpaid, which would bring my total hours above the limit of 10 or 20 hours that is shown on my Student Visa for each week including all the work being undertaken.**

**I declare that in accepting this offer of work, the total weekly hours including any other work I may carry out for Heriot-Watt, EBS and/or any other employer, will not result in a breach of the terms of my visa.**

SIGNED..... DATE.....

Please now send this form to [casualrecruitment@hw.ac.uk](mailto:casualrecruitment@hw.ac.uk)

**If it becomes apparent that you have breached the terms of your visa by working in excess of 20 hours per week, you will not be offered any further work and may not be paid for any work carried out in breach of the visa regulations. We may also need to report you to the Home Office for illegal working.**

## APPENDIX 1

### DEFINITION OF TERM-TIME AND HOLIDAY FOR STUDENTS ON A STUDENT VISA

Term-time at HWU is defined by the University Calendar Dates: <http://www.hw.ac.uk/student-life/how-to-apply/academic-calendar.htm>.

If you are not studying at HWU you must produce a copy of the term-time dates at your own University.

#### Students studying for a PhD

You are eligible to work up to a maximum of 20 hours per week during term-time. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly limit.

#### PhD Students and holiday entitlement

PhD students are entitled to 6 weeks holiday per year, as agreed with your Supervisor. *Note this is not as long as normal university vacations but only 6 weeks across the full calendar year.* During these 6 weeks, you may undertake unlimited work but the holiday must be clearly noted on the timesheet, otherwise the 20-hour limit will be applied.

The UKVI does not define “unlimited work” but as holiday is specifically granted under the Working Time Directive to recover and rest, we recommend that sensible and reasonable hours are offered during these periods. The University standard working week is 35 hours.

#### Students studying for a qualification AT LEAST at degree level but below PhD

You are eligible to work up to a maximum of 20 hours per week during term time. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly total.

#### Students studying for a qualification BELOW degree level, e.g. foundation or pre-sessional English language programmes and some Global College Courses

The maximum limit is 10 hours per week during term time. If you are a student attending, for example, a 2-semester English programme, you may undertake casual work up to this limit. The entitlement to work and the limits will be clearly stated in your passport and visa stamp.