



Guidance on the hours of work for registered postgraduate students

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1. Full-time registered students

1.1. Hours of work during the standard period of study

- 1.1.1. Research students should not undertake paid employment outside the University whilst registered as a full-time student.
- 1.1.2. Full-time students may undertake part-time work at the University, but are subject to a limit of 250 hours of paid activities per session associated with teaching or the equivalent in professional practice. A session is a period of 12 months from 1 September to 31 August. The limit of 250 hours includes preparation, marking and other paid activity directly related to their training or related professional activity. It is felt that further commitments would interfere with an individual's studies. The University, within the 250 hours of paid activity per session, will include other paid duties¹ undertaken by postgraduate research students.
- 1.1.3. It is recognised that some full-time students may need to work in order to survive financially and a more flexible approach may be considered in these cases.
- 1.1.4. Full-time students who wish to undertake paid activities beyond 250 hours should discuss with their supervisor whether any teaching or other work undertaken will adversely affect the time available for the conduct of the research. The Dean of the Faculty/Head of School is responsible for considering and granting approval for such cases (but may delegate this responsibility to another member of staff). He or she must also ensure that the decision is recorded and that the situation is closely monitored to ensure that there is no adverse academic impact on the progress of the student's research degree studies.

¹ Other duties that may be undertaken by postgraduate research students include oversight of the computer facilities available at the University, supervision of laboratory facilities (out of hours), bookshelving in the University library, invigilation and other related duties during examinations. Other duties may be added from time to time.

- 1.1.5. Students should note, however, that some sponsoring bodies (including some research councils, charities and other sponsors) may impose a lower limit for paid activities per session. All students funded by such bodies are required to observe the limits imposed.
- 1.2. International students
 - 1.2.1. Although visas issued to some non-EEA students indicate that under the terms of their visa they are allowed to work up to a maximum of 20 hours a week during term-time and full-time during vacation, the University limits all full-time registered postgraduate students to 250 hours of paid activities per session (1 September to 31 August).
- 1.3. Working during the overtime/period
 - 1.3.1. UK and EEA students are technically able to take up full-time employment outside and within the University during their “overtime period”. Non-EEA students are also able to take up employment, but as they still hold a student visa, this would restrict them to working up to a maximum of 20 hours during term-time and full-time during vacation. Should the University wish to employ an international student full-time during this period, a work permit application would need to be made to the UK Border Agency.
 - 1.3.2. However, the University has clear regulations regarding the maximum time limits for the submission of research degree theses, this is made clear to students in section 6 – Periods of study and completion of research degrees in the research student handbook <http://www.leeds.ac.uk/rds/assets/pdfs/handbooks/restricted/RSH08-web.pdf>. Before undertaking employment during this period, students are strongly advised to consider the difficulties of completing and submitting their theses within the laid down submission timescale.
 - 1.3.3. Full-time students considering applying for full-time employment during the overtime period must obtain approval from their Head of School/supervisor to ensure that they have sufficient time in their work load model to meet the deadline for the submission of their thesis.

2. Part-time registered students

Part-time students are not subject to restrictions imposed by the University on the number of hours of paid work undertaken but the Dean of the Faculty/Head of School (or other individual to whom responsibility has been delegated) has responsibility for ensuring guidance is given on the amount of time that should be devoted to their research degree studies.

3. Further information

Further information on the employment of full-time postgraduate students can be found in the Code of practice for postgraduate research students engaged in teaching or in the Guidance notes on the registration and payment arrangements for the provision of teaching assistance by postgraduate students available at <http://hr.leeds.ac.uk/policies>