

# Standard Operating Procedure (SOP)

## Request Variation to Weekly Working Hours Limit



### Applicable to all QUB Students including Student Visa Holders (SVH)

Effective Date: 13<sup>th</sup> May 2024

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#### 1. Purpose

The purpose of this Standard Operating Procedure is to ensure that the process for making variations to a student's weekly working hours is strictly adhered to and is in compliance with QUB and UKVI regulations.

#### 2. Scope of Procedure

The SOP outlines the required steps for students, Schools/Directorates and QWork administration to manage changes to the student weekly working hours limit effectively within QWork, in alignment with regulations for both UKVI and QUB student working hours.

#### 3. Policy

##### All Students

All students are subject to a 20-hour working limit during term time. However, in specific circumstances, and depending on their student level, a student may request a variation to their working hours.

For all student requests, the Approving Authority must make the relevant checks to verify that any temporary increase in working hours does not adversely impact the student's studies and is in line with visa restrictions.

The Authorisation Framework details the categories of student and compliance checks required.

##### Student Visa Holders (SVH)

For SVH, requests to work beyond the 20-hour limit during term time are highly exceptional and will only be considered in specific circumstances, where they are:

1. A student who has completed their studies and waiting to graduate.
- Or
2. A PG level student
  - who has been permitted a vacation from studies.
  - who has submitted their thesis and is awaiting the viva corrections/confirmation.
  - who is post-viva and they have submitted any required corrections.
  - who has completed their dissertation or project.

Failure to comply with these regulations may result in severe penalties for the University including substantial fines and loss of the right to sponsor all international students.

#### 4. Responsibility

##### Students must:

- understand and adhere to their weekly working hour limits.
- request and obtain approval before accepting any work.
- only undertake work for the University if it has been commissioned through QWork.
- report any changes to circumstances which may affect their weekly limit.
- follow QUB student regulations relating to periods of study, holidays, and other absences.

##### Hiring Managers must:

- commission student work on QWork before work begins.
- ensure that students do not work without a current accepted assignment in QWork.
- offer working hours within the students permitted limits.

**Approving Authority / Principal Supervisor** must:

- adhere to the Authorisation Framework (Section 8).
- approve and record vacation requests, including remaining balances, for PGR students.
- ensure signatures are obtained where necessary.
- confirm that the approvals do not impede or interfere with the students' academic progress, research, or other training.

**QWork Administrators** must:

- update the worker profile as per approved requests.
- highlight any compliance issues with requests.

## 5. Additional Information

Authorisation Framework: detailed in Section 8

QWork QUB Student Request Form: via link or QR Code

[QWork QUB Student - Request Variation to Weekly Hours Limit](#)



Useful Links:

- [Working in the UK](#)
- [Periods of Study, Holidays and Other Absences](#)
- [Postgraduate Studentships T&C](#)

## 6 Procedure

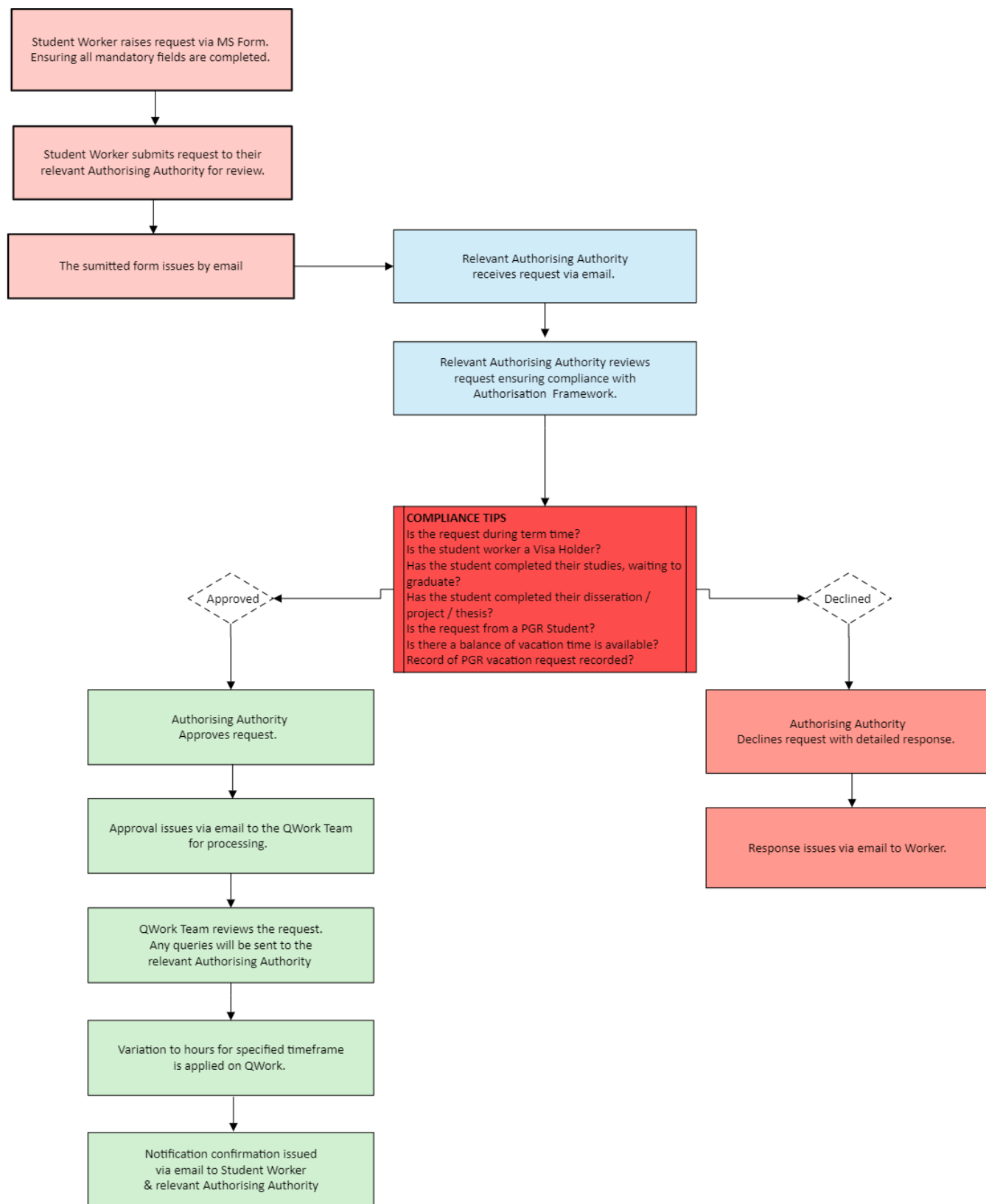
Only the relevant Approving Authority / Principal Supervisor should review and authorise the requests for variation to working hours as per the category they fall under (UG, PGT, PGR or Other).

SVHs must only request variations in line with their visa conditions, outside of term time or under specific post-study conditions.

Any requests without the appropriate forms or confirmation will be refused.

The Approving Authority / Principal Supervisor must make the relevant checks to ensure the student's studies are not negatively impacted by a temporary increase to their working hours and that they are working in accordance with their visa restrictions.

## 7. Process Flowchart



## 8. Authorisation Framework

Approving Authority	Hiring Manager or School/Department Manager	Programme Director / Convenor (in their absence, Course Director, or School/Department Manager)	Principal Supervisor (in their absence, Course Director, or School/Department Manager)
Student Level	Undergraduate (UG)	Post Graduate Taught (PGT)	Post Graduate Research (PGR)
<b>Approving Authority must ensure all requests are fully compliant with the below details</b>			
<b>Student Visa Holder (SVH)</b>	<p>20 hours per week term time.</p> <p>No request permitted for variations to SVH hours during term time.</p> <p>Full time working hours available during <a href="#">Non-Term Time Dates</a>.</p> <p>SVH hours are automatically increased within QWork.</p>	<p>All PGT students including SVH are limited to 20 hours per week term time.</p> <p>Variations to hours may be requested by the student in the following circumstances:</p> <ul style="list-style-type: none"> <li>• If a PGT student has submitted a request to work full time during <a href="#">Non-Term Time Dates</a> (NB. Summer vacation periods remain term-time for PGT students).</li> <li>• If a PGT student has completed their dissertation or project.</li> </ul>	<p>All PGR students including SVH are limited to 20 hours per week annually.</p> <p>All PGR students are entitled to a maximum of 40 vacation days for each year of study.</p> <p>Vacation requests must be made in weekly blocks.</p>
<b>All Other Students</b>	<p>20 hours per week term time.</p> <p>Full time hours available during <a href="#">Non-Term Time Dates</a>. (NB. medicine, nursing, dentistry &amp; pharmacy as some courses have additional teaching/placements/ professional practice requirements which fall outside of the normal semester dates.)</p> <p>Student hours are automatically increased within QWork.</p> <p>Variations to hours may be requested in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Before the course start date and after the course end date.</li> <li>• Consideration should be given if another student can undertake the work rather than increase hours to ensure fairness for all students.</li> <li>• Bulk requests from Hiring Managers with the relevant approving authority attached will be considered in exceptional circumstances e.g. graduation, ceremonies, events.</li> </ul>		<p>Principal Supervisors must manage and record all vacation requests including remaining balances.</p> <p>Variations to hours may be requested by the student in the following circumstances where:</p> <ul style="list-style-type: none"> <li>• a PGR student has been permitted a vacation from studies from their Principal Supervisor.</li> <li>• a PGR student has submitted their thesis &amp; is awaiting viva corrections / confirmation of completion of study.</li> <li>• a PGR student who is post-viva and has submitted their corrections.</li> </ul>
<b>Studentship</b>	Hours & type of work offered should be in line with the Studentship T&Cs only. A variation request may be submitted when Thesis is submitted.		
<b>QWork &amp; Assignments</b>	<ul style="list-style-type: none"> <li>• Once a request has been approved the hours will be uplifted in QWork.</li> <li>• Hiring Managers are responsible for any additional assignments that may be required.</li> <li>• Amending ongoing assignments is not permitted.</li> <li>• Hours will be increased for the specified time frame only.</li> <li>• Students should submit weekly timesheets to avoid any delay with payment processing.</li> </ul>		