Notifying UCL of Student Term dates

1. Context

1.1 The Home Office Employers’ Guide to Right to Work Checks states:

‘Where a student has permission to study under Tier 4 of the Points Based System, their conditions allow them to work where they are “following a course of study”:

- at the appropriate academic level; and
- with a sponsor of the specified academic status that permits them to work the number of hours that they are working.

There are strict guidelines in place which must be adhered to in relation to students working. Some international students have no right to work at all, Where they do have the right to work, students are restricted to a maximum number of hours they can work during term time, with the ability to work full time during vacations. However, their entitlement to work full time during vacations and during the period of permission that is granted before a course begins and after the course ends only applies if they are following, or have completed, the required course of study.

When conducting checks regarding a student’s ability to work, if you are presented with documents indicating that the holder is a Tier 4 student with a limited right to work in the UK during term time, you are required to obtain and retain evidence of their academic term and vacation dates as part of the right to work check. This will also make it easier for you to know when an international student employee may work part-time for you, and when they are permitted to work full-time.

You should request this evidence from the student. This evidence should originate from the education institution which is sponsoring the student. You may obtain the dates for the entire duration of the course or, if this is not possible, you may obtain and copy them annually providing the information you hold is current at the time of the student’s employment.'
We consider acceptable evidence to be one of the following:

i.  A printout from the student’s education institution’s website or other material published by the institution setting out its timetable for the student’s course of study (you should check the website to confirm the link is genuine); or

ii. A copy of a letter or email addressed to the student from their education institution confirming term time dates for the student’s course; or

iii. A letter addressed to you as the employer from the education institution confirming the term time dates for the student’s course.
2. UCL Students

2.1 If the student is studying on a graduate degree course, with normal term and vacation dates, please indicate this and the HR ECA team will attach the academic term dates on the UCL website. Students can only work full time in the vacation period as stated on the UCL website and as such the manager should check the dates before offering full time hours.

2.2 If the student is studying on a non-standard programme, including Masters or PhD students who do not have vacation dates, please complete the template overleaf. Students on non-standard programs cannot work full time and are limited to the number of hours stated on their visa.

2. Non-UCL Students

2.1 If the student is studying on a graduate degree course, with normal term and vacation dates, please indicate this and either send the link to the institution’s website or a letter from the institution which verifies the dates or complete the template below.

2.2 If the student is studying on a non-standard programme, including Masters or PhD students who do not have vacation dates please complete the template below.

2.3 Non-UCL students may not be able to work at all or may have a different number of maximum hours that can be worked. The students’ visas should be checked to ascertain the number of hours that non-UCL students can work.
# NOTIFICATION OF STUDENT TERM DATES

| Student name: |  |
| Studying at (Institution Name): |  |
| Course: |  |
| Level (graduate, masters, PhD, other): |  |

<table>
<thead>
<tr>
<th>Tick appropriate box</th>
<th>Statement</th>
<th>Date information (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>The academic term dates are:</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>The vacation dates are:</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>The student is studying continuously throughout the year and has no formal vacation dates</td>
<td>N/A</td>
</tr>
<tr>
<td>☐</td>
<td>The student has completed their studies on (date) and is eligible to work until the expiry of their visa.</td>
<td></td>
</tr>
</tbody>
</table>

Signed: 

Name (print): 

Job Title: