UNIVERSITY OF BIRMINGHAM

GUIDANCE TO STUDENTS ON OUTSIDE EMPLOYMENT

Guidance to Students on Outside Employment

The University recognises that many students need to undertake paid employment in order to fund their studies.

It is the responsibility of individual students to determine the extent of any paid employment they may wish to undertake, taking into account the potential effects on their academic study and also any limitations imposed by funding bodies such as Research Councils.

Individual students have their own pace and methods of academic study. However, as a general guide, students contemplating taking paid employment should note that each credit represents a notional 10 hours of academic work. (It is important to note that this figure is notional: some students may need more time, some may need less.) Thus a full-time undergraduate student taking 120 credits over the academic year is expected to spend a notional 1,200 hours on academic work, equivalent to 40 hours a week for the 30 weeks of term-time attendance. Similarly, a part-time undergraduate student registered for 80 credits across the year is expected to spend a notional 27 hours a week on academic study in term-time. The 180 credits for which full-time taught postgraduate students register represent a notional 40 hours a week spread over 45 weeks of the year.

Students who need advice on the extent of outside employment which they might appropriately undertake are encouraged to discuss the matter with their tutor.

Note:

As an employer, the University currently operates the following limits in the hours of work it will offer to students:

Full-Time Undergraduates

15 hours a week during term-time with no restriction during vacation periods or other periods where attendance is not required (for example upon completion of all scheduled examinations).

Full-time Postgraduates

15 hours a week throughout the year, except during holiday periods approved in line with the Code of Practice on Supervision and Monitoring Progress of Postgraduate Researchers. (This is in line with restrictions imposed by certain funding bodies, such as the Research Councils)