



# Work during studies FAQs

## ▶ Foundation degree (and below)

### Term-time working hours:

10 hours\* of work per week maximum during term-time. You must not work more hours than stated on your visa. If your visa has incorrect working hours you must have your visa corrected.

### Recognised vacation periods:

Christmas break, Easter vacation, Summer vacation.

### When can you work more than 10 hours per week?

Provided that you don't have any re-sits and are not writing a dissertation, and you're in a recognised vacation period, you are outside term-time. You can show your employer our term-time dates and print a student verification letter from the [student portal](#) to prove your enrolment status.

*\*If you work over 10 hours per week with resits pending or are writing up, you are in breach of your visa conditions. You must wait until all outstanding work is finished and submitted.*

While you're working on a student visa, you must not undertake any employment which fulfils a permanent vacancy, meaning a full-time work contract must have an end date that is before the end of the vacation period and student visa's expiry date.

## ▶ Undergraduate degree

### Term-time working hours:

20 hours\* of work per week maximum during term-time. You must not work more hours than stated on your visa. If your visa has incorrect working hours you must have your visa corrected.

### Recognised vacation periods:

Christmas break, Easter vacation, Summer vacation.

### When can you work more than 20 hours per week?

Provided that you don't have any re-sits and are not writing a dissertation, and you're in a recognised vacation period, you are outside term-time. You can show your employer our term-time dates and print a student verification letter from the [student portal](#) to prove your enrolment status.

*\*If you work over 20 hours per week with resits pending or are writing up, you are in breach of your visa conditions. You must wait until all outstanding work is finished and submitted.*

While you're working on a student visa, you must not undertake any employment which fulfils a permanent vacancy, meaning a full-time work contract must have an end date that is before the end of the vacation period and student visa's expiry date.

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## ▶ Postgraduate taught degree

### Term-time working hours:

20 hours\* of work per week maximum during term-time. You **must not** work more hours than stated on your visa. If your visa has incorrect working hours you **must** have your visa corrected.

### Recognised vacation periods:

No recognised vacation periods at Postgraduate level.

### When can you work more than 20 hours per week?

As a postgraduate student, when you submit your final pieces of work at the end of the programme and provided that you don't have any resits, you are then permitted to work more than 20 hours per week in the last 4 months of your visa called extant leave. You can show your employer a student verification letter from the student portal to prove your official course end date stated on your CAS.

*\*If you work over 20 hours per week with resits pending or are writing up, you are in breach of your visa conditions. You must wait until all outstanding work is finished and submitted.*

While you're working on a student visa, you must not undertake any employment which fulfils a permanent vacancy, meaning a full-time work contract must have an end date that is before your student visa's expiry date.

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## ▶ Postgraduate research degree (MRes/PhD)

The only time you are deemed to be outside term time and can work more than 20 hours per week is during your annual leave approved by your supervisor. You must ask your supervisor for confirmation of leave if your employer requests to see proof of working hours entitlement.

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## ▶ Can I obtain a term-time letter for my employer?

**Letters are NOT produced by St Mary's University for employers** to explain the work conditions of your visa or prove that you are outside term-time. Please show your employer your **BRP** which officially states your working conditions and print a student verification letter from the [student portal](#) to prove your enrolment status at St Mary's University.

Your employer may also want to refer to the [St Mary's University term dates](#) to determine if you're outside term-time and use the dates listed below if required or you can show this document: Work during studies FAQs.

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## ▶ Types of work not permitted

You cannot be self-employed, run a business, or work as a professional sportsperson, including a sports coach. In addition, you cannot be employed as an entertainer. You may not hold a permanent full-time job while studying.

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## ▶ Term dates 2023/24

- Induction Week (most undergraduate and postgraduate courses): Monday 18th to Friday 22nd September 2023
- Semester one: Monday 25th September to Friday 15th December 2023
- Christmas/Winter break: Monday 18th December 2023 to Friday 6th January 2024
- January Reconnect Week: Monday 22nd to Friday 27th January 2024
- Semester two: Monday 29th January 2024 to Friday 22nd March 2024
- Easter/Spring break: Monday 25th March to Friday 5th April 2024
- Semester three: Monday 8th April to Friday 17th May 2024\*

*\*Letters are not produced by St Mary's University to provide to employers*

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## ▶ Alternative start dates 2023/24

- Early Years Education FdA: Tuesday 12th September 2023
- Primary Education FdA: Thursday 14th September 2023
- Primary Education (Work-Based Route) BA: Thursday 14th September 2023
- Primary Education with QTS (Work-Based Route) BA: Monday 11th September 2023

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## ▶ Other key dates 2023/24

### **Exams**

- Semester one exams: Monday 8th to Friday 19th January 2024
- Semester two exams: Tuesday 7th to Friday 17th May 2024
- Summer reassessment period: Monday 8th to Friday 12th July 2024

### **Graduation**

- Spring graduation: Friday 15th to Saturday 16th March 2024
- Summer graduation: Wednesday 17th to Thursday 18th July 2024 (TBC)