



Work during studies FAQs

► Your working rights

Work rights are a condition of your immigration permission. It is very important that you are clear about your rights. You must follow any restrictions and ensure that your work does not affect the progress on your course.

If you have been granted a student visa please check your work restrictions on your decision letter (or email) and your biometric residence permit (BRP). It will be confirmed if you can work 10 or 20 hours during term-time depending on your course level.

► 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.

► 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. PGCE students are normally granted 2 months of extant leave as your courses are shorter than 12 months. 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.

► 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.

▶ Work placements/Internships

Some courses include work placement opportunities. Work placements must form an assessed and integral part of your programme.

If you are completing a work placement as part of your course, you can also work 10 or 20 hours per week during term-time in a different job depending on the level of your course. A maximum of 10 or 20 hours of employment per week as stated in your visa conditions. Please refer to the [Essential Guide](#) for more information about integral [work placements](#) that form part of your course.

▶ Do I need a National Insurance Number?

If you find work, you will pay tax and National Insurance contributions on your earnings. For information about obtaining a National Insurance Number, please visit the [UK government's national insurance](#) web pages.

▶ Can I work for St Mary's University?

Become a Student Ambassador: Why not work as a [Student Ambassador](#)? Enthusiastic students are required to assist St Mary's with recruitment events.

▶ 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.

▶ 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.

▶ Useful links

UKCISA

Please visit the [UKCISA's pages](#) on working in the UK.

UKCISA Blog: A working definition

More examples of the types of work that you are permitted and not permitted to do.

▶ Term dates 2024/25

- Induction Week (most undergraduate and postgraduate courses): Monday 16th to Friday 20th September 2024
- Postgraduate term one: Monday 2nd September to Sunday 8th December 2024
- Undergraduate term one: Monday 23rd September to Friday 13th December 2024
- Christmas/Winter Break: Monday 16th December 2024 to Friday 3rd January 2025
- January Reconnect Week: Monday 20th to Friday 24th January 2025
- Postgraduate term two: Friday 3rd January to Friday 4th April 2025
- Undergraduate term two: Monday 27th January to Friday 11th April 2025
- Easter/Spring Break: Monday 14th to Friday 25th April 2025
- Postgraduate term three: Monday 7th April to Friday 27th June 2025
- Undergraduate term three: Monday 28th April to Friday 16th May 2025

▶ Other key dates 2024/25

Exams

- Semester one exams: Monday 6th to Friday 17th January 2025
- Semester two exams: Wednesday 7th to Friday 16th May 2025
- Summer reassessment period: Monday 28th July to Friday 1st August 2025

Graduation

- Spring graduation: Friday 14th and Saturday 15th March 2025
- Summer graduation: Wednesday 16th and Thursday 17th July 2025