

Document Information

1. Document Details

Title:	Guidelines for Engaging Student for Paid Work
Author(s):	Senior Management Accountant
Version No:	1
Status:	Final

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Aug 2022	Setout guidlines for engaging students for paid work	No

3. Relevant Existing/Related Documents

CIT Guidelines (Latest revision July 2017)

4. Consultation History

This document has been prepared in consultation with the following bodies:

Circulation to Finance Managers, HR Manager for Comment

5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Approval	15/09/2022	VP Corporate Affairs & VP Finance & Administration

Guidelines

1. Basis for Guideline

The primary focus of the University's students should be to fully engage with their programme and complete it within the expected time frame. There are opportunities, however for students to undertake part-time work, as part of, or outside of their programme of study within the University. These guidelines are provided to make both students and staff aware of the limits and restrictions that apply to ensure that student are dealt with fairly and their ability to complete their programme on time is not impacted.

2. Scope

This procedure applies to all full-time and part-time registered students of the university.

3. Nature of Relationship

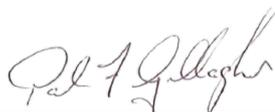
It is important to recognise that where students are engaged to undertake paid work, this is paid via the University's systems and is subject to statutory taxes and levies. Students paid via the payroll are *defacto* employees for tax purposes, however they are not considered staff of the University and will not be issued with staff email address or access to staff facilities. In general, they will also retain their Student ID as their employee ID on the university's systems. Employment is conditional on being a fully registered student and maintaining that registration. When a student graduates or leaves the University, any associated employment is co-terminus and any re-engagements is subject to normal external recruitment criteria. Students registered on part-time or evening programmes are not eligible.

4. Changes to Guidelines

These guidelines may be modified from time to time in line with University Policy.

5. Approval

These Guidelines have been approved by the Vice President for Finance & Administration / Corporate Affairs on the date noted below.



Mr Paul Gallagher
VP for Finance & Administration

23 Nov 2022

Effective Date



Ms Ciara Looney
VP for Corporate Affairs

23 Nov 2022

Effective Date

Engagement

6. Engagement by the University

Students may be engaged in more than one type of work and may report to different managers. However Student should be issued with a Letter of Engagement by the HR office for each engagements, which will include the limits and restrictions that apply, the end date and objective grounds.

7. Type of Engagement

The type of engagement is dependent on the level of students (i.e. undergraduate or post graduate). An indicative list of types of engagement is included in the table below, including the eligibility for same:

Type of Engagement	Eligibility
Tutorial Hours & Lab Support	Registered full-time Postgraduate Student, holding a minimum of a relevant Honours Degree with a grade of H2.1
Casual Part-time Lecturing Hours	Registered full-time Postgraduate Student, holding a minimum of a relevant Honours Degree with a grade of H2.1
Casual Part-time Researcher (formerly Developer)	Registered full-time Postgraduate Student, holding a minimum of a relevant Honours Degree with a grade of H2.1
Student IT Support	Registered full-time undergraduate or postgraduate student.
Student Leaders, covering broad range of support functions including Registration, Orientation, Event support, etc.	Registered full-time undergraduate or postgraduate student.
Library book re-shelving.	Registered full-time undergraduate or postgraduate student.
Exam Invigilating & Scribing	Registered full-time Postgraduate Student
Scribes	Registered full-time Postgraduate Student

8. Claims for Payment

Claims for payment must be made on one of two official forms. One relates to tutor and teaching hours and the other for all other hourly paid work. These are usually supplied to the student by the staff member engaging them. Tutor and Teaching hours must be returned on a monthly basis. All other form should be returned on a weekly basis. Claims not submitted on time can cause problems as specific budgets are time restricted and funds may not available if submitted late.

General Limits & Restrictions

9. General Limits & Restrictions

Whilst student may undertake more than one type of engagement within an academic year, overall limits will apply. A workload model is used to determine the *equivalent hours* to calculate the limit. The workload model limit is **equivalent to 12 hours**. Where undergraduate or taught postgraduate students are engaged outside of Semester 1 and 2 for example during the summer or inter-semester breaks, the 12 hours limit can be relaxed if they are not undertaking studies at that time. This does not apply to research postgraduates.

10. Workload Model

Calculations are applied to determine the *equivalent hours* and are included in the table 'Specific Limits and Restrictions'. These are set and not subject to adjustment. They factor in that a student undertaking academic teaching or tutoring will require additional time for preparation, delivery and associated work as they do not have post-qualification industry work experience to draw on.

11. Reduction or Removal of Hours

All hours are allocated on a timesheet only payment basis. Hours are allocated at the discretion of the relevant Head of Department, Centre or Manager and are subject to available budget and the overall limits and restrictions outlined in this document. Hours can be removed or reduced if in the opinion of the engaging staff members, they are not satisfied with the work carried out or in the opinion of the academic supervisor (for research post graduates students) it is adversely impacting on their ability to successfully complete their programme of study.

Scholarship & International Students

12. Student in Receipt of Scholarships

Students in receipt of full-time instruction on undergraduate or post graduate programmes in receipt of a scholarship stipend, can avail of an income tax exemption on the stipend subject to certain conditions by submitting and signing a declaration to the University. The exemption does not preclude the student undertaking part-time work, provided it is subject to normal income taxes and levies, however where a full-time student is engaged in a significant level of paid work by the University, this could result in no longer meeting the criteria and could result in (a) losing the income tax exemption on the scholarship and (b) depending on funding source no longer being eligible for the scholarship.

To ensure that this does not occur the University is of the view that adherence to the limits and restriction in these guidelines will come within the terms of the scholarship tax exemption. Where these guidelines are breached, then this will result in a review of the student's activity including, progression through their programme of study and all hours worked and payments made to the student on a case by case basis to determine the appropriate tax treatment of the scholarship and continued eligibility for same.

13. Risam Scholarship Student Restrictions

Students in receipt of Risam Scholarships are required to provide three hours or tutoring or lecturing as part of their scholarship during the academic year equivalent to 78 hours per annum. They are not eligible for any further type of engagement other than Invigilating and Scribing.

14. International (Non EU) Students on Restricted Visas

Non-EU Students on restricted visas, must comply with the terms of these guidelines and their visa conditions. The onus is on the individual not to breach their visa conditions in respect on the maximum number of working hours.

Specific Limits & Restrictions

15. Specific Limits and Restrictions

To ensure that the student is not compromised in completing their academic programme, a number of limits and restrictions are in place. The overall limit for each type of engagement is set out below. However, the overall *equivalent hours* limit of 12 hours from the workload model applies per week.

Type of Engagement	Equivalent Hours	Limit	Approved by
Tutorial (not lecturing) Hours & Lab Support.	Each paid hour is equivalent to 2 hours for the workload model.	Subject to an overall limit on teaching hours of 6 hours per week for each teaching week (26 weeks per annum)	Head of Department <i>and</i> Academic Supervisor (for research degrees students)
Casual Part-time Lecturing Hours (including lecturing hours paid at tutorial rate)	Each paid hour is equivalent to 3 hours for the workload model.	Subject to an overall limit on teaching hours of 4 hours per week for each teaching week (26 weeks per annum)	Head of Department <i>and</i> Academic Supervisor (for research degrees students)
Student IT Support	Each paid hour is equivalent to 1 hour for the workload model.	Subject to an overall limit on non-teaching hours for 12 hours per week during each semester (35 weeks)	IT Manager <i>and</i> Academic Supervisor (for research degrees students)
Student Leaders, covering broad range of support functions including Registration, Orientation, Event support etc.	Each paid hour is equivalent to 1 hour for the workload model.	Subject to an overall limit on non-teaching hours for 12 hours per week during each semester (35 weeks) This can be increased to a maximum of 37 hours per week for short periods outside of semester 1 and 2	Head of Function <i>and</i> Academic Supervisor (for research degrees students)
Casual Part-time Researcher (formerly Developer)	Each paid hour is equivalent to 1 hour for the workload model.	Subject to an overall limit of 12 hours per week. This work should be job specific and ad hoc. The limit can be increase for short periods of no more than three weeks in any academic year.	Centre Manager <i>and</i> Academic Supervisor (for research degrees students)
Exam Invigilating & Scribing	Each paid hour is equivalent to 1 hour for the workload model.	Subject to an overall limit of 12 hours per week during exam weeks only.	Examinations Office <i>and</i> Academic Supervisor (for research degrees students)