



University of East Anglia

Learning & Teaching Committee of Senate

University Policy on Students in Employment (Taught Programmes)

The University acknowledges that work experience undertaken by students can be of benefit and value to a student's future career and can enhance their prospects of gaining employment after graduation. The University further recognises that many full-time students are compelled to work in order to finance their studies. However, registration on a programme of study at the University brings with it obligations in respect of the time to be devoted to study and the University is required to confirm to a range of agencies, including HEFCE, the Student Loans Company and local councils, that students are studying for a specified volume of time (linked to the credit value of their modules).

Each module within a course profile specifies the volume of study associated with it on a basis of 10 notional study hours per credit. The type of study to be undertaken may include attendance at lectures or seminars as well as independent study and in some subjects may include attendance at laboratory sessions, practical exercises or practice placements. Students are expected to attend all scheduled teaching events and to engage in independent study.

Full-time undergraduates taking 120 credits are expected to be engaged in study for 1200 study hours spread across 30 weeks. This represents a study week of at least 40 hours per week. The study commitment for a full-time taught postgraduate will vary depending upon the way in which modules and credit, including the dissertation, are spread across the year and on the length in weeks of the course. Part-time students are expected to devote a number of hours to study proportionate to the volume of credit being undertaken.

The University expects students (whether full-time or part-time) to arrange any employment around their studies, such that they will be able to attend all scheduled teaching events and commit sufficient time to independent study.

The University will not normally, therefore, consider a full-time student's commitment to paid employment to be an extenuating circumstance affecting academic performance that can be taken into consideration. This means that Boards of Examiners will not be able to exercise discretion or excuse poor performance on the basis that a student was diverted from studies by commitments to paid employment;

paid employment will not be considered as a grounds for an Academic Appeal, and a Head of School or the Director of Taught Programmes will not regard employment as sufficient grounds for an extension to a deadline or for another concession.

The University will similarly not normally consider a part-time student's commitment to paid employment as an extenuating circumstance for the purposes of consideration by a Board of Examiners, grounds for an Appeal or basis for a concession request, since the expectation is that a student's normal work commitments should be arranged such that these do not interfere with their studies. Where there are exceptional circumstances, such as an unforeseen increase in workload that interfere with a student's ability to fully engage with their studies, these may be taken into consideration by a Board of Examiners, as a grounds for Appeal or as the basis for a concession request. Where a student is in full-time employment and is undertaking part-time study connected with their employment on a highly modular programme, the University may take more account of substantial variations in employment commitments.

Full-time and part-time students are encouraged to discuss their individual circumstances with their Academic Adviser. The Dean of Students' Office is also able to provide confidential financial advice to students.

International students are reminded to check the conditions of their visa and any restrictions placed on employment by their visa.

Taught Programmes Policy Group (January 2011)
Learning and Teaching Committee of Senate (February 2011)