**THE UNIVERSITY OF HUDDERSFIELD**

**Student Employment *(reinstatement into the pool)***

**Student Pool Authorisation Form (REINSTATEMENT)**

***This form should only be completed by the School/Service and signed by an authorised signatory***

***Unauthorised forms will be returned to the School/Service and the student will not be reinstated into the pool to enable payment.***

I authorise that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME OF STUDENT) can be reinstated into the University’s Student Part Time Hourly Paid Pool.

**Enclosed with this pack is the following documentation:**

Completed personal details form

Completed student working hours form

Verified copy of student ID card

New Starter Checklist

Term and semester dates

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| ***HR USE: not to be logged into the pool, to be given to Senior HR Officer*** | |
| **Address & bank details checked** | ❑ |
| ***Reinstated into the pool*** | ❑ |

**THE UNIVERSITY OF HUDDERSFIELD**

**Student Employment (reinstatement into the pool)**

**Personal Details (to be completed by the Student)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname:** | | |  | | | | | | | | **Title:** | | | Dr/Mr/Mrs/Miss/Ms  **Circle as appropriate** | | | | | | | | |
| **Full Forename(s):** | | |  | | | | | | | | | | | | | | | | | | | |
| **Full Postal Address:** | | |  | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | **Post Code:** | | | | | | | | | |  | | | | | | | | | |
| **Contact Tel no:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| **Student ID No:** | |  | | | | | | **National Insurance Number:** | | | |  | | |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Birth:** | |  | | |  |  | |  | | | | | | | | | | | | | | |
| DD MM YYYY | | | | | | |  | | |  | | | | | | | | | | | | |
| **Course Title:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | |  |  |  |   **Course End Date:** | | | | | | | | | | | | | | | | | | | | | | |
| ***Please see the attached sheet outlining the restrictions on working hours.*** | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | |  | | |  | | | |  | | | | | | | | |
| **Bank Details:** | | | | *Please note that payment can only be made to a bank or building society account via BACS. Incorrect details could delay payment.* | | | | | | | | | | | | | | | | | | |
| Bank / Building Society Name: | | | |  | | | | | | | | | | | | | | | | | | |
| Postal Address: | | | |  | | | | | | | | | | | | | | | | | | |

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| Bank Sort Code: | | | | | |  | Bank Account No. | | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Account Name: |  | Building Society Roll Number (if applicable) | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**I certify that all the above questions have been answered accurately.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT WORKING HOURS**

The arrangements for different groups of students are as follows. Term times are as stated on the table enclosed. Please use the tick boxes below to inform us of the type of course you are studying at the University.

|  |
| --- |
| **Undergraduate Students**  **FULL AND PART TIME** undergraduate students must not be employed for more than 15 hours per week in total across the University during term time. Outside of term time the standard working week of 37 hours applies.  **FULL TIME  *tick if this applies to you* PART TIME *tick if this applies to you*** |

|  |
| --- |
| **Taught Postgraduate Students**  **FULL TIME** taught postgraduate students(outside the dissertation stage) must not be employed for more than 15 hours per week during term time. Outside of term time for the Christmas and Easter vacations the standard working week of 37 hours applies. The summer vacation period is the dissertation period and employment must not exceed 15 hours per week during this time.  ***tick if this applies to you***  **PART TIME** taught postgraduate students may be employed for up to 37 hours per week but must attend all taught provision and any other course requirements.  ***tick if this applies to you***  \****Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*** |

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| **Research Postgraduate Students**  **FULL TIME** research postgraduate studentsdo not operate across terms. There are no vacation periods for postgraduate research students; however they may take 35 days’ leave per year. They must not be employed for more than 15 hours per week in total across the University, however during their leave periods they may work up to 37 hours per week in any week of leave taken. ***This is subject to confirmation of leave from their supervisor being received by Human Resources.***  ***tick if this applies to you***  **PART TIME** research postgraduate students may be employed for up to 37 hours per week but must attend any compulsory elements e.g. research seminars or skills development sessions.  ***tick if this applies to you***  \****Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*** |

***\*UKVI changes effective 11 January 2018 applicable to Tier 4 visa’s issued after this date***

*Please note that the above restrictions on student working hours in the University will be strictly enforced and you may not receive payment for any hours worked exceeding the permitted limits. Any breach of the permitted limits may result in your permanent removal from the Student Employment Pool.*

**I accept and understand the restrictions on my working hours as outlined above.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***UNIVERSITY OF HUDDERSFIELD – TERM AND VACATION DATES***

**The University is required to obtain evidence of student’s academic term and vacation dates in order to establish and retain the statutory excuse when employing students and to ensure students adhere to the Student Employment Policy.**

**Please note these term times and return a copy of this sheet with the completed pool pack so that it can form part of the pool file.**

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| --- | --- | --- | --- |
|  | **2017/2018** | **2018/2019** | **2019/2020** |
| **Autumn Term** | **Monday 18 September to**  **Friday 15 December** | **Monday 17 September to**  **Friday 14 December** | **Monday 23 September to**  **Friday 20 December** |
| *Christmas Vacation* | **Saturday 16 December to**  **Sunday 7 January** | **Saturday 15 December to**  **Sunday 6 January** | **Saturday 21 December to**  **Sunday 12 January** |
| **Spring Term** | **Monday 8 January to**  **Friday 23 March** | **Monday 7 January to**  **Friday 5 April** | **Monday 13 January to**  **Friday 27 March** |
| *Easter Vacation* | **Saturday 24 March to**  **Sunday 15 April** | **Saturday 6 April to**  **Sunday 28 April** | **Saturday 28 March to**  **Sunday 19 April** |
| **Summer Term** | **Monday 16 April to**  **Friday 6 July** | **Monday 29 April to**  **Friday 5 July** | **Monday 20 April to**  **Friday 10 July** |
| *Summer Vacation* | **Saturday 7 July to**  **Sunday 16 September** | **Saturday 6 July to**  **Sunday 22 September** | **Saturday 11 July to**  **Sunday 20 September** |

Term dates for 2019/2020 are provisional and will be confirmed during the preceding academic year.



