

## DECLARATION OF WORKING HOURS

The University of Greenwich policy is that students will have only one employment contract. The contract will vary according to your student status.

**Undergraduate** and **Masters Students** – you can be employed via the Jobshop. The maximum number of hours you can work is 20 hours per week

**Full Time and Part Time PhD Students** – you can be employed under a post-graduate teaching research contract. The maximum number of hours you can work is 20 hours per week. 35 hours may be allowed based on approval

**Undergraduate receiving NHS bursary** – you can be employed via the JobShop. The maximum number of hours you can work is 15 hours per week.

**Foundation Degree Students** - you can be employed via the Jobshop. The maximum number of hours you can work is 10 hours per week

**Industrial placements** – you will receive an employment contract for the duration of the industrial placement.

### **Please select – I am:**

- Undergraduate or Masters student
- PhD student – Full Time
- PhD Student – Part time
- Industrial placement student
- Undergraduate receiving an NHS bursary
- Foundation degree student

I understand the University guidelines on the maximum amount of hours I can work\*.

If I am subject to Tier 4 restrictions, I understand the restrictions placed on my work and will not breach the terms of my visa. Please contact Jobshop for further information.

**Please sign this declaration and return it to the People Directorate immediately. Keep a copy for your own records.**

Print Name.....

Signature.....Date.....

\*Please be advised that you will not be paid for any hours worked beyond those you are allowed to work.