

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 Student Visa 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.