**Roles and responsibilities when appointing someone on a Student or Tier 4 visa**

This document provides information on the roles and responsibilities when appointing someone on a Student or Tier 4 visa. This is split into three sections: Line manager’s responsibility, People Team’s responsibility and the student visa holder’s responsibility.

Please note that should the University fail to comply with the below requirements, there is a high risk that the University will have its facility to employ migrants withdrawn. Such a restriction would naturally impact on the University’s ability to attract and retain high calibre staff but on the whole University. Therefore, it is essential that these responsibilities are taken seriously and that you inform The People Team if you have any concerns in respect of the matters listed above. A member of your People Team will also be able to answer any queries you may have regarding this process.

**Line Manager’s Responsibility**

* A right to work check **must** be completed prior to work commencing to ensure the individual has the appropriate permissions to do the work. Please ensure that the student contacts the People Operations Team ([HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk)) to arrange a right to work check.
* The right to work check is based on the student’s UK Student visa and working permissions. Ensure that work is undertaken in the UK.
* Line Manager must ensure that the hours of work allocated to the student comply with the conditions of their visa. This should be shown clearly on the migrant worker’s visa. This is normally either 20 hours per week or 10 hours week depending on the level of course the student is completing.
* Exceptions - A student visa holder can work full-time during vacation periods and following completion of their course. Student visa holders completing work placements for the University as a formal part of their course can work full-time whilst on placement. Evidence of these exceptions (i.e., employment letter, course award letter, placement agreement Appendix D) must be provided to the People Team in advance of working full-time.
* Joint responsibility with the student visa holder to ensure that any final work claims are submitted with the required approvals before visa expiry.

**People Team’s Responsibility**

* The People Team will retain evidence of the student’s academic term and vacation dates for clarity on their weekly working hour limits. It is a requirement to obtain this information as part of the right to work check.
* The People Team run monthly reports to ensure that those who are on a Student or Tier 4 visa do not exceed the hours of work they are permitted to do on their visa. Any queries regarding claims will be raised with the student via holder and/or line manager (as claim approver).
* The People Team will keep a record for the student visa holder which will include copies of passport and visa.
* The People Team will contact the student visa holder and their line manager when a visa is due to expire.

**Student visa holder’s responsibility**

* Student visa holders must ensure that they familiarise themselves with their visa conditions by reviewing information on the [UKVI gov.uk website](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/).
* Student visa holders must have a right to work check with the People Team in advance of completing any work for the university.
* The right to work check is based on the student’s UK Student visa and working permissions. Student visa holders must ensure that work is undertaken in the UK.
* Student visa holders must ensure that that they do not exceed the hours of work permitted on their visa.
* Student visa holders must provide a course confirmation letter with details of their course and dates as part of the right to work check.
* If Student visa holders wish to work full-time/more than their term time weekly hours limit in vacation periods or upon course completion/award, they must obtain confirmation of this exception status from the ENU Visa and International Support Team, or equivalent if they are registered with another university.
* Joint responsibility with line manager to ensure that any final work claims are submitted with the required approvals before visa expiry.