**This contract is only available for students registered on a PhD, MRES, MPhil or DBA.**

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| Contract Details of Student – TO BE COMPLETED BY Director of Studies/School Research Degree Leader: | | | |
| **SAF Number:** |  | **Student Matriculation Number:** |  |
| **Forename:** |  | **Surname:** |  |
| **Cost Centre:** |  | **School/Department:** |  |
| **Start Date:** |  | **Expected End Date of Studies:** |  |
| **Subject Group:** |  | **Location (campus) and room number:** |  |
| **Director of Studies Name:** |  | **Mode of Study (F/T or P/T):** |  |
| **Director of Studies contact Details (Email & Tel. Number):** |  | | |

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| **Role Information - ATAS Check – TO BE COMPLETED BY Director of Studies/School Research Degree Leader:** |
| **Is the individual on a Tier 4 or Student visa?**  Yes  No  **Will the individual be completing research work at postgraduate level?**  Yes  No  If ‘yes’, please note that clearance under the Academic Technology Approval Scheme (ATAS) applies to researchers on sponsored visas including Tier 2 General/Skilled Worker and Tier 4/Student (apart from exempt nationalities) who are intending to undertake research in certain sensitive subjects.  More information here: <https://www.gov.uk/guidance/academic-technology-approval-scheme> . In scope researchers need  to obtain an ATAS certificate before beginning new research work in the UK.  **Is the individual an ATAS exempt national? If so, select nationality from list below:**   * EU/EEA National * Australia * Canada * Japan * New Zealand * South Korea * Singapore * Switzerland * USA   EU – Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden.  EEA - Iceland, Liechtenstein, and Norway  **Where no nationality exemption applies, you will be required to complete an ATAS assessment to determine if**  **ATAS clearance is needed. Please email** [**humanresources@napier.ac.uk**](mailto:humanresources@napier.ac.uk) **to arrange this.** |

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| Sign Off | |
| Director of Studies Signature: |  |
| Date of Signing: |  |
| ***By signing this form, you are confirming that:***   * ***A right to work check will be carried out in advance of the student undertaking any work in order to comply with UKVI legislation and that it is appropriate that the student is engaged in activity.*** * ***You will notify the People Team if the student will be undertaking any research activity as part of this contract and complete an Academic Technology Approval Scheme (ATAS) assessment where required to determine if ATAS clearance is needed*** ***in advance of the student undertaking any work in order to comply with UKVI legislation.*** | |

**Guidance for Directors of Studies**

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| Hours of Work |
| Full-Time Students – No more than **6 hours** per week. |
| Part-Time Students – No more than **10 hours** per week. |
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| Claims and Authorisation |
| The Director of Studies is responsible for monitoring hours worked and ensuring any claims submitted are accurate. Please Liaise with other managers who may have instructed work to be carried out to ensure this is accurate. |
| All claims must be submitted and approved by the 10th of the month (except in December which is earlier).  All payments approved after the 10th of the month will be paid in the following months payroll. |

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| Right to Work Checks |
| **Right to Work Checks**  A right to work in the UK check must be carried out **before** the student undertakes any work. The People Team carry out the right to work checks and upon receipt of an approved SAF we will reach out to the individual to arrange this.  **UK Visas & Immigration Regulations**  No student should work more than **6 or 10 hours** per week. Students at degree level on student visas must not work more hours than stated on their visa. Most student visas stipulate a 20 hour per week working limit in any given week during term time or until the course is completed, however this should not be an issue given the limited hours that should be allocated ( 6 or 10 hours). |
| **ATAS**  Where a student on a Tier 4/Student visa will be engaged to undertake research activity on this contract an Academic Technology Approval Scheme (ATAS) clearance may be needed, depending on the research subject area. If ATAS clearance is needed, this must be in place **before** the student undertakes any research work.  More information can be found here:<https://www.gov.uk/guidance/academic-technology-approval-scheme>.  You may be asked to complete an ATAS assessment to determine if ATAS clearance is needed in advance of the student undertaking any work in order to comply with UKVI legislation. |