



University of
Leicester

Student
Development

PROVIDING WORK EXPERIENCE FOR AN
**International Student –
Information for Employers**



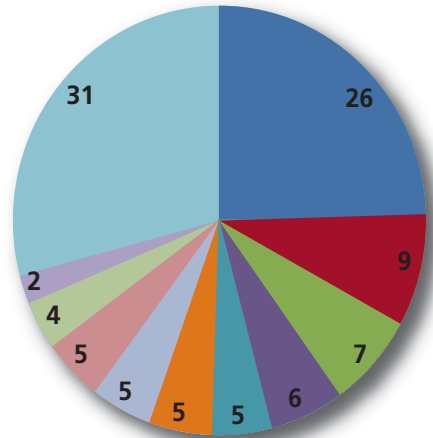
THE UNIVERSITY OF THE YEAR 2008/9

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Providing work experience for an International Student – Information for Employers

The University of Leicester is a leading UK university with a worldwide reputation for excellence. It is a popular choice for international students with citizens of over 80 countries represented on our campus. Each year, there are more than 1500 students from outside the UK studying the full range of subjects and degree courses available with the majority of international students choosing to take courses in business, engineering, science, computing and law, the majority of these being at Masters and PhD level. In 2007-8 the University had students from 67 countries outside of the European Union on its degree courses and Study Abroad Programmes.

Full-time International Students - Principal Countries of Domicile



International students studying in the UK make a substantial financial investment in their education. They are committed, motivated and put a premium on getting work experience in the United Kingdom to add value to their course programmes, to develop their employability skills and to give them a competitive edge in their search for employment.

What contribution could an international student make to my organisation?

- language skills – helping you to communicate with overseas markets and/or suppliers;
- cultural and cross cultural awareness – providing advice and information to ensure you make the right impact on your international customers and clients;

- China (26%)
- India (9%)
- Canada (7%)
- Nigeria (6%)
- Malaysia (5%)
- Pakistan (5%)
- Taiwan (5%)
- USA (5%)
- Hong Kong (4%)
- Saudi Arabi (2%)
- Other (31%)

- knowledge of UK and overseas business practice – many international students have worked in their home countries and regions, often in professional and management positions;
- overseas contacts and networks – making sure you reach the right people and organisations to maximise your export potential;
- business and technical skills – international students often follow highly vocational courses allowing them to make an immediate impact at work;
- creating a diverse workforce – enabling your organisation to reflect the changing pattern of the UK working population and the need to develop relationships across a global business community.

As an employer you will want to be reassured that you can lawfully employ an international student. Most international students do have a right to work in the UK subject to some restrictions.

Students from most countries within the European Economic Area and Switzerland are allowed to work in the UK without any restrictions. Students from the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovenia and Slovak Republic may need to register to work in the UK during their first 12 months. This must be done within one month of starting work; however, no permission is needed before the student begins to work.

Students from Bulgaria or Romania may need to apply for a registration certificate before they are allowed to work. They must obtain this from the Home Office





before they start work. They are not allowed to work more than 20 hours a week during term time but may work unlimited hours during the vacation and on work placements.

Students from outside the EEA are allowed to work during their studies although this is subject to some regulation. It is important that employers check the student's status before employing them.

Students with a passport sticker (entry clearance or residence permit) that says "No work" must not work and it would be illegal for them to do so. Students with a work restriction stamp in their passport which states 'no recourse to public funds, work must be authorised' DO NOT need to obtain a work permit and can take part in:

- industrial placements of up to one year organised as part of their course;
- a paid internship placement for up to 3 months;
- project work to provide you with a business solution, organised as part of their course or on completion of their studies;
- informal work experience or job shadowing placements;
- voluntary work placements for a fixed period;
- part time or temporary work not exceeding 20 hours per week during term time (University regulations suggest 15 hours as a maximum);
- full time work during the vacations provided they meet the conditions* set out below;
- full time work on completion of their studies up to a maximum of four months (in line with valid student visa dates) provided they meet the conditions* set out top right.

*Conditions – international students must not:

- pursue a career by filling a permanent full-time vacancy;
- work on a self-employed basis;
- work as a professional entertainer or sports person.

The majority of international students studying at the University of Leicester have student immigration permission. This means that they are able to work during and after their studies as set out above.

An international student is not required to have a National Insurance number before they start work (provided they have immigration permission allowing them to work). You can allow an overseas national to commence work, and deduct National Insurance contributions on a temporary number, whilst a National Insurance card is being issued. This will normally take between 6 -12 weeks. You can ask to see a

copy of the student's application form for a National Insurance number as proof of application.

Good practice when recruiting an International Student

- Take a photocopy of the EEA identity card or page of the student's passport that contains their name, nationality and date of validity if they are not from the EEA/Switzerland.
- Take a photocopy of their travel document or the page in their passport that has the most recent stamp allowing them to work during their studies.
- If the student is subject to the Workers' Registration Scheme or requires an Accession Worker Card keep a photocopy of it on file.
- Contact the UK Borders Agency employer helpline on 0845 010 6677 for advice on the legal rights of international students to work in the UK.



How to employ an international student after they have graduated

There are a number of schemes that allow overseas nationals to work in the UK upon graduating. These schemes are part of a new system known as the Points Based System (PBS) which has 5 Tiers. The main ones concerning graduate employment are Tier 1 for highly skilled workers and Tier 2 for sponsored skilled workers, and these are likely to be of most interest to employers seeking to employ highly skilled foreign nationals. To apply for permission to work under the PBS, students must have proof of successful completion of their course. However, Non EEA students can work full-time on completion of their course until the expiry of their student visa for up to a maximum of 4 months.

The key difference between Tier 1 and Tier 2 is that those given permission to work in the UK under Tier 1 do not require an employer to act as a sponsor, so there is no immigration work for the employer to do, whereas for Tier 2, the employer will need to act as a sponsor. Tier 1 of the PBS is of most relevance to the majority of international students looking to stay on and work in the UK and to employers interested in employing them.

Tier 1: Post Study Work Scheme (2 Years)

Under Tier 1 'Post Study Work' international graduates who have successfully completed (on or after 30 June

2008) a Bachelors or Master degree, PhD or postgraduate certificate or diploma or Scottish HND at a UK institution can apply to remain in the UK for a maximum of 2 years. The individual student applies for the scheme after being awarded the degree. The scheme requires no further input from the employer than would be expected when employing a UK citizen. Experienced gained under the PSW Scheme could subsequently be used to contribute to an application for a Tier 2 visa.

Tier 1: General (Highly Skilled) (up to 5 years)

This has replaced the Highly Skilled Migrants Scheme and allows a person to work and/or be self-employed without the need for a work permit. Following successful application, initial approval is granted for 3 years (with an extension available for a further 2 years). Like the Post Study Work Scheme, the applicant does not need a job offer from a sponsor to qualify. This category can lead to permanent residency so may be more suitable for people who have made a long term commitment to live and work in the UK, provided that they meet the qualifying conditions of the scheme.

Further guidance can be found on the East Midlands Universities Association website <http://www.emua.ac.uk/careersgroup/international.html>, from the UK Border Agency <http://www.ukba.homeoffice.gov.uk/workingintheuk/> and from UKCISA



<http://www.ukcosa.org.uk>. 'Find your way to work' is a government publication to help international students understand the regulations concerning working in the UK. Whilst the information on the regulations is out of date (a new version is being produced) the guidance to employers on page 14 is still current. You can find it at http://www.ukcisa.org.uk/files/pdf/working/find_your_way_to_work.pdf

How the University of Leicester Employer Liaison Team can help you

At the University of Leicester, we are committed to involving employers in our students' development and to building sustainable and successful relationships with employers who support this. We offer a range of ways for organisations to engage with our students including:

- advertising vacancies – the University's

vacancy management system, JOBSonline, is one way you can advertise your vacancies and work experience opportunities.

- recruit on campus – the Employer Liaison Team organises many events which your organisation may wish to get involved with including careers fairs, presentations, interviews, insight/management programmes, departmental and themed events.

You can find out more about how international students might contribute to your organisation by contacting Valerie Matthews-Lane on 0116 229 7696 or by emailing Valerie at vml7@le.ac.uk. You can also find out about the services we offer to employers by contacting the Employer Liaison Team on 0116 252 5117 or by emailing employerlink@le.ac.uk.

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