

QMU JOBSHOP CODE OF PRACTICE (STUDENTS)

Change 11

The code of good practice is intended to establish and maintain recognised standards for both students and employers using the QM JobShop.

It is essential to read and agree to this code of practise on registering with the service.

Balancing employment and academic work

The University recognises that employment is unavoidable for some students; however, before undertaking more than **10-15 hours** of employment a week, students are expected to **be aware of their own study commitments** and should avoid employment which may adversely affect their academic work

Applying for jobs

It is the responsibility of the student to ensure that they have the relevant skills and qualifications required for a particular post before applying for it.

Each advertisement clearly outlines any skills/requirements needed for the post and it is up to the student to decide whether or not they meet the criteria.

The Jobshop does not select appropriate students to put forward for posts i.e. we do not operate as a recruitment agency.

None EU students may have visa limitations to work in the UK. Please contact rilo@qmu.ac.uk if you have working restrictions in the UK.

Being successful

Students must notify the Jobshop immediately once they have been successful in finding employment, giving details as appropriate. **Help, by keeping us informed.**

Success stories benefit the Jobshop and in turn other students. If one of our students secures a post and proves to be reliable and hard working, it can help us to create new and maintain existing relations with local employers.

Employment Law

If a student is dissatisfied with an employer and believes them to be in breach of employment law, the Jobshop will seek to give appropriate guidance.

In such circumstances, it is solely the responsibility of the student to seek any legal advice against an employer.

Additional services

Students requiring information/guidance on a range of issues not directly relating to a particular vacancy e.g. writing a CV, information on financial support etc will be referred to the appropriate source.

Abuse of service

Any registered student who fails, without good reason, to attend a pre-arranged employer interview or who otherwise abuses the service will be banned from using the Jobshop.

Change to personal information

Students must keep the JobShop informed of any change to their registration details e.g. change of address, telephone number etc.