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## using international students to increase business success

International students working in UK businesses can make an immediate beneficial impact, even if they are only with you for a short time.

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### **Ways in which International Students can become involved in your organisation**

- Industrial placements of up to a year, usually organised as part of their course.
- Project work to provide you with a business solution, usually as part of their course.
- 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.



The Careers Services within the East Midland Universities Association will be able to advise you on how to recruit international students, and the different ways they can work with you.

International Students can make the following contributions to your organisation:

- Language skills – helping you communicate with your overseas markets or suppliers.
- Cultural awareness – providing advice and information to ensure you make

the right impact on your international customers and clients.

- 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.

Finally, it is worth remembering that international students in the UK are making a substantial financial investment in their education. They are committed, motivated and put a premium on getting work experience in the UK.

### **Employing an international student during their course**

It is possible to employ international students while they are studying although this is subject to some regulation. Here are some basic guidelines:

1. Students from countries within the European Economic Area (EEA) and Swiss nationals can work in the UK without any restrictions on the type or amount of work undertaken.
2. Nationals from the new member states of Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic will need to comply with the 'Workers Registration Scheme'. This requires them to register with the Home Office if they want to work for more than 1 month. After 12 months of continuous 'registered' employment, the worker has full free rights of movement.
3. Bulgarian and Romanian Nationals wanting to work in the UK will still need to obtain permission to work before starting any employment, unless they are exempt from the requirement to do so. If you employ someone who is a national of Bulgaria and Romania, they may have to apply for an accession worker card. If they are a student in the UK please ensure they have applied for a registration certificate before they start work. Employment is limited to 20 hours a week in term time, however can be increased to full time hours during holiday periods and whilst taking part in a work placement for up to four months after their studies end.
4. Students from countries outside the European Economic Area (EEA) do not need a work permit to work in the UK whilst registered as a student. Their visa or passport will indicate if there are any restrictions on the amount and type of work they may do. The majority of students will be able to undertake part-time, vacation and placement related work if their passport contains a restriction, but not a prohibition. Examples of both a restriction and a prohibition can be found here: [http://www.ukcosa.org.uk/files/pdf/working/work\\_during\\_stamps.pdf](http://www.ukcosa.org.uk/files/pdf/working/work_during_stamps.pdf)
5. A student with immigration permission allowing them to work can be employed to:
  - work part-time time whilst studying for up to 20 hours per week
  - take up full-time work during vacation periods
  - undertake a sandwich placement approved & defined by the University
  - participate in a paid internship placement for up to 3 months
6. A student is not required to have a National Insurance Number before they start 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. An employer will not be penalised by the Inland Revenue if there is a delay in issuing a student's National Insurance number.

### 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 right of international students to work in the UK.



For more detailed information see the latest leaflet, devised for International Students by the Department for Innovation, Universities and Skills (DIUS), the Home Office, UK Council for International Student Affairs (UKCISA) and Education UK [http://www.educationuk.org/downloads/work\\_in\\_uk.pdf](http://www.educationuk.org/downloads/work_in_uk.pdf).

### Employing an international student after their studies

There are a number of schemes that allow overseas nationals to work in the UK upon graduating. Full details of these schemes can be found on the UK Borders Agency website: <http://www.bia.homeoffice.gov.uk/workingintheuk/>.

The new schemes have been ordered into Tiers and are all now awarded using a Points Based System. The main ones concerning graduate employment are Tier 1 for highly skilled workers and Tier 2 for sponsored skilled workers.



The key difference 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. The schemes are explained in more depth below.

### Tier 1 Post Study Work

International graduates who apply successfully under this scheme are given leave to remain in the UK for 24 months to work. The individual has to accrue points under categories e.g. doing a degree at undergraduate or postgraduate level or a certificate or diploma at postgraduate level at a UK institution. The individual student applies for the scheme themselves after they have been awarded their degree.

### Tier 1 General

The scheme is designed to allow highly skilled



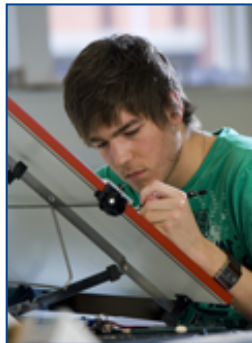
people to work in the UK Initially individuals are given permission to stay in the UK for up to 3 years. After this period, individuals can apply to stay for longer and may be granted up to a further 2 years' leave, but they must meet the criteria set down for an extension of leave. Like Post Study Work, this is a points-based immigration scheme. Points are scored in four main areas:



1. Qualifications
2. Past Earnings
3. Age Assessment
4. UK Experience.

Successful applicants need to score 75 points or more and meet the English language and maintenance requirements in order to qualify. Again, the student themselves applies and it is worth noting that after five years on this scheme they can apply to settle permanently.

### **Tier 2 Skilled Worker**



This replaces the old work permit scheme as of Autumn 2008. As an employer you will need to register on the UKBA Register of Sponsors. This will require you to undertake certain responsibilities e.g. record keeping. You will be able to issue Certificates of Sponsorship enabling international workers to make an application as a skilled worker. The applicant will be granted an initial 3 years to work in your organisation, for the specific job you are offering. This can then be extended to 5 years.

### **The Training and Work Experience Scheme (TWES)**

Enables people from outside the EEA to undertake work-based training for a professional or specialist qualification, or a period of work experience if this is in addition to your normal staffing levels. The training or work experience should be for a minimum of 30 hours per week, excluding time for associated study. Applications can be made for the training strand or the work experience strand. More information can be found on the TWES section of the UKBA website. This will no longer be a valid scheme after November 2008.

### **Where do our International Students come from?**

Over 20, 000 international students from 165 countries study at East Midlands Universities, connecting our region to the world!

- East and South East Asia (30%) – students from 16 countries including China, Hong Kong, Taiwan, Japan, Korea, Malaysia, Singapore and Thailand.
- Europe (35%) – students from 45 countries including the other 26 EU member states, Turkey, Norway and Switzerland.
- Africa (16%) – students from 35 countries including South Africa, Nigeria, Kenya and Ghana.
- South Asia (9%) – students from 9 countries including India, Pakistan, Bangladesh and Sri Lanka.
- Middle East (4%) – students from 18 countries including Saudi Arabia, Jordan and Oman.

- Rest of the world (6%) – students from 44 countries across North and South America, the Caribbean, Australasia and Russia.

### What do our International Students Study?

The majority of our international students are taking courses in business, engineering, science, computing, law or design. 52% are studying at undergraduate level (e.g. BSc, HND, Foundation Degree). 48% are studying at postgraduate level, including both those on taught courses (e.g. MSc, MBA) and on research programmes (e.g. PhD).



### Case Studies

#### IPSOS UK

My job involves working on international brands like Haagen Dazs, British Airways, Cheerios and Beck's beer, testing their advertising and helping devise successful marketing strategies. We work closely with clients and their advertising agencies to build each brand in various markets.

It's a fun, creative atmosphere with the benefits of a top research agency – one that allows you freedom as well as training and development to further your career.

As an international student, I am able to bring a different perspective on foreign markets especially in Asian countries, and my specialised knowledge of India has helped set me apart. I am able to communicate and work with people from across the world, and my skills have helped me hold my own in a dynamic international environment.

#### Employer's view:

As an international student, Kajal has brought a wealth of experience to our agency. Her foreign language skills as well her ability to work well with colleagues from all over the world has helped us on various projects. Her past experience in India as well as her time studying in England means that she has an understanding of different cultures and markets.

*Indian Graduate, Masters in Marketing. Research Executive.*

#### MVA LTD

I am a transport planner responsible for managing traffic in towns, highways, and rural areas with emphasis on the economic, environmental, and safety benefits to society. This involves scheme assessment, modelling and appraisal. The traffic includes (but is not limited to) pedestrians, cyclists, public transport (e.g. buses, light rail, trains), private and freight transport.

I enjoy the ever evolving scenarios of work and the dynamic challenges that accompany them. This is moulding me to be more flexible and agile to deliver under a fixed time-frame. I also think I am subjecting myself to a world-class experience which will propel me to a greater height in the company.

I have been able to apply a wide range of methodologies (with an international perspective) to remedy some traditional problems relating to my field of work. This has been a concrete lesson that we can borrow and swap robust ideas to

overcome some of the recurring hurdles in any aspect of our work.

Employer's view:

Transport is a shortage occupation and as such it is not always possible to recruit EEA applicants with the necessary skills. Dick has a master's in a relevant subject and wide ranging transport modelling and forecasting experience that was immediately transferable to some of our ongoing projects. We have found it difficult to recruit sufficiently skilled staff in this particular field.

*Ugandan Graduate, MSc in Transport Studies. Transport Analyst*

### **Shell**

The job role is to define the technology requirements of various Shell businesses and to mentor the businesses as they adopt new technologies.

I enjoy being challenged to learn new things because I find it satisfying. I also enjoy helping people work out how to get the best from their technology. This is satisfying because it helps people work more efficiently.

The role requires international mobility to work on different sites in Houston, Kuala Lumpur and The Hague. As an international student, I have developed a cultural sensitivity that allows me to interact successfully with people from all over the world.

Employer's view:

As an international student, Frederick is able to adapt quickly to new environments. This is important as he is required to travel, and so is able to settle down and get on with the job at hand. Frederick's international experience also ensures that he can fit in easily with his colleagues from other countries. This makes for healthy and successful work relationships.

*Kenyan Graduate, MSc International Business. Business Analyst*

### **Guttridge Ltd.**

As a Knowledge Transfer Partnerships (KTP) Associate I am currently leading a project on implementing an Enterprise Resource Planning (ERP) system at a company in Peterborough. I am responsible for every aspect of the project from selection to implementation to post go-live review. As part of the KTP I am also enrolled in a part time M.Phil and am working towards Chartered Manager status.

The aspects of any KTP role which I find particularly alluring are the exposure to responsibility associated with the strategic project, the guidance from the university and the training available tailored to the needs of each individual.

For graduates, a KTP position offers a very steep learning curve in a real life situation. It is a very intensive programme and driven primarily by the Associate themselves to deliver the fixed objectives. It is ideal as businesses gain the expertise from the graduate on projects to develop the company and graduates gain experience over a broad range of business areas to set them up for their future careers.

After completing my Masters degree I worked for a year under the then Science and Engineering Graduates scheme (SEGS), now called the Tier 1 Post Study Work (PSW). This scheme allows the person to work in a UK company for two years without needing a work permit. For most international students coming to

the UK to study, the PSW is ideal to get a better understanding of what work life and culture in the UK entails. It also helped in enabling me to gain the points I needed to qualify for the Tier 1 General Scheme.

*Indian Graduate: MSc Manufacturing Systems Engineering. Manufacturing System Engineer*

#### **Peak Everard**

I am responsible for assisting in the preparation of mechanical designs, reports, contract documents, design specifications and drawings. I carry out discrete parcels of work accurately within a timescale, attending meetings (usually accompanied by senior staff), instructing junior staff and general administration of projects. Apart from the work in the office, I assist engineers during site visits and participate in surveys.

I assist engineers during site visits and participate in surveys. I enjoy working for an established company like Peak Everard because of the larger projects they attract, in which unique designs need to be applied.

I appreciate the opportunity to attend seminars relating to the latest in mechanical technologies for staff to learn, which relates to the various training provided.

As an international graduate I am able to compare different approaches to specific engineering tasks, differences in laws and the most often implemented technical solutions.

*Polish Graduate, Environmental Engineering, Environmental Technology. Graduate Mechanical Engineer*

#### **Morrison's Supermarket**

During my final year at University I decided it was important for me to prepare my goals for the year ahead thus decided to approach the University Careers Service for assistance with writing a 'Learning Contract Plan' and as part of this I have been assisted to find a job in the local area. With the support of my university, my part-time job has now extended into a placement opportunity, which will further develop my UK work experience.

To date, I have had a varied role working within the supermarket restaurant and in the wine and spirits department. My varied responsibilities have been challenging and allowed me to improve my interpersonal, communication and customer facing skills. I have been involved in dealing with customer enquiries and complaints which has encouraged me to use my negotiation and problem solving skills.

Over the Christmas and New Year period I was responsible for sales promotions and marketing methods within the store; this allowed me to put into practice topics which had been covered during my degree course and helped me to gain a more thorough understanding of these areas, namely strategic marketing and consumer behaviour. This has provided me with incredible insight into the English culture both on a social and professional level and has highlighted the differences between Eastern and Western lifestyles.

Now I have some work experience alongside my degree qualification I am hoping to find a Graduate Scheme that will assist me to develop my managerial skills. I have been informed that the Post Study Work (PSW) will allow me to work in the

UK for two years without needing a work permit and am hopeful this will be a positive step for my career.

*Chinese Student: BA (Hons) Marketing, Northampton*

### Frequently Asked Questions

Q. Does the student need a National Insurance Number prior to starting work?

A. The student needs to apply for a National Insurance number, but CAN start work before receiving it. If you are in doubt about this as an employer, further advice can be obtained by contacting the Careers Service of the student's university and from the following website [http://www.dwp.gov.uk/lifeevent/benefits/ni\\_number.asp](http://www.dwp.gov.uk/lifeevent/benefits/ni_number.asp).

Q. How can I recruit a student into my company?

A: You can advertise your position through any of the East Midlands Universities Careers Services - [please click here for contact details](#). Most services will have a website, dedicated career notice boards, publications and in some cases, virtual learning sites, as a means of getting in touch with students.

Q: I have some work that I would like a student with an international background to do, but I am not sure how to make this into a job opportunity?

A: The Careers Services will be able to advise you on the best way to create an opportunity for a student and how to promote it to those students with the required skills.

Q: I don't have a large budget to pay a student, can I still employ them?

A: We recommend that students are paid at least the National Minimum Wage. Current rates can be found here <http://www.hmrc.gov.uk/nmw>. In some circumstances it may be possible for a student to work on a voluntary basis. Careers Services will be able to advise you further.

Q: I would like to come onto campus to promote my company and the opportunities I have. Is this possible?

A: We will have a variety of ways for you to promote your company and opportunities to students. Employers are welcomed onto campus for presentations and job fairs or you can participate in skills programmes to help prepare the students yourself for the workplace. If you are interested in getting involved, the contacts listed on the website will give you an idea of what is available in your chosen university and how you can participate.

### East Midlands Universities' Contact Details

University of Derby  
 Career Development Centre,  
 University of Derby,  
 Kedleston Road,  
 Derby DE22 1GB  
 Your contact: Employer Liaison Team  
 Tel: +44 (0)1332 591316  
 e: [careers@derby.ac.uk](mailto:careers@derby.ac.uk)  
[www.derby.ac.uk/careers](http://www.derby.ac.uk/careers)

De Montfort University  
 Careers and Employment Support,

De Montfort University,  
The Gateway,  
Leicester LE1 9BH  
Your contact: The Employer Liaison Team  
Tel: +44 (0)116 2577595  
e: [careers@dmu.ac.uk](mailto:careers@dmu.ac.uk)  
[www.dmu.ac.uk/careers](http://www.dmu.ac.uk/careers)

University of Leicester  
Careers Service,  
University of Leicester,  
University Road,  
Leicester LE1 7RH  
Your contact: Employer Liaison Team  
Tel: +44 (0)116 252 5117  
e: [employerlink@le.ac.uk](mailto:employerlink@le.ac.uk)  
[www.le.ac.uk/careers](http://www.le.ac.uk/careers)

University of Lincoln  
Opportunities@Lincoln,  
Enterprise@Lincoln,  
University of Lincoln, Brayford Pool,  
Lincoln LN6 7TS  
Your contact: Lesley O'Donnell,  
Careers Information Officer  
Tel: +44 (0)1522 886141  
e: [lhardman@lincoln.ac.uk](mailto:lhardman@lincoln.ac.uk)  
[www.ulopportunities.co.uk](http://www.ulopportunities.co.uk)

Loughborough University  
Careers Centre,  
Loughborough University,  
Loughborough LE11 3TU  
Your contact: Louise Donaghy, Employer Liaison Manager  
Tel: +44 (0)1509 222091  
e: [l.donaghy@lboro.ac.uk](mailto:l.donaghy@lboro.ac.uk)  
[www.careers.lboro.ac.uk](http://www.careers.lboro.ac.uk)

Nottingham Trent University  
Careers Service,  
Nottingham Trent University,  
Burton Street,  
Nottingham NG1 4BU  
Your Contact: Jo Chandler, Information Manager  
Tel: +44 (0)115 848 8649  
e: [careers.service@ntu.ac.uk](mailto:careers.service@ntu.ac.uk)  
[www.ntu.ac.uk/careers](http://www.ntu.ac.uk/careers)

The University of Nottingham  
Employer Services,  
Centre for Career Development,  
University of Nottingham,  
University Park,

Nottingham NG7 2RD  
Your Contact: Employer Services Team  
Tel: +44 (0)115 951 3680  
e: [employerservices@nottingham.ac.uk](mailto:employerservices@nottingham.ac.uk)  
[www.nottingham.ac.uk/careers](http://www.nottingham.ac.uk/careers)

Nottingham University Business School  
Postgraduate Careers Service for MBA/MA/MSc/PhD,  
Jubilee Campus,  
Wollaton Road,  
Nottingham NG8 1BB  
Your Contact: Antonio Varela  
Tel: +44 (0)115 846 6604  
e: [businesspcs@nottingham.ac.uk](mailto:businesspcs@nottingham.ac.uk)  
[www.nottingham.ac.uk/business](http://www.nottingham.ac.uk/business)

The University of Northampton  
The Careers and Employment Service  
Park Campus, St George's Avenue, Northampton NN2 6JD  
Your Contact: Catherine Klimeš  
Tel: +44 (0)1604 89 2727 / 2833  
e: [Catherine.klimes@northampton.ac.uk](mailto:Catherine.klimes@northampton.ac.uk)  
[www.northampton.ac.uk/careers](http://www.northampton.ac.uk/careers)

site feedback

emua Unit 3 Technology Centre Loughborough Leics UK LE11 3GE