



THE UNIVERSITY *of* EDINBURGH

Use of Fixed Term Contracts

The University considers only the following to be valid, justifiable and acceptable reasons for the use of fixed-term contracts.

- A Where the **funding for the activity is restricted**.
- B Where the contract is to **cover the work of an absent employee**.
- C Where the post has been created to accomplish a **time-limited activity**.
- D Where the contract is **directly linked to a period of training with the University**.
- E Where the **work is expected to change or cease** by the contract end date.
- J Where the contract is to provide employment **linked to a period of study** with the University for current University of Edinburgh matriculated students. (See Appendix)
- J2 Where the post has been identified as a student employment post for which no University of Edinburgh matriculated student is currently available. (See Appendix)

All employees have the right to appeal the University's decision to terminate their employment, including the non-renewal of a fixed-term contract. The relevant appeals process is available on the [HR webpage](#).

History and Review

Approval Date: June 2006

Approved By: JCNC

Terminology updated in October 2020.

Appendix

Guidance for the Use of *Student Experience* Fixed Term Contracts

Introduction

The University of Edinburgh is committed to providing an outstanding student experience including, where possible, offering employment opportunities that provide both income and work experience during a student's time with us.

To support our commitment we have introduced student experience fixed term contracts which will help the University to continue to offer employment opportunities to University of Edinburgh students each year.

The contracts are normally of fixed duration with employment linked to a specific programme of study for a fixed period of time as determined by the College/ Professional Services Group. The contract will be terminated on the date which is the *earliest* of the following: the end date of the contract **or** the date when the employee ceases to be a matriculated student of the University of Edinburgh. If studies have been formally interrupted the contract may be suspended for the same period and may be reinstated when study resumes.

Where there are no suitable UoE students to fill a post designated as a 'student employment post' a contract may be issued to a suitable individual who is not a UoE student. Under these circumstances, the contract of employment should be for a maximum of one year but can be renewed annually for up to one further year at a time, subject to there being no suitable University of Edinburgh student available to fill the post.

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These types of contracts should be used in circumstances when the work will provide the student with the opportunity to develop their employability skills and enable them to access income to support them whilst studying. There should also be an expectation that the work will be ongoing for the foreseeable future and the University wants this to be available for future cohorts of students. Relevant examples include, but are not limited to the following:

- Pharmacy Counter Assistants

- Research Assistant
- Student Ambassadors
- Student Callers
- Student Helpers
- Tutors and Demonstrators

Extensions to this type of contract will be unusual, however they may be considered in exceptional circumstances. Examples of such exceptions could include: a student who takes maternity leave or is on long term sick leave, or is a Masters student for one year and continues their studies on another course such as a PhD.

If an employee advises the school/department that they do not wish to be offered hours for the coming year, this would normally be deemed to be a resignation and the employment would cease.

The end of the contract term from a “Student Experience” fixed term contract, is a dismissal for “some other substantial reason” under U.K. employment legislation. All employees have the right to appeal the University’s decision to terminate their employment, including the non-renewal of a ‘student experience’ fixed-term contract. The relevant appeals process is available on the [HR webpage](#).