

## IDENTIFICATION CHECKS - PART-TIME LECTURERS

### A GUIDE FOR SCHOOL SECRETARIES

This is a short guide for School Secretaries in regard to conducting identification checks on Part-time Lecturers.

#### ***Why does the University need to check the passports of Part-time Lecturers?***

Under UK Visas & Immigration regulations the University is required to verify that anyone engaged to undertake paid work on behalf of the University is legally entitled to work in the UK. The easiest way to verify this is by checking their passport. Anyone with a UK or Irish passport or a passport from another EU state is legally entitled to work in the UK.

#### ***Who should conduct the checks?***

The checks will be conducted either by the member of academic staff who engaged the Part-time Lecturer or the School Secretary.

#### ***How do you conduct a check?***

This is very straight forward. The Part-time Lecturer must present their passport (i.e. the actual passport rather than just a copy). The person conducting the check should photocopy the page in the passport which includes a photograph of the person, the holder's personal details, date of expiry & biometric details, along with any pages containing UK Government endorsements' showing the person is allowed to work in the UK.

#### **All other documents should be copied in full, including both sides of a Biometric Residence Permit**

The person conducting the checks should sign and date the photocopy and print the words '*Copied by <insert name> and record the actual date they conducted the check. The date may be written on the document copy as follows 'the date on which this right to work check was made [insert date]'*'.

#### ***When should the passports be checked?***

The passport must be checked before the Part-time Lecturer delivers any work for the School?

#### ***Are there any restrictions if the School engages a Part-time Lecturer with a student visa?***

Yes. International students (those from outside the European Economic Area) are allowed to take limited employment in the UK.

Typically for students at Foundation/Degree level and above this is restricted to 20 hours per week during term time and full time during vacation times.

International students with a limited right to work in the UK are required to provide an employer with evidence of their academic term and vacation times for the duration of their studies in the UK while they are working. Confirmation of these dates should be attached to the claim form before it is sent to the Dean.

#### ***If the School has checked and photocopied a Part-time Lecturers passport previously do, we need to check it again?***

Yes. The UKVI have confirmed this is necessary, even in the case when a person has stopped working for us and then recommences employment, it is necessary to carry out the right to work check again. As our previous statutory excuse will have ended when they ceased employment.

#### ***What should I do if I am processing a part-time lecturing form on behalf of my Head of School and I notice that the academic who engaged the Part-time Lecturer did not conduct the checks properly?***

You should refer this back to the member of academic staff who engaged the Part-time Lecturer.

If they have not copied the passport properly they should be required to do so before the form is forwarded to the Dean for approval.

If they have not conducted the checks on time i.e. prior to the Part-time Lecturer delivering the work you should ask that they provide an email or memo to explain to the Dean, why the checks were not conducted on time. This should be attached to the claim form before it is sent to the Dean.

#### ***What should I do if someone presents a passport which is not from an EU member state?***

Consult your HR Business Partner immediately.

For Non-European Part-time Lecturers, you should contact HR each year even if you have checked the passport in previous years.

There are also some special conditions applying to Croatia so if someone presents with this passport you should consult your HR Business Partner.

#### ***What should I do if I have any other concerns in regard to ID checking arrangements?***

Consult you HR Business Partner.

#### **NB: DOCUMENTS PRODUCED WITH A DIFFERENT NAME**

**If documents are produced and have a different name to the one the individual is currently using they are required to produce a further document to explain the reason for this e.g. a marriage certificate, a divorce degree, a deed poll or statutory declaration.**