

# Guidance for students on balancing part time work with your studies

## Introduction

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Many students take on part-time work during their studies, which can be a great way to gain experience and support yourself financially. However, it is important to ensure your part-time work doesn't interfere with your studies. This guide is designed specifically for students enrolled in full-time degree programmes, offering practical advice on how to manage work commitments while staying on top of your studies.

## How many hours should you work?

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The right number of hours will depend on your individual circumstances. Some studies suggest working 15-20 hours per week is usually manageable for most students, but there are several factors to consider before deciding what jobs to apply for, such as:

- **Your Financial Needs. What is the minimum you need to earn through part-time employment?** This might be a total for the year, or a weekly or monthly figure based on your financial commitments.
- **Your Study Commitments. When do you need to be free for your study commitments?** Review your timetable commitments, and when you need to be available for classes and to prepare for and complete assessments throughout each term. Consider whether you need regular hours or would a more flexible schedule be a better fit for you?
- **Pay Rates. How much can you earn per hour?** Check [National Minimum Wage and National Living Wage rates](#) to know the minimum wage to expect. Some employers will pay different rates according to minimum wage age bands, but others will offer the higher (national living wage) rate for all employees, regardless of age.
- **Job Type and Availability. What roles are realistic for you?** This depends on the job market, your skills, experience and interests, and practical factors like transport. Consider when you can work; for example, office jobs (9 am to 5 pm on weekdays) are unlikely to fit most student timetables. Shifts in the evenings, early mornings, weekends, or specific weekdays might work better.
- **Restrictions. Are there any limits on your working hours?** International students must comply with their visa conditions. Some courses or funding providers also impose restrictions on working hours, so check these before committing.

## Tips for balancing work with study

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**Use a calendar:** Keep track of your work shifts, your academic timetable, and deadlines. Schedule study time around and give time for your assessments to avoid last-minute stress.

**Look ahead:** Once you know your deadlines and study commitments, decide if you will need time off work or make any shift swaps. Give your employer as much notice as possible as early requests are more likely to be approved.

**Regularly review:** Consider how your job is going and be prepared to consider changing job if it is impacting on your ability to meet your study commitments.

## Further resources and support

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**Staying safe:** Be alert to fraudulent job postings. Read [our guide](#) for advice on how to protect yourself and your personal data.

**Finding part time work:** Explore our [mini career course](#) to learn about job types, where to find opportunities, and how to access the "hidden job market". The course takes around 15 minutes to complete.

**Getting in touch:** The Careers and Employability Service provides advice on finding part-time work. Visit [www.abdn.ac.uk/careers](http://www.abdn.ac.uk/careers) for resources and to book an appointment.