

International Student's Guide to...

Working While You Study

bathspa.ac.uk/careers

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Introduction

Working while you study is attractive to many international students who want to support themselves financially. As well as earning money, a part-time job can provide you with other benefits too:

- Gain valuable work experience;
- Develop new skills and enhance existing ones that will be useful to you in the long-term;
- Learn about job seeking strategies and develop an awareness of UK recruitment and working practices;
- Demonstrate that you have experienced a working environment and understand how to behave professionally and responsibly;
- It may also be helpful for improving your language skills, meeting new people and making new friends.

Please note: The University recommends that undergraduate students work no more than 15 hours per week, so that you can keep on top of your studies and maintain a good work-study-social life balance. You will also be required to observe any visa requirements during both term and vacation periods.

Permission to Work (European Economic Area (EEA) students)

If you are a student from a country within the European Economic Area (EEA) or a Swiss national then you can work in the UK without any restrictions on the type or amount of work you can undertake. This has NOT changed as a result of the UK's EU Referendum result.

(The EEA includes Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and UK.)

Please note: As of the 1st July 2018, Croatian nationals are no longer subject to the 'worker authorisation scheme' and therefore can work in the UK without first obtaining permission from this date.

You will have to apply for a National Insurance Number and you will pay Income Tax at the same rate as UK citizens if you earn more than the specified annual personal allowance.

Permission to work (non-EEA students)

Most international students have immigration permission to work whilst studying and so DO NOT need a permit to work in the UK whilst registered as a student. However, there can be restrictions to the amount and type of work you can undertake - you MUST adhere to these restrictions as failure to do so can have a serious impact on your current status and any future immigration applications.

How many hours can I work?

You can check whether you can work by looking at the visa stamp in your passport, or your biometric residence permit (identity card). Typical examples of what the stamp or identity card could say are below:

- Work (and any changes) must be authorised
- Able to work as authorised by the Secretary of State
- Work as in Tier 4 Rules
- Restricted Work. P/ T term-time. F/T vacations
- Restricted work term-time
- Work limited to max 20 hrs per week during term-time
- Work limited to max 10 hrs per week during term-time

Please note: Some unpaid voluntary work or a placement (paid or unpaid) which is not assessed as part of your degree **MAY** also count towards the 20 hours' work per week. It is **your** responsibility not to exceed the number of hours as stated on your visa. You must not work if your passport sticker or identity card says "no work" or "work prohibited." If in doubt, **check!**

The following blog from UKCISA is really helpful at explaining this further:

<https://www.ukcisa.org.uk/blog/6257/A-working-definition>

What kind of work can I do?

If you are allowed to work, you can do most kinds of work, **except** the following:

- self-employment and business activity
- work as a professional sports person including as a sports coach
- entertainer
- a permanent full-time job

When can I work?

There are likely to be restrictions regarding the number of hours you can work, according to whether it is **term-time** or **vacation-time** (Christmas/Easter/Summer). Term-time means any period when you are supposed to be doing academic work for example when: attending classes and lectures; doing coursework and writing essays; preparing for exams; writing a dissertation or thesis. You are advised to refer to the **official university term dates:** <http://www.bathspa.ac.uk/about-us/term-dates>.

Further information

Please note: For legal reasons Bath Spa Careers do not provide visa advice – if you are unsure whether you can legally work in UK, how many hours you can work and the type of work you can undertake, please contact the International Student Advice Team via email: immigrationadvice@bathspa.ac.uk. The International Student Advice Team offers a variety of services including:

- Drop-in sessions
- One-to-one appointments
- Information workshops and presentations

For full details of when and where drop-in sessions are available, and how to make an appointment with an International Student Adviser, please visit <https://thehub.bathspa.ac.uk/international/international-advice-and-support>.

The UK Council for International Student Affairs (UKCISA) has further useful information on their website: <https://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work>.

Where can I find a part-time or vacation job?

The Job Shop at Bath Spa University is part of the Careers Team, and is a free service that helps students to find part-time jobs in the local area and on campus. The Job Shop was set up to help students find opportunities to develop skills and experience required by graduate employers, as well as providing the opportunity to find well paid employment.

We advertise a huge range of vacancies for part-time and vacation work throughout the year, and will only advertise jobs that meet the National Minimum Wage (NMW). The most popular jobs are those on campus (see below), as the work is convenient and usually very flexible, with a higher than average hourly rate - so expect high levels of competition!

Using 'MyCareer' to search for jobs

- We regularly advertise a range of part-time job vacancies – for current vacancies you can log-in into MyCareer via <https://www.bathspa.ac.uk/students/careers-and-employability/find-a-job/>.

On Campus Jobs:

- **Student Ambassadors for the Marketing & PR Department** - Helping out on Open Days and Applicant Visit Days, showing prospective students around the campuses, being an ambassador for the University.
- **Student Ambassadors/Mentors/Tutors** - Getting involved in Widening Participation Events and Projects to inspire young people to want to go to University.
- **Administrative/Specialist Positions in the Schools/Departments** - Various administrative and specialist positions, for example: Careers Service Telephone Canvassers/Leaflet Distributors, Library Helpers, Research Assistants, Computing Support, Events Staff for Bath Spa Live, Students Union Catering, Gym or Retail.

Register your interest in working on-campus

The recruitment for all on campus roles takes place through a central system. If you are interested in the opportunity to work for an on-campus employer, you can fill in your details at any point during the academic year, and you will then be contacted when there are vacancies.

- You can register your interest for on-campus jobs through this link: https://ce0187li.webitrent.com/ce0187li_webrecruitment/wrd/run/ETREC106GF.display_srch_all?WVID=8687731GAA

Finding other local vacancies

Many students find part-time work by approaching employers directly in the central Bath area – these roles are likely to be in customer focused environments, such as retail or hospitality. Often these employers will advertise in windows, however you could also consult:

Local jobsites e.g.

- www.gumtree.com/jobs/bath
- <https://www.fish4.co.uk/>
- <https://www.creativebath.org/jobs/>
- <http://www.bathnes.gov.uk/jobs>
- www.bristolmedia.co.uk/swcreativejobs
- www.indeed.co.uk/Student-jobs-in-Bath

National vacancy websites for students e.g.

- www.savesthestudent.org/part-time-student-jobs
- www.studentjob.co.uk
- www.e4s.co.uk

Social media platforms e.g.

- <https://twitter.com/jobsbath>
- https://twitter.com/bath_jobs_uk
- <https://www.linkedin.com/jobs/parttime-jobs-bath,-united-kingdom/?country=gb>

Things to consider

- How far can you travel? What's the public transport like - can you get a bus or train to work? How long will this take and what will it cost?
- Will a job mean you can't do other things that are important to you? E.g. trips organised by the university?
- Do you need to find paid work, or would a volunteering position be a beneficial alternative?
- Do you want to work throughout the year or go home for the holidays?
- How many hours are you allowed to work? (Remember any restrictions which apply to you)
- How many hours do you want to work? (Remember that you are here to study first and foremost)
- How much will I get paid?

The pay rate will differ with each employer. However, legally all employers must pay their employees the National Minimum Wage and if you are aged over 25 they must pay the National Living Wage:

<https://www.gov.uk/national-minimum-wage-rates>

How do I apply?

For part-time/casual work it is likely that you will be required to submit an application of some sort; most commonly a CV & cover letter or application form.

CVs

In the UK a CV (curriculum vitae) or resume is an important document that you will need. There are likely to be differences between how you might approach your CV in your home country and the UK, so it's a good idea to get familiar with the UK formats and content.

CVs should be tailored towards each individual vacancy or opportunity, so you will need to spend time making sure that you have provided evidence of your relevant skills and experience to be effective. It is important to 'sell yourself'; which may be a new and unfamiliar concept to you, but vitally important if you are going to convince employers to invite you for an interview, and stand out from other applicants.

It is not a requirement to include personal details, such as date of birth, marital status, or nationality on your CV- however, some international students may prefer to include their nationality, which is fine, as you could also emphasise your permission to work in the UK - since some employers can be concerned about visa issues.

Employers may also be unfamiliar with qualifications gained from outside the UK so it is beneficial to provide a rough equivalency to UK qualifications.

If English is not your first language, then you may want to indicate your level of spoken and written English. Your CV will itself be an example of your writing skills and attention to detail is vital; check spelling, grammar and punctuation very carefully. See page 8 for a one page CV example and page 9-10 for a two page CV example.

Cover Letters

When sending off a CV or an application form, it is usual to include a covering letter or email. It is also important that you have tailored the letter to the position you are applying for, rather than use the same letter for each application.

You are trying to persuade the prospective employer of your suitability for the role and they will expect you to: show an interest in what the company does; match your skills and experience to the job you are applying to; and customise the letter/email (and CV) appropriately, with no grammatical or spelling errors. Take great care when using computer spellcheckers (is yours set to UK English?). See page 11 for an example cover letter.

Application Forms

Some employers will ask that you complete an application form, either on paper or more commonly online. The application form is likely to require you to input most of the details that feature on your CV (e.g. contact details/education/work experience - including dates etc.). The form might also include specific questions, such as:

- What qualities do you think you would bring to the team at X?
- What relevant knowledge, skills and experience do you think you could bring to the role?
- What do you think are the most important aspects of customer service?

You must consider these carefully, to ensure you provide answers that demonstrate your ability to undertake the role and match what the employer is looking for.

Some examples to help you...

Here are some example CVs and cover letters to give you some ideas about what content to include and how to structure the documents; however, you should not copy these exactly as your experiences will not be the same!

Wing Tang

14 Tarvit Road, Bath, BA1 2JP

Tel: 07342 801699 Email: w.tang17@bathspa.ac.uk

PROFILE

Keen to work part-time in an administrative role whilst studying for my degree in Business & Management. Experience in family business has shaped a strong work ethic that will ensure professionalism at all times. Whilst I am flexible, my visa restricts me to working 20 hours a week during term time.

EDUCATION & QUALIFICATIONS

September 2017 – To present, Bath Spa University, BA (Hons) Business & Management

A diverse programme that will equip me with the business skills to work in a range of business sectors. Specialist pathway in Accounting will develop my understanding of financial operations, including an individual research project into a real-world brief.

September 2014 – July 2017, First High School, GuangZhou (China)

National University Entrance Examination (Equivalent to UK A-Levels)

WORK EXPERIENCE

January 2015 – July 2017, Tang Textiles, Office Administrator

- Working in the family business to help with administrative tasks, such as inputting data, collating invoices and tracking payments.
- Responsible for ensuring staff follow strict warehouse procedures and maintain health and safety rules.

VOLUNTEERING EXPERIENCE

September 2017 – To Present, Student Representative, Bath Spa University

- Sitting on staff-student committees to represent any concerns or issues arising from course, requires tact and diplomacy.
- Part of team organising sports events on campus; developing my organisational, influencing and persuading skills.

Summer 2016, Habitat for Humanity, Community Volunteer

- Helping to promote the charity's aims; to build affordable and simple housing to address issues of poverty in my local community.
- Successfully helped to excavate and build three new homes - required strong physical fitness and team working skills.

INTERESTS AND ACHIEVEMENTS

- I play for the university football team and commit to regular training sessions and tournaments, keeping me fit and developing a good sense of team spirit and achievement.
- Completing the National Expedition Challenge in 2010 strengthened my perseverance and determination to succeed in challenges, through activities such as rock climbing and canoeing.

References available on request

NAVJOT SINGH

41 West Street, Bath, BA2 3ED Tel: 07663 801380 Email: nsingh@bathspa.ac.uk

Personal Profile

I am keen to work part time whilst studying at Bath Spa University, not only to support myself financially but to develop my skills and broaden my work experience. As an international student my visa allows 20 hours' work per week term-time, any number of hours in vacations.

EDUCATION

Sept 2017 – Present, Bath Spa University, BA (Hons) Education Studies

- Elected course representative for my year, which involved ensuring student representation at committee meetings and raising any issues eloquently.
- Completed a group work assignment to research, plan and deliver an interactive workshop for a class of local school children. Required high levels of organisation and clear communication skills to achieve a 68% grade.

Sept 2010 – July 2017 International Baccalaureate – Pathways School, Delhi

32 points scored for subjects including: Physics, Maths, IT and English (Equivalent to 'A' level standard)

WORK EXPERIENCE

Summers 2016/17 Ranatunga Parts, Delhi, Sales Assistant

- Face-to-face and internet sales of automotive parts for both retail and commercial customers.
- Checking a variety of parts catalogues and web-sites, developed a strong eye for detail and maintaining accuracy.
- Liaising in a professional manner to build relationships and complete stock ordering from suppliers and wholesalers.

May 2015 – September 2016 Brook Bond Lipton, Delhi, Production Assistant

- Following a variety of procedures and methods to produce Earl Grey and English breakfast brands, required accuracy and attention to detail under pressure and against deadlines.
- Operating 15 different types of production line machinery, demonstrating high levels of responsibility.
- Checking and logging the quality of the results at different stages in the production process, ability to follow instructions and communicate effectively with colleagues.
- Quick assimilation of hygiene and safety regulations and knowledge.

July 2014 Mahal Orphanage, Delhi, Volunteer Teaching Assistant

- Helping to teach English to 8 - 11 year old orphans, working with students one-to-one and with varying levels of needs.
- Assisting the teacher to carry out lesson planning and preparation.

UK CVs should cover one or two full pages maximum.

Use your name as the heading. There is no need to write CURRICULUM VITAE, or to include date of birth, marital status, or nationality. Give an address where you can be contacted easily i.e. NOT overseas. Explain when and how many hours you are allowed to work.

Give dates, institution name, title of degree course and location. Summarise what you have learnt from any modules or projects most relevant to the job. Describe what skills you have gained/used and any roles of responsibility.

Include previous qualifications and the UK equivalent (such as A levels) taken to gain entry to university. If you are unsure how your results compare with the UK, ask your course admissions tutor.

Give dates, employer's name, your role and key duties performed. Highlight examples of your main achievements showing what you learnt. Match the skills you learnt to the job e.g. this student is emphasising his sales skills.

Remember to use reverse chronological order in all sections, i.e. the most recent information first, working backwards.

Unpaid experiences are just as valuable as paid.

RELEVANT SKILLS

(OPTIONAL SECTION –REFER TO ADVICE BAR TO SEE IF SUITABLE)

Team working:

- I ensure an inclusive environment for all members of the International Students Society by encouraging shy members to get involved in different activities, and by introducing myself to all new members.
- At Brook Bond Lipton excellent team working skills were vital to ensure the efficiency and quality of the tea production was never compromised, I would always maintain a 'can-do' attitude in the face of busy peak season demands.

Communication:

- Ability to communicate fluently in both written and spoken English, Hindi and Punjabi gives me a greater appreciation of language and how to adopt the most appropriate tone of voice, speed of delivery and clarity for your audience.
- Communicating with all levels of seniority, from managers to production line workers at Brook Bond Lipton has taught me confidence in dealing effectively with people of different ages from myself.

Sales and Customer Service:

- Employing different 'sales techniques and jargon' depending on the social and cultural background of the customer is a strength I discovered through selling automobile parts.
- I enjoy going the 'extra-mile' to satisfy a customer's needs, and received an award in recognition of 'Outstanding Customer Service' at Ranatunga Parts.

Organisational Skills:

- While voluntarily teaching English I would help the teacher to plan each lesson in advance, by looking at the guidelines provided by the school, mapping out a detailed schedule and gathering together all of the resources required.
- I use a paper-based wall chart and electronic calendar to break down my university assignments into smaller tasks, to ensure I meet all deadlines well in advance and allowing for any unforeseen circumstances.

INTERESTS AND ADDITIONAL INFORMATION

- Since arriving to study in the UK I have played an active part in the International Students Society at Bath Spa University. This has improved my conversational English language skills and developed team working skills during many of the social activities that are involved.

REFERENCES

Dr Bob Gilbert
Senior Lecturer
Bath Spa University
Newton Park
Bath, BA2 9BNI
b.gilbert@bathspa.ac.uk
Tel: 01225 7895446

Vijay Sinha
Production Manager
Brook Bond Lipton
Delhi-005541
India
v.sinha@bbl.com
Tel: 009111 35649851

This section is an opportunity to identify skills the employer is seeking and to show how you match the job requirements. You do not need to have this section – it is optional, and should only be used if you can clearly provide a range of specific examples for each skill.

Don't just list your activities – give some indication of what you achieved or positions of responsibility you have had.

As well as academic knowledge, employers are looking for personal qualities (like motivation, initiative and leadership) that you have developed by getting involved in campus or community activities. You can also include your IT skills and language skills (indicate your level) Use two referees and check in advance they are willing to be a referee. Ideally use someone you have worked/volunteered for, and/or your personal tutor. If you are worried that your UK lecturers do not know you well enough, give them a list of the strengths you would like them be aware of. If you do not have space to add in referees' details, simply write: 'Available upon request'

Example Cover Letter for part-time/vacation work (International Student)

Mr John Smith
Personnel Manager
Reed Home Computer Supplies
4 North Road
Bath
BA1 3JM

30th September 2017

Vacancy for part-time retail assistant

Dear Mr Smith

I am a first year student at Bath Spa University writing to apply for the above vacancy that you have advertised through the Job Shop.

As you can see from my CV I already have experience of sales work from my part-time job at Ranatunga Parts in Delhi, where I was involved in both face to face and internet sales. I enjoyed the customer facing aspects of the role, but also took on the additional responsibility of ordering supplies when stock was low, or when special parts were required.

My written and spoken English language skills are good, and have developed further since coming to the UK to study Business & Management. My chosen degree subject also demonstrates my interest in the commercial environment and I expect to gain a wide set of transferable skills that will impact positively on my ability to carry out the retail assistant role, such as teamwork and good time-management skills.

I enclose my CV for your attention; please note I hold a student visa that allows me to work up to 20 hours per week in term time and any number of hours in the vacations. I look forward to hearing from you shortly, and would welcome the opportunity to meet with you for an interview.

Yours sincerely

Navjot Singh

1 West Street
Bath
BA2 3ED

Provide an up-to-date address for yourself.

Give the employers name, job title, company name and full address if possible.

This is how to write the date in UK style.

Give a reference number or job vacancy title.

NOT Dear Mr John Smith or Dear John, unless you already know him personally. If you do not have a named contact you can write Dear Sir or Madam.

Explain what you are applying for and that you are a student.

Highlight any relevant skills and experience you already have (including your degree, or volunteering).

Refer to anything you have enclosed such as a CV or application form. Explain when you are allowed to work, as some employers do not understand student visa rules.

Finish in a friendly manner.

Where you start your letter with a named contact i.e. Dear Mr Smith you finish with 'Yours sincerely'. If you start with Dear Sir or Madam you finish with 'Yours faithfully'.

Handwrite your signature, above where you have typed your full name.

Use plain language and keep to one side of A4. Proof read and spell check the letter carefully. Use UK not US spell check! Employers may reject applications that contain errors.

Preparing for an interview on Bath Spa University campus?

Here are some example interview questions used recently by on-campus employers, with interviews lasting on average 20 minutes.

- Customer care is a big part of the role. What's your experience in the area and how can you help us improve our customer care? Have you dealt with difficult customers?
- We have to solve problems quickly, can you talk about your own problem solving strategies and tell us about a time you've solved a problem?
- How important is part-time work to you?
- What would you do if you were running late for work?
- Team work is vital for us. Please tell us about a time you've worked as part of a team. What was rewarding about it? What was challenging? And how did you meet those challenges?
- What skills and attributes could you bring to this role?
- Can you describe a time in the past when you have done something you are particularly proud of during paid or voluntary work?
- Can you tell us why you are interested in this particular post?
- Can you give an example of how you have worked without close supervision in a previous role?
- Finally, do you have any questions for us?

Feedback from on-campus employers:

Try using the following observations of recent experiences to ensure that you put in the very best performance, should you be invited to attend an interview:

Positive observations

- All students turned up early and well presented.
- Majority of students asked questions at the end.
- Most were honest about particular desired experience which they didn't have.
- Majority talked about past experience from other, similar roles, using their experience to relate to the role.
- Majority included examples from their experience at university (working on group projects etc.) as well as work experience.

Areas for improvement

- Common mistake seen across all the interviews was the lack of specific examples given.
- When asked to describe a situation where they had experienced something, students instead talked broadly rather than focusing on an actual occasion.
- Students were often prompted to give more detail when answering a question.
- A few students were clearly very nervous and really struggled to hide their nerves meaning that although they had good CVs, they didn't perform as well and score as highly as they should have done based on their experience.
- Some students had not prepared questions at the end.
- When asking questions at the end, some students enquired about things that they should have known already, indicating that they hadn't done enough research about the role.

Income Tax and National Insurance (NI)

International students need to pay Income Tax at the same rate as UK citizens - if you earn more than the specified annual personal allowance (the amount changes every year, £11,850 at time of press). See the following link for up-to-date information: <https://www.gov.uk/income-tax-rates/current-rates-and-allowances>. If you do not reach this amount you are able to apply for a rebate, but this is only paid in Sterling. You need to claim any money owed to you at the end of the tax year (5th April) by downloading a form P50: <https://www.gov.uk/government/publications/income-tax-claiming-tax-back-when-you-have-stopped-working-p50>.

When you finish a job you should receive a P45, stating all you earned for that company. It is a good idea to keep your pay slips as an additional proof of earnings. You will also need a National Insurance Number (NINo) – this is a unique personal number which is used to record your National Insurance (NI) contributions. Employees and employers both pay NI contributions, which help to fund contributory benefits, for example, the state pension and jobseeker's allowance. Contributions depend on how much you earn every week. Unlike income tax NI contributions cannot be claimed back: <https://www.gov.uk/apply-national-insurance-number>.

Getting a National Insurance Number (NINo)

You do not need to have a NINo before starting work but must obtain one when you get a job. You are advised to apply for one **as soon as** possible, as it may take up to six weeks to be allocated, by telephoning: **0800 141 2075** (Mon – Fri, 8am – 6pm).

The telephone interview will take about 7-10 minutes. You will need a piece of paper and a pen, plus **before you make the call** have the following information ready:

- Your address in the UK (with a post code e.g. BA2 9BN)
- Your contact phone number (mobile or landline)
- Your visa expiry date (if you have a visa)
- Where your visa was issued (it can be the country or the city)

The interviewer will ask you few simple questions:

- What is your name/surname? Do you have any other names?
- What is your nationality? Do you have any other nationalities?
- Your date of birth
- Why are you applying for a National Insurance Number?
- Do you have any disabilities? Are you married or single?
- What type of visa do you have?*

At the end of the interview you will be given a **reference number and another phone number** – it is **very important** that you **write both down** (you will need them in case your application gets lost). At the end of the telephone interview there are two possibilities:

- 1) You will be invited for an face-to-face interview in Bristol or Swindon
- 2) You will receive an application pack in the mail within 10 working days

If you have any questions or problems during your interview or with filling in your National Insurance Number application please let us know - we will help you.

Further Support from Bath Spa Careers

If you would like further support from Bath Spa Careers & Employability go to [bathspa.ac.uk/careers](https://www.bathspa.ac.uk/careers) to see the ways in which you can access our service.

Information about finding a job, including part-time vacancies, is available on:
<https://www.bathspa.ac.uk/students/careers-and-employability/find-a-job/>.

If you have any queries you can also contact jobs@bathspa.ac.uk or contact Careers Reception on 01225 875525 or at careers@bathspa.ac.uk.

Please note that Bath Spa Careers does not endorse particular organisations.

(This guide was last updated in Summer 2019).

GET A HEAD START

We're here to help you get a great start to your career. We're open all year round, so come and visit us in the Careers Space, book an appointment, or get in touch.

Careers Space, SL.G04
Steward's Lodge

careers@bathspa.ac.uk
01225 875525

www.bathspa.ac.uk/careers

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Every effort has been made to ensure the information in this leaflet is accurate but we recommend that you check all details carefully.

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