## UBC ENGINEERING CO-OP PROGRAM MASTER OF APPLIED SCIENCE TERMS and CONDITIONS

The following terms and conditions of enrolment in the UBC Engineering Co-op Program are in addition to those policies and regulations listed in the UBC Engineering Co-op Student Handbook. If there is a conflict among the foregoing, the order of precedence will be as follows: (1) these UBC Engineering Co-op Program Terms and Conditions and (2) the UBC Engineering Co-op Student Handbook. To participate in the Co-op Program, you must agree to the terms and conditions during every term of participation in the Program.

The UBC Engineering Co-op Program reserves the right to update, modify or revise these Terms & Conditions as necessary and without notice. To participate in the Co-op Program, students must agree to the terms and conditions during every term of participation in the program.

Questions about the collection of this information may be directed to the Program at askme.engcoop@ubc.ca.

I understand and agree to comply with all of the following terms and conditions:

### 1. REGISTRATION

- **1.1** To be registered by the UBC Engineering Co-op office administration in one co-op course for each four-month work term period when I have secured co-op employment.
- **1.2** To pay the co-op course tuition for every co-op work term (consecutive or not) by the due dates specified in the UBC Calendar whether I secure a co-op placement through the Co-op Program or through my personalized job search.

### 2. INFORMATION RELEASE

- **2.1** That the Co-op office will access my academic records for the purposes of the Co-op Program.
- **2.2** To give permission to UBC to release my resumé, cover letter, transcripts, and other relevant information to prospective employers for placement during co-op work terms while I am enrolled in the Co-op Program.
- **2.3** To keep the co-op job posting information, employer lists, contacts, passwords to the Engineering Co-op Program database (PDPortal), etc., confidential.

### 3. CO-OP WORKSHOPS / PRE-EMPLOYMENT TRAINING

- **3.1** To pay the co-op pre-employment workshop fee by the deadline set by the Co-op Program, and understand that this fee is non-refundable and does not guarantee acceptance to the Co-op Program.
- **3.2** To attend all the co-op workshops on pre-employment training, which are prerequisites to full acceptance in the Program.

### 4. ACADEMIC PERFORMANCE & STUDENT CONDUCT

- **4.1** To maintain a minimum, cumulative grade average of 68% to remain in the Co-op Program.
4.2 To behave appropriately and according to all UBC policies, procedures and guidelines for the duration of my participation in the Co-op Program, whether on an academic term at UBC or on a co-op work term.

4.3 That any disciplinary action imposed on me by the University, whether for academic or non-academic misconduct, may result in my dismissal from the Co-op Program.

5. **COMMUNICATION WITH THE CO-OP OFFICE**

5.1 To respond within 36 hours to all messages from a Coordinator and the Co-op office.

5.2 To notify the Co-op Office, in writing, of any changes regarding my work eligibility, work status or current contact information within 36 hours of any change.

5.3 To inform a Coordinator, immediately or no later than 36 hours, of any inappropriate, unsafe, and/or unethical behaviour or treatment during the Co-op Program, including during an interview or in the workplace.

6. **JOB SEARCH PROCESS**

6.1 That the Co-op Program does not, and cannot, guarantee employment during a co-op work term. I will be actively engaged in the job search, through positions posted on the PDPortal and through my own personalized efforts. It is ultimately my responsibility to secure co-op work term employment.

6.2 To review and discuss my personalized job search with a Coordinator and keep him/her updated on my application and work search progress.

6.3 To allow the Co-op Program to solicit positions on my behalf.

6.4 That I will only submit applications to positions that I intend to accept if offered.

6.5 That I will not solicit positions from a co-op employer directly on my own without prior permission from a Coordinator.

6.6 To provide the Co-op Program and prospective employers with accurate and appropriate information regarding my qualifications and interests.

6.7 That I will not falsify information in my application packages, during interviews or meetings with prospective employers.

6.8 If I do not secure a summer work term, I will be ineligible to proceed with the Co-op Program.

7. **INTERVIEWS**

7.1 To attend all interviews with employers who have selected me as a candidate, and to conduct myself professionally throughout the process.

7.2 That the Co-op office or a Coordinator may, if necessary, select interview times on my behalf.

7.3 That interviews will only be rescheduled at the sole discretion of the employer, for exams, health reasons or emergencies and I will notify a Coordinator or the Co-op office immediately of any interviews I am unable to
attend for any reason.

7.4 To notify the Co-op Office of the details of all interviews an employer arranges directly with me.

7.5 To contact a Coordinator if I have any issues or concerns with a job directly after attending an interview.

8. **JOB OFFERS**

8.1 That I will accept or reject all job offers through a Co-op Coordinator or designated Co-op staff. I will consult with a Coordinator before accepting a job offer external to PD Portal and allow him/her to contact this employer to ensure the position satisfies the criteria of a co-op work term and to inform the employer of the co-op guidelines.

8.2 That I will be required to pay the necessary travel and/or relocation expenses (including housing), if not subsidized by the company, when accepting positions not within close proximity of my current home or campus.

8.3 To respond to a co-op job offer, indicating whether I will accept or decline the offer within 2 business days.

8.4 To accept the salary offered by employers understanding that the work terms are paid employment and reflect the organization’s salary scale and my level of training and experience. I will not negotiate the salary offered.

8.5 That once I have signed an offer of employment and/or agree to a verbal offer of employment, I have a professional and ethical obligation to satisfy the requirements of my employment contract. If I break my contract of employment, for a position secured through co-op or via my personal job search efforts, I will not be satisfying the conditions of the Co-op Program and will be assigned a “Fail” grade for the co-op course and withdrawn from the Program.

8.6 That once I have accepted an offer (either verbally or in writing), I will not accept any other offers or requests for interviews for the work term(s) covered by the employment contract.

8.7 That if I return to a co-op employer for any subsequent co-op work term, whether consecutive work terms or not, I will be registered in the co-op course and pay the co-op course tuition.

9. **THE WORK TERM**

9.1 That I am responsible to ensure I have the appropriate documentation, e.g. work permit, visa, Social Insurance Number (SIN), health insurance, and so forth, prior to commencing the work term.

9.2 That while on a co-op work term I am an employee of the employer and not an employee or agent of the University. In all matters relating to work activities, I am under the supervision and direction of the employer and not under the supervision and direction of the University.

9.3 That employment during each co-op work term must be full-time and remunerated.

9.4 To inform my employer immediately or no later than 36 hours of any inappropriate, unsafe, and/or unethical behaviour or treatment during a co-op work term.

9.5 To comply with all policies and procedures of my employer, including policies regarding use of social media,
cell phones, company vehicles, and confidential/proprietary information, both during and after a work term.

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<tr>
<th>9.6</th>
<th>To follow the procedures as outlined in the UBC Engineering Co-op Work Term Checklist and UBC Engineering Co-op Student Handbook.</th>
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<tbody>
<tr>
<td>9.7</td>
<td>That I am required to submit a Work Term assignment for every co-op work term (whether or not any of my placements span multiple consecutive work terms) and that I am aware that each assignment is due as outlined in the UBC Engineering Co-op Student Handbook. A late Work Term Report will result in being assigned a &quot;Fail&quot; grade for the Co-op course and/or withdrawal from the Co-op Program.</td>
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<tr>
<td>9.8</td>
<td>That I must meet the minimum requirements on the evaluation from my employer and a satisfactory grade on my Work Term assignment in order to receive a &quot;Pass&quot; (P) for the co-op work term.</td>
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| 9.9 | That if I am unable to complete a co-op work term for medical or compassionate reasons, I am eligible to receive a "Pass" (P) for the work term if all of the following occur:  
- I notify a Coordinator, to confirm the employer is aware that I am unable to complete the work term;  
- I provide a Coordinator, where appropriate, with a supporting letter from my doctor or medical certificate indicating I cannot complete the term;  
- A Coordinator determines that my performance and learning process on the co-op work term to date have been satisfactory; and  
- My employer evaluates my work term performance as meeting the minimum requirements. |

10. COMPLETION OF THE CO-OP PROGRAM

| 10.1 | To complete a minimum of two (2) scheduled work terms in the Co-op Program. |
| 10.2 | To follow the co-op work term schedule; except where changes to the co-op schedule have been discussed with a Coordinator, followed by a formal written request and written approval by the Co-op Program. |
| 10.3 | That I must complete my degree on a full academic term. |

11. SCHEDULING AND WITHDRAWAL FROM THE CO-OP PROGRAM

| 11.1 | That any requests to withdraw from a job search term, to deviate from the co-op work term sequence, or to fully withdraw from the Program, must be received by the Co-op Program by the following dates:  
- For Winter work term (January to April) – by August 31st  
- For Summer work term (May to August) – by December 31st  
- For Fall work term (September to December) – by April 30th |
| 11.2 | That if my withdrawal/deviation request is received by the date listed above I will be allowed to withdraw without penalty or notation on my transcript. |
| 11.3 | That if my withdrawal/deviation request is not received by the required date as noted above, I will be assigned a "Withdrawal" (W) standing on the co-op course and will be responsible to pay 100% of the co-op tuition fee for the term and all other student related fees. |
| 11.4 | That I will not be permitted to withdraw from the Co-op Program once I have obtained a job through my personal job search. Enrolment in the co-op course(s) will be maintained and I will be responsible for all assessed fees for the duration of the employment contract. |
12. WORK TERM FAILURE

12.1 That I may be assigned a ‘Fail’ grade on a co-op course for any of the following reasons:
- Failure to report for work at the location specified by the employer;
- Ending a work term without permission from the Co-op Program and the employer;
- Failure to honor a signed employment offer;
- Removal by the employer for cause;
- Unsatisfactory performance as determined by the employer;
- Failure to submit required documents to the Co-op office.

12.2 That acceptance of a job offer spanning multiple consecutive co-op work terms necessitates my completion of all requirements for all work terms and that if I terminate the work agreement early without the consent of a Coordinator, I may be assessed a failing grade for each work term placement.

12.3 That if I fail to comply with any of these UBC Engineering Co-op Terms and Conditions or the UBC Engineering Co-op Student Handbook and website I may be assigned a ‘Fail’ grade for the co-op course and/or be dismissed from the Co-op Program. The Co-op Program reserves the right to dismiss students for improper behaviour at the discretion of the Coordinator and the Engineering Co-op Associate Director.

13. STUDENT APPEALS PROCEDURES

13.1 That I may, at any time, request a meeting with a Coordinator to discuss concerns over a decision made pertaining to my academic standing in the Co-op Program.

13.2 That if I am unable to reach an agreement with a Coordinator, I may appeal his/her decision as per the Student Appeals Procedures in the UBC Engineering Co-op Student Handbook.

13.3 That if a satisfactory resolution cannot be achieved within the Co-op Program, I may formally request a meeting with the Associate Dean, Education and Professional Development, for a decision in the appeals process.

13.4 That if a satisfactory resolution cannot be reached with the Associate Dean, Faculty of Applied Science, I may appeal the decision of the Associate Dean to the University Senate, Committee on Appeals on Academic Standing in accordance with the procedures listed in the University Calendar.

INTERNATIONAL STUDENTS ONLY (Students attending UBC on a Study Permit/Student Visa)

1.1 That I must obtain a co-op work permit from Immigration, Refugees, and Citizenship Canada (IRCC) prior to commencing my first co-op work term and ensure my co-op work permit is valid for each subsequent work term.

1.2 That I must apply for a Social Insurance Number (S.I.N) from a Service Canada Centre and provide my valid S.I.N to the employer each work term.

1.3 That if my immigration status changes during my participation in the Co-op program, I will notify the Co-op office immediately as this may affect my eligibility for employment.

1.4 That as an international student I may be ineligible to apply for some jobs within Canada due to citizenship requirements or funding restrictions.
By signing below, you are confirming that you understand and agree to comply with all of the statements in these Terms and Conditions.

Full Name: __________________________________________

UBC ID Number: ______________________________________

Date: ________________________________________________

Signature: ____________________________________________

Last updated: August 23, 2017