

Co-operative Education, Work Experience & Internship Programs

Terms and Conditions of Participation

This agreement outlines a set of principles and professional conduct governing all students taking part in:

- co-operative education,
- work experience, and
- internships.

In this agreement, students will be referred to as “co-op” students. This agreement assures a fairness that complies with the requirements of the University of Victoria and the [BC Freedom of Information and Privacy Act](#).

When I’m accepted into the co-op program and agree to the Terms and Conditions, I understand that:

1. To take part in co-op, I must adhere to the regulations listed in the [UVic academic calendar](#).
2. I shall adhere to the Policy on Academic Integrity as outlined in the UVic [Undergraduate calendar](#) and [Graduate calendar](#).
3. I must complete the [Introduction to Professional Practice \(IPP\) course](#) for my co-op program before I can take part in the co-op work term. Before each work term can be registered, I must complete all prerequisites required by my co-op program.

While I look for a work term, I understand that:

4. Co-op postings on the [Co-op and Career portal](#) are password protected. I agree to not share any information about Co-op postings or employers with any other person. If I fail to maintain the security of the Co-op and Career portal, I may be dismissed from the co-op program.
5. If I develop my own work term, I will advise my co-op coordinator before I begin the term. I understand that I must submit supporting documentation for approval of the Co-op work term before the proposed start date, or the work term may not be allowed. I also understand that the Co-op office is not obligated to approve work terms.
6. I agree to attend all interviews until I have secured a work term. If I no longer feel an opportunity is suitable for me, I will contact my co-op coordinator immediately. If appropriate, I will be withdrawn from the competition.
7. If offered a co-op position, I understand that I have 24 hours to decide if I will accept the position. In some instances, this deadline may be extended. If I plan to decline an offer, I will contact my coordinator to discuss my reasons before I decline.
8. By accepting a work term offer, I agree to the salary as stated by the employer.
9. I must complete the co-op position or work term in its entirety. I will not apply to any other postings or interview with other employers. If I leave the work term without approval of both the co-op program and my employer, I may receive a failed work term grade on my transcript.
10. Co-op tuition fee(s) are charged and payable. For details see the “Tuition and Fees” section in the UVic [Undergraduate calendar](#) and [Graduate calendar](#).
11. Once I am accepted into the co-op program and am scheduled and released for a co-op term, I must register any suitable position as a work term. This includes a work term that extends into a second work term, whether I find it through the Co-op and Career portal or through networking events.
12. Additional work terms beyond what are required for my degree are approved at the discretion of the co-op office.

International student work authorization:

13. I acknowledge that the receipt of a co-op work permit entitles me to work in Canada only when I meet the Immigration, Refugees and Citizenship Canada (IRCC) eligibility criteria. It is my responsibility to maintain compliance with the Immigration and Refugees Protection Act (IRPA) and Regulations (IRPR) as well as with IRCC policies.
14. I must apply for and receive a Social Insurance Number to work in Canada. I must also ensure my co-op work permit is up to date.

Freedom of Information and Privacy:

15. I give my consent to the co-op program to disclose and release personal information to prospective employers, such as:

- my résumés,
- unofficial transcripts,
- letters of reference,
- portfolios, etc.

I also give consent to the co-op program to discuss my academic records, employment history and qualifications with prospective co-op employers while I am enrolled in the co-op program.

16. I agree to allow the co-op program to release personal information when requested by government agencies who require this information for their funding programs or to verify my status as a co-op student.
17. I will provide salary information to the co-op program for statistical purposes.
18. I understand that email is the primary form of communication used by the co-op office to contact students. I will provide my preferred email and phone number through UVic online tools and agree to check my email regularly.

I have read the above terms and conditions of participation in the UVic Co-operative Education Program. I agree to adhere to them during my participation in the program. I understand that the co-op program reserves the right to take appropriate action, such as withdrawal from the co-op program, if I fail to adhere to the above terms and conditions.

Completing the following information is voluntary.

The information will be used for statistical purposes. The Office of the Executive Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the students' permission in writing.

Please indicate if you identify as any of the following. If you do not identify with any, please leave blank:

- ☐ Canadian Indigenous (First Nations, Metis, Inuit or non-status)
- ☐ Student with a disability