The purpose of this agreement is to outline the requirements for participation in all Co-operative Education, Work Experience and Internship (hereinafter referred to as “Co-op”) programs and assure a procedural fairness that complies with the requirements of the University of Victoria and the BC Freedom of Information and Privacy Act.

Upon acceptance into the Co-op program and by signing this agreement, I understand that:

1. To participate in Co-op, I am required to adhere to the general and program-specific regulations listed in the applicable calendar UVic Undergraduate and/or Graduate calendar(s). http://web.uvic.ca/calendar/index.html
2. I shall adhere to the Policy on Academic Integrity as outlined in the UVic Undergraduate and Graduate calendars.
3. I must successfully complete the “Introduction to Professional Practice” course as specified by my Co-op program before I can participate in the Co-op work term process. Before my work term can be registered, I must complete all prerequisites and corequisites for each Co-op work term as specified by my Co-op Program.

While looking for a work term I understand that:

4. Co-op postings on the Co-op and Career portal are password protected. Consequently, I agree not to share any information about Co-op postings or employers with any other individual, and that 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 and I understand that it is my responsibility to provide supporting documentation (job description, offer letter) for approval of the Co-op work term prior to the proposed start date, or the work term may not be allowed. I also understand that the Co-op office is under no obligation to approve work terms that it deems to be unsuitable.
6. I agree to attend all interviews for which I am shortlisted until such time as I have secured a work term. If I have completed an interview, and I no longer feel the opportunity is suitable for me, I will contact my Co-op Coordinator immediately to discuss my reasons. If appropriate, I will be withdrawn from the competition.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 whether or not I will accept the position. In some instances, this deadline may be extended at the discretion of the co-op program. If I plan to decline an offer, I will contact my Co-op Coordinator immediately to discuss my reasons.
8. Work terms are paid employment and reflect the employer’s salary scale and the student’s level of training and experience. By accepting a work term offer, I am agreeing to the salary as stated by the employer.
9. Once I have accepted a Co-op position (either verbally or in writing) or a self-developed work term has been approved, I am committing to complete that work term, as agreed, in its entirety. Once I have accepted a Co-op position, I will not apply to any other postings or interview with other employers. Leaving the work term without prior approval of both the Co-op program and my employer will result in a failed work term grade that will be recorded on my transcript.
10. Co-op tuition is charged for each work term and payable as outlined in the section “Tuition and Fees” in the UVic Undergraduate and Graduate calendars.
11. Once I have been accepted into the Co-op program and am scheduled and released for a co-op term, I am required to register any suitable position I find either through the Co-op and Career portal or through networking events and assistance from the Co-op and Career office as a work term.
12. Additional work terms beyond what are required for my degree are approved at the discretion of the Co-op office.
During and after a work term I understand that:

**International Student Work Authorization:**

1. 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 to participate in a UVic authorized Co-op work term/internship. I accept it is my responsibility to maintain compliance with the Immigration and Refugees Protection Act (IRPA) and Regulations (IRPR) as well as with IRCC policies.
2. I must apply for and receive a Social Insurance Number in order to work in Canada, and ensure my co-op work permit is up to date.

**Freedom of Information and Privacy:**

1. I give my consent to the Co-op program to disclose and release personal information such as my résumés, unofficial transcripts, letters of reference, portfolios, etc., to prospective Co-op employers, and to discuss my academic records, employment history and qualifications with prospective Co-op employers for the purpose of assisting me to secure a work term while I am enrolled in the Co-op program.
2. I agree to allow the Co-op program to release personal information: 1. when requested by government agencies who require this information for their funding programs; or 2. to verify my status as a Co-op student.
3. I will provide salary information to the Co-op program for statistical purposes.
4. I understand that email is the primary form of communication used by the Co-op Office to contact students regarding interviews, job offers, and other important information. I will keep my preferred email and phone number updated [here](https://www.uvic.ca/mypage/render.userLayoutRootNode.uP?uP_fname=user-profile) and I agree to check my email regularly.

I have read the above terms and conditions of participation in the UVic Co-operative Education Program and 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, in the event that I do not adhere to the above terms and conditions, as well as the general and program-specific regulations listed in the UVic Undergraduate and/or Graduate calendar(s). If I have any questions about this document, or the UVic calendar(s), I will discuss them with my Co-op Coordinator.

**Completing the following information is voluntary.** The information will be used for statistical purposes. The Office of the Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the students’ permission in writing.

I am:
- [ ] Canadian Indigenous (First Nations, Métis, Inuit, non-status)
- [ ] A student who requires academic concessions or accommodation.

[https://www.uvic.ca/students/academics/academic-concessions-accommodations/index.php](https://www.uvic.ca/students/academics/academic-concessions-accommodations/index.php)