



The purpose of this agreement is to outline a set of principles and professional conduct governing all Co-operative Education, Work Experience and Internship (hereinafter referred to as “Co-op”) students and assuring 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 [UVic Undergraduate and/or Graduate calendar\(s\)](#).
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 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 prior, and I understand that I must submit 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 If appropriate, I will be withdrawn from the competition.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 Coordinator immediately to discuss my reasons before declining.
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 undertake and complete that work term, as agreed, in its entirety and I will not apply to any other postings or interview with other employers. Leaving the work term without approval of both the Co-op program and my employer may result in a failed work term grade that will be recorded on my transcript.
10. Co-op tuition fee(s) are charged 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 as a work term, including when one work term extends into a second work term, whether it is found through the Co-op and Career portal or through networking events and assistance from the Co-op and Career office.
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 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.
- 14. 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:

- 15. 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.
- 16. 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.
- 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 regarding interviews, job offers, and other important information.
I will provide my preferred email and phone number [here](#) (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 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.

Signature: _____

Student V number: _____

Name (printed): _____

Date: _____

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.

Please indicate if you identify as any of the following (if you do not identify with any of the options, please leave BLANK):

I am.... <input type="checkbox"/> Canadian Indigenous (First Nations, Métis, Inuit, non-status) <input type="checkbox"/> Student with a disability
--