TO: DEPARTMENT HEADS

FROM: Donja Roberts, Acting Director, Student Awards and Financial Aid

DATE: May 3, 2019


Departments are encouraged to create opportunities for students to engage in research activities as part of their program, as per the Strategic Plan for the University of Victoria. The Work Study Program supports this goal by providing departments with funding to hire students, who have a documented financial need into on-campus, part-time positions, which relate to their learning environment.

The University of Victoria Department of Human Resources and CUPE 951 will vet all Work Study positions prior to funding allocations. This process better determines which positions are classified as CUPE. In order to accommodate this step in our process, and to not impact the timely approval of positions, our deadline date is as follows:

Department secretaries, chairs, directors and heads are asked to forward a copy of this memo to all interested parties within their department. The deadline to submit proposals to Student Awards and Financial Aid is June 3, 2019.

To submit a project proposal and to learn about the policies and procedures of the program, please:

- Visit our website at: http://www.uvic.ca/registrar/safa/work-study/index.php
- Carefully read the Supervisor Information
- Follow the Step-By-Step Guide

Proposal submissions received after the deadline date cannot be considered.

Questions? For more information, please contact:

Maria Ferreira  phone: 721-8424  email: wstudy@uvic.ca
Debra McIldoon  phone: 721-8426  email: finaidofficer1@uvic.ca