

Work Learn International Undergraduate Research Awards – 2017/18

Information Sheet for Faculty Coordinators

COORDINATORS' ROLES

- Act as the main liaison between your faculty's project supervisors, students, and the Centre for Student Involvement & Careers (CSI&C) - Work Learn program office.
- Determine how the awards will be distributed and promote this program within your Faculty/School.
- Ensure that all project supervisors and students who apply meet the [program eligibility criteria](#). We are able to verify eligibility of students if necessary.
- Forward your student participant list and student appointment forms to the Work Learn Program office by deadline dates provided.

PROCEDURES

1. Promote the program within your faculty, advise students and potential supervisors of the application process, and collect and review application forms.
2. Faculty offices may allocate awards within the quota distribution using their own internal processes, with the expectations that strong researchers will be paired with strong students for the purpose of research. We recommend using criteria that is similar to what you currently use to award the NSERC USRA grants.

Note: [CareersOnline](#) (the online job board for UBC students) is a great resource for posting your opportunity. UBC employers can advertise positions free-of-charge. Make sure your posting includes [student eligibility](#) criteria in the qualifications section to ensure you get applications only from eligible international undergraduate students.

3. Ensure that students **are international undergraduates**. Student Eligibility:
 - Be an international undergraduate student.
 - Have been a registered full-time student in Winter Terms 1 & 2 OR be registered in full-time studies during the summer. See UBC's definition of "full time" for immigration purposes [here](#).
 - Have a valid study permit.
 - You must also have a valid [Social Insurance Number \(SIN\)](#), which in some cases can take weeks to obtain; be sure to plan ahead.
 - **Graduating international undergraduate students** are eligible only for the academic term directly following the completion of your program requirements (regardless of your graduation date). Students who finish their courses in Winter Term 2 (April) and graduate in the spring (May) will be eligible to hold a Work Learn in the summer term. UBC students who completed program requirements and whose program completion letter is not yet available are considered by UBC to be "full time for immigration purposes." Full time students who meet [certain conditions](#) may work. Once a student's program completion letter becomes available, they must apply for a PGWP or obtain some other form of work authorization. It is the responsibility of the student to ensure they have the necessary work authorization documents to work after completing their studies.

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If students have questions about their eligibility, please have them speak with an [International Student Advisor](#). Once you have identified your student recipient, please email work.learn@ubc.ca with the student's name and student number to verify eligibility.

4. Submit to the Work Learn Program office:

	Deadline
Participant List A template will be provided by the Work Learn Program. Ensure all information requested on the spreadsheet is complete and accurate. Missing information may delay the student's appointment.	Friday, March 24
Student Appointment Forms All appointments must be submitted as an ePAF in HRMS . Payroll will no longer be accepting paper hardcopy SAFs (student appointment forms). Please contact your payroll rep should you have any questions about submitting ePAFs in HRMS. The student's official start/end dates should match the start/end dates on the appointment form. The latest a student can start working on their ward to meet the minimum 16-week requirements is <u>May 11, 2017</u> .	Friday, April 14

5. The Work Learn Program office will arrange to transfer \$4,500 (per student) to Faculty/School accounts at the end of the work placement. Each Faculty/School is responsible for transferring funds to the project supervisors' departmental accounts.