



Work Learn International Undergraduate Research Awards (WL IURA) Summer 2021 | Frequently Asked Questions (FAQs)

- What will the WL IURA program look like for Summer 2021 term?

The WL IURA program will proceed and the full value of the award (\$6000) will be provided (\$8000 for Faculty of Arts), even in the event of a shortened work term. WL IURA positions may proceed with specific accommodations for remote work, where possible, and/or shortened work terms. Shortened work terms may be less than 12 consecutive weeks.

For faculty members who intend to submit a WL IURA research project proposal, please ensure that COVID-19 safety measures and considerations as well as contingency plans are included when submitting their application. Questions for consideration: *Will the project be feasible given the COVID-19 safety plans as per their Faculty/School/department? Can the project be done safely?*

- Can research projects still take place remotely?

Yes. Students and supervisors can pursue a remote research project full-time for summer 2021. There are specific restrictions to where students are residing for the summer months, in order for the student to conduct research projects remotely (please see the next FAQ).

Proposed research projects that cannot be carried remotely (e.g. lab work) can be modified to something that is suitable for remote work (e.g. analysis of existing data, literature reviews). Supervision is expected to occur via video chats, telecons, and email. Please contact worklearn.iura@ubc.ca if the proposed research project changes significantly from the initial proposal before the start of the term.

Please refer to [UBC's Telecommunicating Checklist](#) and [UBC IT's online guide to working remotely](#). The guide outlines resources when working remotely, including: how to access emails and files, tools for virtual meetings, and security requirements. When considering the use of personal devices, it is important to ensure that security and privacy requirements are met.

- Where may students live while working on remote research projects as part of the WL IURA program?

WL IURA students are permitted to work remotely, in Canada, from a different province or territory. Those students who will be working remotely outside of BC must be registered as a worker in the province or territory where the work will take place. To do so, your HR Advisor/Department should alert UBC's WSBC Claims Associate Aidan



Gregory by email at aidan.gregory@ubc.ca. If students are residing outside of Canada, they will not generally be eligible to work remotely, as part of WL IURA. Please contact worklearn.iura@ubc.ca in these circumstances.

For more information, please refer to UBC HR's guidance [here](#).

- **What if the research project is not conducive to remote work?**

If the research project is not conducive to remote work, a shortened work term (less than 12 weeks full-time) is permitted. Regardless of the duration of the work term, the full value of the award (\$6000) will be honoured (\$8000 for Faculty of Arts). For the student's salary, BC's minimum wage requirements must be met. For full-time, 16-week award duration, the typical top-up for UBC is at least \$2654.46 (with the minimum student salary - including 4% vacation - of \$8654.46 for a May 3 - August 20 work term).

Please note that minimum per period salary cannot be less than the value of the award of \$6,000 for a shortened award term (\$8,000 for Faculty of Arts).

- **Is there a minimum number of weeks for shortened work terms, in order to receive the full value of the award (\$6000)?**

No. There is no specified minimum number of weeks for a shortened work term in order to receive the full value of the award.

- **What is the deadline to submit a hire business process on Workday?**

The deadline to submit a hire business process is May 14, 2021.

- **What information do I need to provide to my finance/HR/administrator for setting up the WL IURA student appointment on Workday?**

Please send the **WLIURA S21 Appointing Students** (will be available March 2021) on the [Faculty and Staff WLIURA](#) webpage to your finance/HR/administrator. **Note that the unique WL IURA project ID and the student number of the student you wish to hire must be included in the first comments field in the hire business process, using the following format {{11XXXX; 12345678}}**. This ID allows our office to verify that the information submitted in this business process is what was approved and to confirm student eligibility.

- **What happens if I submit my student appointment under the incorrect job profile?**

Selecting the correct job profile ensures that the hire BP is routed to the Work Learn Office Coordinator on Workday. If the incorrect job profile is selected, your student



appointment will not be confirmed in our databases and thus, would not be set up to be reimbursed for hours worked. Please be sure to submit your student appointments under the correct job profile to ensure that you receive the reimbursement: **Student Salaried - Work Learn International URA (UBCV Full Time)**.

- **Can I hire a student who is living outside of Canada to hold a WL IURA?**

No. Work Learn International Undergraduate Research Award is following employment regulations as outlined by [UBC Human Resources](#). Current restrictions around work safety, state that all employees (including student employees) must be geographically located in Canada for the duration of any work-terms affiliated with the university. As such, if students are residing outside of Canada, they will not generally be eligible to work remotely as part of the award.

- **When will my student get paid?**

For information on when your student will get paid, please review the [UBC Finance 2021 Pay Schedule](#).

If you have additional questions, please email worklearn.iura@ubc.ca or phone 604-827-2937, from 9 AM – 4 PM, Monday through Friday.