



Work Learn International Undergraduate Research Awards 2023 - 2024 Information for Faculty Supervisors – Faculty of Arts

November/December 2022

Step 1: Review the website

ACTION: Review the Work Learn International Undergraduate Research Awards (WL IURA) [website](#) for information.

- Students may contact you to submit a proposal for this award. You may work with the student to come up with a research project proposal.
- If you would like to hire an international undergraduate student to work on your research project but do not have a candidate in mind, you can submit a proposal as well.
- Please note that you can only hire **Arts International Undergraduate Students** via the Faculty of Arts WLIURA funding.

Call for [Research Project Proposals](#) will open from **November 28, 2022 to January 27, 2023.**

January 2023

Step 2: Submit your research project proposal(s)

ACTION: You must submit the research project proposal on [UBC CareersOnline](#).

- Note: You will need a UBC CareersOnline **EMPLOYER account** to submit the research project proposal.
- [Download](#) a step-by-step guide on how to submit a research project proposal. After reading the guide, please email worklearn.iura@ubc.ca if you have any questions.
 - If you have a student in mind for this position, select “internal candidate” on your application form.
 - Faculty of Art’s Supervisors can **only request a maximum of two students** when they submit a WL IURA proposal on UBC CareersOnline (the Supervisor can only request up to two openings under one proposal or submit two proposals with one opening each).

All research project proposals must be submitted to UBC CareersOnline by **January 27, 2023.**

March 2023

Step 3: Await for funding decision

Your research project proposal will be reviewed. You will receive a decision on your proposal(s) by the **week of March 6, 2023.**

Step 4: Students apply for position(s)

If your position(s) is approved, it will be posted on UBC CareersOnline from **March 13 - 26, 2023.**
If you have an internal candidate, the position will not be posted. Proceed to **Step 6: Submit a HIRE BP.**

Step 5: Begin the hiring process

ACTION: Review student applications, interview students for the position, and choose a successful candidate. The program website offers resources and advice to assist you with the [hiring process](#).

If you have any questions about the Work Learn International Undergraduate Research Awards application process, please contact Workplace Learning staff, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.



April 2023

Step 6: Submit a HIRE BP.

ACTION: Submit the appropriate Hire BP via Workday by **May 12, 2023**.

Review the **Information Sheet for Appointing Students (Faculty of Arts)** on the Work Learn International Undergraduate Research award [website](#) for guidance. Share this information with your departmental administrator or financial officer.

May 2023

Step 7: Student(s) start their research award

ACTION: Student(s) can begin work as per the agreed upon start date. Consider resources for onboarding and orientation available on the [website](#).

Faculty of Arts Specific Information:

- The WL IURA program subsidy in Summer 2023 for faculty supervisors in the Faculty of Arts is **\$8,700**, an additional \$2,700 from the regular program subsidy amount of \$6,000.
- Students who are hired under an Arts faculty member should be paid a minimum salary of **\$11,205.38** (inclusive of 4% vacation pay) for a 16 consecutive-week-award duration. Note that the minimum faculty top-up amount is **\$2,505.38**. Supervisors who wish to provide a higher top-up can do so on their own accord.
 - Students should be paid at least **\$19.24/hour** through the Work Learn International Undergraduate Research Awards program.
- If the student is appointed for a period of more than 16 weeks, this should be reflected in the student's wage with an increase of at least \$140.07 per additional day (inclusive of 4% vacation pay) or \$700.34/week (inclusive of 4% vacation pay).
- Please ensure that the appointment is for a period of at least 16 consecutive weeks and that the dates of employment are accurate.
 - The latest date a student can start working to meet the 16-week minimum requirement is:
 - **Summer 2023 (May – August): May 12, 2023**
- The deadline to submit Hire Business Process (BP) on Workday is **May 12, 2023**. More information on submitting student appointments through Workday will be available in **March 2023**.

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- **Important notes for Faculty of Arts WL IURA Awards:**
 - Faculty of Arts Supervisors can **only request a maximum of two students** when they submit a WL IURA proposal on CareersOnline (the Supervisor can only request up to two openings under one proposal or submit two proposals with one opening each).
 - **Only Arts International Undergraduate Students** can be hired under a Faculty of Arts WL IURA Supervisor.

If you have any questions about the Work Learn International Undergraduate Research Awards application process, please contact Workplace Learning staff, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.