



## Work Learn International Undergraduate Research Awards 2024 - 2025 Information for Faculty Supervisors – Faculty of Arts

November/December 2023

### Step 1: Review the website

ACTION: Review the Work Learn International Undergraduate Research Awards (WLIURA) [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 20, 2023 to January 30, 2024.**

January 2024

### 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](mailto: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 **typically request a maximum of two students** when they submit a WL IURA proposal on UBC CareersOnline (the Supervisor can typically request up to two openings under one proposal or submit two proposals with one opening each). Exceptions may be made on a case-by-case basis.

All research project proposals must be submitted to UBC CareersOnline by **January 30, 2024.**

March 2024

### 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, 2024.**

### Step 4: Students apply for position(s)

If your position(s) is approved, it will be posted on UBC CareersOnline from **March 11 - 24, 2024.**  
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, Career Centre at [worklearn.iura@ubc.ca](mailto:worklearn.iura@ubc.ca).



April 2024

**Step 6: Submit a HIRE BP.**

**ACTION:** Submit the appropriate Hire BP via Workday by **May 10, 2024.**

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 2024

**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 2024 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 2024 (May – August): May 13, 2024**
- The deadline to submit Hire Business Process (BP) on Workday is **May 10, 2024**. More information on submitting student appointments through Workday will be available in **March 2024**.

If you have any questions about the Work Learn International Undergraduate Research Awards application process, please contact Workplace Learning staff, Career Centre at [worklearn.iura@ubc.ca](mailto:worklearn.iura@ubc.ca).



- **Important notes for Faculty of Arts WL IURA Awards:**
  - Faculty of Arts Supervisors can **typically request a maximum of two students** when they submit a WL IURA proposal on CareersOnline (the Supervisor can typically request up to two openings under one proposal or submit two proposals with one opening each). Exceptions may be made on a case-by-case basis.
  - **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, Career Centre at [worklearn.iura@ubc.ca](mailto:worklearn.iura@ubc.ca).