



Work Learn International Undergraduate Research Awards (WL IURA) Summer 2024 | Frequently Asked Questions (FAQs)

General FAQs from Students and Supervisors

1. What will the WL IURA program look like for Summer 2024 term?

The WL IURA program will proceed and the full value of the award (\$6,000) will be provided (\$8,700 for Faculty of Arts), even in the event of a shortened work term. WLIURA positions may proceed with specific accommodations for remote work, where possible, and/or shortened work terms.

At this time, we will continue to allow for remote work opportunities, as well as hybrid work models and on-site work (so long as they follow the [Safety and Risk Services COVID Safety Plans](#)).

2. How do I submit a research proposal?

The supervisor (faculty member) has to submit a research proposal by Jan 30th, 2024 on [CareersOnline](#). Please refer to the [Proposal Submission Guide](#) for step-by-step instructions. If you haven't accessed CareersOnline through an employer account before, you may need 24 hours for it to be approved.

Please ensure you've selected the correct position type in order for our office to receive your submission. Under "Position Type", select "UBC Vancouver Work Learn International Undergraduate Research Awards Program".

3. Can research projects still take place remotely?

Yes. Students and supervisors can pursue a remote research project full-time for summer 2024. 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). Supervision is expected to occur via video chats, telecons, and email.

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.

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

In accordance to [UBC HR hybrid work guidelines](#), WL IURA students are required to work in British Columbia, Canada. Remote and on-campus work are subject to the same regulatory and statutory obligations. Work that would normally be performed on campus within British Columbia (BC) must continue to be performed at a location within the province. Work that would normally be performed outside of BC as a job requirement (such as research, field work, instruction, or study or administrative leave) is not subject to this restriction. Those students who will be working 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 WLIURA. Please contact worklearn.iura@ubc.ca in these circumstances.

5. Is a shortened work term permitted?

Yes. A shortened work term (less than 16 weeks full-time) is permitted and the full value of the award (\$6,000) will be honoured (\$8,700 for Faculty of Arts). However, please note that the ***minimum per period salary cannot be less than the value of the award of \$6,000 for a shortened award term (\$8,700 for Faculty of Arts).***

For the student's salary, BC's minimum wage requirements must be met. As of June 1, 2023, the minimum wage in BC is currently \$16.75 per hour.

Note: BC minimum wage may increase in 2024. We will update the [Faculty and Staff WLIURA](#) webpage when the information is available.

Based on the current [BC's minimum wage requirements](#) (min. wage of \$16.75/hour), the minimum pay for the tenure of the award of 16 weeks is \$9,755.20, inclusive of 4% vacation pay; The minimum top-up from the supervisor is \$3,755.20.



6. 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. *Please note that the minimum per period salary cannot be less than the value of the award of \$6,000 for a shortened award term (\$8,700 for Faculty of Arts).*

7. What is overall process and timeline for students and supervisors?

Please refer to the flow charts below:

- [Info sheet \(Flowchart\) for Students](#)
- [Info sheet \(Flowchart\) for Supervisors](#)
- [Info sheet \(Flowchart\) for Supervisors \(Faculty of Arts\)](#)

Supervisor FAQs

8. Does Workday take into account the benefits (CPP, EI, WCB) in the student's monthly wage?

Yes. Workday will automatically charge the benefits (CPP, EI, WCB) to the cost center assigned.

9. What is the deadline to submit a hire business process on Workday?

The deadline to submit a hire business process (BP) is **Friday, May 10, 2024.**

Note: To avoid delay in reimbursement processing, it is recommended to have the hire BP submitted and approved before the student's start date.

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

We will provide *updated versions of Student Appointment Info-sheet for S24 in March 2024 on the [Faculty and Staff WLIURA webpage.](#)*



Note that when submitting the hire BP on Workday, **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 {Project ID; Student #; Canadian Province; Per-period salary}**. This ID allows our office to verify that the information submitted in this business process is what was approved and to confirm student eligibility.

11. 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)**.

12. 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. Work that would normally be performed on campus within British Columbia (BC) must continue to be performed at a location within the province. As such, if students are residing outside of Canada, they will not generally be eligible to work remotely as part of the award.

13. When will my student get paid?

For information on when your student will get paid, please review the [UBC Finance 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.