## Design in Industry

### Co-op Subsidy Application Form¹

#### General Information

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Company Industry</th>
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</thead>
<tbody>
<tr>
<td>Name of Primary Company Contract</td>
<td>Title of Primary Company Contact</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Name of Supervisor</td>
<td>Title &amp; Qualification of Supervisor</td>
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<tr>
<td>Phone Number</td>
<td>Fax Number</td>
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<tr>
<td>$</td>
<td>Student Salary²</td>
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#### Proposed Design Work Term

Please give a brief outline of the proposed Co-op work term, paying particular attention to the design content of the work term and design projects to which the student will be exposed. It is also useful to note what the relationship between the supervisor and the student will be. If more room is required attach additional sheets.

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¹ The most current version of this form can be found at [http://design.engr.uvic.ca/funding-programs/Design-coop/](http://design.engr.uvic.ca/funding-programs/Design-coop/).

² Total student salary for the work term not including benefits.
Design in Industry Co-op Subsidy Program Terms and Conditions

The Design in Industry Co-op Subsidy Program provides employers with a subsidy to offset the costs of providing employment opportunities to UVic engineering co-op students in the field of engineering design.

- To provide excellent training opportunities for students in engineering design;
- To foster a collaborative environment between UVic Faculty and Industry working in the area of engineering design;
- To raise awareness of the other initiatives of the Office of the NSERC Engineering Design Chair.

Program Guidelines / Benefits:

- Objectives and activities of the work term must be related to engineering design projects.
- Eligible work terms are at least 13 weeks of full time work to a maximum of four months. Consecutive work terms may be approved, but each work term requires a separate application. Approval for a first work term is not a guarantee of approval for a consecutive work term.
- A UVic faculty member, located by the Design Engineering Office, will act as a technical advisor for the design project.
- Project work may be located either at the company or at the university.
- The employer must supply a supervisor / mentor to oversee the student’s work.
- A design case study, written by the student on their own time, must be released to the Design Engineering Office. Potential use of this design case study in subsequent design courses will be subject to the employer’s approval.
- The subsidy will be in the amount of 33% of the student’s base salary, not including benefits. For example, for a four month salary of $12,000 is eligible for up to $4000 in subsidy.
- The salary subsidy is to be used solely to support the salary payroll costs of hiring a co-op student. Benefits may be provided, but are the responsibility of the employer and are not factored into the calculation of the subsidy amount. Note that 4% vacation pay or time off in lieu is required by law.
- Company contributions to the salary costs must originate external to the Natural Science and Engineering Research Council (NSERC) of Canada.
- A cheque in the amount of the subsidy funds will be issued to the employer from University Accounting Services in the last week of the first month of the work term.
- Upon the completion of the work term the company will provide a letter detailing the company’s contribution to the student’s salary along with any contributions beyond normal benefits. For example, funding for attendance of conferences, monetary or in-kind contributions to a student’s personal or course work assigned design projects, etc.

Application and Administration:

- Application forms are available from the Design Engineering Office or online (http://design.engr.uvic.ca/funding-programs/Design-coop/).
- Completed application forms are to be forwarded to the UVic Design Engineering Office in the four months prior to the start of the work term. That is, applications for Fall (September to December) work term subsidies will be accepted starting in May, Spring (January to April) work term subsidies will be accepted starting in September, and Summer (May to August) work term subsidies in will be accepted starting in January.
- Proposals are considered in the order in which they are received by the Design Engineering Office. Subsidies are awarded in the order in which proposals are approved until the program funds are exhausted for the current calendar year.
- The right for final approval of projects is reserved for the UVic NSERC Chair in Sustainable Energy Systems Design Engineering. Approval will be based on the relevance of the project to engineering design, the level of interaction with the supervisor, the P.Eng. standing of the project supervisor, and the company contribution towards the student’s salary.
- Companies with approved projects will then enter into a contract with the UVic for the duration of the term.