UNSW Co-op Program

2025 Scholar Manual

UNSW Co-op Program Scholarship

2025	UNSW CO-OP PROGRAM SCHOLAR MANUAL

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SCHOLAR MANUAL – YOUR GUIDE

SPECIAL NOTE

Some of the information in this Scholar Manual may change over the duration of your program, and procedures for the UNSW Co-op Program in your Faculty/School may vary from the general guidelines set out here. Please visit our website for the most recent version.

How this manual should be used

The *Scholar Manual* (along with the IT Placement Guidelines*)* is incorporated into the Scholar Agreement signed by you prior to entering the Co-op Program. It is YOUR responsibility to clarify any uncertainties about these documents & your obligations with the Co-op office.

UNSW Co-op Program Mission

The principal purpose of the UNSW Co-op Program is to:

1. Attract, select, and develop high potential students with professional and leadership attributes.

2. Involve industry in the development of a pool of exceptional graduates from which they can recruit their best staff; and

3. Provide an increased level of interaction between the University, Industry, and the community at large.

Your Roles and Responsibilities

[For full details, see: Your Responsibilities - p12.]

The Co-op scholars' general responsibilities are outlined below.

- Maintain correct enrolment throughout your Co-op Program – if you are not enrolled as a UNSW student you cannot receive your scholarship.

- Maintain academic & behavioural standards.

- Collaborate & respect ALL sponsors.

- Work in partnership with the Co-op office and Academics Co-ordinators.

- Participate in Co-op Program leadership and professional development activities.

- Complete all IT Placements' (Industry Training Placements) obligations, as outlined in the IT Placement Guidelines.

- Participate in the sponsor recruitment function(s) for your program.

- Provide feedback (formal/informal) about the Program for review and development, including the completion of an *Exit Survey* upon completion of the Program.

We expect you to help us continue to build the success of the UNSW Co-op Program. Your personal contribution will encourage employers and high performing school leavers to participate in the Program. It will also enable you to become the best graduate/professional you can be.

YOUR SCHOLARSHIP

Scholarship Payments

- **Scholarship Amount:** The Co-op Program scholarship payment is reviewed periodically by the UNSW Co-op Program sponsors. The total annual payment from 2025 is $21,600pa[1].

- **Payment Fortnightly[1]:** Payment is made in 26 fortnightly installments using the University's pay-roll system and can only be made into a scholar's cheque or savings account, not a credit card. In 2025 the installments are $828.49/fortnight.

Update your banking details
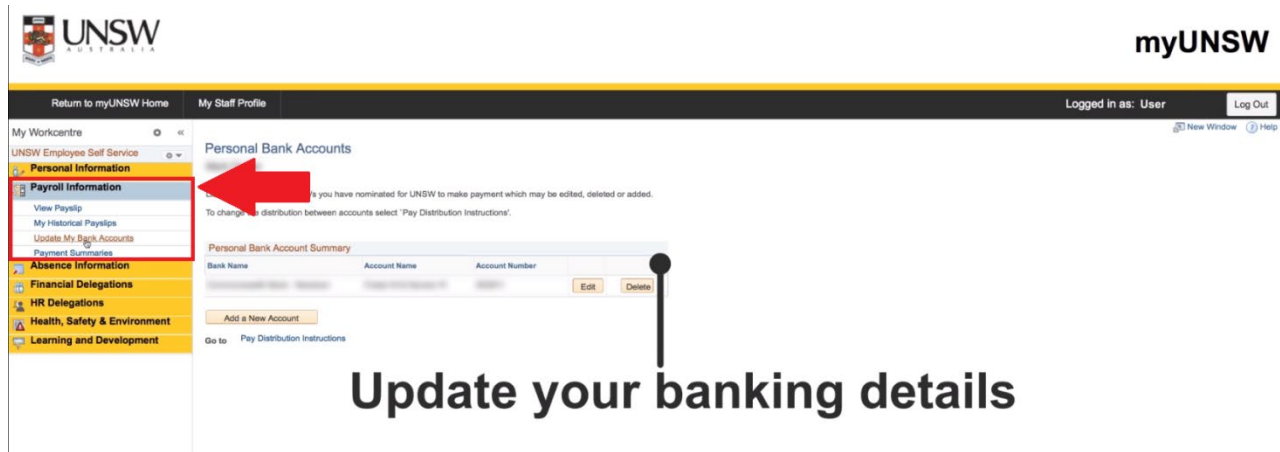
You can login to my.unsw.edu.au at any time to confirm the amount paid into your account. This is listed under the student's "Staff Profile" tab (see image above). Scholarship payments may be used at your discretion.

- **Bank Account:** Any change in your bank account details can be made through your MyUNSW account: https://my.unsw.edu.au > *Payroll Information*. To avoid any delay to your payments, do not close your old account until a scholarship payment has been made to your new account.

- **Finishing Bonus[1] (if applicable):** The receipt of a "Finishing Bonus" is as outlined in your Scholar Agreement. For applicable scholars the "Bonus" is the amount accrued from 1 January to 11 February in the first year of the scholarship program. If eligible you will receive the "Bonus" in April/May of the year following your final term. This will only be paid after we have confirmed the successful completion of your program (including all conditions of your scholarship). Late/Replacement scholars should refer to their Scholar Agreement.

- **Scholarship & Centrelink (IF RELEVANT):** It is **your responsibility** to notify Centrelink of your change in circumstances. The Co-op office can provide you with a statement that you have been awarded a scholarship. We are unable to advise you on the impact, if any, of your scholar payments on any Centrelink benefit/payment. Each circumstance must be verified with Centrelink by you.

- **Other monies/part time jobs/scholarships:** You are able to hold other scholarships jointly with the Co-op scholarship, underline provided that none of these interfere with your ability to fulfill your

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[1] Mining Engineering UNSW Co-op Program scholars are subject to a different payment structure, which will be advised by the Co-op office.

obligations to the Co-op Program. The Co-op Program **strongly** recommends a maximum of 2 days of part-time work per week during University sessions.

▪ **Additional Expenses on IT Placements:** Your expenses during the IT placement periods are likely to be greater than they are during an academic term, and you do not receive any extra financial support from your sponsor company. It is, therefore, **your responsibility** to budget accordingly.

▪ **Tax Exempt:** The UNSW Co-op Program scholarship has been deemed by the Australian Taxation Office to be a tax-exempt award. If a Co-op Program scholar has any other earnings or income, the UNSW Co-op Program scholarship should not affect the taxability of those earnings, but independent financial advice should be sought.

▪ **University Fees/HECS debt:** You are responsible for payment of your University fees/HECS debt.

Terms and Conditions of Your Scholarship

The conditions of holding your scholarship are clearly detailed in your *Scholar Agreement*. It is **your responsibility** to comply with ALL the terms & conditions of this Agreement.

Generally, the conditions refer to:

▪ Adhering to the UNSW Student Code Policy and any/all relevant codes of professional conduct & behaviour while on IT placement or during industry visits.
▪ Maintaining correct enrolment and class registration, including when on IT placement.
▪ Satisfactory academic performance - failure in any course and/or failure to maintain a credit[2] in ALL courses (with the exception of GenEds) AND maintain a minimum credit[2] WAM (weighted average mark), could result in the immediate suspension of your scholarship (including payments). [See Academic Performance – Guidelines and support – *p5.*]
▪ Any Co-op scholar found to have engaged in serious plagiarism, a serious breach and/or repeated breaches of the Student Code (which are considered Student Misconduct) will automatically lose their Co-op scholarship. You are expected to familiarise yourself with the UNSW Plagiarism Policy, UNSW Plagiarism Management Procedure and Student Misconduct Procedure.
▪ IT placement performance[3] - Unsatisfactory performance on IT placement will result in the immediate suspension of your scholarship (including payments). [See Policies on Industry Training – p8.]
▪ Attendance at compulsory events.

You will be given the chance to "Show Cause" to the Co-op office and/or steering committee of sponsors (where appropriate) for failure to fulfill any term of your *Scholar Agreement*.

Academic Performance – Guidelines and Support
[Also see, Scholar Support – p15.]

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[2] Distinction for Finance & Banking scholars

[3] A mark of Satisfactory (SY) or Unsatisfactory (USY) performance on your IT placement is ultimately at the determination of the Co-op Academic Co-ordinator. Measures include (but are not limited to) your Sponsors Evaluation of your performance and conduct on IT placement, your completion of the mandatory number of weeks of industry training required by your program, and in the case of B.Commerce/ B.Actuarial Studies/BIS Co-op scholars, **all other course requirements.** [See Appendix - p16.]

A *study plan* should be drafted, with the guidance of your Co-op Academic Co-ordinator, to ensure you complete the correct courses required for the accreditation of your degree. Any variations to the study plan (including International Exchange) must be approved by the Co-op Academic Co-ordinator **and** Co-op office and recorded in Career Manager.

To ensure that all scholars are on track to successfully complete the Co-op Program, academic results are checked at the end of each term. A show cause process takes place should you fail to meet the academic requirements of the Co-op Program. You should immediately seek advice from the Scholar & Alumni Experience Manager **and** your Co-op Academic Co-ordinator if you have any concerns about your academic progress or performance. **Do not wait until the end of the term before raising your concerns, we want to help you turn things around where possible.**

How much do I need to study?
We encourage you to read the UNSW official explanation of Units of Credit as a guideline for how much study you should be doing.

Where can I find advice/support about academic and other matters?
You can consult with your Co-op Academic Co-ordinator and the Co-op Scholar & Alumni Experience Manager to receive support or assistance throughout your time in the Program.

Student Support & Services – links you to all student services and support at UNSW or you can visit them at The Nucleus: Student Hub located in the Library.

Online Academic Skills Support: https://www.student.unsw.edu.au/skills

Withdrawing from the Co-op Program and/or conflict while on IT Placement

If you are having **difficulties with your academic studies** and/or are **considering withdrawing** from the Program and/or experience **conflict/problems on your IT placement**, you must **IMMEDIATELY** alert the Scholar & Alumni Experience Manager AND your Co-op Academic Co-ordinator **before** taking any action.

You should also carefully note the obligations concerning IT placements, academic requirements, and repayment of the scholarship (as detailed in the Scholar Agreement). If you are **considering withdrawing** from the Program, you must immediately **notify the Co-op office in writing**, stating your reasons for doing so, so that a consultation meeting can occur before you take any further action.

Scholars leaving the Program from a Business School or Software Engineering stream: a **maximum of ONE IT Placement or maximum (i.e. 12 UOC)** may be counted towards non-Co-op degree as Free Electives (NOT Gen Ed or electives within a major). The ability of a Co-op scholar to take advantage of this would depend on the degree swapped into and the number of Free Electives within that degree.

Excerpt from *Scholar Agreement – Discontinuing Scholars*: [See *Scholar Agreement* for full conditions.]

*…**Scholars removed/withdrawing from the program prior to completing their first IT placement must repay ALL monies received from the start date of their program.***

- *Scholars removed/withdrawing after their first IT placement are required to repay all monies received since the date of successful completion of their IT1 placement.*
- *Scholars removed/withdrawing at any time after any IT placement are required to repay all monies received from the completion date of their last successful IT placement.*
- *Where a Scholar provides the Co-op office with less than 3 months written notice of their intention to exit the program, after starting the second IT and before commencing their third IT placement, as outlined in the IT Placement Guidelines, the Scholar will be required to repay 6 months scholarship funds (e.g. a business scholar wanting to leave the program after completing IT placement 2 and before starting IT placement 3 without the required 3 months' notice will be required to repay 6 months of scholarship funds).*
- *Scholars removed/withdrawing from the Program **during their third IT placement** will be required to repay 6 months scholarship funds.*
- *Late/Replacement* Scholars who were paid a start-up allowance will also be required to repay this sum if they withdraw from the program prior to or during their first IT placement.*

Please be aware that, based on advice from the Co-op office, failure to repay obligations under these conditions could result in the withholding of a Scholar's academic transcript and/or other official credentials, and a delay/not being permitted to graduate.

Policies on Industry Training Placement

See IT Placement Guidelines, which form part of your Scholar Manual.

Note: Your sponsor also receives the IT Placement Guidelines. These guidelines are accessible through our website.

Scholars are permitted to enrol in one course in addition to their IT course(s) whilst on placement. Any scholar wishing to undertake 2 courses while on IT must submit an email request to the Co-op office & Academic Coordinator and receive written approval to enrol.

Scholars must declare any potential conflict of interest to the Co-op office immediately, if a member of their family or someone they have a close relationship with works for a company who may be considered a competitor of a sponsor in their pool. This is an important consideration in placement allocations.

Scholars are advised that they may need to sign separate codes of conduct, non-disclosure forms and/or a confidentiality agreement with the sponsor while on IT placement. If the sponsor or scholar consider that a scholar's work during their IT placement may or has generated any Intellectual Property Rights, the Sponsor may negotiate with the Scholar and enter into a separate agreement relating to Intellectual Property Rights and royalties.

If you are experiencing any difficulties with the placement, you **must** contact the Co-op Program office to seek clarifcation or mediation. To ensure that both parties gain value from the IT placement, this should occur immediately, or as soon as possible, after an issue has been identified.

You **must be prepared to go to any of the sponsor companies** and as per your Scholar Agreement / IT Placement Guidelines:

- **Each scholar is obligated to complete the full allocation (i.e. ALL weeks) of each IT placement.** [See Appendix - *p16*.]
- Seeking an additional internship at the expense of your Co-op Program obligations is **not acceptable*.**
- Interrupting your IT placement is not permitted unless there are exceptional circumstances*
- Negotiating a variation and/or interruption of an IT placement directly with the sponsor is **not acceptable*. Please consult with your Co-op Industry Partner in the first instance.**

- Scholars taking unscheduled leave* (sick, personal etc.) must always notify their sponsor company as soon as possible. Any absences in excess of 2 consecutive days must also be brought to the attention of the Co-op office and doctor certificates or other supporting evidence must be obtained and made available.
- You are expected to conduct yourself in a professional manner at all times.

* Failure to seek permission from the Co-op office for a variation and/or interruption of an IT placement will require you to submit to a Show Cause process, and could result in the suspension of your scholarship, as well as a possible repayment of scholarship (determined on a case-by-case basis – See Scholar Agreement).

<u>Note:</u>

Should you have a special circumstance requiring you to interrupt your IT placement you must discuss this with the Co-op office **before** any discussions with your sponsor company or any of its

representatives. Furthermore, if you interrupt or do not complete your IT placement to undertake or continue with an alternate internship (or for any other reason without approval) you will receive an Unsatisfactory (USY) grade for that placement.

Your Academic Transcript – IT placement grade (Conditions of retaining your Co-op Scholarship)

You must be enrolled in **and class registered for** your IT placement course in all relevant terms for accountability and good governance **and** to ensure you are eligible for coverage under the UNSW

FIGURE 1: ELISE ELKINGTON ON PLACEMENT AT SYDNEY WATER

insurance policy. If you cannot enroll directly (mostly applicable to Engineering & Science scholars), your relevant Co-op Industry Partner will request the Faculty to facilitate your enrolment into the IT placement "course". However, it is your responsibility to ensure that you are enrolled in (and class registered for) the relevant IT placement course <u>prior to</u> commencing an IT placement.

Your Academic Transcript **must be** updated after each of your IT placements. The granting of a satisfactory grade can only be completed by the Co-op Academic Co-ordinator and **only** once they have received your Sponsor Evaluation in Career Manager and any other course requirements. The Academic Coordinator, in assessing your performance, will consider:

- the Sponsor Evaluation; **plus**
- compliance with all the terms and conditions of your Scholar Agreement and <u>IT Placement Guidelines</u> (including conduct on IT placement, completing the full number of weeks on IT placement, end of IT placement presentation, etc.); and
- in the case of B.Commerce/B.Actuarial Studies/BIS/SEN Co-op scholars, **all other course requirements.**

For placements with span over more than one term, an interim EC grade will be applied at the end of the first term. This will be updated to SY or USY at the end of the placement.

NOTE: If you do not satisfactorily complete all course assessment components of an IT placement by the relevant deadlines or within a reasonable timeframe, you will receive an "F" or "UF" grade. This applies to **<u>all</u>** students, including a student withdrawing from the Co-op Program.

It is **your responsibility** to ensure that you submit through Career Manager your Professional Development Agreement, Sponsor Evaluation and Scholar Evaluation (at which point a copy will

be sent to both the Co-op Academic Co-ordinator and the Co-op office) and details of your end of placement presentation.

NOTE: The Mid Placement Conversation (MPC) document must also be completed but does not sit in Career Manager, so you **must** email this to your Co-op Academic Co-ordinator & the Co-op office. You will not be permitted to progress through your Career Manager IT placement details until you submit each stage (Step 1: Sponsor Details, Step 2: Supervisor(s), Step 3: Professional Development Agreement etc.). We may suspend payments if we do not receive your evaluations (within two weeks of you finishing IT placement) until we receive a satisfactory evaluation. **You should also keep a copy of your evaluations for your own records.**

Conditions for IT placement course accreditation – Co-op degrees ONLY

- Bachelor of Commerce (Co-op) [ACC, CIS, FIN, MKT]
- Bachelor of Information Systems (Co-op) [BIS]
- Bachelor of Actuarial Studies (Co-op) [ACT]

Scholars completing a Co-op degree must also meet all course criteria as outlined in the UNSW Handbook: https://www.handbook.unsw.edu.au - and/or by the Faculty/Co-op Academic Co-ordinator.

Insurance

The University has an insurance policy which covers **PERSONAL accident & injury**, non-Medicare/Private Health cover expenses & Public Liability. To be covered by this policy you must be enrolled as a full-time student (i.e. minimum 36 UoC across three standard terms with at least one course enrolment in each term), in addition to being enrolled in the IT placement course. If you are not satisfied with the cover we provide, you may choose to take additional coverage.

NOTE: You are NOT eligible for Worker's Compensation, if injured during IT placement **AND**

University Insurance **does not cover** the use of your private vehicle, your personal belongings, including personal laptops etc.

Illness or misadventure

It is your responsibility to notify the Co-op Scholar & Alumni Experience Manager in the event of illness, misadventure or any other case that impacts on the planned progression of your Co-op Program (e.g. If you become ill and are unable to attend classes and/or IT placement for more than 2 days.) It is a requirement, as is the case in ordinary employment, that you produce appropriate documentation (e.g. Doctor's Certificate) to substantiate your situation.

It is also your responsibility to follow standard UNSW policies and procedures with respect to applying for academic special consideration for misadventure or illness impacting upon your performance in assessments within the appropriate timeframe. This is especially important for any Show Cause consideration.

If you are on IT placement, the requirements are as per your IT Placement Guidelines and as outlined at the Scholars IT Placement Induction Workshop.

Working for a sponsor outside of your IT Placement

If you receive an offer of part-time work with a sponsor, outside your official IT placement, and the relevant work period is during a term, you must notify the Co-op office **and** Co-op Academic Co-ordinator in writing. Before accepting the position, the scholar may be asked to attend a meeting with the Co-op Academic Co-ordinator and/or Scholar & Alumni Experience Manager to discuss any possible impacts of the work period on the scholar, particularly on academic results. The Co-op Program **strongly recommends a maximum of 2 days** part-time work/week during session.

Career Manager

The Career Manager tool enables a Co-op scholar to track their professional development and progress on Industry Training placements and after graduation.

Using the tool, you can:

Maintain:

- Personal details, online resume, and complete industry training requirements.

The Career Manager is your portal to notify us of any changes to your contact details, including details for International Exchange – p13.

Track:

- Your participation in Co-op & UNSW Activities and your Professional Development Program. Selected activities that you participate in (e.g. Scholar Ambassador) will appear in your *UNSW AHEGS*.

Engage:

- Complete Self-Assessment Profiles that enable you to benchmark and reflect on current performance and opportunities for development **each year**.
- The Career Manager is a "tool for life". Alumni can continue to access the system after graduation to build their career portfolio, as well as engage with the Co-op Program through mentoring, participation in interviews and other Co-op events.

Generate:

- E-Resume *and*
- E-Career File that showcases your professional development, including graduate and professional attributes.

Providing you successfully graduate from the Co-op Program; you can continue to update Career Manager and store your information after graduation.

For more information see:
https://www.co-op.careermanager.unsw.edu.au/career_landing/?request_uri_path=/coop/coop_login.main

YOUR RESPONSIBILITIES

Timely response, notification and submission of forms

Communication

Scholar correspondence will only be sent to your student email account (e.g. z1234567@unsw.edu.au). It is **your responsibility** to check* and respond to emails in a timely and professional manner.

*See UNSW IT for advice on forwarding your student email to a personal account (such as Gmail or Hotmail).

You must ensure that your details, including International Exchange, are kept up to date in Career Manager.
Got a question? Give us a call and we should be able to give you an immediate answer.

We will also call you during your IT placements to learn of your progress, however, if you have any issues or concerns, you **must** tell us immediately. If we don't know about it, we can't help you and/or take it into account if things don't go to plan.

When you're on campus, you can always visit our office for help. It is advisable that you make an appointment if the matter is complex.

RSVP to Events

You are required to respond to emails and **RSVP to all events** organised by the Co-op Program. **You must** ensure that you are aware of the dates of your professional development program (e.g. leadership camp, IT Placement Induction Workshop, IT Placement Reflection workshop, Recruitment Functions, etc.) and attend these events – your participation in such events forms part of your agreed activities documented in the *Scholar Agreement*.

IT Placement Forms

All IT placement forms must be submitted electronically through Career Manager (i.e. PDA, Week 1 details, Sponsor Evaluation Forms, Scholar Survey, etc.) or emailed directly (MPC) for each IT placement. Your Placement Evaluations are due within **two weeks of finishing** each IT placement. Failure to meet this deadline may result in the suspension of your scholarship payments, and/or the withholding of your finishing bonus (if applicable), until such time as your forms are received. If there is a delay at the sponsor end (e.g. manager is overseas, etc.) you must notify the expected date of delivery via email to the Scholar & Alumni Experience Manager; however, you should try and avoid this delay by planning ahead.

Notification

You must immediately notify the Scholar & Alumni Experience Manager if you have an issue or situation that may (or does) impact on your ability to fulfill the terms of the Scholar Agreement and/or the adequate progression of your program under the UNSW Co-op Program.

International Exchange

Notify the Scholar & Alumni Experience Manager **immediately** if you are going on international exchange and **enter the details into Career Manager** as soon as the dates are confirmed, and before leaving Australia. You must ensure that your exchange does not conflict with any of your IT placements or cause any delays to your IT placement commencement/completion. Your exchange should not delay the progression of your degree. You are also required to update your contact details at all times using the Career Manager online tool. [Also see, Academic Performance – p5.]

Contact with sponsors

You are expected to always conduct yourself in a professional manner whilst on your IT placement and at all sponsor events/functions. You are required to:

- Attend site visits at sponsor companies;
- Accept reasonable requests to attend sponsor related functions which have been organised for you (unless you have sought advice from and/or have been advised by the Co-op Program office that your attendance is not compulsory);
- Complete **ALL** weeks of your IT placement (complete sufficient work hours, no unscheduled breaks, and no pro-rata leave entitlement);
- Conduct yourself in a professional manner at all times; and observe any/all codes of conduct /security policies etc. as notified by your sponsor;
- Attend (where organised) the sponsor Graduate Recruitment evening for your program;
- Advise the Co-op office of any serious issues that arise during an IT placement. [See Grievance Handling procedures.]

You MUST NOT contact any sponsor company/representative unless you have been advised to do so by the Co-op office or Co-op Academic Co-ordinator. Should you need to make contact at any other time, you are required to discuss this with the Scholar & Alumni Experience Manager, or Co-

op Industry Partner of the appropriate program, before going ahead. This is to ensure that all contact with our sponsors is properly monitored and recorded.

Covid-19 Considerations

- You should be aware that individual sponsors may still have in place COVID-19 health & safety/return to office policies and your vaccination status may impact where you can go on placement and/or the opportunities you can be considered for, depending on sponsor policies.
- You will be required to declare your COVID-19 vaccination status to your Sponsors.
- You should also be aware that attending sponsor workplaces during IT placements is considered essential to optimise the professional development & training offered by the program. If working from home, you must maintain a daily timesheet for insurance purposes.

Grievance Handling

Your experience as a Co-op Program scholar is in large part determined by you. Your decision to participate in the social and networking events held by the Co-op Program, your Co-op Academic Co-ordinator and/or your sponsors will all enhance your experience in the Co-op Program.

If any issue does arise, which causes you or your sponsor company concern, it is **your responsibility** to:

(1) Address/raise the issue with the appropriate persons at the company (your IT placement supervisor, HR Contact) **and at Co-op** (Scholar & Alumni Experience Manager, Industry Partner, Co-op Academic Co-ordinator) as soon as it occurs.

(2) Mitigate the impact of the issue on your academic/work performance.

(3) Conduct yourself in a professional manner at all times.

YOUR CO-OP PROGRAM EXPERIENCE

Participation in promotional activities

The Co-op office and your UNSW School look for your assistance in promoting the UNSW Co-op Program to school leavers. If your former secondary school invites you to give a talk about the UNSW Co-op Program, we encourage you to take up the offer, but please contact the Co-op office before attending so we can register your visit and provide relevant updates as well as presentation and promotional material to you.

The UNSW Co-op Program is involved in various activities to market the Program to secondary school students. You should also be available to assist the Co-op office and your School with at least one of the following events:

- Careers Markets/School visits
- Assisting with Interview Briefing days and Interview days
- UNSW Open/Info Days
- Scholarships/Information Evenings

The Co-op office recruits Scholar Ambassadors (paid positions) to assist us with our outreach and school visits each year. At times there is also administrative work available in the office, particularly at the beginning, and during the mid-year break. If you are interested in being involved and earning some extra money, be sure to keep an eye out for emailed information and apply.

News, website and social media

We welcome (in fact, we love) to hear about your experiences as a Co-op scholar (whether it be from your IT placements, Co-op events, or other significant achievements) and after you leave as an Alumnus. These may be shared through our website, promotional material, or at events. For example, at the induction ceremony held for new scholars each year, scholar highlights may be presented - such as university medal winners, competition winners (e.g. UBS Business Case competition) or community achievement awards, etc. Please let us know if you have anything you'd like to share.

Make sure you're following Co-op Instagram page and LinkedIn pages.

Scholar support for your academic performance, professional development, and Industry Training Placement

As a part of your Co-op scholarship, you may receive mentoring from:

- The **UNSW Co-op Program office** – through your induction, professional development and leadership program, social events and contact with the Co-op Program staff. However, the Co-op office is unable to advise you on academic subject selection or academic related matters.

- Your **Co-op Academic Co-ordinator**, based in your School/study discipline area, is able to address specific academic questions and also support your progression through the program. In some cases, the Co-op Academic Co-ordinator delegates the mentoring of scholars on their IT placement to Academic Mentors.

- **Alumni Mentors** – before you go on your first industry placement the Co-op office will match you with a Co-op Program Alumnus/ Alumna to help you prepare for a successful placement.

- On your **Industry Training Placement** you will receive support and guidance from the sponsor company you work with. This may include the HR representative you have initial contact with, the manager/supervisor in your team, or other staff that you interact/work with whilst on your placement. Many companies also appoint a 'buddy' for scholars – someone who you can speak to, and ask questions of, on an informal basis.

The Student Life website is a great place to start looking for how to get involved on campus or to view the range of support services available to you at UNSW. You may access the UNSW Psychology and Wellness Service onsite or online or you may visit the Co-op office.

[Note: If any disputes or issues arise, please refer to the Grievance Handling (p14) procedure as outlined in this manual.]

Don't know where to start?
Visit **The Nucleus: https://nucleus.unsw.edu.au/**
Located in the UNSW Library

Speak to an Advisor who can assist you with welfare, study and uni related matters.

Exit Survey

All scholars are required to complete a survey upon exiting or completing their program. This enables us to continue to demonstrate the value of your contribution as a Co-op scholar and to continuously improve the program.

Recruitment

One of the prime incentives for Co-op Program sponsors to support scholarship places is their expectation of being able to recruit outstanding UNSW Co-op Program graduates. Likewise, an important reason for a Co-op scholar's involvement in the program is the opportunity of graduate recruitment with one of the sponsors.

However, it is in the interest of both UNSW Co-op Program scholars and sponsors that they keep their recruiting options and activities open until the final year of their Co-op Program. You should get to know all the sponsors (and not just the ones you worked with during the IT placement periods) before applying for positions in your final year. Schools and sponsors run recruitment functions in the final year, which provide the opportunity for scholars and sponsors to meet before the general on-campus recruitment events. All scholars are required to attend Co-op recruitment functions and you are required to do so with an open mind and professionally consider any/all opportunities presented.

UNSW Co-op Program Alumni

The UNSW Co-op Program has been designed to produce graduates with the knowledge, skills, attitude, and abilities required for future success. We believe that a high proportion of Co-op graduates will go on to become top managers, innovators, and potential leaders in their chosen industries.

To fulfill the Program's (and your) potential, we are keen to promote the personal and career development of Professional Co-op Program graduates in the future. Strengthening the "UNSW Co-op Program Alumni" community, consisting of UNSW Co-op Program graduates to enable Co-op Alumni to support not only each other's professional/career development but the University's need for advice and ongoing industry sponsorship, is an ongoing priority

The Co-op Digital Badges via LinkedIn, will be sent to all Co-op Alumni - a simple, trusted verification of your credentials, which is also great for your personal brand as the badge is a virtual indicator of your accomplishments, and a wonderful way for fellow Co-ops (and us) to identify you as part of the prestigious Co-op community. Visibly linking your success to the Program, is also a great way to promote the Program into the future.

Remember:
The Career Manager tool enables you to update your contact and work details at any time, even after graduation, so that we can remain in touch with you.

APPENDIX

WHEN WILL I BE ON INDUSTRY TRAINING PLACEMENT?

A complete overview of the IT placement model for ALL programs can be found on the Co-op website.

BUSINESS

Accounting & Business Management, Finance, Marketing

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	**IT 1 (20 wks)** **UNSW P/T** Start **no later than** 1st Monday of January	**IT 2 (24 wks)** Start **no later than** 3rd Monday of January	UNSW
Term 2 Jun -Aug	UNSW	UNSW	**UNSW P/T** Feb-July	UNSW
Term 3 Sep-Dec	UNSW	UNSW	**IT 3 (24 wks)** Start **no later than** 3rd Monday of July	UNSW
Summer Dec – Feb			**UNSW P/T**	

Actuarial Studies

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	UNSW	**IT 2 (24 wks)** Start **no later than** 2nd Monday of February	UNSW
Term 2 Jun -Aug	UNSW	**IT 1 (15 wks)** **UNSW P/T** Start **no later than** Monday following T1 end of exams*	**UNSW P/T** Feb-July	UNSW
Term 3 Sep-Dec	UNSW	UNSW	**IT 3 (24 wks)** Start **no later than** 2nd Monday of August	UNSW
Summer Dec – Feb			**UNSW P/T**	

B. Information Systems, B. Commerce – Information Systems

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	**IT 1 (20* wks)** **UNSW P/T** Start **no later than** 1st Monday of January	**IT 2 (24 wks)** Start **no later than** 3rd Monday of January	UNSW
Term 2 Jun -Aug	UNSW	UNSW	**UNSW P/T** Feb-July	UNSW
Term 3 Sep-Dec	UNSW	UNSW	**IT 3 (24 wks)** Start **no later than** 3rd Monday of July	UNSW
Summer Dec – Feb			**UNSW P/T**	

ENGINEERING & SCIENCE
Advanced Mathematics, Chemical Engineering, Chemical Product Engineering, Civil/Environmental Engineering, Electrical Engineering, Materials Science & Engineering, Mechanical Engineering, Photovoltaics & Solar Energy, Renewable Energy

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Term 1 Feb-May	UNSW	UNSW	UNSW	**IT 2 (24 wks) UNSW P/T** Start **no later than** 3rd Monday of January	UNSW
Term 2 Jun -Aug	UNSW	UNSW	UNSW		UNSW
Term 3 Sep-Dec	UNSW	**IT 1 (20 wks) UNSW P/T**	UNSW	**IT 3 (24 wks) UNSW P/T**	UNSW
Summer Dec – Feb	**IT 1 (4 wks) (Intro) Jan**	Start **no later than** 1st Monday of September		Start **no later than** 3rd Monday of July	

OPTIONAL 5th year Honours Scholarship: Sponsors can enter into an agreement with a scholar to extend the 4-year Co-op Scholarship commitment by an additional year.

Software Engineering

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	**IT 1 (20* wks) UNSW P/T** Start **no later than** 1st Monday of January	**IT 2 (24 wks)** Start **no later than** 3rd Monday of January	UNSW
Term 2 Jun -Aug	UNSW	UNSW	**UNSW P/T** Feb-July	UNSW
Term 3 Sep-Dec	UNSW	UNSW	**IT 3 (24 wks)** Start **no later than** 3rd Monday of July	UNSW
Summer Dec – Feb			**UNSW P/T**	

Computer Science

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	UNSW	UNSW	**IT 3 (cont'd)**
Term 2 Jun -Aug	UNSW	UNSW	**IT 2 (24 wks) UNSW P/T** Start **no later than** 1st Monday of June (T2)	UNSW
Term 3 Sep-Dec	UNSW	**IT 1 (20 wks) UNSW P/T** Start **no later than** 1st Monday of September	**IT 2/IT 3 (24 wks) UNSW P/T** Start **no later than** last Monday of November	UNSW
Summer Dec – Feb				

Mining Engineering

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	UNSW	UNSW	UNSW
Term 2 Jun -Aug	UNSW	UNSW	UNSW	UNSW
Term 3 Sep-Dec	UNSW	**IT 1 (20 wks) UNSW P/T**	**IT 2 (20 wks) UNSW P/T**	UNSW
Summer Dec – Feb	**IT 1 (4-6 wks) (Intro) Jan**	Start **no later than** 2nd Monday of September	Start **no later than** 2nd Monday of September	

Data Science & Decisions

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Term 1 Feb-May	UNSW	**IT 1 (15 wks) UNSW P/T** Start **no later than** 2nd Monday of February	**IT 2 (24 wks) UNSW P/T**	UNSW
Term 2 Jun -Aug	UNSW	UNSW	Start **no later than** 3rd Monday of January	UNSW
Term 3 Sep-Dec	UNSW	UNSW	**IT 3 (24 wks)**	UNSW
Summer Dec – Feb			**UNSW P/T** Start **no later than** 3rd Monday of July	

ACT Scholars wishing to go on exchange should negotiate to start IT1 as soon as their exams are finished to ensure they can make the required orientation date.

ACC/MKT/FIN/BIS/CIS/SEN: IT1 duration of 20 weeks is a sponsor decision. Scholars must complete IT prior to the commencement of T2.

IT placements **cannot start any later** than the above dates **without written approval** from the Scholar & Alumni Experience Manager and your Co-op Industry Partner. Approval must be sought prior to any discussions with the Sponsor. It is the scholar's responsibility to ensure they meet the terms of their Scholar Agreement.

Scholars must complete a total of 10-18 months working with sponsors during their degree. The duration of each IT placement will vary, depending on the different programs in Business, Engineering and Science.

CONTACT US

Visit our website for ALL contact details: https://www.unsw.edu.au/co-op-program/questions

Co-op Program Contact List

Leah Hill is the *Pro Vice-Chancellor, Student Success*

Position	Name	Contact Details	For questions relating to:
Head of Co-op Program	Michelle Morris	9385 5219 michelle.morris@unsw.edu.au	- Any issue relating to the Co-op Program
Co-op Scholar & Alumni Experience Manager	Sam Southgate	9348 8125 s.southgate@unsw.edu.au	- Any scholar issues - Withdrawing from Co-op - Academic performance - Professional Development program - Liaison while on IT placement and any proposed changes to IT commitments - Co-op events / marketing materials - School visit volunteers - Scholar Ambassadors
Industry Partner (Technology & Data Science – BIS, CIS, CMP, SEN, DSD, AMT)	Christina Zhang	9348 3143 christina.zhang2@unsw.edu.au	- How a Technology & Data sponsor company becomes involved in the UNSW Co-op Program - IT placement administration (Technology & Data)
Industry Partner (Business & Engineering)	Karen Le	9348 1134 karen.le@unsw.edu.au	- How a Business & Engineering sponsor becomes involved in the UNSW Co-op Program - IT placement administration (Business & Engineering)
Co-op Scholar & Systems Administrator	Kylie Haldane	9385 5004 k.haldane@unsw.edu.au	- Maintain scholar records - Scholar events - Scholarship payments - Scholar recruitment / inductions - Career Manager
Co-op Office Administration		9385 5116 cooprog@unsw.edu.au	- Letters for Centrelink / exchange - Scholar ambassadors - IT placement student contact - General Enquiries

Co-op Program Academic Coordinators

Program	Academic Coordinator	Contact Details
BUSINESS PROGRAMS		
Actuarial Studies (ACT)	Dr Ayse Arik	9348 2762 a.arik@unsw.edu.au
B.Information Systems (BIS) & B.Commerce - Info.Sys. (CIS)	Dr Christine Van Toorn	9385 5642 c.vantoorn@unsw.edu.au
Commerce (Co-op) Accounting & Bus Mgmt (ACC) Finance & Banking (FIN) Marketing (MKT)	Dr Gary Gregory	9385 1435 g.gregory@unsw.edu.au
ENGINEERING PROGRAMS		
Chemical Engineering (CHM) & Chemical Product Eng (INC)	Dr Edgar Wong	9348 3171 Edgar.wong@unsw.edu.au
Civil Engineering (CIV) & Environmental Engineering (ENV)	Robert Holdom	9385 7773 robert.holdom@unsw.edu.au
Computer Science (CMP)	Dr Dong Wen	9348 3170 dong.wen@unsw.edu.au
Software Engineering (SEN)	Prof Flora Salim	flora.salim@unsw.edu.au
Electrical Engineering (ELC) & Telecommunications (ELT)	Prof Robert Malaney	9385 6580 r.malaney@unsw.edu.au
Mechanical Engineering (MEC)	Dr Imrana Kabir	9385 1223 i.kabir@unsw.edu.au
Mining Engineering (MIN)	Dr Jing (Camille) Zhao	jing.zhao3@unsw.edu.au
Photovoltaics (PHV) & Renewable Energy (REN)	A/Prof Ziv Hameiri	9385 9475 z.hameiri@unsw.edu.au
SCIENCE PROGRAMS		
Advanced Mathematics (AMT) Data Science & Decisions (DSD)	Dr Pavel Krivitsky	9385 7022 p.krivitsky@unsw.edu.au
Materials Science & Engineering (MSA)	A/Prof Pramod Koshy	9385 6038 koshy@unsw.edu.au