



# Supervisory Consent Form for Co-op Internship (PhD/PhD-Track)

## Student Information

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_ Degree: \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Graduate students are required to obtain the approval of their supervisors before applying for co-op internships. Please read the following carefully, sign and return a copy to the department's Graduate Program Office ([grad-admin@cs.ubc.ca](mailto:grad-admin@cs.ubc.ca)). Supervisor's approval is mandatory for each internship placement (in case the student changes supervisor, a new form is needed).

If the student is holding awards (4YF, CGSD, PGSD, etc.), please make sure that an [award interruption form](#) is submitted before the Work Term.

By signing this agreement form, both the graduate student and the supervisor(s) confirm that:

### 1. Eligibility

Please complete all checkboxes unless otherwise indicated:

- The work term is not in the first term or last term of student's program
- The student has not already participated in **three** work terms
- The student has completed their RPE or can reasonably expect to do so **by the internship start date**

Either one of the following:

- The student has achieved candidacy or can reasonably expect to do so **by the internship start date**, OR
- The student has not achieved candidacy and has not already participated in **two** work terms

### 2. Work Term Schedule

Please check the work term(s) in which the student would like to start this internship (e.g., May 1 - August 31, 2025).

- September 1 - December 31, \_\_\_\_\_
- January 1 - April 30, \_\_\_\_\_
- May 1 - August 31, \_\_\_\_\_

### 3. Stipend

Given that graduate students will be working and paid full time during the co-op period, the supervisor will not provide any stipend during the co-op work term. Under normal circumstances, students should not have substantial duties outside of their internship.

## Signatures:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date (yyyy/mm/dd)