

UNSW
COOP PROGRAM
SCHOLARSHIPS
So much more than just a Scholarship



2009

UNSW CO-OP PROGRAM SCHOLAR MANUAL

UNSW Co-op Program Office

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SCHOLAR MANUAL – YOUR GUIDE

SPECIAL NOTE -

Some of the information in this manual may change over the duration of your program and procedures for the UNSW Co-op Program in your School may vary from the general guidelines set out in this document. Therefore, this document is subject to change without notice. Please visit the [UNSW Co-op Program website](http://www.co-op.unsw.edu.au) (www.co-op.unsw.edu.au – Current Scholars - Downloads) for the most recent version. Any questions about this document should be directed to your Co-op Academic Co-ordinator and/or the UNSW Co-op Program Scholar Manager.

How this manual should be used

The *Scholar Manual* is to be considered supplementary to the *Scholar's Agreement* signed by the Scholar prior to entering the UNSW Co-op Program. It is the Scholars' responsibility to clarify anything they are unclear or unsure of.



UNSW Co-op Program Mission

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

1. Attract, select, educate and develop outstanding students with leadership potential;
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 and the community at large.

Your Roles and Responsibilities

The Co-op Scholars general roles and responsibilities under the Co-op Program are outlined below.

- Academic Performance
- Interaction with Sponsors, Academics and the UNSW Co-op Program Office
- Participation in UNSW Co-op Program leadership and professional development activities
- Complete all ITE (Industry Training Experience) obligations
- Attend the Sponsor recruitment function for your program
- Provide feedback (formal/informal) about the Program for review and development
- We expect you to help us make the UNSW Co-op Program a success. Your personal contribution will encourage employers and bright school leavers to get involved in the Program. It will also enable you to get the most out of being a UNSW Co-op Program Scholar.

EMAILS: Scholar correspondence will only be sent to your student MAIL account. It is **your responsibility** to check and respond to emails.

See: www.disconnect.unsw.edu.au for advice on forwarding your uni email to a gmail/hotmail/other account.

CO-OP PROGRAM CONTACT LIST

Name		Contact Details	For questions relating to:
Director, Student Recruitment Office & Scholarships	Shane Griffin	9385 7859 shane.griffin@unsw.edu.au	
Manager, UNSW Co-op Program and Industry Liaison (Business)	Kay Carey	9385 6024 k.carey@unsw.edu.au	<ul style="list-style-type: none"> - Any issue relating to UNSW Co-op Program - Sponsors - How a Sponsor company becomes involved in the UNSW Co-op Program
Manager, Systems & Scholar Liaison	Bridget O'Kane	9385 5219 b.okane@unsw.edu.au	<ul style="list-style-type: none"> - Any Scholar issues - Withdrawing from Co-op - Academic performance - Scholarship payments - Liaison while on ITE and any proposed changes to ITE commitments - ITE survey forms - ITE administration - Website development & updates
Industry Liaison (Engineering)	William Lovelady	9385 5222 w.lovelady@unsw.edu.au	<ul style="list-style-type: none"> - How a Sponsor company becomes involved in the UNSW Co-op Program
Industry Liaison (FBE & ITE - BITE, ISM, CMP, SEN)	Sophie Zdenkowski	9385 9768 s.zdenkowski@unsw.edu.au	<ul style="list-style-type: none"> - How a Sponsor company becomes involved in the UNSW Co-op Program
Scholar & Schools Administrator	Trinah De Leon	9385 5004 trinah@unsw.edu.au	<ul style="list-style-type: none"> - Maintain Scholar records - Scholar events - RSVP to all Scholar events - Scholarship payments - Scholar re-appointments / inductions
Office Administrator	Michelle Morris	9385 5116 michelle.morris@unsw.edu.au	<ul style="list-style-type: none"> - Letters for CentreLink - ITE survey forms - Change of address/bank account detail forms

YOUR SCHOLARSHIP

Conditions of Holding Your Scholarship

The conditions of holding your scholarship are clearly detailed in your *Scholar's Agreement*. It is **your responsibility** to keep a copy of, and refer to this agreement.

Generally, the conditions refer to:

- Satisfactory academic performance - Failure of any subject and/or failure to maintain a credit¹ in core subjects, or a credit¹ average, will result in the immediate suspension of your scholarship (including payments).
- ITE performance - Unsatisfactory performance on ITE² will result in the immediate suspension of your scholarship (including payments).
- Attendance of compulsory events.

You will generally be given the chance to “Show Cause” to the UNSW Co-op Program and/or Steering Committee of Sponsors (where appropriate) for failure to fulfill any term of your *Scholar's Agreement*.

Scholarship Payments

The Scholar can login to my.unsw.edu.au at any time to confirm the amount paid into their account and the account into which it was paid. This is listed under the student's “Staff Profile”.

- **Scholarship Amount:** The UNSW Co-op Program Scholarship payment is reviewed periodically by the UNSW Co-op Program Sponsors. The payment in 2009 is \$15,000.³
- **Payment Fortnightly:** The payment is paid in 26 fortnightly installments³, using the University's payroll system. The payments can only be made into a Scholar's cheque or savings bank account, not a credit card.
- **Finishing Bonus:** The receipt of a “Finishing Bonus” is as outlined in your *Scholar's Agreement*. This “Bonus”, should it be paid, is simply a payment of the amount that accrued from the 1st of January through to the end of February at the start year of your program.
- **Tax Exempt:** The UNSW Co-op Program Scholarship has been deemed by the Tax Commissioner to be a tax-exempt award. This means that if you earn other income and fill out a tax form, the scholarship need not be mentioned, as it is non-taxable .
- **Scholarship & Centrelink:** It is **your responsibility** to notify Centrelink of your change in circumstances. The UNSW Co-op Program Administrative Assistant (front desk) can provide you with a statement that you have been awarded a scholarship. We are unable to speculate for you on the impact on your payments (each circumstance must be looked at by Centrelink). Our understanding is that you cannot use the scholarship towards claiming financial independence; although verify this with Centrelink yourself.
- **Other monies/part time jobs/scholarships:** You are at liberty to earn money apart from your Co-op scholarship (you may even hold other scholarships), provided that none of these interfere with your ability to fulfill your obligations to the UNSW Co-op Program.

¹ Distinction in Finance

² A mark of Satisfactory (SY) or Unsatisfactory (USY) performance on your ITE is ultimately at the determination of the Academic Co-ordinator. Measures include (but are not limited to) your Sponsors Evaluation of your performance and your completion of the mandatory number of weeks of industry training required by your program.

³ There is a different financial structure for Mining Engineering UNSW Co-op Program Scholars, who receive payments in 20 fortnightly installments (\$9,500pa + guaranteed minimum of \$550per week from Sponsor company while on ITE).

- **Additional Expenses on ITE⁴:** Your expenses during the ITE periods are likely to be greater than they are during an academic Session and you will generally not get any extra financial support from your Sponsor company. It is, therefore, **your responsibility** to budget accordingly.
- **Bank Account:** Any change in your bank account details must be registered on a copy of the relevant form (available on the website) and lodged with the UNSW Co-op Program Office.
- **University Fees:** You are responsible for payment of your university fees.

Policies on Industry Training

Each Scholar is obligated to complete their full allocation (ie. ALL weeks) of each ITE placement.

- See *Guidelines for Industry Training* – this forms part of your *Scholar Manual*.

Notes: Your Sponsor also receives the *Guidelines for Industry Training*. These guidelines are accessible through our website or can be emailed at the Scholar or Sponsor's request.

To ensure that both parties gain value from the ITE, if there is any uncertainty on either side that placement is progressing satisfactorily, then either party is entitled to and must contact the Co-op Program Office, or the Co-op Academic Co-ordinator, to seek clarification or mediation. This should occur immediately, or as soon as possible, after the issue has been identified.

Your Academic Transcript/updating of your ITE grade

Your Academic Transcript **must be** updated after each of your ITE's. This can only be done by your Academic Co-ordinator and they can **only** do it, once they have received your Sponsor Evaluation forms. The granting of a satisfactory grade by the Academic Co-ordinator will take into account the Sponsor Evaluation **plus** compliance with all the terms and conditions of your Scholars Agreement and Guidelines for Industrial Training (including completing the full number of weeks on IT; end of IT presentation etc).

It is **your responsibility** to ensure that you give copies of both your Sponsor Evaluation & Scholar Evaluation forms to **both** your Academic Co-ordinator & the Co-op Office **ASAP** after every IT. We may suspend payments if we do not receive your evaluations (within two weeks of your finishing IT) until such times as we receive a satisfactory evaluation. **You must also keep a copy of your evaluations for your own records.**

Insurance

It may happen that you are involved in an accident during your ITE. The University has an insurance policy which covers you for non-Medicare expenses. If you are not satisfied with the cover we provide, you may choose to take out a personal accident policy. (NOTE: You are NOT covered by Worker's Compensation.)

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

If you are having **difficulties with your Academic Studies** and/or are **considering withdrawing** from the program and/or experience **conflict/problems on your ITE**, you should discuss it IMMEDIATELY with your Co-op Academic Co-ordinator AND the UNSW Co-op Program Office (Bridget O'Kane, Manager Systems & Scholars) before taking any action.

You should also carefully note the obligations concerning ITE, Academic requirements, and repayment of the scholarship (as detailed in the *Scholar's Agreement* you signed). If you do decide to withdraw, you need to **notify the UNSW Co-op Program Office in writing**, stating your reasons for doing so.

⁴ Some Engineering scholars may be provided with an additional allowance at the discretion of the Sponsor company. Please refer to the *Scholar Guidelines for Industry Training* for further information.

Illness or misadventure

It is your responsibility to notify the Scholar Manager or the UNSW Co-op Program Manager (in the absence of the Scholar Manager) in the event of illness, misadventure or any other case that impacts on the adequate progression of your program outline under the Co-op Program. (Eg. If you become ill and are unable to attend classes and/or industry training for more than a few days.) It is a requirement, as is the case in ordinary employment, that you produce appropriate documentation (eg. Doctor's Certificate) to substantiate your situation.

If you are on ITE, the requirements are as per your *Scholar Guidelines for ITE* and as outlined at the Scholars ITE Induction Workshop.

YOUR CONDUCT

Timely response, notification and submission of forms

RSVP to Events

You are required to respond to emails and RSVP to all events organised by the UNSW Co-op Program. It is **your responsibility** to ensure that you are aware of the dates of your professional development program (leadership camp, ITE Induction Workshop, Second Year ITE Reflection, etc) and attend these events – your participation in such events form part of your *Scholar's Agreement*.

ITE Forms

It is **your responsibility** to submit (physical or electronically) your *Sponsor Evaluation Forms* and *Scholar Survey* for each ITE placement. These are due within two weeks of finishing each ITE. Failure to meet this deadline may result in the suspension of your scholarship payments until such time as your forms are received. If there is a delay at the Sponsor end (eg. manager is overseas, etc) you must notify the expected date of delivery via email to the Scholar Manager (Bridget O'Kane).

Notification

It is **your responsibility** to immediately notify the UNSW Co-op Program that you have an issue or situation that may (or does) impact on your ability to fulfill the terms of the *Scholar's Agreement* and/or the adequate progression of your program outline under the UNSW Co-op Program.

Contact with Sponsors

You are expected to conduct yourself in a professional manner at all Sponsor events and functions and on your ITE. 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 ITE (complete sufficient work hours, no unscheduled breaks, and no pro-rata leave entitlement); and
- Attend (where organised) the Sponsor Graduate Recruitment evening for your program.

You **MUST NOT** contact any Sponsor company/representative unless you have been advised to do so by the Co-op Program Office/Co-ordinator. Should you need to make contact at any other time, you are required to discuss this with the UNSW Co-op Program Scholar Manager, or Co-op Industry Liaison Officer of the appropriate program, before going ahead. This is to ensure that all contact with our Sponsors are properly monitored and recorded.

Grievance Handling

Your experience under the Co-op Program is in 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 only enhance your experience under the Co-op Program.

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

- (1) Address/raise the issue with the appropriate persons (your ITE Supervisor, HR Contact, and/or UNSW Co-op Program Scholar Manager, Industry Liason Officer, Co-op Academic Co-ordinator or their delegate – eg. Academic Mentor) as soon as it occurs.
- (2) Mitigate the impact of the issue on your academic/work performance.
- (3) Conduct yourself in a professional manner.

Fulfilling your Industry training Obligations Under the UNSW Co-op Program

As per your *Scholar's Agreement*:

- The number of weeks required for each ITE placement is clearly outlined and are mandatory.
- Seeking an internship at the expense of your current obligations is not acceptable.
- Unscheduled and scheduled breaks are not permitted except in special circumstances*.
- Scholars are required to produce adequate documentation in line with the Sponsor Company's sick leave policy (any sick leave in excess of 2 days must be notified to the UNSW Co-op Program Office and appropriate documentation provided).
- You are expected to conduct yourself in a professional manner at all times.

* Should you have a special circumstance requiring you to interrupt your ITE you must discuss this reason with the UNSW Co-op Program first, prior to any discussions with your Sponsor company or any of its representatives.

Failure to seek permission and/or interruption of an ITE placement will result in the suspension of your Scholarship. You will then be required to show cause. If you interrupt or do not complete your industry training placement to embark on an internship (or for any other reason) you will receive an USY (Unsatisfactory) for that placement.



Pictured: Co-op Program Scholar on their ITE. Dragline uncovering coal at Xstrata's Bulga mine.

YOUR CO-OP PROGRAM EXPERIENCE

Participation in Promotional Activities

You are encouraged to assist the UNSW Co-op Program Office and your UNSW School in promoting the UNSW Co-op Program to school leavers. If your former high school or any high school/careers adviser invites you to give a talk about being a UNSW Co-op Program Scholar or the UNSW Co-op Program, please contact the UNSW Co-op Program Office before attending so you can register your visit and get relevant presentation and promotional material.

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

- Careers Markets/School visits
- Courses and Careers Day or UNSW Open Day
- Assisting with Interview Briefing days and Interview days.
- UNSW Co-op Program Open Day

News and website

We welcome (in fact, we love) to hear about your experiences as a Co-op Scholar (whether it be from your ITE experiences, Co-op events, or other significant achievements) and may share these through our website or promotional material. At the induction ceremony held for new Scholars each year, the Vice-chancellor presents the highlights from that year, such as university based competitions (eg. UBS Business Case competition) or community achievement awards.

Support for your academic performance, professional development, and Industry Training

As a part of your Co-op Scholarship, you receive mentoring from and through:

- The **UNSW Co-op Program** – through your induction program, professional development and leadership program, social events and contact with the UNSW Co-op Program staff. The UNSW Co-op Program is unable to advise you on academic subject selection or academic related matters.
- Your **Academic Co-ordinator**, based in your school/study discipline area, is able to address your 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 ITE to Academic Mentors.
- On your **Industry Training Experience (ITE)** you will receive support and guidance from the Sponsor company you work with. This includes the HR Manager you may have initial contact with, the manager/supervisor at your work, 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.

Other support services are also available to you including the UNSW Counselling Service. You may visit the UNSW Counselling Service yourself (located in the Quadrangle Building) or you may visit the UNSW Co-op Program Office who can assist you in making an appointment.

If any problems or issues arise, please refer to the *Grievance Handling* procedure as outlined in this manual.

Working for a Sponsor outside of your ITE

If you receive an offer of part-time work with a Sponsor, outside your official industry placement, and the work period is during session time, you must notify in writing the Co-op Academic Co-ordinator and the UNSW Co-op Program Industry Liaison Officer. Before accepting the position the Scholar may be asked to attend a meeting with the Co-op Academic Co-ordinator and/or UNSW Co-op Program Industry Liaison Officer to discuss any possible impacts of the work period on the Scholar.

Also, at times the UNSW Co-op Program Office has clerical work available, particularly at the beginning of first session and the break at the end of first session. We also advertise for School Ambassadors to assist us with our school visits each year. If you are interested in earning some extra money through the Office, be sure to let the UNSW Co-op Program Office know.

Recruitment

One of the prime incentives for UNSW Co-op Program Sponsors to support scholarship places is their hope and expectation of being able to recruit outstanding UNSW Co-op Program graduates. Likewise an important reason for UNSW Co-op Program Scholars' involvement in the program is their hope and expectation of selection for a challenging job 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 open until the final year of their Co-op program. You should get to know all the UNSW Co-op Program Sponsors (and not just the ones you worked with during the ITE periods) before applying for positions in your final year. Some Schools run recruitment functions in the final year which give the opportunity for Scholars and Sponsors to meet before the general on-campus recruitment procedure. All Scholars are required to attend these functions and we ask you to do so with an open mind and professionally consider any/all opportunities presented.

Exit Survey

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

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 and innovators, possibly the leaders of their chosen industries.

To fulfill the Program's (and your) potential, the University has initiated several key ventures to promote the personal and career development of UNSW Co-op Program graduates in the future. The formation of the "UNSW Co-op Program Alumni" consisting of UNSW Co-op Program graduates in all disciplines was initiated late in 1991. This organisation will enable UNSW Co-op Program alumni to support not only each other's professional and career development but the University's need for advice and ongoing industry Sponsorship as well.

We hope to expect that you will become an active alumni of the UNSW Co-op Program when you successfully complete this exciting opportunity/experience.

APPENDIX

WHEN WILL I BE ON MY INDUSTRY TRAINING EXPERIENCE (ITE)?

BUSINESS

Accounting, Marketing

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan – Feb		ITE 1		ITE 3
Session 1	UNSW	ITE 1 / UNSW	UNSW	ITE 3 / UNSW
July			ITE 2	
Session 2	UNSW	UNSW	ITE 2 / UNSW	UNSW
Dec			ITE 2	

Actuarial Studies

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan – Feb		ITE 1		ITE 3
Session 1	UNSW	UNSW	UNSW	ITE 3 / UNSW
July			ITE 2	
Session 2	UNSW	UNSW	ITE 2 / UNSW	UNSW
Dec	ITE 1		ITE 2	

Finance, Information Systems & Management and BIT

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan – Feb		ITE 1	ITE 2	
Session 1	UNSW	UNSW	ITE 2 / UNSW	UNSW
July			ITE 3	
Session 2	UNSW	UNSW	ITE 3 / UNSW	UNSW
Dec	ITE 1		ITE 3	

BUILT ENVIRONMENT

Architecture

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan-Feb		ITE 1		ITE 3
Session 1	UNSW	UNSW	UNSW	ITE 3
July				
Session 2	UNSW	UNSW	ITE 2	UNSW
Dec	ITE 1		ITE 2	

Construction, Management and Property

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan – Feb		ITE 1	ITE 2	
Session 1	UNSW	UNSW	ITE 2	UNSW
July			ITE 2/ITE 3	
Session 2	UNSW	UNSW	ITE 3	UNSW
Dec	ITE 1		ITE 3	

ENGINEERING

Mining Engineering and Petroleum Engineering

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan – Feb		ITE 1	ITE 2	ITE 3
Session 1	UNSW	UNSW	UNSW	UNSW
July				
Session 2	UNSW	UNSW	UNSW	UNSW
Dec	ITE 1	ITE 2	ITE 3	

**Chemical Engineering, Civil Engineering, Industrial Chemistry,
Electrical Engineering, Photovoltaics and Solar Energy,
Telecommunications, Surveying and Spatial Information Systems,
Mechanical Engineering, SoftwareEngineering**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Jan – Feb		ITE 1	ITE 2	ITE 3	
Session 1	UNSW	UNSW	UNSW	ITE 3	UNSW
July				ITE4	
Session 2	UNSW	UNSW	UNSW	ITE 4	UNSW
Dec	ITE 1	ITE 2	ITE3	ITE4	

Ceramic and Materials Engineering, Physical Metallurgy and Process Metallurgy

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Jan – Feb		ITE 1	ITE 2	ITE 4	
Session 1	UNSW	UNSW	UNSW	ITE4	UNSW
July			ITE 3	ITE4	
Session 2	UNSW	UNSW	ITE 3	UNSW	UNSW
Dec	ITE 1	ITE 2	ITE 3		

Computer Science

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Jan-Feb				ITE3
Session 1	UNSW	UNSW	UNSW	ITE 3
July				
Session2	UNSW	ITE 1	ITE 2	UNSW
Dec		ITE 1	ITE 2	