



Orbis and Learning in Motion: Co-op and Careers

Project Code	PC0800 [link]
Submission Date	
Administrative Authority	Norah McRae, Executive Director
Author and Contact Information	Rowan Hodge, Privacy Officer, USEC (250) 721 7108 privacyasst@uvic.ca
Reviewed By	Bill Trott, Chief Privacy Officer
Review Date	

1.0 Privacy Threshold Analysis

1	Has a Privacy Impact Assessment ever been performed for this project or program?	N								
2	<p>What is the information classification level of information collected, maintained, or shared in any identifiable form as part of this project or service? Select all classification levels that apply. See University Policy IM7800 for detailed definitions.</p> <p><input type="checkbox"/> Highly Confidential <input checked="" type="checkbox"/> Confidential JT <input checked="" type="checkbox"/> Internal JT <input type="checkbox"/> Public <input type="checkbox"/> Don't know <input type="checkbox"/> Information is not collected, maintained, or shared in any identifiable form as part of this project or service</p>									
3	<p>What are the type(s) of personal, critical, or sensitive information collected, maintained, or shared by this project? Please be specific about the data elements.</p> <p><i>Examples include, but are not limited to information about students, employees, donors, alumni, credit cards, health information, etc. See Appendix A of University Policy IM7800 for more examples.</i></p> <table border="1" data-bbox="212 852 1511 1486"> <tr> <td data-bbox="212 852 469 888">Highly Confidential</td> <td data-bbox="469 852 1511 888">Accommodation requests' status; aboriginal status</td> </tr> <tr> <td data-bbox="212 888 469 1352">Confidential</td> <td data-bbox="469 888 1511 1352"> Enrolled Student Data: <ul style="list-style-type: none"> • Full face images (via ONECard) • Demographic information [gender, aboriginal status] • Citizenship status [Canadian citizen, Permanent Resident, Visa/Study Permit student/ Refugee] • If student requires accommodation due to a disability [disability not disclosed – information stored for purpose of providing accommodations] • Resumes, Cover Letters, Reference Letters, Portfolios, and/or other materials used in job applications • Contact information including email, phone, address • Enrolment status, both within the context of Co-op and with regard to University status • Potential enrolment and/or completion status of courses • [For a full list of data elements, see below at 2.2] </td> </tr> <tr> <td data-bbox="212 1352 469 1455">Internal</td> <td data-bbox="469 1352 1511 1455"> <ul style="list-style-type: none"> • Phone numbers • Student number (V#) • Student grades [transcripts with confidential information removed/redacted] </td> </tr> <tr> <td data-bbox="212 1455 469 1486">Don't Know</td> <td data-bbox="469 1455 1511 1486"></td> </tr> </table>	Highly Confidential	Accommodation requests' status; aboriginal status	Confidential	Enrolled Student Data: <ul style="list-style-type: none"> • Full face images (via ONECard) • Demographic information [gender, aboriginal status] • Citizenship status [Canadian citizen, Permanent Resident, Visa/Study Permit student/ Refugee] • If student requires accommodation due to a disability [disability not disclosed – information stored for purpose of providing accommodations] • Resumes, Cover Letters, Reference Letters, Portfolios, and/or other materials used in job applications • Contact information including email, phone, address • Enrolment status, both within the context of Co-op and with regard to University status • Potential enrolment and/or completion status of courses • [For a full list of data elements, see below at 2.2] 	Internal	<ul style="list-style-type: none"> • Phone numbers • Student number (V#) • Student grades [transcripts with confidential information removed/redacted] 	Don't Know		
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Internal	<ul style="list-style-type: none"> • Phone numbers • Student number (V#) • Student grades [transcripts with confidential information removed/redacted] 									
Don't Know										
4	Does this project or program involve the implementation of a new electronic system or use of a new application/ software to support the creation, collection, storing, backing-up or disposition of personal, sensitive, or critical information?	Existing								
5	<p>Does the project apply new or additional information technologies that have substantial potential for privacy intrusion?</p> <p>Database move to cloud-based server environment</p>	Y								
6	Will the project involve the collection or creation of new information about individuals?	N								
7	<p>Will personal information about individuals or sensitive/critical information be disclosed to organizations, programs, processes or people who have not previously had routine access to the information?</p> <p>PEER 1 will host the personal information and data but will have contractual restrictions on their access to the content of that information.</p>	Y								

8	Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	N
9	Will the project collect, use, or disclose PII or sensitive/critical information for research purposes?	N
10	Will the project require that individuals are contacted in ways that they may perceive to be intrusive?	N
11	Is any of the information owned by another organization?	N
12	Does the project involve new or significantly changed consolidation, inter-linking, cross-referencing or matching of personal data from multiple sources? Improving existing banner integration; access/retrieval methods for banner data may change in relation to a move to cloud-based environment	Y
13	Does this project collect, access or use Social Insurance Numbers (SIN)?	N
14	How many user records containing PII or sensitive/critical information will be stored, accessed or used? Current database account/profile stats: Student - Sec. 15 Alumni - Employee -	Sec. 15
15	Where will the information be stored? Cloud-based server within Canada	
16	Will a third party (e.g. vendor or service provider) have access to the information? Orbis Communications (database/system vendor); PEER 1 (data center/hosting for cloud-based server)	Y
17	Is any of the information being accessed from outside of Canada?	N
18	Does the IT system connect, receive, or share information in identifiable form, or PII or sensitive/critical information with any other IT systems? Receives student information from Banner Does not share or send out any information to other systems	Y
19	If there is external sharing, is it pursuant to new or existing information sharing agreements? Orbis-UVic Application Service Agreement [updated with date]	Existing

2.0 Project Background

2.1 Description

Purpose of Project

The Orbis system (“Orbis”, “Learning in Motion”, or “LIM”) is used by Co-op and Career staff to handle students’ records for their participation in co-op work terms. The system contains an array of information to support that purpose, including, e.g., employer contact information for client relationship management and student information including work-term placement information along with job posting and interview modules.

The purpose of this project is to upgrade the current Orbis installation from version 3 to version 4, called Outcome, of our existing Learning in Motion platform, to support UVic’s strategic vision of providing every undergraduate student with an engaged experiential learning opportunity. This upgrade requires that the platform be hosted in the vendors cloud environment to allow for better response, service and support.

Background

Co-op and Career has used Orbis software since 2009-2010 as its Learning In Motion co-op and career information management system to handle workflows within the unit. This database system receives Banner data pushed to the LIM database via data transfer with a Banner sync along with information entered by Co-op & Career staff.

How the System Functions

Learning in Motion is an information database used by Co-op + Career for operational processes, storage of information, tracking, and reporting. The bulk of the system is used to manage and support the Co-op program, with a number of other modules to operationalize Career services, Co-curricular experiences, and various other projects and programs under Co-op + Career's mandate.

At this time, Orbis is operated in reliance on a company named Peer 1, which offers cloud hosting services and is located in Toronto, ON.

Scope of Project and PIA

This project will see through the upgrade of the Orbis product from version 3, which is currently used, to version 4.

Related PIAs

None.

2.2 Data Elements

Orbis relies on data collected from students themselves, from Coop & Career staff, from employers who provide feedback on students, and from faculty doing likewise (though this is rare). A data dictionary was provided by Coop & Careers to Systems and those data elements are reproduced here for reference.

The accuracy of the data dictionary is relied upon for this analysis. **Coop & Careers should ensure that if its use of LIM evolves over time and makes use of additional or different data elements over time, then it should also ensure that this PIA is maintained up to date in consultation with the Privacy Office.**

Student ID	Phone number	Faculty
First Name	Cell phone number	Student in coop ¹
Middle Name	Address Line 1 ²	Degree
Last Name	Address Line 2	Major
Preferred Name	City	Concentration
Gender	Province	Minor
Date of Birth	Country	Cumulative GPA ³
Preferred Email	Postal / Zip Code	Aboriginal status

¹ Refers to the coding of how a student's faculty/program/etc. are coded into banner. We are requesting that Systems combine/translate the information to more useful terminology. E.g. instead of showing 40 fields, would only show 5: Faculty, Degree, Major(s), Minor(s), Concentration(s). e.g.:

Faculty: Humanities

Degree: Bachelor of Arts

Major(s): History, Political Science

Minor(s): French

Concentration(s): Humanities doesn't have concentrations, but an example would be in Commerce - Entrepreneurship

² Discussions ongoing re: accuracy and currency of data and whether this is worth keeping (incl. Address line 2, province, phone numbers, etc.).

³ Unnecessary if transcripts up-to-date.

Visa Student	Year of Study	Country of Citizenship
Citizenship	Expected Graduation Date	Sessional GPA term ⁴
Visa Student Description	Credits Completed ⁵	Current sessional GPA ⁶
Student transcript (unofficial)	Disability / accommodation, self-declared by students	Grades (complete/not complete) ⁷
Résumé, uploaded by student	Writing sample, uploaded by student	Cover letter, uploaded by student
Job application documents, uploaded by student	Salary info while on work term, uploaded via various means: referencing job posting, referencing student's job offer/employment agreement, student may self-enter	Address while on work term, student self-enters or provides via other communication
Competencies information ⁸	Students' Photos ⁹	Major code 1a, 1a Description, 1b, 1b Description, 1c, 1c Description; Degree Code 1; 1 Description; Concentration Code 1a; 1a Description; Minor Code; Code 2s for all; etc. ¹⁰
Emergency contact information ¹¹	Relationship ¹²	

Modules

Orbis offers approximately 140 modules for their clients' use. The university has implemented the following modules, each one of which serves a unique role that furthers Co-op & Career's facilitation of students' work-terms.

⁴ Unnecessary if transcripts up-to-date.

⁵ Unnecessary if transcripts up-to-date.

⁶ Unnecessary if transcripts up-to-date.

⁷ Co-op work terms are graded by staff and recorded in database.

⁸ Students self-assess and reflect on competencies throughout the workterm; supervisors review and provide assessment (information shared between student and supervisor).

⁹ Banner data potentially available for all students, though only data necessary will be transferred to LIM: LIM operates on a Just In Time premise for student and alumni accounts, meaning that the information is all potentially available but an account is not actually created unless or until it is manually synced by staff or by the student. This includes the photos from students' ONECard.

¹⁰ Refers to the coding of how a student's faculty/program/etc. are coded into banner. We are requesting that Systems combine/translate the information to more useful terminology. E.g. instead of showing 40 fields, would only show 5: Faculty, Degree, Major(s), Minor(s), Concentration(s). e.g.:

Faculty: Humanities

Degree: Bachelor of Arts

Major(s): History, Political Science

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Concentration(s): Humanities doesn't have concentrations, but an example would be in Commerce - Entrepreneurship

¹¹ Currently fed via Banner—slated for elimination.

¹² Refers to the relationship of the emergency contact—slated for elimination.

Coop & Careers should ensure that if its use of LIM evolves over time and makes use of additional or different modules over time, then it should also ensure that this PIA is maintained up to date in consultation with the Privacy Office.

Experiential	Email Modules	Career and Co-op Modules	Co-op Module	Portal Content
Experiential Catalogue Module	Password Mass Emailer Pager	Test Module	Project Management Module	Site Monitoring
Experiential Public Catalogue Module	Manage Email Lists	Dynamic Form (DF) Tester	Resource Catalogue Module	Site Content Page
Experiential View Catalogue Module	Emailing Module	RSS Module	Customer Relationship Manage Module	Deprecated Module
Experiential Catalogue Redirect Module	External Job Posting Modules	Program Tracking Module	Dynamic Module	Education Admin Module
Experiential Education Module	External Job Posting Module	Field Placement Module	Service Log Module	Education View Module
Experiential Education Evaluation Public Updater Form	Orbis	Appointment Booking Module	Student Tracking Module	Ask A Question
Experiential Education Directory Controller	Portal Help Public Controller	Interaction Module	Resource Allocation Module	Content Image Page
Experiential Posting Redirectory Controller	Portal Tools Module	Appointment Kiosk Module	Interview Scheduling Module	External Link Page
Co-Curricular Module	Integration Import Module	Appointment Kiosk Public Module	On Campus Recruitment Module	File Upload Page
Co-Curricular Module	Integration Module	Appointment Kiosk Feed Module	Job Aggregator	Survey or Form
Co-Curricular Public Module	Integration Public Module	Appointment Feed	Student Tracking Sub Request Form	Survey Module
Co-Curricular Record Lookup Module	Integration Not Logged in Module	Job Posting Module	Student Tracking Sub Evaluation Form	Manage Site Structure
Co-Curricular Record Request Position Module	Orbis Web Service Admin Module	Job Posting Easy Access Module	Co-op Evaluation Public Updater Form	Manage Templates
Co-Curricular Connector	Health Check Module	Application Module	Entity Redirect	Manage System Cache

User Management Modules	Next-Gen Event System (NES)	Document Management Module	Job Posting Redirect Controller	Lookup Module
Login Page	NES Admin Module	Resume Book Module	Global Events Redirect Controller	Last Viewed Module
Logout Page	NES View Module	Grad Survey Module	Mass Coordinator Update Module	File Service Module
Portal User Manager	Media	Grad Survey Public Module	Competency Module	RSS Relay
New Account Registration	Media – Public Page	Mentorship2 Module	Competency Public Module	Jasper Reports
Forgot Password	Media – Aggregator	Mentorship2 Module	Payment	URL Redirect Manager
Manage User Groups	Media – Manager	Employer Fair	Online Store Module	Echo Module
User Look-up	Media – Banner	Employer Fair Registration	Ecommerce Admin Module	WebCal Module
Common Dashboard	Media – Banner Slides	Employer Fair Public Registrant Table	Ecommerce Callback Module	Web Service Module
My Account	Media – Banner Manager	Employer Fair Public Stats	Event Modules	Info Session Module
Admin User Login Module	Media Gallery – Admin	Employer Fair Public Floorplan	Event Calendar	Profile Directory Module
Insight Admin Module	Media Gallery - Viewer	Employer Fair Admin	Event Aggregator	Co-op Evaluation Public Updater Form
Insight View Module			Swipe Event Module	Entity Redirect
Acrm Competency Public Module			Events Public Module	Job Posting Redirect Controller
				Experiential Posting Redirect Controller
				Global Events Redirect Controller

Project Catalogue Module
Public Project Catalogue Module
Portal Help Module
Page Group

2.2 Data Flow Diagram

A simplistic illustration of the data flows follows, which captures various inputs and the process of aggregating information in Orbis's systems. More detailed data flows follow thereafter to describe in some more explicit terms the technical workflows and the identity management workflows.

Sec. 15



UVic Systems provided the following for the ORBIS Design Document, which describes the information flows in some more technical detail.



Figure 2: Data flow diagram

UVic's Identity Management experts provided the following for the ORBIS Design Document, which describes the information flows for implementation of single sign-on processes.

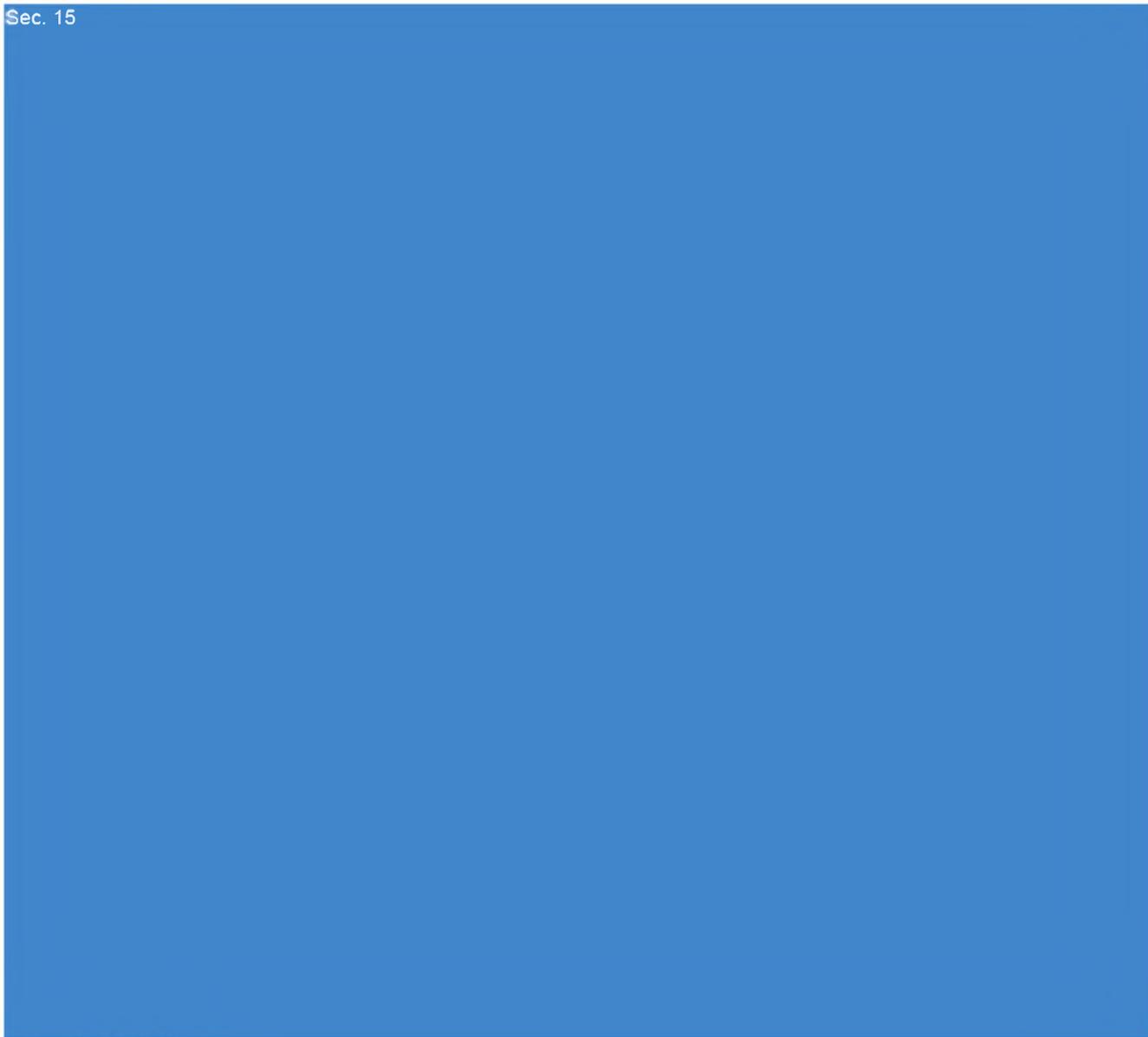


Figure 3: Single Sign-On

2.3 Privacy-Enhancing Controls

Primary Privacy Controls

Secondary Use

- Contract to prohibit secondary use of data

Data Residency

- Contract to require primary data storage within Canada (with Peer 1 or [with notice] with another Canadian-based hosting company)
- Contract to require back-up and disaster recovery for data to be located within Canada

Remote Access

- Contract to prohibit remote access to UVic data except, if any only if necessary, in accordance with FIPPA s. 33.1(1)(p)

Information Security

- See 4.0, below

Other

- Substantial additional controls are effected by way of contract (including a Privacy Protection Schedule) to address a wide range of conduct, requirements, and obligations relating to privacy. The latest draft of that contract is embedded here for reference.



UVic-OrbisAgreementOutcomePlatform

Primary Access Controls

Terms and Conditions

Students making use of LIM enter into an agreement with the university to abide by certain terms and conditions, reproduced below as Appendix A.

Single Sign-on

LIM has account types for the following user groups:



* “Students and alumni” and “UVic faculty and staff” both redirect to a Netlink authentication login for the same “type” of account; separate buttons only exist for ease of understanding for users

Each type of user group has certain permissions available to it, which functionalities are described in the tables below.

Use of LIM (non-staff):

<p>Students and alumni [includes UVic faculty and staff]</p>	<ul style="list-style-type: none"> - Browse and apply for co-op or career postings - [current students only] View casual work postings - [current students only] Create own Casual Work Profile or Tutor Profile - Manage and store personal application documents (resume, cover letter, etc.) - [Co-op only] participate in co-op job search, sign up for interviews, view and manage personal co-op record and work term records - Sign up for events - Make appointments with Co-op + Career staff members - [current students only] Create a Co-Curricular Record of participation in co-curricular activities on campus (i.e. volunteering, workshops, etc.)
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	<ul style="list-style-type: none"> - <i>[alumni/faculty/staff accounts only]</i> post co-curricular activities/positions and validate students' participation for co-curricular record
Employers	<ul style="list-style-type: none"> - Post jobs on co-op or career boards - Manage applications and request interviews
Community members	<ul style="list-style-type: none"> - Post casual work opportunities - View casual work registry and tutor registry

Module usage – staff

Contacts Database	<ul style="list-style-type: none"> - Add/record/search information on employer-type accounts <i>[note: only approximately 10% of employer accounts are actually created and/or used by employers; majority of accounts exist for staff information purposes – post jobs on behalf of employers; record employers that have hired co-op students; database of contacts for job development/potential co-op employers; record notes on relevant interactions with employers; statistical reporting]</i> - search profiles of existing student, alumni accounts – whether on individual basis or for statistical purposes - record notes on interactions with students, alumni - sync with banner to add/create student, alumni accounts - use Email Campaigns to send emails to students, employers - <i>[admin only]</i> create and manage co-op + career staff accounts and permissions - <i>[admin only]</i> various user account configurations
Sec. 15	
Career	<ul style="list-style-type: none"> - Manage career, on-campus, volunteer job postings - Manage casual work registry/tutor registry/casual job postings
Co-op	<ul style="list-style-type: none"> - Admissions <ul style="list-style-type: none"> o Add students to co-op program (i.e. grant “co-op” permission/access to student accounts) o Manage students’ co-op records: sequences, co-op participation, access to job postings, documents for applications, etc. - Manage students’ work term records and related competency assessments; position, salary, company information, location, tracking of various requirements, work-site-visit notes, grades - Manage co-op job postings - Manage job posting applications - Create/manage co-op interview schedules - Statistical and operations-based searches on co-op student records, activity in co-op terms, work term records, and job postings
Leading Edge (in pilot stage)	<ul style="list-style-type: none"> - Management of Leading Edge program and participating students (includes student assignments on reflection of work-integrated learning experiences)
Community Service Learning (CSL)	<ul style="list-style-type: none"> - Management of CSL students (curricular courses that involve a significant work component) - Uses similar design to co-op module and functionality, but in a more limited usage
Events	<ul style="list-style-type: none"> - Post events that are hosted by/endorsed by co-op + career (e.g. employer information sessions, career fairs, etc.) - Manage student registrations in events - <i>Advanced Events module</i> – create events with advanced registration component – e.g. employer registration in career fair – ability to take payments
Appointments	<ul style="list-style-type: none"> - Manage staff appointment availability; create timeslots for student signup

Co-Curricular (currently in closed "beta" version)	<ul style="list-style-type: none"> - Manage co-curricular activities and positions - Approve/assign validators - Ability to access student co-curricular records and run statistical reports
Portal Administration	<ul style="list-style-type: none"> - [admin only] manage various administrative functions of the database
Surveys and Forms	<ul style="list-style-type: none"> - [admin only] create and manage various surveys related to Co-op + Career activities and operations; surveys may require user login and identify respondents, or be anonymous
"hidden" modules – i.e. defunct, no longer used	<ul style="list-style-type: none"> - Mock Interviews - Science Without Borders - CAP - Pathways to Success

3.0 Risk

Risk Mitigation Table				
	Risk	Mitigation Strategy	Likelihood	Impact
1	Lack of legal authority to collect, use, or disclose PI	PIA documents authorities to collect, use, or disclose PI; contract establishes authorities for same	2	2
2	Unauthorized collection of PI by authorized individuals / processes / systems	PIA documents authorities to collect, use, or disclose PI; contract establishes authorities for same	1	1
3	Excessive collection of PI by authorized individuals / processes / systems	PIA and contract establish limits and expectations for authorized collection of PI	1	2
4	Inappropriate or unauthorized use of PI by authorized individuals / processes / systems	Contract prohibits secondary use of PI	2	3
5	Unauthorized disclosure by individuals / processes / systems	<p>Contract to require information incident responses in accordance with UVIC's standards</p> <p>Data encrypted in transit; Sec. 15</p> <p>Sec. 15</p> <p>Contract does not provide for access to forensic logs for the investigation of information incidents</p>	2	4
6	Creation of new PI by data matching	Contract prohibits secondary use of PI	2	2
7	Unauthorized tracking of individuals through transaction monitoring	Contract prohibits secondary use of PI	1	1

8	Data stored or accessed outside of Canada and in the public cloud	Contract with Orbis and subcontract with Peer 1 ensures data residency within Canada	2	1
9	Data retention beyond prescribed timeline	Contract to establish and require data retention for prescribed periods	2	2
10	Risk of increased surveillance	Contract prohibits secondary use of PI	1	1
11	Public perception	Public perception to favour use of the system	1	1
12	Use of existing PI data in a new system or business process	Public perception to favour use of the system	1	1

4.0 Security of Personal Information

4.1 Have the security arrangements that have been planned for this project been reviewed by University Systems?

Yes

4.2 Has University Systems deemed those security arrangements to be reasonable?

Yes but see below at 4.3.

4.3 Please attach supporting documentation to the PIA.



5.0 Comments and Signatures

Chief Information Officer: Wency Lum

Comments:	
Date:	
Sign-Off:	

Administrative Authority: Wency Lum, CIO

Comments:	
Date:	
Sign-Off:	

Portfolio Manager: Scott Thompson, Director, UVON

Project Comments:	
Date:	
Sign-Off:	

Consultation Checklist

IT Projects

The following leaders in each functional area can refer you to an appropriate subject matter expert to help develop the technical elements of your project plan and ensure it is complete.

Service Area	Impact? (Y/N)	Leader	Expert Consulted	Date of Consultation
Office of the CIO		Wency Lum		
Systems General Office		Chandra Beaveridge		
Client Technologies		Lance Grant		
Desktop Support Services		David Street		
Computer Help Desk		Marcus Greenshields		
Academic & Admin Services		Nav Bassi		
Client Account Managers		Garry Sagert		
Production and Technical Support		Rizwan Bashir		
Development Services		Ivan Petrovic		
Identity Services		Corey Scholefield		
UVic Online		Scott Thompson		
Data Centre Services		Kim Lewall		
Network Services		Jane Godfrey		
Infrastructure Services		Ron Kozsan		
Information Security Office		Lance Grant		
Project Management Office		Chandra Beaveridge		

Other Projects and Consultation

Department/Unit	Expert Consulted	Comments	Date of Consultation
Privacy Office	Rowan Hodge		

Revision History

Version	Date	Author	Comments
1.0			

Appendix A

[See below.]



The purpose of this agreement is to outline a set of principles and professional conduct governing all Co-operative Education, Work Experience and Internship (hereinafter referred to as “Co-op”) students and assuring a procedural fairness that complies with the requirements of the University of Victoria and the [BC Freedom of Information and Privacy Act](#).

Upon acceptance into the Co-op program and by signing this agreement, I understand that:

1. To participate in Co-op, I am required to adhere to the general and program-specific regulations listed in the [UVic Undergraduate and/or Graduate calendar\(s\)](#). It is my responsibility to review and adhere to these regulations.
2. As a Co-op student, I am representing my Faculty/Department and the University of Victoria and therefore I will conduct myself in a professional and ethical manner.
3. I shall adhere to the Policy on Academic Integrity as outlined in the UVic [Undergraduate](#) and [Graduate](#) calendars.
4. I must successfully complete the “Introduction to Professional Practice” course as specified by my Co-op program before I can participate in the Co-op work term process. Before my work term can be registered, I must complete all prerequisites for each Co-op work term as specified by my Co-op Program.

While looking for a work term I understand that:

5. To participate in the work term process and apply for positions that are posted on [Learning in Motion](#), I must be scheduled and made eligible for a Co-op work term. I agree to follow the academic/work term schedule as required by my Co-op program and will seek approval if changes are required.
6. As Co-op work terms cannot be guaranteed, the likelihood that I secure a work term is directly related to the strategies I apply to my job search. I understand the necessity to apply for a wide range of Co-op positions, including those in locations outside Victoria. Participation in the Co-op program may require me to relocate and to pay the necessary relocation costs. If I have any restrictions concerning job duties, location, or travel, I will discuss these with my Co-op Coordinator.
7. Co-op postings on Learning in Motion are password protected. Consequently, I agree not to share any information about Co-op postings or employers with any other individual, and that if I fail to maintain the security of Learning in Motion, I may be dismissed from the Co-op program.
8. If I develop my own work term I will advise my Co-op Coordinator prior to starting employment and I understand that I must submit supporting documentation (job description, offer letter) for approval of the Co-op work term. I also understand that the Co-op office is under no obligation to approve work terms that it deems to be unsuitable.
9. I agree to attend all interviews for which I am shortlisted until such time as I have secured a work term. If I have completed an interview, and I no longer feel the opportunity is suitable for me, I will contact my Co-op Coordinator immediately to discuss my reasons. If appropriate, I will be withdrawn from the competition.
10. If offered a Co-op position, I understand that I have 24 hours to decide whether or not I will accept the position. If I plan to decline an offer, I will contact my Coordinator immediately to discuss my reasons before declining.
11. If offered a Co-op position subject to a reference check, I understand that this is not a confirmed placement until the reference check has been completed successfully.
12. Once I have accepted a Co-op position, I will not apply to any other postings or interview with other employers.
13. Work terms are paid employment and reflect the employer’s salary scale and the student’s level of training and experience. By accepting a work term offer, I am agreeing to the salary as stated by the employer.
14. Once I have accepted a Co-op position (either verbally or in writing) or a self-developed work term has been approved, I am committing to undertake and complete that work term, as agreed, in its entirety. Leaving the work term without approval of both the Co-op program and my employer may result in a failed work term grade that will be recorded on my transcript.
15. If I secure an international work term, I am required to complete the pre-departure course before leaving for the work term.
16. Co-op tuition fee(s) are charged and payable as outlined in the section “Tuition and Fees” in the UVic [Undergraduate](#) and [Graduate](#) calendars.

Appendix B

Notes on Permissions in LIM

All viewing and/or editing aspects of the database are controlled through the use of permissions. Orbis has provided a set of standard permissions based on the logical function of the various modules. Additionally, administrators or “super users” have the ability to create custom permissions to facilitate institution-specific usage [e.g. we have created various permissions to improve workflow around Mock Interview Clinic (MIC) accesses.]

Note that not all of the available permissions are actually being used – a good example is the various “rank & match” permissions, since we do not use the rank & match features of the database. There are also old, deprecated permissions that were used in the past, but have been replaced or superseded by other permissions or controls.

In V3, permissions can be created to manage or limit access to a particular site page, module, controller, or even as granular as a specific interview schedule or event. In V4, this is expanded to work in tandem with “tags” – for example, we could have a tag that specifies the citizenship status of a student (Canadian citizen, permanent resident, study permit, etc.) and we can assign view permissions based on that tag, e.g. only Canadian citizens can see job postings from the Federal Government. Tags can have expiry dates, if we want to limit the timeframe that a user would have certain permission/access. It will also be possible to limit very specific access to information that is input into the site if necessary – e.g. adding a note on a student record with regard to accommodation for a disability, and setting permission access so only the coordinator can see it.

List of current access permissions in LIM V3

Access - Manage Site Content

Advanced Event Access - Student

Appointment Admin

Appointment Clerk

Appointment Kiosk Admin

Appointment Provider

Appointments - Can View Service Log

Calendar Event - Admin Rights

Can View Site Stats

Career Ambassador

Career Staff - Rights

Casual Work Admin

Casual Work Employer

Co-Curricular - Can Add Activities

Co-Curricular - Can Print Record

Co-Curricular - Can Update Record

Co-Curricular Administrator

Co-Curricular Beta Student

Co-Curricular Configuration

Co-Curricular Edit

Co-Curricular Staff

Co-Curricular Validator

Co-op - Can Add Student

Co-op - Can Change Student Intention

Co-op - Can Change Student Sequences

Co-op - Can Create Work Term Record

Co-op - Can Delete Co-op Record

Co-op - Can Edit Co-op Record

Co-op - Can Manage Coordinator Groups

Co-op - Can Release Term Record

Co-op - Can Run Reports

Co-op - Can Schedule Interviews

Co-op Admin

Co-op Admission

Co-op Clerk

Co-op Coordinator

Co-op Faculty Advisor

Co-op Staff - Rights

Co-op Student

Competency Beta Group

CSL Admin

CSL Staff

CSL Student

Custom Payment Admin

Customer Relationship Manager Admin

Customer Relationship Manager Staff

Database - Can Access Database

Database - Can Access Registration Pages

Database - Can Add Alumni

Database - Can Add Career Staff

Database - Can Add Co-op Staff

Database - Can Add Employers

Database - Can Add Organization / Division

Database - Can Add Portal Staff

Database - Can Add Portal User

Database - Can Add Portal Users

Database - Can Add Staff / Faculty

Database - Can Add Students

Database - Can Approve Accounts

Database - Can Be Staff Owner For Division

Database - Can Be Staff Owner For User

Database - Can Create Campaigns From Search Results

Database - Can Delete Accounts

Database - Can Edit / Delete All Notes

Database - Can Edit Alumni

Database - Can Edit Employers

Database - Can Edit Portal Staff

Database - Can Edit Portal Users

Database - Can Edit Staff / Faculty

Database - Can Edit Students

Database - Can Email Search Results

Database - Can log in as other user

Database - Can Mass Assign Contact Tags

Database - Can Mass Assign Division Staff Owners

Database - Can Mass Assign Division Tags

Database - Can Mass Assign Staff Owners

Database - Can Mass Update Accounts

Database - Can Report on Alumni

Database - Can Report on Career Staff

Database - Can Report on Co-op Staff

Database - Can Report on Employers

Database - Can Report on Organization / Division

Database - Can Report on Staff / Faculty

Database - Can Report on Students

Database - Can Search Alumni

Database - Can Search Career Staff

Database - Can Search Co-op Staff

Database - Can Search Divisions

Database - Can Search Employers

Database - Can Search Organization / Division

Database - Can Search Other Peoples Tasks

Database - Can Search Portal Staff

Database - Can Search Portal Users

Database - Can Search Staff / Faculty

Database - Can Search Students

Database - Can Search User Status

Database - Can see student pictures

Database - Can Update User Status

Database - Can View All Notes

Database - Can View Alumni

Database - Can View Career Staff

Database - Can View Co-op Staff

Database - Can View Employers

Database - Can View GPA / Transcript

Database - Can View Organization / Division

Database - Can View Portal Staff

Database - Can View Portal Users

Database - Can View Staff / Faculty

Database - Can View Students

Department Management Admin

Email Campaigns

Email Campaigns - Manage Templates

Event Calendar - Registration

Event Calendar - View

Event Manager

Events - Can add event

Faculty Advisor

Friends of Career and Co-op Admin

Friends of Career and Co-op Staff

Info Session Admin

Interactions - Can Delete

Interactions - Delete All

Interview - Admin

Job Posting - Approval Rights

Job Posting - Can Delete Postings

Job Posting - Can Set Global Search

Job Posting - Can View Sub-Applications

Job Posting - Edit Rights

Job Posting - Employer

Job Posting - Posting Rights

Job Posting - View Application Count

Job Posting - View Rights

Leading Edge CCR Validator

Leading Edge Staff

Leading Edge Student

Leading Edge Student - Pre-Access

Manage Applications

Manage Banners

Manage Competencies

Manage Competencies as an Assistant

Manage Dashboard Content

Manage Documents

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Manage Email Campaign - All

Manage Email Campaigns

Manage Events

Manage Individual Events

Manage Interactions

Manage Interviews

Manage Job Postings

Manage Media

Manage Memberships

Manage News / Banners

Manage Placements

Manage Searches - Common Search Manager

Manage Site Content

MIC - AbeBooks 1

MIC - AES

MIC - BC Gov Communications

MIC - BC Min of SD

MIC - BC Pension Corp

MIC - BCom

MIC - Bio

MIC - Catalyst Paper

MIC - Coffee

MIC - DCC

MIC - DND

MIC - Evolve Eng

MIC - Genologics

MIC - Google

MIC - HUFA

MIC - Info Officer

MIC - Kiewit

MIC - MBA

MIC - McElhanney

MIC - MGB

MIC - MGB (Austria)

MIC - MGB (Path 3&4)

MIC - RBC Time4U

MIC - Read Jones 1

MIC - Read Jones 2

MIC - Reliable Controls

MIC - Schneider

MIC - Sciences

MIC - Social Sciences

MIC - SPA

MIC - Trane

MIC - UVic Comp Helpdesk

MIC - ViVitro

MIC Administrator

Mock Interviews Staff
Mock Interviews Student
Orbis - In Development
Program Tracking - Module Administrator
Program Tracking - Program Administrator
Program-Tracking Student
Prospect Management Admin
Prospect Management Staff
RSS Manager
Student Tracking Admin
Student Tracking Staff
SWB Admin
SWB Staff
SWB Student
Swipe Card Admin
System Configuration Rights
System Configuration Rights - Can Change Primary
Group
Tutor Admin
Website – Administrator

List of Access Permissions in V4 (as per demo site)

BUILT-IN PERMISSIONS

Alumni

Co-op Staff

Employer

Portal Staff

Portal User

Staff / Faculty

Student

Alumni-Yr1

Appointment Admin

Appointment Clerk

Appointment Kiosk - Can View Calendar

Appointment Kiosk Admin

Appointment Provider

Appointments - Can View Service Log

Associate Teacher

Can View Student Experiential Transcript

Career Fair - Can edit guidebook

Career Fair - Can manage registration

Career Fair - Can switch registration booths

Co-Curricular - Can Add Activities

Co-Curricular - Can Print Record

Co-Curricular - Can Update Record

Co-Curricular Administrator

Co-Curricular Configuration

Co-Curricular Staff

Co-Curricular Validator

Co-op - Bulk - Mass Assign Custom Status

Co-op - Bulk - Mass Assign Tags

Co-op - Bulk - Mass Email Confirmation Letters

Co-op - Bulk - Mass Email Tax Credit Letters

Co-op - Bulk - Mass Release / Unrelease Term Record

Co-op - Bulk - Mass Update Co-op Record Status

Co-op - Bulk - Mass Update Roles

Co-op - Bulk - Mass Update Wtr Form

Co-op - Can Access Import Tab

Co-op - Can Access Mass Update Tab

Co-op - Can Access Ranking Module

Co-op - Can Access Reports Tab

Co-op - Can Access Tax Credit Tab

Co-op - Can Add Student

Co-op - Can Change Student Intention

Co-op - Can Change Student Sequences

Co-op - Can Create / Edit WTR

Co-op - Can Create Work Term Record

Co-op - Can Delete Co-op Record

Co-op - Can Edit Co-op Record

Co-op - Can Edit Co-op Sequence

Co-op - Can Edit Service Team

Co-op - Can Manage Coordinator Groups

Co-op - Can Release Term Record

Co-op - Can Run Reports

Co-op - Can Submit Term Intention on behalf of Students

Co-op - Ranking - Can Access Audit Tab

Co-op - Ranking - Can Access Cancelled Postings

Co-op - Ranking - Can Access Previous Ranking Rounds

Co-op - Ranking - Can Access Reports Tab

Co-op - Ranking - Can Access Rounds Tab

Co-op - Ranking - Can Create Ranking Round

Co-op - Ranking - Can Delete Round

Co-op - Ranking - Can Direct Offer

Co-op - Ranking - Can Edit Round	Database - Can Approve Accounts
Co-op - Ranking - Can Include / Exclude Jobs	Database - Can Be Staff Owner For Division
Co-op - Ranking - Can Run Rank & Match Round	Database - Can Be Staff Owner For Organization
Co-op - Ranking - Can View Unfilled Postings	Database - Can Be Staff Owner For User
Co-op - Ranking Round - Can Cancel Unfilled Positions	Database - Can Delete Accounts
Co-op - Ranking Round - Can Edit Rankings (Admin)	Database - Can Edit / Delete All Notes
Co-op - Ranking Round - Can Edit Rankings (Employer)	Database - Can Edit Alumni
Co-op - Ranking Round - Can Exclude Job From Round	Database - Can Edit Contacts
Co-op - Ranking Round - Can View Rankings	Database - Can Edit Employers
Co-op - Ranking Round - Can View Round Qualifications	Database - Can Edit Portal Staff
Co-op Admin	Database - Can Edit Portal Users
Co-op Admission	Database - Can Edit Staff / Faculty
Co-op Clerk	Database - Can Edit Students
Co-op Coordinator	Database - Can Export Data from Grid
Co-op Faculty Advisor	Database - Can Link Users
Co-op Student	Database - Can log in as other user
Customer Relationship Manager Admin	Database - Can Mass Assign Division Staff Owners
Customer Relationship Manager Staff	Database - Can Mass Assign Organization Staff Owners
Database - Bulk - Email Default Resume Bundle	Database - Can Mass Assign User Staff Owners
Database - Bulk - Mass Update Groupings	Database - Can Mass Update Accounts
Database - Bulk - Mass Update Roles	Database - Can Mass Update Permissions
Database - Bulk - Mass Update Status	Database - Can Search Alumni
Database - Bulk - Mass Update Tags	Database - Can Search Employers
Database - Can Access Mass Update Tab	Database - Can Search Organization / Division
Database - Can Access Registration Pages	Database - Can Search Other Peoples Tasks
Database - Can Add Alumni	Database - Can Search Portal Staff
Database - Can Add Employers	Database - Can Search Portal Users
Database - Can Add Organization / Division	Database - Can Search Staff / Faculty
Database - Can Add Portal Staff	Database - Can Search Students
Database - Can Add Portal Users	Database - Can Search User Status
Database - Can Add Staff / Faculty	Database - Can see student pictures
Database - Can Add Students	Database - Can Send Email Campaign from Grid

Database - Can Update User Status	Help Server Admin
Database - Can View All Notes	IMC - Reviewer
Database - Can View Alumni	Info Session Admin
Database - Can View Employers	Interactions - Can Delete
Database - Can View GPA / Transcript	Interactions - Can Edit / Delete Messages
Database - Can View Organization / Division	Interactions - Can Mass Add Interactions From Grids
Database - Can View Portal Staff	Interactions - Delete All
Database - Can View Portal Users	Interactions - Module Configuration
Database - Can View Staff / Faculty	Interactions - User
Database - Can View Students	Interview - Can Access Report Tab
Database - Manage Campus Tags	Interview - Can Generate Paging Feed
Database - Manage Compliance Tags	Interview - Can Run Room Utilization Search
Database - Manage Demographic Tags	Interview - Can Run Schedule Clean-up
Database - Manage Global Tags	Job Posting - Bulk - Mass Print
Database - Manage Industry Tags	Job Posting - Bulk - Mass Update Roles
Database - Sync User Account	Job Posting - Bulk - Mass Update Status / Dates
Database - Unverified Employer Account	Job Posting - Bulk - Mass Update Tags
Database - Unverified Student Account	Job Posting - Can Access Report Tab
Documents - Can Access Report Tab	Job Posting - Can Delete Postings
Email - Can Manage Subscriptions	Job Posting - Can Mass Repost
Event Calendar - Registration	Job Posting - Can Set Global Search
Event Calendar - View	Job Posting - Easy Access
Event Manager	Job Posting - Employer
Events - Can add event	Job Posting - Employer Can Search Postings
Experiential - Bulk - Mass Update Record Form	Job Posting - Manage Job Posting Terms
Experiential Education Admin	Job Posting - Posting Rights
Experiential Education Coordinator	Job Posting - View Application Count
Experiential Education Faculty Member	Job Posting - View Rights
Experiential Education Poster	Job Postings - Can Create a Student Saved Search
Faculty Advisor	Manage All Work Plans
Graduate Survey Admin	Manage Applications
Graduate Survey Staff	Manage Banners

Manage Competencies
Manage Competencies as an Assistant
Manage Dashboard Content
Manage Documents
Sec. 15
Manage Email Campaign - All
Manage Events
Manage Global Grid Filters
Manage Grids
Manage Individual Events
Manage Interactions
Manage Interviews
Manage Job Postings
Manage Media
Manage Mentorship
Manage News / Banners
Manage Placements
Manage Resources
Manage Resume Books
Manage Searches - Common Search Manager
Manage Site Content
Manage Subscriptions
Mentorship Super Administrator
On-Campus Recruitment Admin
On-Campus Recruitment Staff
Online Store Admin
Orbis - In Development
PM - Admin
Portal Help Messages Editor
Portal I18N Messages Editor
Program Tracking - Module Administrator
Program Tracking - Program Administrator

Project Catalogue Admin
Prospect Management Admin
Prospect Management Staff
Rank and Match Admin
Rank and Match Staff
Request Form Admin
Resource Allocation - Can Run Double Booking Clean-up
Resume Book Employer
Service Log Admin
Service Log Staff
Student - Business
Student - Commerce Internship
Student - Engineering and Computer Science Co-op
Student - Management Career Services
Student - MBA Co-op
Student - Science Co-op
Student Tracking Admin
Student Tracking Staff
Swipe Card Admin
System Configuration Rights
System Configuration Rights - Can Change Primary Group
Teacher Candidate
Visa Student
Work Study Student

CUSTOM PERMISSIONS

Access - Manage Site Content

Advanced Event Access - Student

Applications - Can Mass Email Application Bundles

Calendar Event - Admin Rights

Can View Site Stats

Career Ambassador

Career Staff

Career Staff - Rights

Casual Work Admin

Casual Work Employer

Co-Curricular Beta Student

Co-Curricular Edit

Co-op - Can Schedule Interviews

Co-op Staff - Rights

Competency Beta Group

CSL Admin

CSL Staff

CSL Student

Sec. 15

Database - Can Access Database

Database - Can Add Career Staff

Database - Can Add Co-op Staff

Database - Can Add Portal User

Database - Can Create Campaigns From Search Results

Database - Can Email Search Results

Database - Can Mass Assign Contact Tags

Database - Can Mass Assign Division Tags

Database - Can Mass Assign Staff Owners

Database - Can Report on Alumni

Database - Can Report on Career Staff

Database - Can Report on Co-op Staff

Database - Can Report on Employers

Database - Can Report on Organization / Division

Database - Can Report on Staff / Faculty

Database - Can Report on Students

Database - Can Search Career Staff

Database - Can Search Co-op Staff

Database - Can Search Divisions

Database - Can View Career Staff

Database - Can View Co-op Staff

Database - Manage Academic Tags

Department Management Admin

Email Campaigns

Email Campaigns - Manage Templates

Friends of Career and Co-op Admin

Friends of Career and Co-op Staff

GSES

Interview - Admin

Job Posting - Approval Rights

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Job Posting - Can View Sub-Applications

Job Posting - Edit Rights

Job Search Intelligence - Admin

Job Search Intelligence - Career Coach

Job Search Intelligence - Reports

Landlord

Leading Edge Staff

Leading Edge Student

Manage Accordion

Manage Email Campaigns

Manage FAQ

Manage Graduate Survey

Manage Image Galleries

Manage Memberships

Manage Off-Campus Housing

Manage Video Gallery

MIC - AbeBooks 1

MIC - AbeBooks 2

MIC - AES

MIC - BC Gov Communications

MIC - BC Min of SD

MIC - BC Pension Corp

MIC - BCom

MIC - Bio

MIC - Catalyst Paper

MIC - Coffee

MIC - DCC

MIC - DND

MIC - Evolve Eng

MIC - Genologics

MIC - Google

MIC - HUFA

MIC - Info Officer

MIC - Kiewit

MIC - MBA

MIC - McElhanney

MIC - MGB

MIC - MGB (Austria)

MIC - MGB (Path 3&4)

MIC - RBC Time4U

MIC - Read Jones 1

MIC - Read Jones 2

MIC - Reliable Controls

MIC - Schneider

MIC - Sciences

MIC - Social Sciences

MIC - SPA

MIC - Trane

MIC - UVic Comp Helpdesk

MIC - ViVistro

MIC Administrator

Mock Interviews Staff

Mock Interviews Student

Resume Book Staff

RSS Manager

SWAP Admin

SWAP Staff

SWB Admin

SWB Staff

SWB Student

Tutor Admin

Website – Administrator