



Western Engineering

Master of Engineering (MEng) Co-op Program

Frequently Asked Questions (FAQs)

1. What are the benefits of participating in the MEng Co-op Program?

- Gain practical hands-on industry-relevant experience through experiential learning within the workplace, while earning an income.
- Build a professional network with employers and colleagues within the field.
- Develop an understanding of cultural aspects of Canadian work environments.
- Gain interviewing, resume-building skills, and gain references for future employment opportunities.

2. What are the eligibility requirements of the MEng Co-op Program?

For the students in the MEng Program to be eligible to apply for the MEng Co-op Program, they must have started the MEng program in the **Fall term**.

Students can opt-in for this option under any of the following cases:

- Case 1: International students applying for the “Co-op work permit” prior to securing a Co-op (IRCC allows such option)
- Case 2: International students who have successfully secured a Co-op and would like to apply for the “Co-op work permit”
- Case 3: Domestic students (Canadian Citizens or Permanent Residents) who have successfully secured a Co-op

In addition, **students need to be in good academic standing and maintain a cumulative average of 75% or higher calculated in the term prior to starting co-op.**

3. What is the length of the MEng Co-op Program?

Students can complete a 4-month co-op during the Summer or Fall term*.

- Students registered in the **Master of Engineering (MEng) with Co-op Option will complete their program in 4 terms**. Students are required to complete the three terms of the regular Master of Engineering (MEng) program in addition to the co-op comprised of one term.
- For students in the combined **Master of Engineering (MEng) – Graduate Diploma (GDip; Engineering Leadership and Innovation) program**, who opt-in to the co-op option, will complete their program in 5 terms.

*For students who will start the MEng or the combined MEng-GDip program in Fall 2023 onward, the co-op must be completed in the last term of their program, that is term 4 for students registered

in the MEng program and in term 5, for those enrolled in the combined MEng-GDip program.

4. What is the application timeline for the MEng Co-op Program?

Students admitted to the Master of Engineering (MEng) program are **strongly encouraged to apply for the co-op option by the November 15th**. Applications may be considered after this deadline, only in exceptional cases.

5. How can I apply to participate in a Co-op?

Step 1: Students are required to **pay an application fee of \$100**. Students are to submit their Application Fee Payment through our [Engineering Ecommerce Site](#). Students may pay by Visa, MasterCard, or Debit Visa.

Step 2: Students are required to **submit an application through [Western Connect](#)**. Steps of how to apply through Western Connect are available on our Western Engineering [Career Services Website](#).

Step 3: The Career Services team will **review** the student's complete application and **approve the student's eligibility** that will allow them to apply for co-op positions. This will be communicated via email.

Step 4: Students will gain access to Western University's in-house job board through [Western Connect](#) where students will begin the process of applying for a potential Co-op placement.

Step 5: Students are required to meet the cumulative average of 75% or higher calculated in the term prior to starting co-op.

Step 6: International students are required to secure an **approved co-op work permit prior to beginning their co-op**.

- Western Engineering's Career Services team will email international students detailing next steps as they relate to co-op work permits.

[Application Process](#)

6. Once Career Services approve my eligibility for the Co-op, am I guaranteed to get a Co-op?

No, the approval by the Career Services **only** implies that you are eligible for the MEng co-op option. It is your responsibility to search for co-op opportunities (using available platforms), apply for suitable positions, and **secure a co-op**.

7. I am an international student, how do I apply for a Co-op work permit?

A co-op work permit is required for international students to complete an Engineering Co-op in Canada. To submit a co-op work permit application, international students must apply online through the Immigration, Refugees and Citizenship Canada (IRCC) website. The process is outlined below:

Step 1: Complete and Sign the Acknowledgement Letter

The Western Engineering Career Services team will first send international students an acknowledgement letter and students will review and sign the conditions outlined in the letter prior to receiving the supporting documentation needed to begin the co-op work permit application process.

Step 2: Receive a Co-op Work Permit Letter

Once the Western Engineering Career Services team receives the signed acknowledgement letter back, they will provide the student with the Co-op work permit supporting documentation (via your university email account). **International students must wait to receive this supporting documentation from the Career Services team before applying for the co-op work permit. Submitting the application without the supporting documentation may lead to the rejection.**

Step 3: Submit an online application through the IRCC website

After receiving the supporting documentation, international students must submit an online application through the IRCC website ([Government of Canada Website](#))

Western International can help students learn more about the application process. Students can [book an appointment](#) or [drop in](#) to meet with one of the International Student Advisors. Students can also email to Western International for any immigration related query at iesc@uwo.ca.

8. What happens if an international student does not secure a Co-op work permit?

If an international student is not able to secure a co-op AND an approved co-op work permit before the end of their third term (cut off date: August 20th), their registration will be changed back to the original 3-term MEng or 4-term MEng-GDip program to which they were admitted and they complete the original MEng program. For students registered in the combined MEng-GDip program, the cut off date is December 10th (before the end of their 4th term).

9. What are the timelines for employers to share co-op opportunities on Western Connect?

Employers are encouraged to share co-op opportunities starting **September 30th**.

There is a significant increase in Co-op postings in December/January. Regularly check the Co-op job board, as new positions are being posted on a continuous basis.

Students are **responsible for applying, submitting a resume and cover letter, and interviewing for the position, if selected.** Each posting has its own application deadline date/time.

Please note that the final decision will be up to the employer, it is not guaranteed that a student will secure a co-op.

10. Are there any job search tools that I can utilize?

Yes, separately from Western Connect, we strongly encourage students to search for a co-op opportunity of their own. Use LinkedIn, apply on company job boards, network, attend job fairs, employer events, and use other job search strategies for a possible direct match.

[Job Search Resources](#)

11. I am interested in pursuing a Co-op position with a company of my choice. Is this permitted?

Yes, students who are interested in pursuing a company on their own for a co-op position are welcome to do so.

If a student is successful in securing a co-op position on their own, they will need to send the following items via email to Engineering Career Services (wecareer@uwo.ca):

- Formal job description.
- Offer letter/letter of employment (including start and end dates, and salary offered)
- Company information
- Supervisor information and position title

Upon receipt of this information, the Engineering Career Services will review, and let the student know if this position can be counted as an official co-op. Position review & formalization of an eligible opportunity should occur within Engineering Career Services at the same time it is being completed with the company.

12. What Makes an employment recognized as a Co-op?

- Paid more than minimum wage
- Full time hours
- Engineering focused
- For students enrolled in the Fall 2022, the co-op position must start either in May or September 2023 (also Winter 2024 for combined MEng-GDip students). For incoming students in the Fall 2023 onward, students will be required to start their co-op position in after their last program's term (normally 3rd and 4th terms for the MEng and MEng-GDip students, respectively).
- Supervised by an employee at work location
- Evaluation of work term before student finishes it
- Length is 4 months
- International students, must meet IRCC requirements
- Complete submitted application (2 step process Ecommerce & Western Connect)

13. Will I pay tuition while participating in the Co-op Program?

Yes, students are required to pay a tuition fee of \$500 for the co-op term. If students complete more than one co-op term, students are required to pay an additional \$500 per term.

14. Can I take courses during the co-op term?

No, students are not allowed to register in any course for credit. They must complete all their course credits in the other terms of their program.

15. Are there additional requirements to participate in the Co-op Program? YES!

- Students must maintain full-time status when participating in the co-op program.
- Students are required to sign a Co-op Program contract which outlines important details pertaining co-op. Failure to comply with the conditions outlined in the contract will result in you receiving an “FAI” failure in the Co-op milestone.
- Students are required to submit a report at the end of their co-op term that describes their experiential learning experience. Failure to submit a report or submitting an incomplete report will be considered as an incomplete milestone.

16. What are the deliverables for the successful completion of the Co-op program?

The following 4 deliverables must be completed by the end of Co-op

- Contract Form
- Check-In Form
- Summer/Fall Co-op Employer Evaluation
- Summer/Fall Co-op Report.

17. Government has recently temporarily lifted the 20-hour limit on off-campus work for international students, do I still need to apply for a co-op work permit as an international student?

Yes, students are still required to apply for a co-op work permit to work on a co-op placement in the context of their studies.

18. I have applied for a co-op work permit and my study permit allows me to work on- or off-campus. Can I work full-time for my co-op work placement while I am waiting for the decision on my co-op work permit application?

While this temporary public policy is in place between November 15, 2022, and December 31, 2023, if you have applied for a co-op work permit and have not yet received a decision, you can use the temporary measure to work in a co-op placement related to your studies while waiting for a decision on your co-op work permit application.

- If the decision on your co-op work permit application were to come back as a refusal, then you would need to stop working in the co-op placement.

Any questions, please contact the Graduate Office (weresgrd@uwo.ca) or Engineering Career Services Team (wecareer@uwo.ca)