

Acceptable Customizations to the University's Student Placement Agreement Template

The following customizations can be made to the student placement agreement template by the appropriate representative of the program, Department or Faculty:

1. Site Name – This appears on the first page and should include the full name of the site.
2. Health and Safety – When reviewing Section 5, determine if there are specific risks applicable to the placement. If so, seek advice on risk assessment from the Dean and draft additional language to address the specific risks. Consider including specific reference to off-campus safety policy here if appropriate in the circumstances.

The following can also be added – as item (e) in Section – if the site requests language in the agreement on student health and immunization status: “When requested by the Placement Site, the University will provide the Placement Site with information regarding the students’ health and immunization status as provided to it by the students.”

3. Contact Information – This appears in Section 9 and should be completed in full for the site and for the University. For the University, the appropriate contacts are as follows:

For the health sciences Faculties:

Assistant Vice Provost, Health Sciences Sector
500 University Avenue – Suite 390
Toronto, ON M5G 1V7
Phone: 416-978-7762
Fax: 416-946-3491
Email: johanne.provencal@utoronto.ca

For all other Faculties:

Director, Office of the Vice-Provost, Students and First-Entry Divisions
Simcoe Hall
27 King's College Circle, Room 221
Toronto, ON M5S 1A1
Phone: 416-978-4027
Fax: 416-946-0678
Email: meredith.strong@utoronto.ca

4. Insurance – This appears in Section 4.2 with default of \$2 million dollars per occurrence. If accreditation standards for a program require \$5 million per occurrence, then this amount can be increased but must not exceed \$5 million.

5. Student confidentiality obligations – This appears in Section 5.3 and it should be noted that with any change to the language of this section should not commit students to signing confidentiality agreements that may have an impact on their ability to publish research.
6. Signatures – This appears in Section 10 and should be completed in full for the site and signed in advance of being signed by the University, as follows:

Academic unit named in the agreement	Signing authority
Single Program	Program Chair or Department Chair or Dean
Single Department	Department Chair or Dean
Multiple Programs or Departments in a Faculty	Dean
Programs or Departments in more than one Faculty	For health sciences Faculties: Vice-Provost, Relations with Health Care Institutions For all other Faculties: Vice-Provost, Academic Programs