

## CONFLICT OF INTEREST DECLARATION FOR THE MELVILLE BUSINESS STRATEGY INTERNSHIP (MBSI) AND CO-OP PROGRAM

As part of our commitment to maintaining transparency, fairness, and integrity in our internship and co-op programs, we are implementing the following Conflict of Interest Policy for students applying to the Melville Business Strategy Internship (MBSI) Program and the Co-op Program.

### Eligibility for MBSI Program and Co-op Program

Students wishing to apply for the MBSI Program will not be eligible to apply for the Co-op Program concurrently. This is to ensure that students can fully dedicate themselves to their selected pathway and avoid any conflicts between the two programs. Students must choose either the MBSI Program or the Co-op Program based on their career and academic goals. Students pursuing the MBSI Program must not apply for the Co-op Program at any stage during their internship.

- **Application Phase:** If a student applies to the Co-op Program while also applying for the MBSI program, their application to the MBSI Program will be rejected.
- **Interview Phase:** If a student applies to the Co-op Program during the interview phase for the MBSI Program, the industry partner conducting the interview will be notified of the conflict of interest and the student will be removed from the internship program.
- **Internship Phase:** If a student is selected as an intern for the MBSI Program and later applies to or accepts an offer from the Co-op Program while actively engaged as an intern, their internship will be terminated immediately. In addition, their future MBSI applications will be rejected as this would demonstrate a lack of commitment and integrity.

### Termination of Access to Student Success Programs

Students who violate this conflict-of-interest policy will also forfeit their eligibility to participate in any of the following programs offered by the Student Success Team for two consecutive semesters:

- Melville Business Strategy Internship Program (MBSI Program)
- Melville-Mentor Volunteer Program
- Student Success Ambassador Program
- Volunteer opportunities with the Student Success Team

### Reporting New Conflicts

If at any point during their participation, a student believes they have developed a conflict of interest (e.g., applying for the Co-op Program after being accepted into the MBSI Program), they must notify the Work-Integrated Learning Coordinator immediately.

### Confidentiality and Data Handling

All student data and application information will be kept confidential. This information will be shared only with the relevant personnel necessary to enforce the conflict-of-interest policy and manage the operations of the programs. Any student information used in the decision-making process will be handled with the highest degree of confidentiality.

## Alternative Pathways

Students who wish to apply for both the MBSI Program and Co-op Program but are unsure about how to proceed are encouraged to meet with a Career Coach. The coach will assist in evaluating options, and if needed, will help the student choose the best program for their academic and career goals.

## Appeal Process and Informed Dispute Resolution

If a student believes they have been unfairly penalized under this policy, they may appeal the decision. Appeals must be submitted in writing to [melvilleindustry@kpu.ca](mailto:melvilleindustry@kpu.ca) within 7 days of notification of violation. Appeals will be reviewed by the Work-Integrated Learning Coordinator, and a final decision will be made based on the specific circumstances of the case. Please include the following in your appeal:

- Full Name
- Student ID
- A clear explanation of the situation, including any supporting evidence or context
- The reason you believe the penalty or violation decision was unfair

## Acknowledgment of Policy

By applying for the MBSI Program, students are acknowledging and agreeing to adhere to this conflict-of-interest policy. Students found in violation of this policy will face immediate consequences as outlined above, including potential removal from current or future internships, termination of involvement in relevant programs, and loss of eligibility for future opportunities with the Student Success Team.

## Student Signature

By signing below, I acknowledge that I have read, understood, and agree to comply with the conflict-of-interest policy as outlined above. I understand the consequences for violating this policy and agree to adhere to its terms throughout my participation in the MBSI Program.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_