Guaranteed Return after Working in Industry Guideline	Guideline: 013 Approving Body: Mechanical Engineering Department Approved Date: 11/20/2019

Guideline Statement

Students taking the Mechanical Engineering degree (BEng) program may elect to work in industry for longer than the summer break. This guideline provides conditions by which students may be eligible for a guaranteed seat upon their return from work.

Purpose of Guideline

Currently, some students elect to take a year off to work after completing the second or third year of the program. Unfortunately, they are not guaranteed to get a seat in the program when they return. To better support work integrated learning, the program proposes to guarantee a seat to students who want to take a year away from the program to work.

Guidelines

1. Must be for an engineering related job (e.g. not travel or personal leave).
2. Work term must be for a minimum of 8 months.
3. Work term may be at the end of year 2 or end of year 3.
4. A return to the program will be guaranteed for one academic year.
5. Second year students must be eligible for continuing to the degree.
6. A maximum of four positions will be considered for each of the two work periods (four positions for the period between year two and year three and four for the period between year three and year four). If there are more applicants than positions, a competitive process will be used based on cumulative GPA.
7. Students will be eligible to use this option only once during their program.

Procedure to Apply

1. Student completes the application form.
2. Student obtains a letter from the employer that includes the job description and planned length of employment.
3. Student submits the application form and letter to the department by April 15.
4. Department notifies the applicant by May 30 whether their return will be guaranteed. Program Assistant tracks students so they can be contacted before their return to the program.

Note: Students must notify the department immediately if there is any change to their situation (e.g. wish to return to program earlier than planned, no longer employed and may not meet the 8

month minimum requirement). The department will do its best to accommodate their return to the program.

Procedure to Return to the Program

1. Program Assistant contacts students by Feb 1 and reminds them of the procedure to return to the program.
2. Student applies through Admissions by March 15. Application fee will be waived.
    a. Students who have completed the diploma but have not entered the degree program, apply for admission to the Mechanical Engineering (BEng) Level 5.
    b. Students who are already in the degree program (e.g. have completed Level 5 or above) should apply for readmission to the Mechanical Engineering (BEng).
3. Department notifies Admissions to accept student to the appropriate level.

Note: If student has been out of the program for more than one year, they will lose their guaranteed position and will need to reapply. See "Returning to the Program without a Guaranteed Position".

Returning to the Program without a Guaranteed Position

If a student is not granted a guaranteed return to the program or if they leave the program for any reason, they can apply to return through the regular BCIT admission or readmission process.

For students who have completed year 2 and have not entered level 5 (year 3), they will lose their guaranteed spot in level 5 (year 3) and will need to apply to the Mechanical Engineering (BEng) program. Students will be accepted if they are eligible and if space is available. If there are more applicants than seats available, a competitive process will be used based on cumulative GPA of all courses on the degree path.

Students who left the program after completing a portion of level 5 can apply for readmission to the Mechanical Engineering (BEng) program. The program determines the student's eligibility to return. Students will be accepted if they are eligible and if space is available.