

Dear all Mech Eng students

Please read the requirements and guidelines carefully and take note:

Deadline for submitting reports for semester 1 – 11 April 2023

Vac report guidelines, Letter to company requesting vacation work, Confirmation of employment letter:

<https://engineering.ukzn.ac.za/mechanical/#student-resources>

As per the requirements for your degree, you are required to do **12 WEEKS** of vacation work. You need to know the following rules about the vacation reports that you have to write:

- The vac reports need to be submitted at least within 6 weeks after the semester starts. Any reports submitted after this deadline, **will NOT be accepted.**
- If you have to perform corrections, then you will have to submit the modified report within 2 weeks after receiving the resubmit notification email. **If you re-submit after the deadline, the report will not be accepted.**
- If you do not follow the new report guidelines that are on the Mech Eng website, you will automatically receive a “fail” for the vac work report, and the weeks of work you have done would not be counted.
- Provide a company letter indicating the dates you have worked (reports will not be accepted without a company letter) - Confirmation of employment TEMPLATE can be found on the website below
- If you are doing vac work in-school – your supervisor needs to provide a letter confirming the dates you have worked/send me (Nashlene) an email.
- You are only allowed 6 weeks of vac work in-school and 6 weeks in industry or vice versa – you are **NOT** allowed to work the full 12 weeks in-school.
- Students are expected to spend part of each long vacation doing practical work (not to report on a research topic)
- A pdf copy of the report must be submitted to Nashlene bedaseen@ukzn.ac.za (please rename your name file by Student number, Name and Surname).