

Dear all Mech Eng students

**Please read the requirements and guidelines carefully and take note:**

**Deadline for submitting reports for semester 2 – 4 SEPTEMBER 2023 AT 12:00 NOON**

**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:

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- 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.**
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- 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
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- 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.
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- 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](mailto:bedaseen@ukzn.ac.za) (please rename your name file by Student number, Name and Surname).
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- Once a reported is submitted by the deadline date, please allow at least 3-5 weeks for feedback. If the administrator has not given feedback after this time. It is the student’s duty to follow up on the status of his/her submission
  - Reports are not to be submitted directly to an academic. Reports must go via the mechanical engineering administrator to get marked.
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