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1 January 20\_\_\_\_

To whom it may concern

**RE: Practical/ Vacation Work Requirement for BSc Eng Degree**

Dear Sir/Madam,

As part of the degree programme, the School Rules require each student to undertake a minimum of 12 weeks of practical vacation work, to be conducted during each long vacation period. Each student must submit a written report to the School within approximately 4 weeks of the start of the subsequent semester. The report must describe in detail the practical work undertaken and must conform to the School requirements in respect of written reports. The report must be accompanied by a certificate-of-progress form (stating the dates he/she has worked) and to be signed by the employer (usually the direct supervisor). In cases where the work is of a confidential nature, a letter from the company indicating such will suffice.

As to the type of practical work required will depend on the academic level of the student. The technical difficulty of the work given to a first-year level student, would not be the same as that given to a final year level student. A guiding framework is provided to assist potential employers. The vacation work for each student should be under the guidance of a Professional Engineer if possible.

Should any further information be required, please feel free to phone, fax or e-mail me.

Yours sincerely,

Prof. David Lokhat

**School of Engineering**

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