To Whom It May Concern

Vacation Training for Mechanical and Mechatronic Engineering Students

Dear Sir/Madam

Thank you for your willingness to provide vacation training to students in our BEng Mechanical and BEng Mechatronics programmes. We appreciate it that companies are prepared to make such an investment in the development of future engineers, even though it may not be immediately profitable. This letter is intended to give you a brief outline of our expectations for the student's vacation training and to invite you to give us feedback.

The primary objective of vacation training is to expose the students to the context within which engineers work in practice. Although acquiring experience in technical work is important, the work environment is the most important aspect for us, since students cannot be exposed to it at university. Our only requirement for the technical aspects of the work is therefore that it should expose the student to the context in which a Candidate Engineer and, eventually, a Professional Engineer would work. Examples of relevant aspects are organisational structures, safety procedures, the requirements of typical financial administration, the influence of working in teams composed of people with different levels of academic and practical experience, interacting with clients, etc.

We require that our students complete two periods of vacation training, the first period after the start of their second year, and the second period after the start of their third year of study. A period consists of a four week (20 working days) training period. Each four-week period may be divided into two two-week blocks (10 working days). These blocks may be completed at two different companies.

At the end of the training period, we request that the student's training supervisor certify that the student completed the training and whether his/her conduct was satisfactory. The student has to submit to the Department this certificate along with a brief report, i.e. one page on the technical aspects of the work done, and one page on non-technical aspects. If you would like to give us feedback on any matter related to vacation training, you are most welcome to contact me (details below).

Yours truly,

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