



ENH3201/EN3101 Industrial Placements – 0000000000

FINAL REPORT GUIDELINES

The following document describes the guidelines for preparing the final report for ENH3201/EN3101. The final report should be handed over to the **evaluation panel at the final presentation. The final presentation schedule will be published on the UGVLE Course home page.**

Basic Formatting Guidelines

- **Font**

The general text should be in **12 point Times New Roman**. Chapter headings should be in **16 point** size and subtitles should be in **14 point size**.

- **Line Spacing**

The typing should be with a line spacing of 1.5.

- **Margins**

Top, right and bottom margins should be equivalent to **2 cm**. The left margin should be **3 cm**.

- **Pagination**

Pages should be numbered consecutively throughout the Report. The cover page should **not** be numbered. **Starting** with a statement of declaration, abstract, acknowledgements, table of contents, list of figures (if any), list of tables (if any) and list of abbreviations (if any) should be numbered with **lower case Roman numerals** beginning with **i** for the page. General numbering should start with **Chapter 1** in **Arabic numerals**. All page numbers should be placed on the **bottom** in the middle of the page.

Final Report Structure

The final report should be **no** more than 25 pages long (excluding the progress reports).

1. **Cover page** – Use the cover page format available in UGVLE course homepage.
2. **Declaration** – Use the declaration format available in UGVLE course homepage.
3. **Abstract** - Explain in detail the reasons to prepare the report briefly mentioning what is expected at the end of the Industrial training programme.



4. **Acknowledgement** - Acknowledge all persons and organisations that facilitated the work described in the Final report. Acknowledge the people who helped you to make this task a success (Maximum 1 page)
5. **Table of contents** - This should list all the chapters, sections, and subsections of the report giving the page number on which each starts.
6. **List of figures (if any)** - A list giving the figure number, caption and the page number should be provided. You are required to use a tool for generating List of Figures. All figures should be cited in the main text, and no figures should exist in the report without cross-referencing in the text.
7. **List of tables (if any)** - A list giving the table number, caption, and the page number should be provided. You are required to use a tool for generating the list of tables. All table should be cited in the main text and tables should not exist in the report without cross-referencing in the text.
8. **List of Abbreviations (if any)** - Abbreviations used in the Dissertation should be listed. Common terms that are obvious should not be included in the list.
9. **Chapter 1: Company Profile** – This section should include a detail description about the company, its history, management structure and its main functionality. A profile of the computing function in the organisation, including technologies (hardware and software used), methodologies followed, type of projects (if not confidential), career paths etc. should also be included in this section.
10. **Chapter 2: Evidence of work completion, Training and Experience** - This section should include a detail description of the work carried out by the student during the industrial placement (Evidence of work carried out/ work completion, type of training/ experience gained, workshops/conferences attended, software produced / finalized, the computing functionalities, the new technologies used/learnt, methodologies followed, in case of R&D original contribution/s made, Literature surveys produced, contribution towards commercialization of applications etc.)
11. **Chapter 3: Challenges and Subject Mapping** – A detail description of the challenges faced during the internship period and how you have overcome these challenges should be explained in this section. A mapping of the subjects (you learnt @ the UCSC) that were used/applied in the work that you carried out for your internship should also be included in this section. Explain how this training is linked to the university academic studies.
12. **Chapter 4: Self-Reflection & Recommendations**– An overall self-reflection regarding the internship should be included. Briefly explain what you think about the learning outcomes/experience gained during this period. Include a self-evaluation of the company, internship facilities, staff support, etc. Any recommendations that you wish to make can also be included in this section.
13. **Conclusion** – Conclude the report briefing what is explained in the report as a whole.
14. **Gantt chart** (if any)
15. Appendices
16. **List of References**



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IMPORTANT:

- **Progress Reports** – Attach all duly signed progress reports as an appendix at the end of the report.
- **Service Letter** – At the end of the internship period request a service letter from the company mentioning that you have completed the internship at the said company and any specifics related to the performance during the stay at the respective company. You are required to submit a softcopy or scanned copy of this letter to the PDC at the end of the internship period (Keep the Original with you). **Also please note that your results will be “WITHHELD” if you failed to submit this document.**
- **Company Evaluation** –The company evaluation should be carried out by the respective supervisor. The Company evaluation form is available in UGVLE course homepage. This is a CONFIDENTIAL document, hence please ask your supervisor to **send this document to pdc@ucsc.cmb.ac.lk**. **You are required to submit this document to the evaluation panel on the day of the final presentation.**