**Instructions – This form (B) is to be filled by the Intern with the assistance of the External Internship Supervisor prior to formal commencement of the Internship**

**DEPARTMENT OF INFORMATION TECHNOLOGY UNIVERSITY OF SRI JAYEWARDENEPURA**

**FORM B - INTERNSHIP CONTRACT**

|  |  |
| --- | --- |
| Surname | Click or tap here to enter text. |
| Other Names |  Click or tap here to enter text. |
| Reg. No. (MC) | Click or tap here to enter text. |
| Index No. (CPM) | Click or tap here to enter text. |

This indenture made between the Department of Information Technology, University of Sri Jayewardenepura, Gangodawila, Nugegoda

and

Click or tap here to enter text.

(Name of the Internal Internship Supervisor together as first party)

on this Click or tap here to enter text. (Date in Number) Day of Click or tap here to enter text.

(Month) Two Thousand Twenty-five at Gangodawila, Nugegoda

and between

Click or tap here to enter text.

(Full Name & Contact Address of Intern)

Registered at Department of Information Technology, University of Sri Jayewardenepura and

Click or tap here to enter text.

(Full Name & Address of Training Organization) And

Click or tap here to enter text.

(Full Name of the External Internship Supervisor) together as the second party

**WITNESSETH**

The Intern specifically agrees to and acknowledges the following:

The minimum requirement of training under internship is 600 hours (Approx. 04 months at the rate of maximum 08 hours per day and 05-day work week) for the final year semester II. The Intern can commence the internship on any day of the second semester of the final year, provided he/she completes 600 hours (or equivalent days) prior to commencement of the study leave period of the final year semester II.

The Intern shall faithfully, comply with the regulations and requirements of the Internship and with the instructions of the said External Internship Supervisor with regard to the content of practical training. The Intern shall during the period of training further comply with the rules, regulations and directions of the training organization and shall, at all times conduct himself with all due diligence, honesty, propriety and faithfully serve the said training organization and follow the instructions of the said External Internship Supervisor at all times during the work period.

The said Intern shall maintain, a true record of the work performed daily in the form and content prescribed by the department and submit such record regularly to the Internal Internship Supervisor.

The said Intern further undertakes to obtain prior written permission of the Department via the Internship Coordinator, training organization and of the said External Internship Supervisor to suspend his/her training or continue such training under another training organization or External Internship Supervisor.



Signature of Intern

For the purpose of assisting the above said Intern to obtain work experience under the terms agreed by the Intern above, we as Internal Internship Supervisor and External Internship Supervisor have agreed to offer necessary assistance to the Intern.

|  |  |
| --- | --- |
| Signature | Signature |
| Internal Internship Supervisor | External Internship Supervisor |

**Note – If the parties to the contract (Such as Training Organization and External Internship Supervisor) are changed due to any reason, a new contract should be signed between all parties. Further, the new contract document should be submitted to the IMS System.**