

STUDENT NOTICE

Faculty of Law, University of Colombo

LLB Honors Degree Programme – Year III

INTERNSHIP PROGRAMME - 2025

Dear Students,

Please adhere to the following instructions and read them carefully:

1. The entire batch has been divided into 7 groups, with each group consisting of 50 students. Each group has been assigned a teacher in charge.
2. The list of students, along with this notice, will be shared on the LMS.
3. According to the list, all of you are required to meet your respective teacher in charge on **17th September 2025** at the allocated time for each student.
4. There are three separate time slots for each group. Please ensure you meet your teacher in charge at the allocated time.
5. Carefully review the list to note the name of your teacher in charge and your assigned timeslot.
6. During your meeting with the teacher in charge, you will be provided with important instructions.
7. On that day, you will also receive the contact details of your respective sponsor, along with your Internship Confirmation Letter. (Please note that the Faculty has already contacted the sponsor and provided them with your details.)
8. The Internship Confirmation letter will contain all relevant details regarding your internship.
9. Starting from **18th September 2025**, you are required to report to your sponsor and meet with them.
10. The sponsor will provide you with instructions and guidance on how to work with them.
11. You are expected to report to work every **Wednesday to Friday** from **September 2025 to January 2026**.

12. At the end of the program, you must submit the following documents:

1. Internship Review Form, endorsed by your workplace supervisor (Template will be uploaded to the LMS)
2. Internship Reflective Journal, endorsed by your supervisor (a daily diary maintained during the internship with attendance)
3. Internship Report, approved by your supervisor (a two page summary of your experience during the program)
4. Final Presentation and Viva-Voce based on your experience

14. Please adhere to all rules and regulations of the program. Should you encounter any issues, contact your teacher in charge or the program convener.

15. The Faculty will continuously monitor your progress by contacting your sponsor. It is important to maintain the highest level of professionalism during the program. Your behavior and work ethic will also impact future students of the Faculty.

16. Strictly note that no changes or exchanges will be allowed. You are to commence the program with the sponsor assigned to you.

Thank you, and good luck!

Convener / Internship Programme
11-09-2025