



# LLB 3397/3396 Legal Internship Program

## Record of Absence Form

### UNIVERSITY OF WOLLONGONG SCHOOL OF LAW

You are required to report all unplanned absences from the internship to the School of Law. The absence may be due to injury, illness, misadventure or for personal reasons. Additional time must be arranged in order for you to successfully complete the required 20 days (full time hours).

**It is your responsibility to make these arrangements in consultation with the internship coordinator.**

If you experience more than one period of absence please use a separate form for each occasion.

#### Instructions:

1. Advise the School's Internship Coordinator about your situation as soon as possible via email.
2. Confirm the arrangements for the additional time required to make up the day/s with your internship supervisor.
3. Please note that the School requests that you provide a medical certificate or other relevant documentation for absences of two or more days. Please lodge a copy of the document/s with your internship supervisor and attach the original/s to this form.
4. Complete all sections of this form.
5. After the additional days/hours have been completed ask your supervisor to sign the form.
6. Lodge the form with the School of Law.

#### Details of Absence:

Student Name: .....

Student Number: .....

Firm/Organisation: .....

Number of Days Absent: .....

Period of Absence: ...../...../..... To ...../...../.....

Reason for Absence: .....

.....

.....

.....

Medical Certificate is Attached: Yes                      No

*A Medical Certificate is required for absences due to illness/injury of two or more days*

Arrangements were made with me for the student to undertake additional days: Yes                      No

Additional days were completed on: .....

.....

Signature of Student

...../...../.....

.....

Signature of Internship Supervisor

...../...../.....