science & innovation
Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

DSI - HSRC INTERNSHIP 2021-23

HSRC Human Sciences Research Council

DSI-HSRC INTERNS' WEEKLY REGISTER

Intern Name & Surname:………………………….…….......   **Host Institution:**…………………………............

Mentor Name & Surname:………………………………….   **Month:**…………………………………………………..

N.B: This monthly register must be completed for all DSI/HSRC Interns and be sent to HSRC at the end of each month. This register will account for attendance of the 1st day of each month to the last day of each month (i.e. 30/31 days). Failure to submit this register will lead to non-payment of intern's salary.

Week 1							Remarks e.g. Type of leave taken and whether with full pay or without pay
Sun	**M**	**T**	**W**	**T**	**F**	**Sat**	
Week 2							
Sun	**M**	**T**	**W**	**T**	**F**	**Sat**	
Week 3							
Sun	**M**	**T**	**W**	**T**	**F**	**Sat**	
Week 4							
Sun	**M**	**T**	**W**	**T**	**F**	**Sat**	
Week 5							
Sun	**M**	**T**	**W**	**T**	**F**	**Sat**	

Intern*
Signature:…………………………..   Date:…………………………….

Mentor
Signature:…………………………   Date:…………………………….

*I declare that all the information provided (including all attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to discharge from the DSI-HSRC Internship programme.

CODES:

L = Annual leave	U = Leave (Unpaid)	FRL = Family Responsible Leave
S = Sick leave	HIH = Host Institution Holiday	ILD = Institutional Lockdown
C = Special leave	A = Absence (Unpaid)	
PH = Public Holiday	P = Present	

Please note that interns who have utilised all their leave credits should take unpaid leave (Code U) and this should reflect in the corresponding day of the week. Please send the completed form to DSI_HSRC_Internship@hsrc.ac.za