

Graduate School of Economics, Kyoto University

AGST Internship Programme 2016

Application Guidelines

1. Purpose and Outline

The **Internship Programme** funded by the Asian Platform for Global Sustainability & Transcultural Studies (AGST) – Social Sciences and Humanities Unit of Kyoto University “Japan Gateway” Project – provides students of the Graduate School of Economics (GSE) with opportunities to conduct an internship. It aims at fostering students to acquire advanced knowledge and problem-solving skills in different circumstance or living condition then contribute to the society by using the achievements of their working experience.

The most targeted applicants of this programme are those who take part in the internship outside Japan and their home countries at any institution/organisation. Those who are going to work at a major international institution (e.g. a United Nations organisation, an international NGO) or a foreign consular office in Japan or their home countries are also possibly approved. There is no specified destination or category of business for this programme, however, all the applicants are expected to clearly define their goals and carefully choose their host institution/organisation.

Before the application, please contact to IAO office and confirm whether your host institution/organisation meets the requirements of this programme.

Applicants are required to make all the necessary communication and preparation with the host institution/organisation by themselves. And prior to the application, they must obtain an acceptance letter or a copy of e-mail communications from the host.

All the applications will be subject to a screening by the committee at the GSE to determine eligibility.

2. Extent of the Financial Support

The successful applicants are provided allowance which covers the cost of their travel and stay during the planned internship period. The amount of the allowance will be decided according to the Kyoto University’s regulations taking into consideration the destination and the duration of the programme.

- (1) A round-trip airline ticket between Osaka and the nearest airport to the destination, or a round-trip train ticket between Kyoto and the destination. The International Affairs Office (IAO) will arrange and purchase the tickets based on Kyoto University regulations.
- (2) Maintenance allowance to cover the expense of accommodation is a maximum of 4,000 JPY per day. This will be provided only for the working days at the host institution/organisation and the location.

3. Eligibility for Application

The applicants must:

- a. Be a student of the Graduate School of Economics (GSE), Kyoto University;
- b. Take out the internship outside of Japan and their home countries; or
- c. Secure the host institution/organisation is one of a major international institution (e.g. a United Nations organisation, an international NGO) or at a foreign consular office if the applicant wishes to conduct the internship in Japan or their home countries.
- d. Obtain a formal letter or e-mail confirmation from the institution /organisation which accepts you as an intern;
- e. Obtain the permission from their supervisor at Kyoto University to take part in the internship;
- f. Demonstrate sufficient skills and good command of English or the language to be used at the destination;
- g. Not receive another grant or funding for participating in the internship;
- h. Submit to IAO- GSE an interim report in the middle of the term and a final report within two weeks of the completion of the entire programme; and
- i. Agree to observe all of the provisions in this guideline.

4. Other Requirements

- a. This programme itself does not offer credits (EA Course students are eligible to obtain 2 credits with separate proceedings by the applicants themselves).
- b. Flight arrangement will be made through IAO-GSE in accordance with the applicant's convenience. In case of cancellation or change of the tickets after the final ticketing due to personal reasons, all the fees shall be charged to the applicants.
- c. Accommodation arrangement and other necessary preparations, including visa application (if needed) shall be made by the applicants themselves.
- d. For the entire period of this internship, the successful applicant must take out the appropriate insurance at their own expense.**

For domestic internship --- *Gakkensai* and *Futaibaiseiki* (for Japanese students)

Gakkensai and *Gakubai* (for international students)

For overseas internship --- *Gakkensai* and *Futai Kaigaku* (Overseas travel insurance); Plan D

5. Duration and Commencement of the Programme

The period of internship should be more than two (2) weeks. Also, it shall be conducted between 11th November 2016 and 15th March, 2017.

The exact traveling schedule will be determined upon screening and administrative coordination.

6. Number of Awarded

Approximately six (6) students

7. Application Documents

Applications must be submitted to IAO-GSE as follows;

- Hard copy of **ALL** the documents (IAO-GSE desk);
- Electronic data of **form 1, 2 and 3** via e-mail.
 - a. Application Form (Form 1)
 - b. Work Plan Proposal (Form 2)
 - c. Internship Schedule (Form 3)
 - d. Recommendation Letter from the academic Supervisor at Kyoto University (Form 4)
 - e. Internship acceptance letter or a copy of e-mail confirmation from the host institution /organisation
 - f. A copy of passport (only for overseas internship)

* The personal information of applicants will only be used for the intended purpose, and will not be disclosed to any third parties.

8. Additional Documents

[After Screening / Before Departure]

- g. Participant's Pledge (Form 5);
- h. A copy of hotel reservation;
- i. A copy of overseas travel insurance certificate (only for overseas internship)

[During the Programme (in case of the entire period is over a month)]

- j. Interim report

[After Completion of the Programme]

- k. Boarding passes of the entire flights arranged by IAO-GSE (only for overseas internship);
- l. Completion Report (Form 6);
- m. The document from the host institution/organisation to certify the completion of internship

9. Application Period

From 7th November to 16th December, 2016

The program will stop accepting application when the number of the successful applicants reach the prescribed limits in section 6 above.

***Submit the required documents at least one month prior to the programme starting date.**

Where to Apply:

International Affairs Office

2nd Floor, Faculty of Law and Faculty of Economics East Bldg.

Graduate School of Economics, Kyoto University

TEL: 075-753-3476 E-mail: iao.econ@mail2.adm.kyoto-u.ac.jp

10. Screening

The screening and selection of the duly submitted applications will be conducted by the committee consisting of several professors of the GSE. All the notification regarding the selection will be sent by e-mail to the address provided in the application documents. No inquiries can be accepted during the screening process. Also, please note that the screening process can take upwards of two weeks.

11. Measures against misconduct and misuse of funds

The successful applicants should bear in mind the thirteen (13) terms stipulated in the Form 5 (pledge) when applying for the programme, and should observe them carefully. If the successful applicant fails to comply with any of the terms of the pledge, the grant may be terminated and/or part or all of the already-disbursed funds made to be refunded.

12. Contact

International Affairs Office
Graduate School of Economics, Kyoto University
TEL: 075-753-3476
E-mail: iao.econ@mail2.adm.kyoto-u.ac.jp