Date of the agreement (YYYY/MM/DD) / /

To
Dean of Engineering,
Dean of the Graduate School of Engineering,
Dean of Graduate School of Systems Information Science

Dean
Department Head
Professor (head of the department)

Internship Notification

Type	☐During regular school hours ☐School events ∟Course Name ( ) , ☐Required Course, Credits ( ) ＊Please tick a box that you apply. ＊If you choose to study in a regular course, please also enter the name of the course and its credits.
Objective	☐Fostering professional awareness ☐Theoretical practice in accordance with the major field of study ☐Other ( ) ＊Please tick a box that you apply.
Status of allowances,etc from the company where the project is implemented	☐None ☐Transportation ☐Meals ☐Practical training allowance ☐Other ( ) ＊Please check all applicable items regarding allowances, etc. provided the company.
Details of implementation	
	Pre-training ☐ Yes ・ ☐No Online implementation ☐ Yes (partially ・ fully) ・ ☐No
Implementation period Place of implementation	Period (YYYY/MM/DD): / / - / / (actual days) Company Name: Location: ＊internship held in abroad only Visa Type: ☐No Need ☐Tourist ☐Student ☐Other ( )
Career development Types of Support Activities *Refer the reverse side	☐Type 1 (open Company) ☐Type 2 (career education) ☐Type 3 (internship for general-purpose skills and specialized use) ☐Type 4 (highly specialized internship) ＊Please tick a box that you apply.
Participants	Name: Department: Faculty: Student ID Number: If you are an international student ☐MEXT Scholarships student ☐private financed student ☐Government Scholarship students ＊In case of multiple participants, please attach a separate list of names.
Insurance Name	☐(1) Personal Accident Insurance for Students Pursuing Education and Research (PAS)” （Gakkensai） ☐(2) Liability insurance incidental to Gakkensai ☐(3) Other ( ) ☐(4) Join in at the internship company ＊All students participating in the internship must be covered by insurance such as Personal Accident Insurance for Students Pursuing Education and Research (PAS)”（Gakkensai） Note 1) Please check all applicable insurance policies. Note 2) If your subscription is in process, please attach a copy of the receipt.

1.The purpose of this report is to grasp the implementation status of internships for the enhancement and maintenance of internships as set forth in the mid-term goal and mid-term plan, and also to clarify which internships are subject to Gakkensai.

2. When the internship form is submitted to and accepted by the dean or the dean of the school, the internship is considered to be approved as an educational activity or a school event.

＊Explanation of internships covered by Personal Accident Insurance for Students Pursuing Education and Research (PAS)" （Gakkensai）

- The following is the excerpt from the "Explanation of Disaster and Accident Insurance for Student Education and Research". -

The insured person shall be covered by the insurance policy, in the event that the University regards internships as "during regular school hours," "school events," or "extracurricular activities.

1. When the university regards it as a regular course

The university and the supervising professor treat the internship as a lecture, laboratory, exercise, or practical skills class.

2. When it is regarded as a school event

○Events sponsored by the University as part of its educational activities.
○The following conditions are to be fulfilled.

(1) Individual approval method

① The student or supervising teacher notifies the university in advance and the president or dean of students (dean of faculty, dean of graduate school) approves the internship as a school event. (The presence of faculty members of the school at the activity site is not required).

② In doing so, the university always keeps track of the purpose, content, date, time and place of the school event, and prepare and maintain a list of those eligible to participate in the event.

(2) Comprehensive approval method

If the Faculty Council, etc. resolves that the internship is a school-managed event

3. When the University regards the activity as an extracurricular activity

Cultural or athletic activities conducted under the supervision of an on-campus student organization recognized by the university are eligible.

Specifically, the program covers activities under the control of an on-campus student organization that is organized and approved by the university as an on-campus student organization to carry out internship and volunteer activities.

Gakkensai has liability insurance for internships. (1) Only students who are enrolled in Gakkensai are eligible. (2) This insurance covers legal damages incurred by students who injure others or damage other people's property during "regular classes," "school events," "extracurricular activities at volunteer clubs, etc. and while traveling to and from such activities.

＊About the type of career development support activities

Type 1 (open Company)

- ✓ Very short term (one day) without work experience

Type 2 (career education)

- ✓ Programs implemented by companies as part of their social responsibility, as well as university-led classes and industry-university cooperative programs.
- ✓ A regular or an extra-curricular course is both eligible.
- ✓ Work experience is optional.

Type 3 (internship for general-purpose skills and specialized use)

- ✓ The "General Ability Utilization Type" is 5 days or longer, and the "Specialized Ability Utilization Type" is 2 weeks or longer.
- ✓ Work experience is required
- ✓ Work experience must be provided for more than half of the total participation period.
- ✓ The program is held during the long vacation periods (summer, winter, entrance exam, and spring breaks) of 3rd and 4th year undergraduates or 1st and 2nd year master's students.
- ✓ Employees in the workplace supervise students and provide feedback after completion of the program.

Type 4 (highly specialized internship)

- ✓ Job-based research internship
- ✓ Internships for master's students with an emphasis on advanced specialization
- ✓ Programs conducted in collaboration with universities and companies
- ✓ Work experience is required