

July 29, 2016

The Program for the Practical Training and Engagement of Innovators
Long Term Internship Q&A

<Host Organization>

Q1-1 What is the scope of host organizations?

A1-1 It is encouraged to experience internship outside the academia or in different areas/sectors, such as at private enterprises, public institutes, non-profit-organizations, international institutions, primary/secondary educational development institutes, etc. This is because the subject internship program aims to promote young researchers to maximize their competencies in variety of opportunities in society.

Q1-2 What kind of occasions would allow applicants to have internship overseas?

A1-2 A young researcher could be allowed to have internship overseas when he/she has little experience abroad and it is considered to be beneficial for his/her future career development. Vice versa, it is recommended for non-Japanese students/researchers to have internship in Japan.

Q1-3 Is it acceptable to have internship at colleges/universities?

A1-3 In principle, it is not allowed to send accepted interns to colleges/universities only to pursue their research activities, regardless whether it is in or out of Japan, as it is not really along with the ultimate objectives of the program. It could be possible, however, in case accepted interns are to be engaged with non-research activities to experience technical expertise, such as Science Communicator, (Public Relations, outreach to society, etc.), URA, IPR, academia-industry collaboration or international collaboration, external funding application, etc.

Q1-4 Would it be allowed to have internship at a company the applicant is running or will run collaborative research with?

A1-4 It will be accepted if the accepted intern is getting engaged with the business/research at the host company.

(Internship Duration)

Q2-1 How long could the duration of the internship be?

A2-1 Internship period must be, in principle, consecutive two months or longer up to three months or so, under the same organization. “Consecutive” here means the

accepted intern will be working at the host organization at least three days per week.

Q2-2 Can the internship period be crossing over the fiscal year end?

A2-2 The period should end within the same fiscal year in principle, but we'll be open for negotiation under any unavoidable circumstances.

(Eligibility of Interns)

Q3-1 Can anyone apply for the subject internship program as long as he/she is enrolled at one of the HIRAKU Member Organizations at the time of application?

A3-1 Basically applicants are supposed to be enrolled at the HIRAKU Organizations till the end of the internship period.

Q3-2 Is a non-Japanese student sponsored by foreign government eligible to apply for the internship?

A3-2 Basically non-Japanese students are recommended to experience internship in Japan under this program. Having said that, if such student under the foreign government sponsorship is obliged to get a job in his/her home country upon return, it will be unacceptable to apply for the HIRAKU internship program, unless it falls under any special occasion such as when a host organization is willing to accept such foreign students, etc. Any non-Japanese students who have jobs at their home countries are out of the scope of this program.

(Sponsorship/Expenses)

Q4-1 What will be financially covered as a part of the sponsorship?

A4-1 The accepted intern will be employed as a researcher under a part-time contract by one of the Leading/Co-Partner Organizations (i.e. Hiroshima University, Yamaguchi University or Tokushima University) during the internship period and will be receiving salary up to maximum JPY150,000 per month. Other items to be financially covered are; domestic/international travel expenses, housing allowance (only when deemed to be necessary, with upper limit), actual expenses for consumables required to work on research at the host organization, etc. These will be paid following the relevant rules and regulations of the respective universities.

Q4-2 If the applicant is sponsored under any other subsidy or grant programs, can he/she be eligible to apply for the subject long term internship program?

A4-2 He/she can be eligible, but it will not be allowed to receive duplicate payment of

salary or expenses (travel expenses, housing allowance, etc) if he/she is under any other subsidy programs. The accepted intern is required to check the relevant rules and regulations on payment as well as each condition under any other subsidy or grant programs, and submit the information to the HIRAKU Operating Office.

Q4-3 In case the accepted intern needs to move back and forth to the other organizations for his/her own research purpose, can the associated travel expenses be reimbursed under this HIRAKU program?

A4-3 No, it will not be covered.

(Insurance)

Q5-1 Does the accepted intern need to take out any insurance?

It is a mandatory requirement for a doctoral student to take out the Personal Accident Insurance for Students Pursuing Education and Research (“PAS”) and the Liability Insurance for Students Pursuing Education and Research (“LSR”) under the enrolled university. In addition, he/she must take out the overseas travel insurance in case of participating in the internship program out of Japan. A post-doctoral researcher (who has completed doctoral program within the last 5 years or so) is required to take out the relevant insurances, equivalent to PAS and LSR. The accepted intern must bear the insurance cost

(Reporting)

Q6-1 What kind of pre/post/interim reporting is required?

A6-1 It is required to complete the self-assessment on employability under the Skill Development function in the Young Researchers’ Portfolio (HIRAKU-PF) system, before and after the internship, and submit the downloaded report to the relevant HIRAKU Office. During the internship period, he/she needs to follow the rules and procedures set by each university, including daily/weekly reporting, etc. In addition, he/she might be given opportunities upon return from the internship to present their internship experience at the events organized by HIRAKU, such as the HIRAKU Achievement Presentation, etc.