

## *Application Guidelines for 2022 Internship Scholarship*

### 1. Purpose

The purpose of this scholarship is to encourage career formation of Doctoral Degree Students who participate in internship programs by supporting them financially.

※The limit of recipients of this scholarship is around 5. Once the application number reaches the limit, we will stop accepting the applications. In this case, it will be notified on the website of Graduate Student Career Path Support Center.

URL: [http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/doctor/article.html/?id=41](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=41)

### 2. Application Flow

※ The application must be filed **before** starting an internship. The recipients of this scholarship are to be selected upon screening of their applications.

#### [Applicant]

- ① Plan for internship activities.
- ② Fill in the application form and prepare the documents to be submitted.
- ③ Get the approval of the plan and the recommendation from your supervising professor.
- ④ Prepare all documents and submit them to the Office of Graduate Studies by E-mail.

#### [Office of Graduate Studies]

- ⑤ Review the acceptability of application at the screening committee.
- ⑥ Send a notice for recipient/rejection result to the applicant.

Before attending an Internship

#### [Applicant]

- ⑦ Submit the Pledge Statement and the original of necessary documents for application to the Office of Graduate Studies.
- ⑧ Undertake an internship.
- ⑨ Submit report forms etc. to the Office of Graduate Studies by E-mail.

#### [Office of Graduate Studies]

- ⑩ Check all the submitted documents.  
(The Office will contact applicants and ask them about submitted documents or to submit additional documents as needed.)
- ⑪ Scholarship will be transferred into the applicant's bank account.

During - After attending an Internship

#### [Applicant]

- ⑫ May be asked to attend/give a presentation at the report session. The details will be informed to applicants from the Office of Graduate Studies.

### 3. Applicable Internships

- ① An internship shall be a formal program to provide practical experiences for graduate students for their research and practical training at either a domestic/international corporation, public organization, non-profitable organization, international organization, or educational institution, which will help their career development.
- ② The length of an internship must be 15 days or more\*  
\*Travel days to the host and holidays are not included in the length. Attending the internship program only in the applicable academic year can be included.
- ③ Internship programs that offer a salary are not applicable.

#### 4. Scholarship Amount

The following scholarship shall be provided for each selected applicant.

Length of Internship	Amount
15 to 30 days	100,000 yen
31 to 59 days	150,000 yen
More than 60 days	200,000 yen

- ※ Length of Internship is; the number of days participated in an internship which you apply for this scholarship when undertaking an internship during the period of enrollment, excluding the days spent in traveling and holidays, and working days outside the academic year.
- ※ Since the scholarship is based on the scheduled length of internship at the time of application, the applicant shall be required to pay back the excess scholarship received at the end of the academic year if the actual number of days spent for the internship is less than the number originally applied. However, in case the actual number of days spent is more than the original plan, there shall be no additional disbursement.

#### 5. Eligibility

Those who can apply (Applicants must meet all of the requirements below.)	
1	Must be an officially enrolled student of Ritsumeikan University Graduate School in either Doctoral Degree Program, or in Year 3 or above in the Integrated Doctoral Program Or in Graduate School Doctoral Degree Program includes 4-Year Doctoral Degree Program.
2	Must undertake an internship for 15 days or more in Academic Year 2022 (April 1, 2022 – March 31, 2023) at corporations/organizations while officially enrolled in Ritsumeikan University.
Those who CANNOT apply (If any of the following applies to the applicants, he/she cannot apply.)	
1	Selected as a JSPS Research Fellowship for Young Scientists in Academic Year 2022.
2	Is / will be receiving scholarships and/or financial incentives described below that prohibit the receipt of additional financial aid. <ul style="list-style-type: none"><li>✓ KOKUSAITEKI Research Grant</li><li>✓ KOKUNAI Research Grant</li><li>✓ Others. If you are receiving funding and/or scholarships from an organization other than Ritsumeikan University, please contact the respective scholarship office for confirmation.</li></ul>
3	Is taking a leave of absence or undertake an internship during the period of absence.
4	Have received this scholarship during enrollment. (This scholarship can be received only once during the enrollment)

#### 6. Period of Eligible internship: April 1 to March 31 in the applicable academic year.

- ※ Applications are acceptable only in the applicable academic year if applicants undertake an internship during the period above.

#### 7. Period of Application : April 1, 2022(Fri)~January 27, 2023(Fri) 17:00.

- ※ The Applications must be submitted promptly in advance when participation in an internship is decided.
- ※ Submission after the deadline cannot be received.  
If a student completes the program (including completion in September), suspends his/her student status, leaves the University, or studies abroad within the Academic Year 2022,

the application must be submitted at least two months prior to the day on which he/she loses his/her student status (The period from the acceptance of documents to the date of disbursement does not include periods such as summer vacation when office is closed).

- ※ If you cannot submit the application by E-mail, please contact the Office of Graduate Studies in advance.

## 8. Application method and Flow after selecting

### 【Before undertaking an internship】

Submit all the following submission documents by E-mail to [g-schol2@st.ritsumei.ac.jp](mailto:g-schol2@st.ritsumei.ac.jp).  
The subject of your E-mail needs to be “Internship Scholarship Application.”

\*Applicants may be requested to submit the original documents later.  
Please be careful not to discard the documents after submitting by E-mail.

Documents to be submitted (submit 1 to 5 below by E-mail.)	
1	<p>Internship Scholarship AY2022 Application Form (Form1)</p> <p>Download the Application Form from the website below and enter the required information. <a href="http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=41">http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=41</a></p>
2	<p>Application Form for doctoral scholarships/research grants</p> <p>Log in to Ri-SEARCH and create the form. Please check the manual for details how to create the form. <a href="http://www.ritsumei.ac.jp/ru_gr/g-career/eng/research/">http://www.ritsumei.ac.jp/ru_gr/g-career/eng/research/</a></p>
3	<p>Research Achievements</p> <p>Log in to Ri-SEARCH and create the form. Please check the manual for details how to create the form. <a href="http://www.ritsumei.ac.jp/ru_gr/g-career/eng/research/">http://www.ritsumei.ac.jp/ru_gr/g-career/eng/research/</a></p>
4	<p>Documents that provide an overview of the organizations in destination and the schedule of the internship program</p> <p>Prepare documents that show details of activities you are planning to do during an internship, program schedule and so on.</p> <p>Make documents that includes name, address, business lineup, etc. (Website or information leaflet) of the organizations in destination.</p> <p>Schedule shall exclude non-working days and define the actual number of working days.</p>
5	<p>Copies of evidence that proves the correspondence with contact persons at organizations in destination</p> <p>Letters of Acceptance, E-mail correspondence records, etc.</p>

- ※ The font size must be 10 point.
- ※ Do not change the format of the application forms. Use only designated space for each item to enter required information. Application forms with changed format cannot be accepted. Even if we received your applications, if we found out that the format has been changed, the application will not be subject for screening.
- ※ Documents in languages other than Japanese or English must be accompanied by translations in Japanese or English together with the originals.

- ( 1 ) We will review your application documents, and we will accept your application if no error is found. We will inform you whether your application was accepted or not by E-mail within one week.

- ※ Please contact the Office of Graduate Studies if you do not receive any reply from the Office of Graduate Studies.
- ※ If your application is incomplete or documents are missing, we will contact you and

ask you to complete the application or submit additional documents.

If you fail to submit the additional documents by a designated date (we will inform you the submission deadline separately), we cannot accept your application. Therefore, you will not be eligible to receive this scholarship.

### 【Selection of this scholarship】

- (2) Evaluation will be done based on the submitted applications.  
The individual results will be sent by E-mail within about 3 weeks after the application.
- (3) Those who are successfully selected to receive this scholarship must submit the Pledge Statement to the Office of Graduate Studies (Kinugasa) within 3 weeks after the acceptance of notice.  
The original documents of application must be submitted together.

Documents to be submitted (Submit the <b>original</b> to the Office of Graduate Studies)	
1	Ritsumeikan University Internship Scholarship Pledge Statement (Form 83)
2	Original of the submitted documents (documents submitted by E-mail before undertaking an internship)

- ※ 2 above is the original version of which submitted by E-mail upon application.
- ※ The document must have your and your supervising professor's seal/signature.

### 【Within one month after finishing the internship】

- (4) Within one month after finishing the internship, submit the following application documents by E-mail.

Documents to be submitted (Submit by E-mail)	
1	Ritsumeikan University Internship Scholarship Bank Account Information (Form 2)
2	Program Report (Form 3)
3	Overall Report (Form 4) Describe a summary of new expertise gained through the internship conducted with the support of this scholarship on the report.

- ※ We accept submissions made by JST 5:00p.m on the deadline date.
- ※ In case of undertaking an internship in March, students shall submit necessary documents within one week after finishing the internship. (If the internship does not finish by March 20, submit them as soon as possible, and no later than Friday, March 31).
- ※ In case of completion the program (including completion in September), leave of absence or withdrawal, the reports (both data and printed version) must be submitted by two months ahead of the day of program/degree completion, leave of absence or withdrawal.
- ※ The contents related to the achievements are considered to be open to public in principle.

- (5) After all the documents are checked by the Office of Graduate Studies, the scholarship shall be transferred into the selected applicant's bank account approximately within one month after the application receipt date.

\* The application receipt date is the date when all the necessary documents are submitted to the Office of Graduate Studies without any deficiencies. The period from the acceptance of documents to the date of disbursement does not include periods such as summer vacation when office is closed.

### 【After finishing the internship】

- (6) Applicants may be asked to participate and make a presentation in the poster session in the next academic year.

- ※ The aim of poster session is to publicize the insights gained with the support of this scholarship widely, and to create a network of graduate students.
- ※ The style of report is planned to be presentation using PowerPoint slides or poster sessions.

## 9. Evaluation Criteria

Evaluation will be done based on the submitted applications.

The evaluation criteria are as follows.

- ① The internship plan and objectives are concrete and considered valuable for applicant's education or research.
- ② The internship content is considered valuable for applicant's career development or further research activities.

## 10. Important Points to Note (Obligations of Selected Applicants etc.)

### 【In submitting the application forms】

- ① Make your application form understandable to the judges who may not necessarily be experts or not have previous knowledge of your field.
- ② Comments, signature or personal seal of the applicant's supervising professor must be on the application.
- ③ If you are not able to submit the Pledge Statement and original submission documents to the Office of Graduate Studies (Kinugasa), you must send them to the Office of Graduate Studies (Kinugasa) by mail. We will not notify you whether we received the documents or not. We recommend you to mail the documents by a traceable method.

### 【On undertaking an internship】

- ① The recipients of this scholarship are to be selected upon screening of their applications. Therefore, implementing what is written in their applications is required as a general rule.
- ② For any inevitable reasons, if you have to change your plans, please inform of the change to the Office of Graduate Studies immediately. Having considered the changes made, the situations you are in, and the necessity of the changes, we will discuss whether the changes can be acceptable or not. Then, we will notify you of the result.
- ③ Selected applicants must note that in the event that the internship program which was the basis of the scholarship is unjustifiably different to what was written on the application form, or the selected applicant did not fulfill the intended time spent for the internship, the applicant may be asked to return all or part of the scholarship.
- ④ Applicants must have Personal Accident Insurance for Students Pursuing Education and Research at university. We will inform the selected applicant about the necessary documents.

### 【On receiving scholarship】

- ① The recipient of this scholarship must submit necessary documents by the designated deadline within the applicable academic year. If applicants fail to submit them, the scholarship will not be disbursed, or applicants will be asked to return the scholarship already being paid.
- ② The recipient of this scholarship will be expected to present their achievements of internship at a poster session. Please note that failing to attend the poster session without any justifiable reason will be subject to return the scholarships already paid.

\* Details will be announced later.

## 11. FAQ

### ( 1 ) Change of plan

Q1. The period and the contents of internship I filled in when I applied for the scholarship have been changed. What should I do?

A. Amount of the scholarship is decided by the screening committee based on the duration and internship program content.

Therefore, if the original plan has to be changed, contact the Office of Graduate Studies as soon as possible. If you have to change your plan while you are on the internship, contact the Office of Graduate Studies immediately as we shall examine the coverage for the scholarship disbursement.

Q2. How can I change the bank account to which payments are transferred?

A. Please fill out the Notification of Change in Bank Account Information and submit.

### ( 2 ) Others

Q3. How can I receive a certificate to prove that I am a recipient of scholarships or research funds?

A. We issue a designated certificate. Please let us know if you need one.

Q4. If I want to decline the scholarship for unavoidable reasons, what procedures should I follow?

A. Please contact the Office of Graduate Studies.

Q5. Can I use both Internship Scholarship and either KOKUNAI Research Fund or KOKUSAITEKI Research Fund?

A. No, you cannot.

## 12. Inquiry

E-mail: [g-schol2@st.ritsumei.ac.jp](mailto:g-schol2@st.ritsumei.ac.jp)

Tel : Office of Graduate Studies (Kinugasa) 075-465-8195