



# Cooperative Education through Research Internships ("ジョブ型研究インターンシップ") Student Participation Guide

The consortium for cooperative education through research internships of Japan(Coop-J consortium)  
(Internship matching support organization: Acaric Co., Ltd.)

# Contents -for Student- Cooperative education through research internships

## Chapter 1: Overview

[What is about the "Cooperative education through research internships"](#)

[Benefits of "Cooperative education through research internships"](#)

\*Subsequent chapters provide detailed explanations.

## Chapter 2: Preparation

[Overall Flow](#)

[List of Preparation Materials and Procedures](#)

[i. Overview of Dedicated Systems](#)

[ii. Student Account Registration](#)

[iii. Login and Password Reset](#)

**Some appendix about Program**

[\(i\): If your university is not a member of the consortium](#)

[\(ii\): Scope of Publication of Registered Items](#)

[\(iii\): About the target grade level](#)

[\(iv\): if the social insurance of the host company applies](#) ★

[\(v\): Combination with JSPS and other support funds](#) ★

## Chapter 3: View JDs, Consider Applications, and Applying

[i. View JD](#)

[ii. Briefing and Event](#)

[iii. Invitation to Apply](#)

[iv. Consultation before Apply](#) ★

[v. Set Up Address for Sharing Email Notifications](#) ★

[vi. Notes on Application Confirmation Screen](#) ★

[vii Application Process\(i\) Application approval request & Confirmation of Application Approval](#)

[viii Application Process\(2\) Once you have received permission to apply](#)

# Contents -for Student- Cooperative education through research internships

## Chapter 4: Matching with JD

- [i. Matching Selection](#) ★
- [ii. Confirm selection results](#)

## Chapter 5: Procedures after Matching

- [i. Contracts, Employment / Implementation Agreement](#) ★
- [ii. Procedures Required for International Students](#) ★
- [iii. Attend Required Pre-Training](#)
- [iii. If Internship is Canceled](#)
- [iv. Course Registration](#)

## Chapter 6: After Internship

- [i. About Series of Procedures / After Internship](#)
- [ii. Receive Evaluation Document & Certificate](#) ★
- [iii. Evaluation Certificate](#)

## Others

- [i. Credit Recognition and Others](#)
- [ii. Recruitment information after internship](#)
- [iii. Contact information](#)

## Appendix materials \*Japanese only

**\*Be sure to read Chapter 1, [Overall Flow](#) and [Materials and Procedure](#) of Chapter 2.**

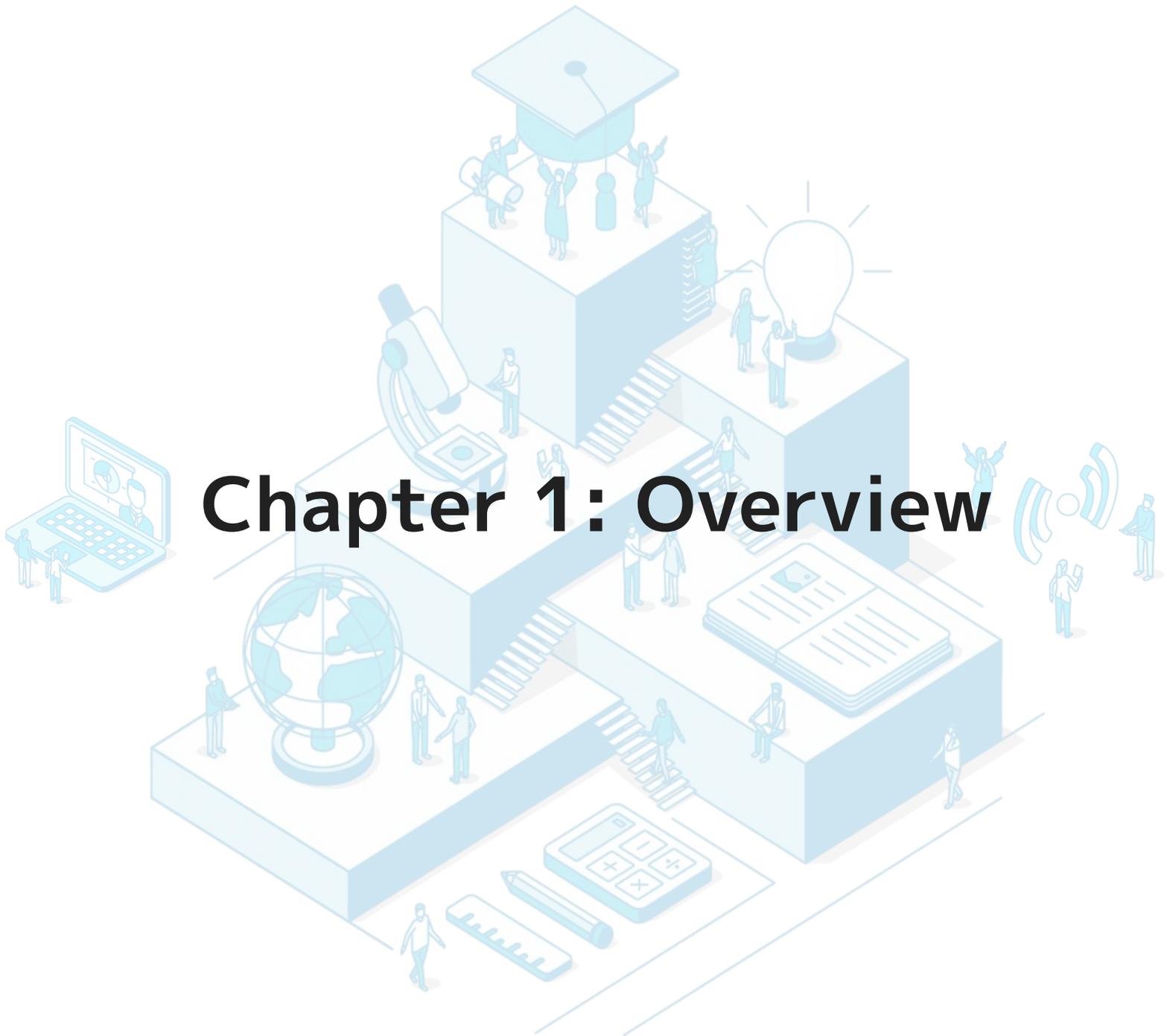
**Acaric Co., Ltd.** plays a role to support Student, University and Company. In this manual, “support organization” & “internship matching support organization” refer to Acaric Co., Ltd..

Internship Administration Office  
Email: [student-coopj@acaric.co.jp](mailto:student-coopj@acaric.co.jp)

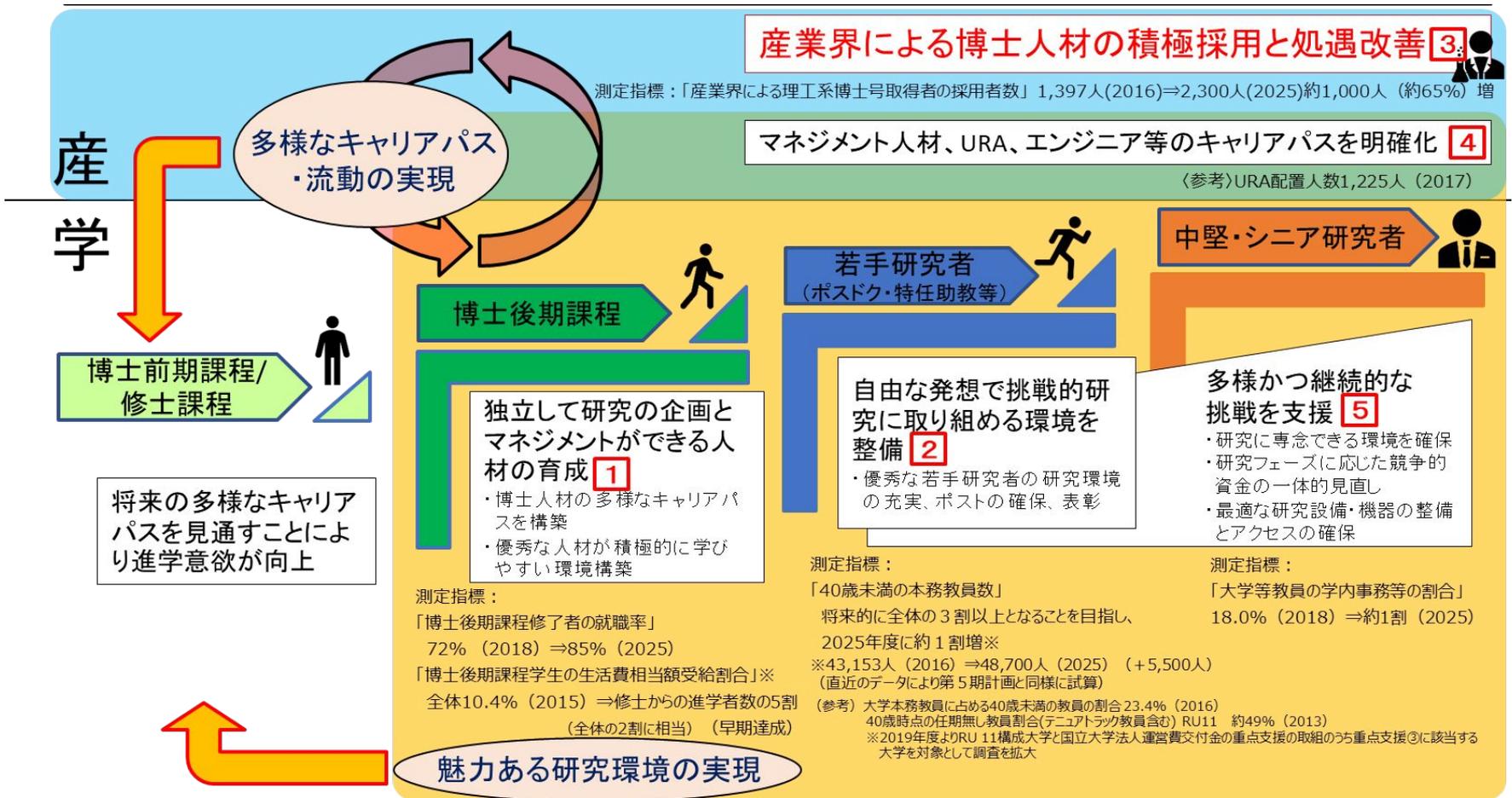
## Terminology

- **“support organization” & “internship matching support organization”**
  - Cooperative Education through Research Internships office of Acaric Co., Ltd., a matching support organization. Establish a contact point for inquiries for each student, university, and company.  
Email : [student-coopj@acaric.co.jp](mailto:student-coopj@acaric.co.jp)
- **(Dedicated) System**
  - A matching system prepared by the secretariat exclusively for Cooperative Education through Research Internships. The system is not open to the public, so please login from the following URL.  
<https://2022ss-lgbr.coopj-intern.com/login>
- **Job Description (often shortened to simply as JD)**
  - Internship requirements for each company
- **University Student Support Members (Student supporter)**
  - A person in charge of explaining, counseling, and permitting students to apply for participation in the program.
  - Since this internship program is a regular educational program of the university, university faculty and staff will also assist students in matching JDs.
    - University career coordinator, student's supervisor, etc.

# Chapter 1: Overview



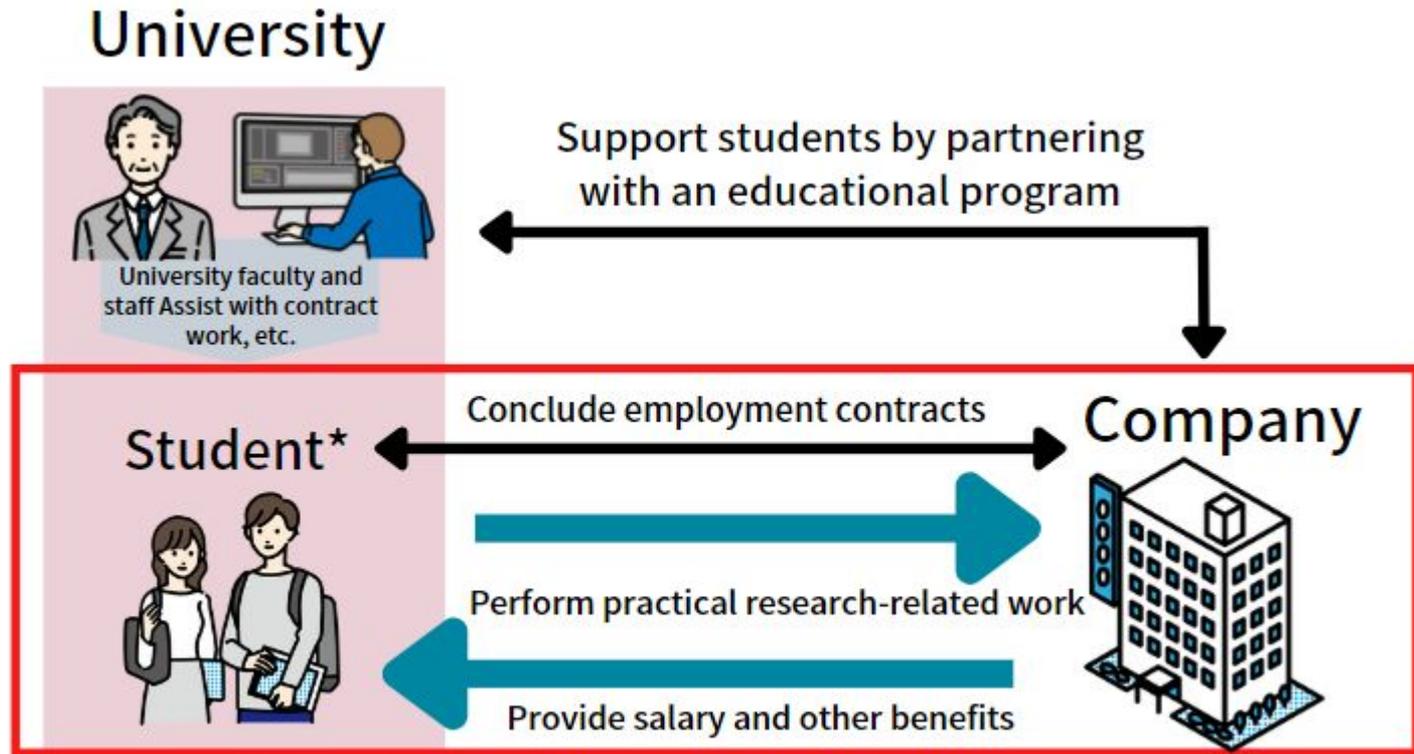
# Background of this internship program



出典：「研究力強化・若手研究者支援総合パッケージ」（R2.1.23 総合科学技術・イノベーション会議）

This program was designed to develop practical skills to foster doctoral candidates who can perform anywhere, and to improve the active employment and compensation of doctoral candidates by industry, with the aim of realizing "diverse career paths for doctoral candidates.

**This internship program is a long-term, paid, job-based internship program carried out by companies and universities in collaboration.**

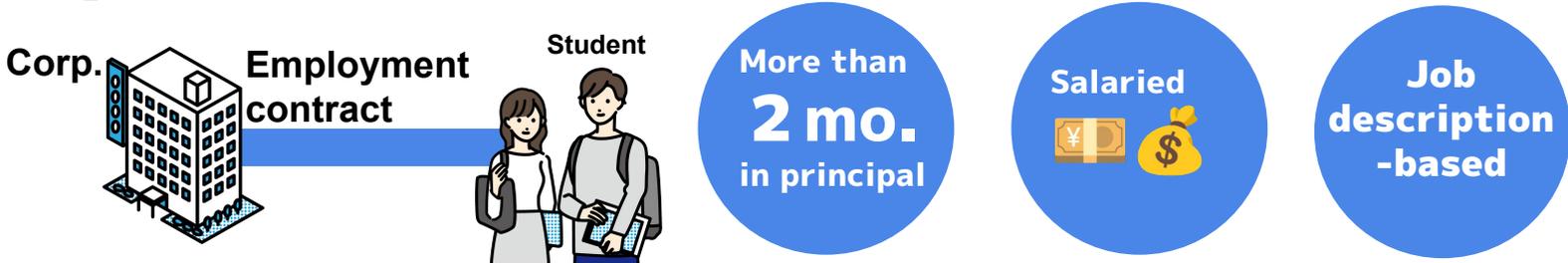


\*For the time being, doctoral students.

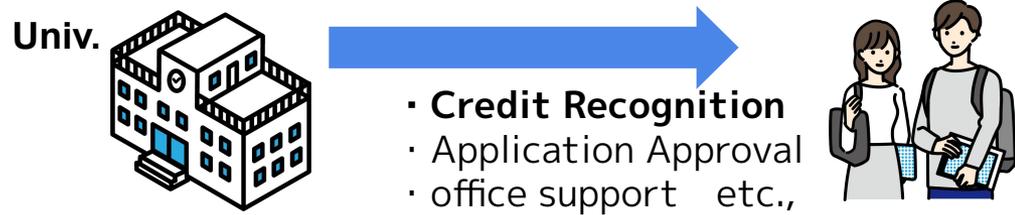
**\*Although the program has been conducted primarily in the natural sciences, it is now open to all doctoral students' research fields, including those in cross-disciplinary programs and those in the humanities and social sciences.**

# What is "Cooperative education through research internships"?

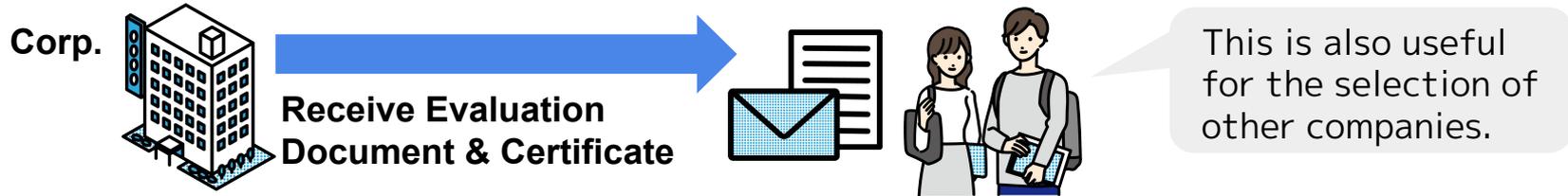
**Point 1. | The internship is long-term, salaried, and job-based**



**Point 2. | Implemented as a regular educational program**



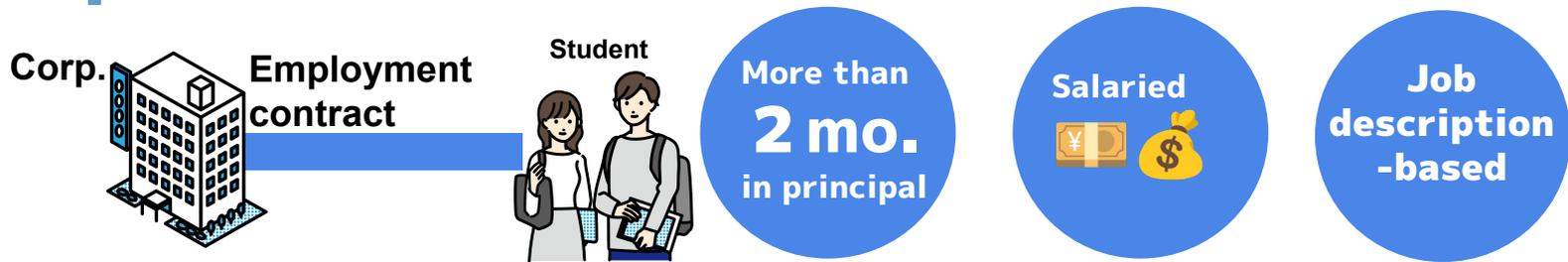
**Point 3. | Internship evaluations can be used for recruiting and hiring**



\*Participating in an internship does not guarantee that it will lead directly to employment.

# Supplement: Internship Period

## Point 1. | The internship is long-term, salaried, and job-based



After consulting with the host company, a schedule can be set up to accommodate research activities.

Examples of specific work schedules;

- Work 3 days a week
- Five-day workweek, but with occasional time off to participate in university laboratory activities
- Four days a week, basically working remotely ...etc.

# Benefits of "Cooperative education through research internships"

## 1 | Earn salary and university credit

- The internship is paid on a salaried basis, and the working conditions are set forth in the JD and in the contract.
- The internship is an educational program, and credits can be awarded after the internship is completed.

## 2 | Experience more cutting-edge research projects and practical work

- By concluding an employment contract between a student and a company, the handling of confidential information and the authority to use facilities and information can be strictly defined, and the student can be involved in the work as an employee.

## 3 | Experience how your expertise and skills are useful in industry.

- Learning what you can do with the knowledge and skills you have acquired in your daily study and research activities, you can discover your own strengths, gain awareness of new aspects of your field of expertise, and apply them to your future research activities and career.

## 4 | Develop practical skills to work in a team environment

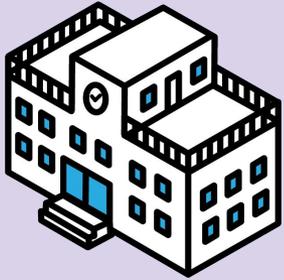
- Many jobs in companies and research institutes are "Team work" that proceeds through communication with researchers in different fields and other professions. This will surely be useful not only for those who are considering employment in the private sector after the doctoral program, but also for those who wish to become faculty members.

# ”Cooperative education through research internships” for international students

- Several international students with insufficient proficiency in Japanese have been accepted and participated in internships so far.
  - However, there are only a few companies that can offer an internship environment in English.
- Read the job description carefully and consult with your supervisor or career coordinator before applying.
- Certain additional documents are required to start the internship.
  - Please be sure to read the detailed explanation in [Procedures Required for International Students](#).
- If you can create a profile in Japanese, please give it a try!

# The Cooperative education through research internships (direct employment type) involves two types of contracts.

University



Company



Internship Implementation Agreement

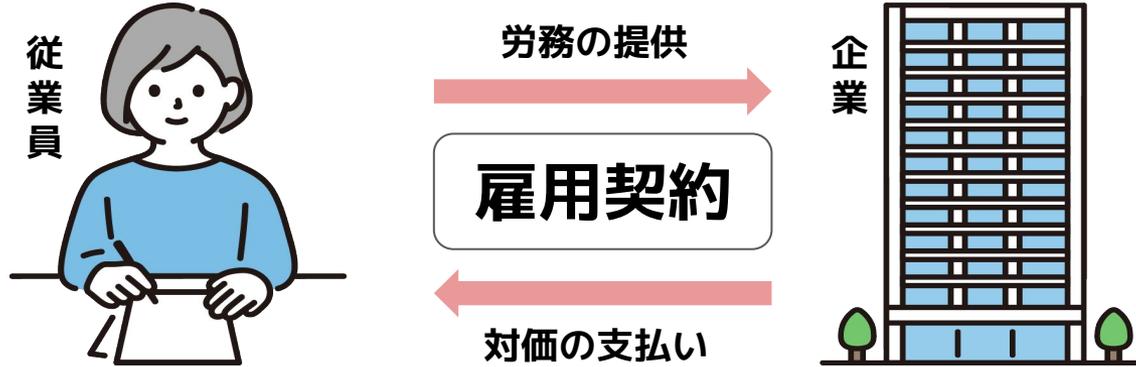
Student



Employment Contracts  
(including non-disclosure agreements, pledges, etc.)

The contract is signed not only between the company and the student, but also between the company and the university.

# (Reference)Key Points in Japanese Employment/Labor



## ● Employment Contract

- The content of the contract may be different depending on whether it is for a permanent or fixed term and on the number of hours worked per week, but it is always concluded.
- In general, there are more procedures than for admission to a university or graduate school. After graduating from a doctoral program, most students work as employees. Cooperative education through research internships also provide experience in the process of confirming and signing an employment contract.
- After signing an employment contract, the employee is under the employer's (company's) direction during working hours, and patents, inventions, and other results imagined during working hours are generally the property of the company.

# Employment Customs in Japan

This page is devoted to brief explanation of Japan's employment customs and its unique recruitment system. Although this is not directly related to the Internship project, it is meaningful to learn the selection-style.

## 1. “メンバーシップ型雇用” –Membership Employment–

”正社員” –Sei Shain–, permanent position **who could not be terminate even if his/her engaged work were gone.**

”契約社員” –Keiyaku Shain–, temporal employment with a fixed term of 6-months to 5-years, work and salary is limited.

## 2. New Graduate Ph.D as “(総合職)正社員” –SouGouShoku Sei Shain– Almost Ph.D holders are employed as Sei Shain, thus...

i. Companies share an schedule to hire new graduate **in April.**

ii. Employment examination is conducted separately from Internship selection. Examination will be held from **June D2** through **March D3.**

iii. Japanese language skills are important in selections, as Ph.D will work with people who can only speak Japanese.

# (Reference) Key Points in Japanese Employment/Labor 2

## Membership-based employment



## job-based employment



- **Characteristics of Membership-Type Employment**

- Employment laws in many countries determine the details that must be specified in the employment contract.
- However, in Japan, employment contracts that do not limit the job content (with the assumption that the employee will be transferred or reassigned) are customarily used for indefinite-term direct employment.
- Since the job content is not limited, salary is set on an individual basis.

- **Characteristics of Job-Based Employment**

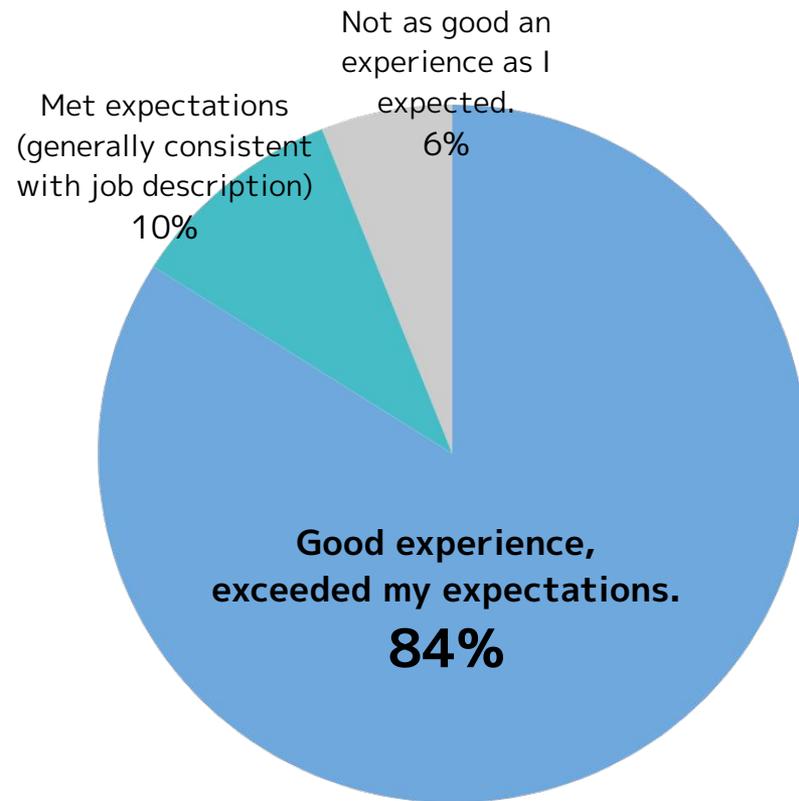
- Corporate activities are divided into development, manufacturing, sales, intellectual property management, labor management, accounting, etc.,.
- Job-based employment is a method of hiring employees with the necessary knowledge and experience for each job, and is characterized by "equal pay for equal work".

# Comments from participating students

Survey results for participating students (FY2021-2022)

**Q: What was your overall impression of the internship at your host institution?** (n=31)

Picked up comments from reasons for the response (free description)



- I was able to understand what is expected when a PhD graduate works in a company.
- It was a great opportunity to see how the transferable skills cultivated during the doctoral program are utilized in the actual workplace.
- While enhancing research knowledge and skills, I also got to experience what it's like to work within a company. Additionally, my perspective widened, and I believe I became more flexible in my thinking, such as in how to develop research themes at the university, compared to before participating.

etc.

Q. Please share the learning and insights gained through the internship. (Free description) (n=31)

- Learned the importance of having a broad perspective through collaboration with people from different fields.

- Gained an understanding of the differences between research in academia and research in the industry.

- Learned firsthand the significance of finding value within time constraints in corporate research and development.

- Realized that experiences gained during the doctoral program can be applied to other fields.

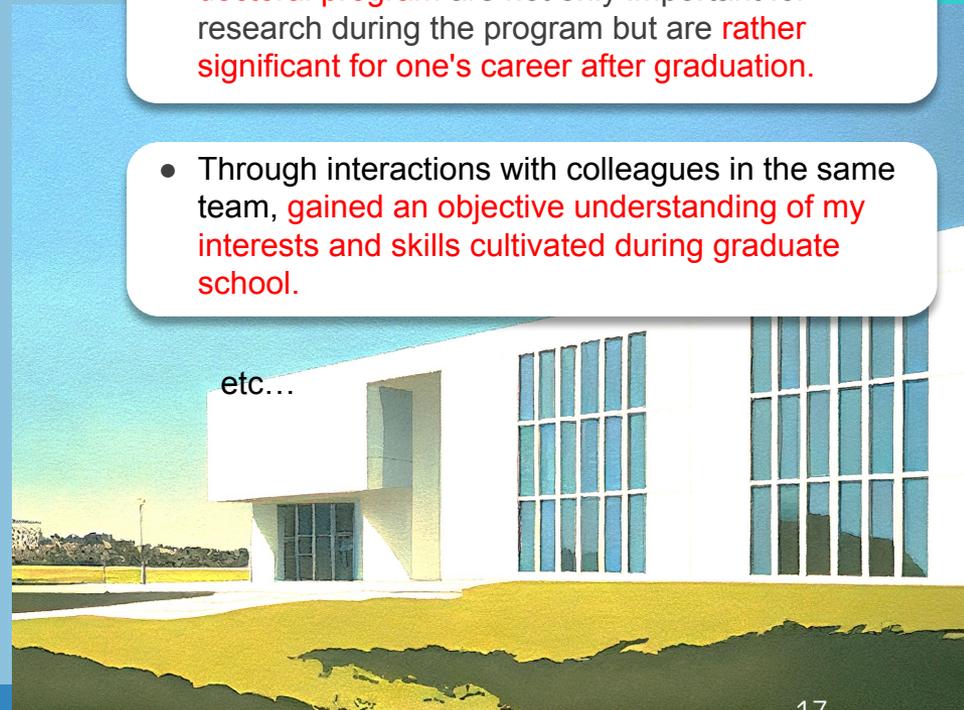
- Developed confidence by receiving external evaluations of my strengths and weaknesses. Also, discovered that the technical skills, knowledge, and mindset required for research extend beyond my own field of expertise.

- Experienced the reality of conducting research in the field, the company's culture and atmosphere, the mindset and speed of corporate research, and the high level of awareness towards safety.

- Recognized that the abilities developed during the doctoral program are not only important for research during the program but are rather significant for one's career after graduation.

- Through interactions with colleagues in the same team, gained an objective understanding of my interests and skills cultivated during graduate school.

etc...



# How to view a "research internship."

Some require knowledge and skills in a specific area, others in a somewhat broader range of knowledge and skills, such as academic disciplines, and still others apply specialized skills or transferable skills acquired through research activities.

## ➤ Utilize doctoral research' areas of expertise

JD「映像を用いた人作業や環境を認識する人工知能技術の研究」

Areas of expertise of JD: AI

Required Skills and Experience: **Development with Python**

×

Areas of expertise of student:

**Computer Science**

## ➤ Not limited to doctoral research's fields of specialization (for which a match beyond the field of specialization has been established).

JD「接触熱抵抗の調査研究」

Required Skills and Experience: **Basic knowledge of heat transfer engineering, reading English papers, etc.**

×

Areas of expertise of student:

**Elementary Particles, Nuclear, Astrophysics**

## ➤ Utilize problem-setting and problem-solving skills cultivated through advanced research activities

JD「エビデンスによる分析に基づく科学技術イノベーション政策の戦略立案」

Areas of expertise of JD:

**Information Science, Information Technology, Economics, Business Administration etc.**

Required Skills and Experience: **Those enrolled in a doctoral course**

×

Areas of expertise of student:

**Applied Physics Engineering**

# Internship Cases (Introduction of Interviews)

◆Case 1: Oki Electric Industry Co., Ltd. (Optical Systems Research and Development) × Mr. Tajima (Field of Physics Engineering)

Quotes from the comments in the article:

"I decided to participate because I wanted to gain research experience in a company during my doctoral program before entering the workforce."

"After reviewing the detailed job description, I realized that it didn't align perfectly with my research topic, but I felt there was a compatibility between them, so I decided to apply."

"The actual job tasks were different from my research field, so I had to start by studying about Oki's sensing technology. In doing so, I realized that while the field may be different, **the process of solving problems is not significantly different from how research is conducted in the university.**"

Oki Electric Industry Co., Ltd.

「 Yume Talk Episode 66: OKI's First Job-Oriented Research Internship - Background and Achievements 」 (in Japanese)

[https://www.oki.com/jp/yume\\_pro/yume\\_talks/archives/20221121/index.html](https://www.oki.com/jp/yume_pro/yume_talks/archives/20221121/index.html)

# Internship Cases (Introduction of Interviews)

◆Case2: Hitachi Ltd. (Decarbonization Solutions) × Mr. Suzuki (Field of Environmental Science)

Quotes from the comments in the article:

"I believed that there was a gap between academia and the business environment, so I wanted to know what was happening in the field, and that's why I participated."

"In a doctoral program, I have been specializing in a specific field and want to build my career based on what I have been researching. **This internship allows me to confirm if there is a mismatch between my research and what the company expects**, so I find it very valuable. I believe it would be beneficial for other students as well."

(Comment from the representative of Hitachi)

"We would be happy if students choose Hitachi as their future workplace after experiencing the real work environment. However, **even if students don't choose Hitachi as their future workplace, I believe that they can gain something valuable for their research and career through the internship. That's also good for society.**"

Hitachi Ltd. 「"Cooperative Education through Research Internships" Targeting PhD Students - The Purpose Behind It」 (in Japanese)

[https://social-innovation.hitachi/ja-jp/article/job\\_type\\_employment\\_internship/](https://social-innovation.hitachi/ja-jp/article/job_type_employment_internship/)

# Internship Cases (Introduction of Interviews)

## ◆Case3 : Air Liquide Japan (R&D of decarbonization materials)

An excerpt from an interview article is on the right side. The full article is available on the website of Coop-J consortium.

<https://coopj-intern.com/24e59344336a476b8126f54b4359c093>



If there are specific expectations for doctoral students, particularly compared to undergraduate and master students, who participate in the internship, please let us know.

Even though we use the term "specialization," the specific field of study during student years typically spans only a few years. I believe it can be seen as training for problem-solving skills.

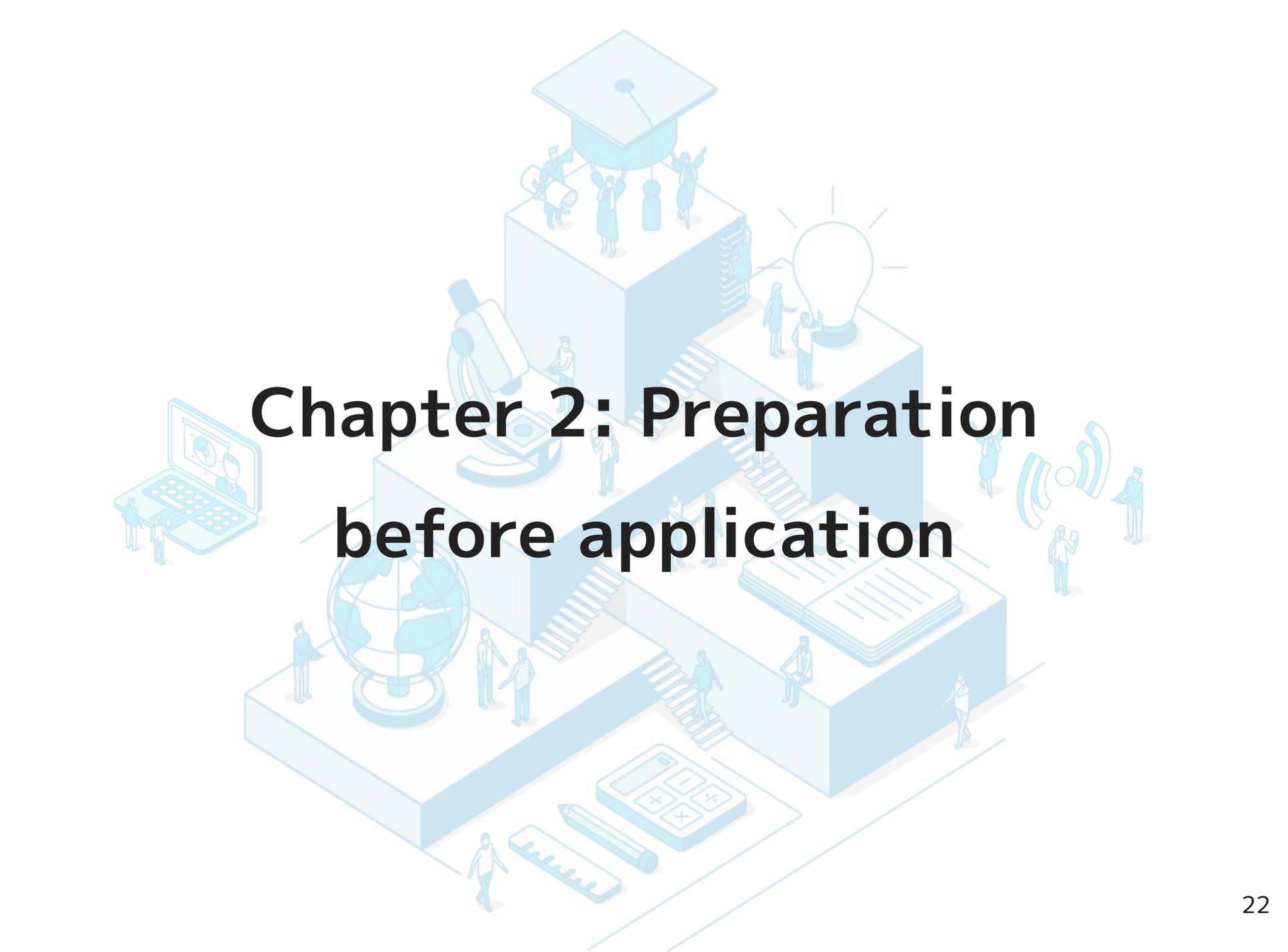
...If they are faced with various challenges, how they perceive the problem and how they solve it, they repeat their training while majoring in a particular field.

...PhD students have acquired sufficient experience in developing their thinking skills, and they possess specialized knowledge and problem-solving abilities in their respective fields, which are highly sought by companies.

Also, they are required to have what is called "bird's-eye view," "influence," "communication," and "leadership" at the same time.

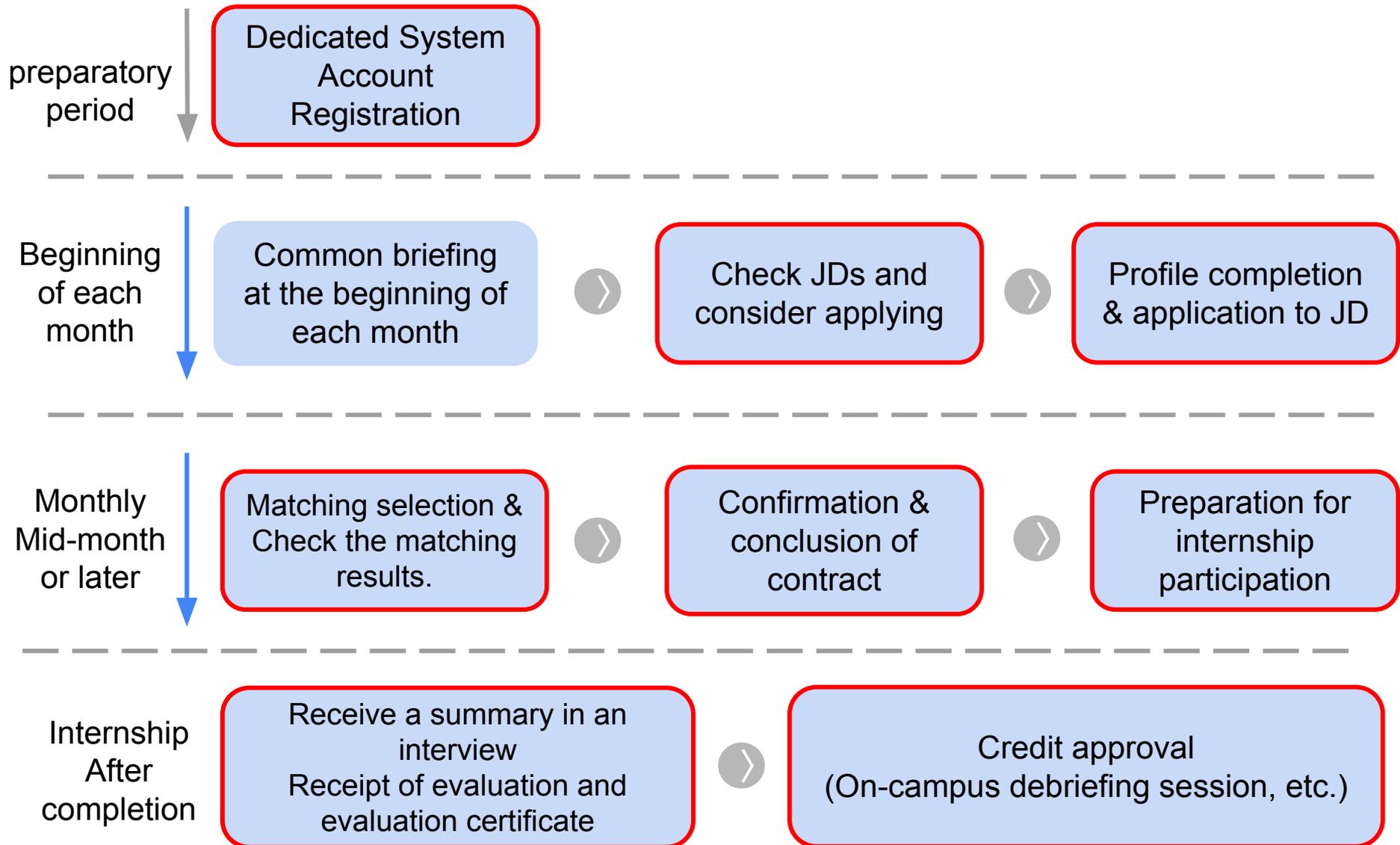
Have you made any specific efforts or considerations in accepting students for the internship program?

In Japan, typical internships are often very short, lasting only a week or so. However, what we want to emphasize is that **we aim for internships to be opportunities for student growth**. If a student participating in an internship at a company can achieve results and make a contribution that benefits society, it would be a wonderful opportunity for the students. **In the case of participating in short-term internships, there is usually no expectation for students to take full responsibility for results**. It's because such internships often limit the experience to the "process" and probably do not make a significant societal impact, even if students are fully committed.

An isometric illustration in shades of blue and white, depicting a multi-level educational structure. At the top is a graduation cap with figures celebrating. Below it is a lightbulb representing an idea. Further down is a microscope, a laptop with a video call, a globe, a stack of books, and a calculator with a pencil and ruler. Small human figures are scattered throughout, interacting with the various elements. The text 'Chapter 2: Preparation before application' is centered over the middle of the illustration.

# Chapter 2: Preparation before application

# Overall Flow \*Red boxes indicate matters that occur to all



# List of Preparation Materials and Procedures

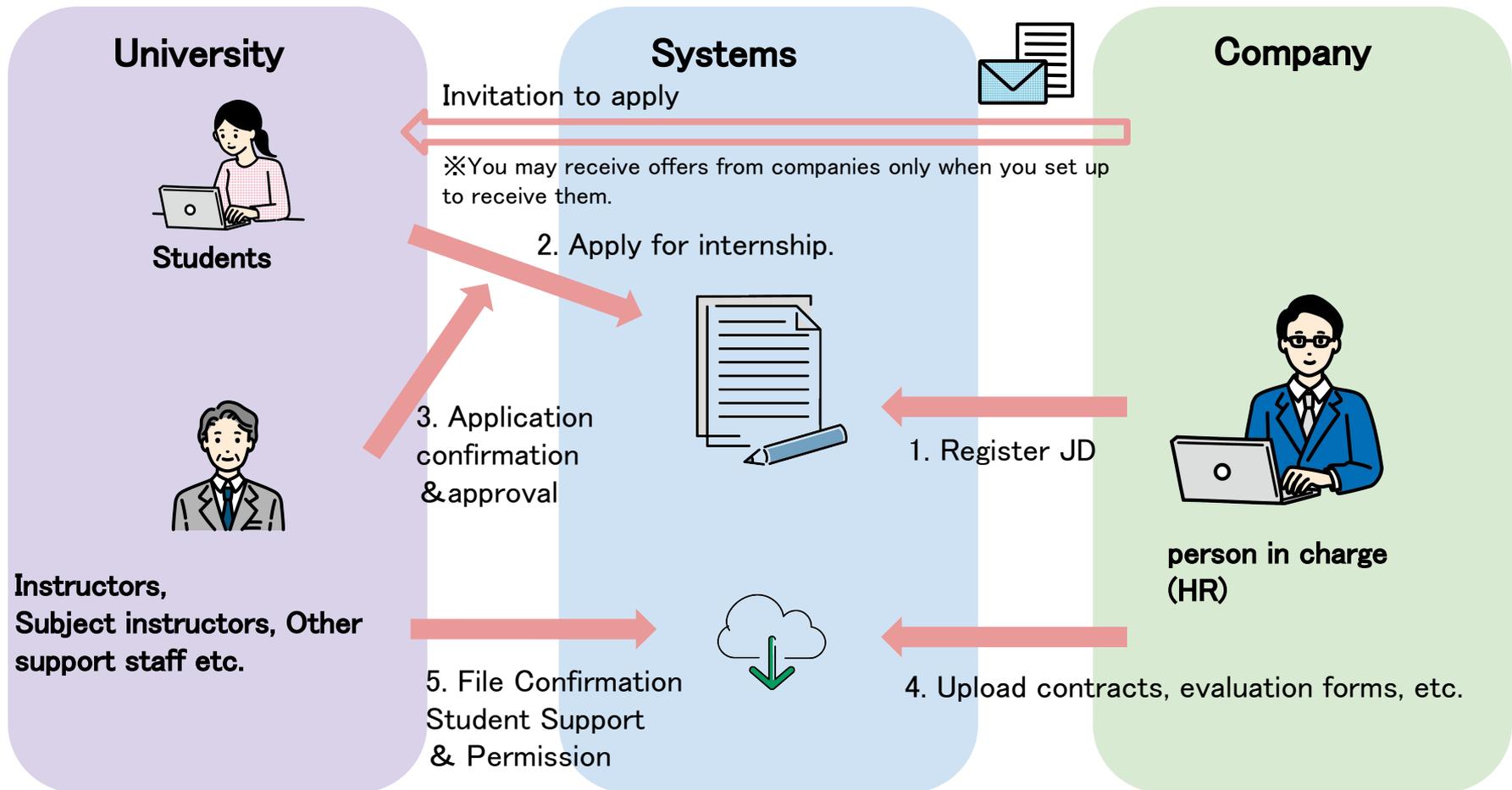
The following table lists the preparations and procedures for Cooperative Education through Research Internships from participation to credit approval. **Items that are mandatory for all students are indicated in red.**

	Preparations and Procedures	Explanation
PREP	<b>Create a system account</b>	Use JD's until the end of the checking/application, post-acceptance correspondence, etc.
	<b>Fill in your profile information</b>	Required when applying. Please prepare well in advance as there are many open-ended items.
APPLY	<b>Consultation with student supporters on application and confirmation of permission</b>	Please consult with the University in advance. Written requests for contract details, if any, will be submitted at the time of application.
	Additional documents required by the company	e.g., presentation slides, research summary, etc.
	Answer to「応募時に回答を希望する質問」	<b>In some JDs, answers are required.</b>
MATCHING	<b>Check and sign the contract</b>	Contracts are required between the student and the company and between the university and the company, respectively.
	<b>Pre-Internship Learning</b>	Be sure to take the pre-study test provided by the support organization.
	Submit documents to JSPS(Beneficiaries only)	There are certain procedures required to receive a research grant
	Preparation of other documents for on-site acceptance, attendance to some training.	Some companies require receiving training and submitting of paperwork documents (e.g., photos for entrance passes).
	( <b>For international students</b> ) Notification to the regional immigration office	Submit the notice of employment conditions issued by the company to the local regional immigration office.
	(*if applicable)Application for individual permit	If you work more than 28 hours per week, please bring the Notice of Conditions of Employment to the Immigration and Residence Office
AFT	<b>Receipt of evaluation report &amp; certificate</b>	Received with interview after completion of internship
	Enrollment in the insurance plan you joined prior to participating in the internship	If your host company's social insurance enrollment is required, the procedure will be completed after the internship is over.

# Overview of Dedicated Systems

Matching for Cooperative Education through Research Internships (direct employment type) is conducted through a dedicated system.

Only those who belong to organizations participating in the consortium can register for this system, and the matching can be conducted through the system.



### iii. Login and Password Reset

After completing your account registration, you can log in to the system by entering your registered Email address and password at [this URL](#).

After logging in, you can view detailed JD information, register or modify your profile, etc.

ログイン

メールアドレス

TEST@acaric.test.co.jp

パスワード

.....

ログイン

[新規登録の方はこちら >](#)  
[パスワードを忘れた方はこちら >](#)

### iii. Login and Password Reset

1. You can reset any password from [this login URL](#), "Forgot your password?" under the "ログイン" button.
2. If you have any problems with logging in or setting your password, please contact the support organization.

The diagram illustrates the process of password reset. It starts with the 'ログイン' (Login) page on the left, which has fields for 'メールアドレス' (Email Address) and 'パスワード' (Password), a 'ログイン' button, and a link for 'パスワードを忘れた方はこちら' (Forgot your password? here). An arrow points to the 'パスワードを忘れた方' (Forgot your password) page on the right, which has an 'メールアドレス' field and a '送信' (Send) button. Red boxes highlight the 'パスワードを忘れた方はこちら' link and the '送信' button.

**ログイン**

メールアドレス

パスワード

ログイン

[新規登録の方はこちら >](#)  
[パスワードを忘れた方はこちら >](#)

**パスワードを忘れた方**

登録に使用したメールアドレスを入力し、送信ボタンをクリックしてください。  
パスワード取得用のリンクが記載されたメールがあなたの登録メールアドレス宛に送られます。

※メールアドレスの入力ミスが多発しております。送信する前に再度ご確認ください。

メールアドレス

送信

## **Supplementary (i): If your university is not a member of the consortium**

If your university (or department, such as a graduate school) is not a member of Coop–J consortium, we will not be able to respond to your application for selection or internship participation through this program.

### **Coop–J consortium Member University List**

Please refer to the consortium website <https://coopj-intern.com/membership>

## Supplementary (ii): Scope of Publication of Registered Items

- The following items for student registration cannot be viewed by the company until the student actually applies to the company.

### 【Items that will not be made public until you apply.】

Name (KANJI) / Date of birth / Gender / Email Address / Phone Number

- Only if you wish to receive Invitation to apply, the following items from the student's registration will be available for companies to review.

### 【Items that can be verified by the company in case of receipt of Invitation to apply】

Previous University, Research institute, or Other career(Company name etc.) / Graduate School, Departments, laboratory, other affiliation, position etc. / University (Current) / Graduate School / Departments / Status of Enrollment / Grade / Field of Study / Title of Major Research / Details of Major Research / Major Research Achievements (Papers, Presentations at Conferences, Funds Received, Awards Received) / Licenses and Qualifications / Japanese Language Ability / Language Ability(Others) / Experience of Studying Abroad / Experience of other international projects / Other notable activities / Skills gained from past experience / Self-promotion / When you want to participate in the internship / Enthusiasm for participating in Internship / Research topics that you would like to conduct during your internship / Vision for the future, what you want to achieve, etc.

## Supplementary (iii): About the target grade level

- Applicants must be currently enrolled in a doctoral program.
- In the case of 5-year integrated doctoral programs, the 3rd year or later is eligible.
- The eligible academic year may differ depending on the JD.
- You do not need to consider the prospect of completing the doctoral program or the possibility of dropping out of the program. Please apply for the internship you are interested in first.
- If you are not in the target academic year but would like to apply for an internship, you can contact the company representative to inquire whether or not you are eligible to apply. The contact information is listed at the end of each JD, so please contact the company directly.

## Supplementary (iv): If the social insurance of the host company applies

- If the internship is for two months or longer, the intern will be required to join the social insurance (health insurance and employee pension insurance) of the host company.  
(\*If the weekly working hours are more than 3/4 of the company's regular employees)
- (mainly Japanese students) If you are a dependent of a family member, we recommend that you share this information with your dependents in advance, as it will affect the amount of take-home pay for your dependents.
- Please note that if you are covered by your host company's social insurance, you will need to switch to your original insurance (National Health Insurance of Japan) after the internship.

\*Please see the guideline description on the next page for details.

## (Ref.) Handling of various types of insurance during the implementation of Cooperative Education through Research Internships

労働保険	
雇用保険	本インターンシップに参加する学生はいわゆる昼間学生に当たるため、加入対象とならない。
労働者災害補償保険	本インターンシップに参加する学生の業務上の事由又は通勤による傷病等に対して、必要な保険給付が行われる。

社会保険	
健康保険	雇用期間が2カ月を超え、かつ1週間の所定労働時間及び1月間の所定労働日数が通常の労働者の4分の3以上である場合、インターンシップ期間中は雇用される企業・大学の健康保険及び厚生年金保険に加入することになる。
厚生年金保険	

損害賠償
本インターンシップに参加する学生についても、従業員としての雇用契約関係に基づき取り扱われる。

(引用)文部科学省「ジョブ型研究インターンシップ(先行的・試行的取組)実施方針(ガイドライン)」P.19  
[https://www.mext.go.jp/b\\_menu/internship/1421136\\_00002.htm](https://www.mext.go.jp/b_menu/internship/1421136_00002.htm)

## Supplementary (v): Combination with JSPS and other support funds

You can participate in the internship program as long as it meets the purpose of each project.

Please check about salary as follow:

(1) JSPS Research Fellowship for Young Scientists

→Notification to JSPS required, within 6 months

(2) University Fellowship Creation Project →No restriction

(3) SPRING →No restriction

(4) Government-sponsored international students, MEXT Scholarship for Privately Financed International Students

→You need Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted

(5) WISE Program

The university will set an appropriate amount based on the fact that the DC can receive internship salary, considering the combined amount of salary.

(Ref.)

## ◆ 日本学術振興会・特別研究員との関係

「日本学術振興会特別研究員遵守事項および諸手続の手引」に基づき、有給のジョブ型研究インターンシップに参加する場合でも、以下の条件を満たすことにより、**研究奨励金は通常どおり支給される。**

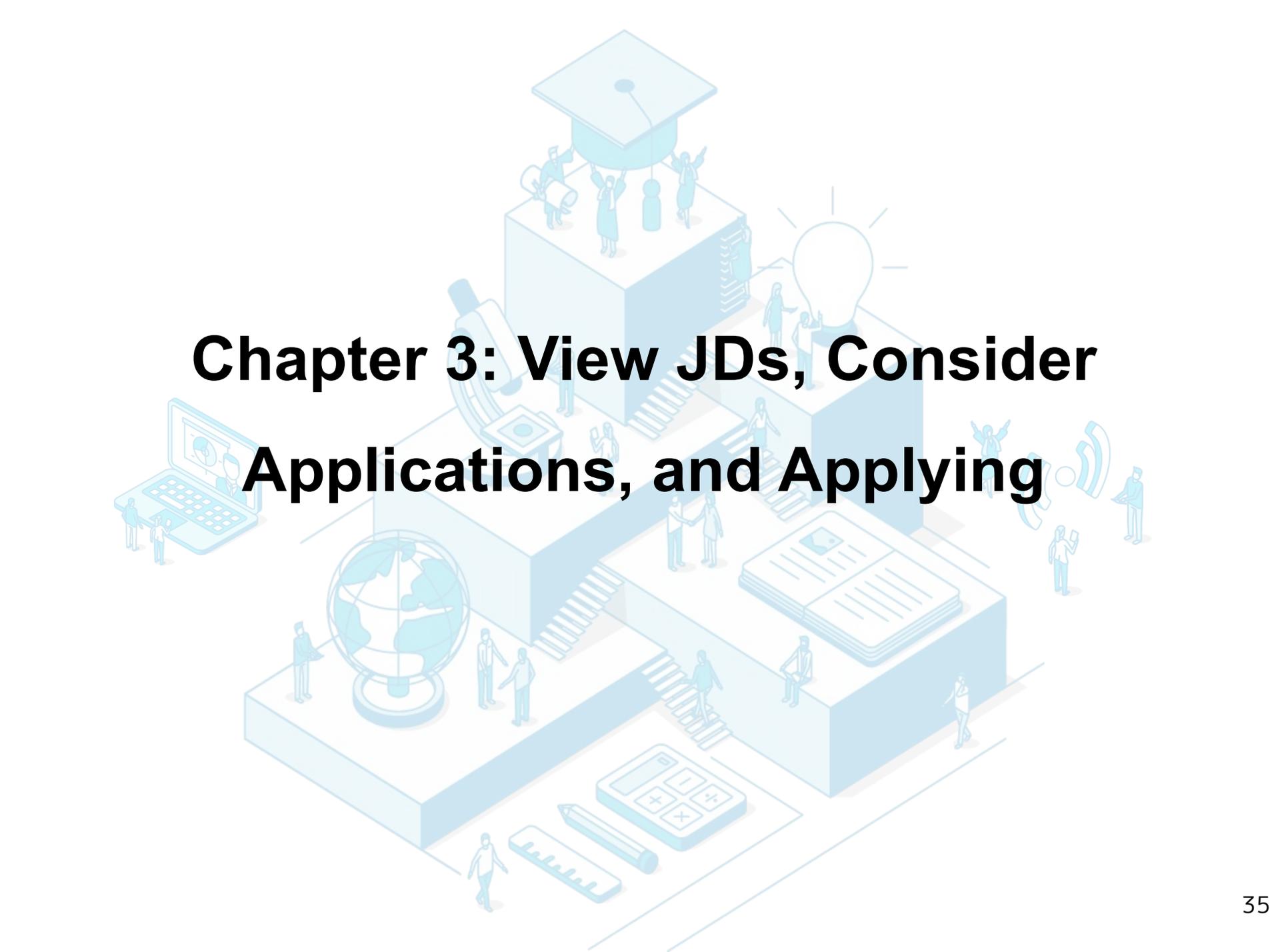
- ① インターンシップの内容が、特別研究員の研究課題の遂行に資する研究トレーニングとなるものであり、かつ、研究課題の遂行に支障が生じないものであること
- ② 当該インターンシップが①に該当し、研究者養成の観点から当該インターンシップへの参加が適切であるものとして、受入研究者の所属部局長及び受入研究者が参加を承諾したものであること
- ③ 参加期間は、原則として採用期間中において**通算して6ヶ月以内**であること

<手続き>

学生は、インターンシップ参加予定日の1ヶ月前まで以下を日本学術振興会に提出

- ・ インターンシップ参加届 <様式3-6>
- ・ インターンシップ参加計画書 <様式3-7>
- ・ 雇用契約書の写し又はこれに相当する書類（インターンシップ先名称、インターンシップ名称、インターンシップ参加期間、報酬額が分かるもの）
- ・ 海外渡航届 <様式3-1>（海外渡航期間が28日以上に及ぶ場合）

(引用)文部科学省「ジョブ型研究インターンシップ(先行的・試行的取組)実施方針(ガイドライン)」P.19  
[https://www.mext.go.jp/b\\_menu/internship/1421136\\_00002.htm](https://www.mext.go.jp/b_menu/internship/1421136_00002.htm)

An isometric illustration of a multi-level building. The top level features a graduation cap with people celebrating. The middle level has a lightbulb, a microscope, and a stack of papers. The bottom level includes a globe, a laptop, a calculator, a pencil, and a ruler. Small human figures are scattered throughout the scene, interacting with the various elements.

# **Chapter 3: View JDs, Consider Applications, and Applying**

## i. View JD

After login, click **【インターンシップを探す】** on the left side, and You can check internship job descriptions.

ホーム

アカリク テスト 様  
前回ログイン:2022/04/26

☰ ダッシュボード

👤 プロフィール  
✉ メッセージ  
📣 お知らせ

**📄 インターンシップを探す**

♡ 気になる！した企業  
📄 応募一覧

プロフィール充実度

75%

【充実度アップのポイント】

- ✓ 主たる研究の内容を充実
- ✓ 主要な研究業績は詳細に
- ✓ これまでの経験から得たスキルセットを具体的に

💡 **【プロフィールを充実させると】**  
選考の際に企業が参考にします。  
企業から直接スカウトがもらえることもあります。

↑ TOP

## i. View JD

- On the page 「インターンシップを探す」, students can search, refine, and view published JDs.
- 「気になる」 is a bookmark function, but this is scheduled to be changed in May 2024, and if you have not rejected the “応募オファー” (Invitation to Apply), you will be able to search from companies.

\* In this case, the information available to the company will be the same as if you had accepted the invitation to apply.

The screenshot shows a search interface for internships. At the top, it says 'インターンシップを探す' (Find Internship) with buttons for '企業表示' (Company Display) and '一覧表示' (List Display). Below this are filter options for '類型' (Type) with buttons for 'テーマ探索型' (Theme Search Type), 'テーマ付与型' (Theme Assignment Type), and '研究開発支援型' (Research and Development Support Type). There are input fields for 'キーワード' (Keyword) with the placeholder 'タイトル、企業名、内容で検索' (Search by title, company name, content), '勤務地 (複数選択可能)' (Workplace (Multiple selection possible)), '募集月 (複数選択可能)' (Recruitment month (Multiple selection possible)), and '研究分野 (複数選択可能)' (Research field (Multiple selection possible)), all with a '選択してください' (Please select) dropdown menu. At the bottom of the filter section are buttons for '条件をリセット' (Reset conditions) and '検索する' (Search). Below the filters, it shows 'インターンシップ検索結果 79 件' (79 internship search results) and a '並び替え' (Sort) dropdown menu. At the very bottom, there are more filter buttons for 'テーマ付与型', '博士後期課程1年', and '博士後期課程2年', along with a '♡気になる!' (Like!) button.

Fig. Image of the “インターンシップを探す” (Find a Internship) screen

## (Ref.) Type of research internship (job contents)

Type	Theme explanation “テーマ探索型”	Theme assignment “テーマ付与型”	R&D Support “研究開発支援型”
Explanation	Specific themes are determined in consultation between companies and students for specific research projects.	Companies provide specific R&D themes to students when recruiting for internships.	Companies provide specific R&D support services to students when recruiting for internships.
Example	“Research internship in the field of ...”	“Development of new technology for ... analysis in the ... field”	“Preliminary study to promote the project of ...”

(参考) 文部科学省「ジョブ型研究インターンシップ(先行的・試行的取組)実施方針(ガイドライン)」P.10  
[https://www.mext.go.jp/b\\_menu/internship/1421136\\_00002.htm](https://www.mext.go.jp/b_menu/internship/1421136_00002.htm)

## i. View JD

- The contents of JDs can be viewed from pages in **【詳細】**.
- The “Jobs” and “Company” information is summarized, and the full text can be found in **【詳細を見る】**. Select the **【企業】** tag to see basic information (headquarters information, capital, etc.) about the company posting the JD.
- Apart from JDs, information about internships is available at student information sessions and exchange programs.



The screenshot shows a web interface for viewing job details. At the top, there are two tabs: '求人' (Jobs) and '企業' (Company). The '企業' tab is selected and highlighted with a red box. Below the tabs, the text reads: '※サンプル 研究開発インターンシップ' (Sample Research & Development Internship) and 'Research & Development Internship'. Underneath, it says '職務の詳細' (Job Details). At the bottom, there are two buttons: '詳細を見る >' (View Details >) and '応募する >' (Apply >). The '詳細を見る >' button is highlighted with a red box.

\***【企業】** includes the following

- Name of Company/organization
- URL
- Capital
- Address of Head Office
- Date of Establishment
- Number of employees
- Average Age
- Name of Representative
- Business Activities

## ii. Briefing and Event

To assist students in understanding the internship programs and considering applying for JDs, support institute and universities will periodically hold information sessions for students.

### **Briefing by support institute**

- Held in an online format on the first weekday of each month and open to all registered student in the system.
- Presentations introducing internships by companies.  
\*Only if the participation of the company can be coordinated.
- Participation will be announced by Email to those registered in the system and in the "Notices" that can be found after login to the system.

### **Briefing by University / Department**

- Some universities will hold individual information sessions.
- Check the Career Center or organization's information.
- To participate in the information session, students apply in the manner described in information from the university.

## ii. Briefing and Event; “Open Door”

Contact information for students will be posted to inquire before applying, and "Open Doors" will be held monthly to provide an opportunity for students and companies to interact and deepen mutual understanding.

- The "Open Door" program allows for individual interviews (online) with students who have not yet applied.
- The flow of implementation is as follows \*Subject to change
  - (1) Support institute releases a list of available reservation dates and times to companies during the implementation period.
  - (2) Companies can make reservations by specifying date and time.
  - (3) Once the date and time are confirmed, support institute will issue individual participation URLs for each company.
  - (4) The date and time will be announced to students registered in the system.
  - (5) The participation URL will be shared only with students who have requested to participate on the date and time announced.
  - (6) On the day of the event: Participating students enter the URL, and support institute will guide them to the company breakout session one by one.\*The time required per person is limited to 10 minutes.

### iii. Invitation to Apply

Companies can view the profiles of registered students and send them "Invitation to apply". Students are encouraged to take this into account when considering which JD to apply for.

- Students can choose whether receive Invitation to apply or not.
- If choose not to, all companies, except the company to which applying for, will not be able to see any of students registration information.
- In some cases, university or department may have its own policy on the use of Invitation to apply.
- There is no difference between applying through an Invitation to apply and a regular application, and JDs who receive an Invitation to apply may not always be successful in their selection procedure.
- There is no disadvantage or problem if you do not respond or apply for Invitation to apply.
- Once a match is made, the Invitation to apply need to be changed. Students who have internship offer will not receive any other Invitation to apply.

## iv. Consultation before Apply

- When students have any questions about the content of JDs, they can check with company representatives before applying.
- The contact information is listed at the bottom of the JD.
- If students are not sure which JD apply for, they can consult with an career advisor of Acaric (Freely welcomed to ask questions via Email!)
  - Please fill out and submit the form below.  
Interview Request Form  
<https://forms.gle/cHikq1feD9HUyvcAA>
- Please consult also with their internship course instructor and/or supervisor regarding the JDs.
  - If the contractual content described in the JD is needed to make adjustments, Student supporter may submit “Written request from the university” and students need to send to a company at the time of application.
  - It is very important to consult with academic advisor when considering how research plan fits in. We encourage students to consult with their advisor.

## v. Set Up Address for Sharing Email Notifications

Students add the University Student Support Members address as [Your student supporter(supporters' email address)] (“メール通知共有用アドレス”) for status sharing of application, matching results and subsequent contracting procedures.

- Students add the University Student Support Members address.
  - Students confirm the address of their academic advisor and/or other relevant members.
  - The administration office address may be automatically populated.
- In improper entry, administration account may correct the information.

メール通知共有用役職 / Your student supporter(supporters' position) 必須

メール通知共有用氏名 / Your student supporter(supporters' name) 必須

メール通知共有用アドレス / Your student supporter(supporters' email address)  
(キャリアセンター、指導教官等、応募状況を共有したいアドレスを追加してください) 必須

このアドレスを応募時の承認者に加える

Click after entering  
the address

認証依頼する

## vi. Notes on Application Confirmation Screen

- Once students have decided which JD they apply for, click **【応募する>】** button to proceed.
  - Incomplete profile information will not be accepted.
- Students check the application requirements and advance preparations carefully before submitting application.
- In a case of the question **【応募時に回答を希望する質問】** is listed in the JD, be sure to include it in application.
- Answers to the questions can be entered and submitted from the confirmation screen after the **【応募する>】** button.

The screenshot shows a web interface for job applications. On the left, there are tabs for '求人' (Job Opening) and '企業' (Company). Below the tabs, the job title is '※サンプル 研究開発インターンシップ' (Research & Development Internship) and the position is '職務の詳細' (Job Details). There are two buttons: '詳細を見る >' (View Details) and '応募する >' (Apply). The '応募する >' button is highlighted with a red box, and a red arrow points from it to the right-hand side of the screen.

ジョブディスクリプションに質問がある場合は、回答を記入してください（1000文字以内）

24

応募時提出資料

※ジョブディスクリプションにて提出を求められた書類や大学からの契約等に関する要望書があれば以下よりご提出ください。Please submit any documents requested in the job description or any written requests from the university staff regarding contracts, etc., below.

中央のボタンを押すか、ファイルをドラッグ・アンド・ドロップしてください。アップロード可能なファイルはPDFのみ、サイズの上限は100MBです。

ファイルを追加

# vii Application Process(i) Application approval request & Confirmation of Application Approval by Student Supporter

The application process involves the following steps

1. Fill in all required fields in your profile.
2. Click on "応募承認依頼" in JD
3. A request will be sent from the system to all your student supporters.
4. Your student supporter reviews the approval request email and decides whether to approve your application.

応募に対する問い合わせ先 ※サンプルです

♡ 気になる!

**応募承認依頼 >**



以下の宛先にメールにて承認依頼します  
間違いがないかご確認ください。

(役職) キャリア関連部局・その他  
(氏名) サンプル大学管理担当  
(メールアドレス)

(役職) 指導教員  
(氏名) テスト先生2022-05-24追加  
(メールアドレス)

(役職) キャリア関連部局・その他  
(氏名) テスト先生2022-05-24追加2  
(メールアドレス)

**応募承認依頼 >**

\*(Ref.) Student Supporters' view

応募に対する問い合わせ先 ※サンプルです

却下 >

**承認 >**

## viii Application Process(2) Once you have received permission to apply, please click "応募する" on the system

1. You will receive an email notification if your student supporters have accepted or rejected your application.
2. **Once all of your student supporter's applications have been approved, please click on "応募する" in the system.**
3. Once your application is complete, following the instructions provided by the company to which you are applying.

**\*In particular, please remember to follow the second step.**

### Email message(Sample)

ジョブ型研究インターンシップ推進協議会

インターンシップへの応募が学生支援者により【承認】されました

ジョブ型研究インターンシップ事務局です。

学生支援者の  
サンプル大学管理担当

[job-internship+sampleuniv@acaric.jp](mailto:job-internship+sampleuniv@acaric.jp)

によりジョブ型研究インターンシップへの応募が【承認】されました。

詳細については支援者へ直接お問い合わせください。

※予期しない却下などの場合、直接支援者の方へ連絡して確認を取ってから同様の操作をしていただくよう、お願いします。

### "応募する" in the system(Final step)

※サンプルです アカリクのグループ企業である中性粒子測定器の研究開発業務に従事いただく国際プロジェクトです。採用された方はメンタ

詳細を見る >

応募する >

# IMPORTANT Notes on Apply page 1

This Internship is also a University curriculum. On application, student need to receive a permission from Supervisor/Administration office. **This page explains essential operations on the system.** This List shows 2 types of frequently asked questions

## (1) "Application"(「応募する」) has not been completed after application approval.

- If the button in the job description is [ 応募する ]("Apply"), please push the button and proceed with the application from there.
- If the job description contains [ 応募時に回答を希望する質問 ] ("Questions you wish to answer when applying for a position"), please enter them on the next screen.
- If University student supporter specifies that you are required to submit a "Request for Contract" or other documents, please submit them at this time.

## (2) When there are multiple student supporter addresses, the application approval has not been completed at the specified address.

- If more than one person has been approved for an application in the "Your student supporter(supporters' email address)" section of the profile, the application must be approved by all of them.

- Please check the 「応募一覧画面」 ("Application List"), etc., as the address may have been added by the supporter.

<https://2022ss-lgbr.coopj-intern.com/apply-job/list>

\*If the button for the job description is [ 応募承認依頼 ]("Application Approval Request") and all the applications have already been approved, you will be redirected to the 「応募一覧画面」 ("Application List").

# IMPORTANT Notes on Apply page 2

This Internship is also a University curriculum. On application, student need to receive a permission from Supervisor/Administration office. **This page explains essential operations on the system.** This List shows 2 types of frequently asked questions

(2) When there are multiple student supporter addresses, the application approval has not been completed at the specified address.

- If more than one person has been approved for an application in the "Your student supporter(supporters' email address)" section of the profile, the application must be approved by all of them.

- Please check the 「応募一覧画面」 ("Application List"), etc., as the address may have been added by the supporter.

<https://2022ss-lgbr.coopj-intern.com/apply-job/list>

\*If the button for the job description is [ 応募承認依頼 ] ("Application Approval Request") and all the applications have already been approved, you will be redirected to the 「応募一覧画面」 ("Application List").

# IMPORTANT Notes on Apply page 3

(Student Action 0) On the [ プロフィール ] page, fill in Your student supporter (supporters' email address) , click [ 認証依頼する ] ("Approval Request")

↓ Notification by email

(Authorizer Action 1) "Authenticate" from the email received.

(Student Action 1) **[応募承認依頼]**("Application Approval Request")  
in the job description

↓ Notification by email

(Authorizer Action 2) "Authorize" from the email received

↓ Notification by email

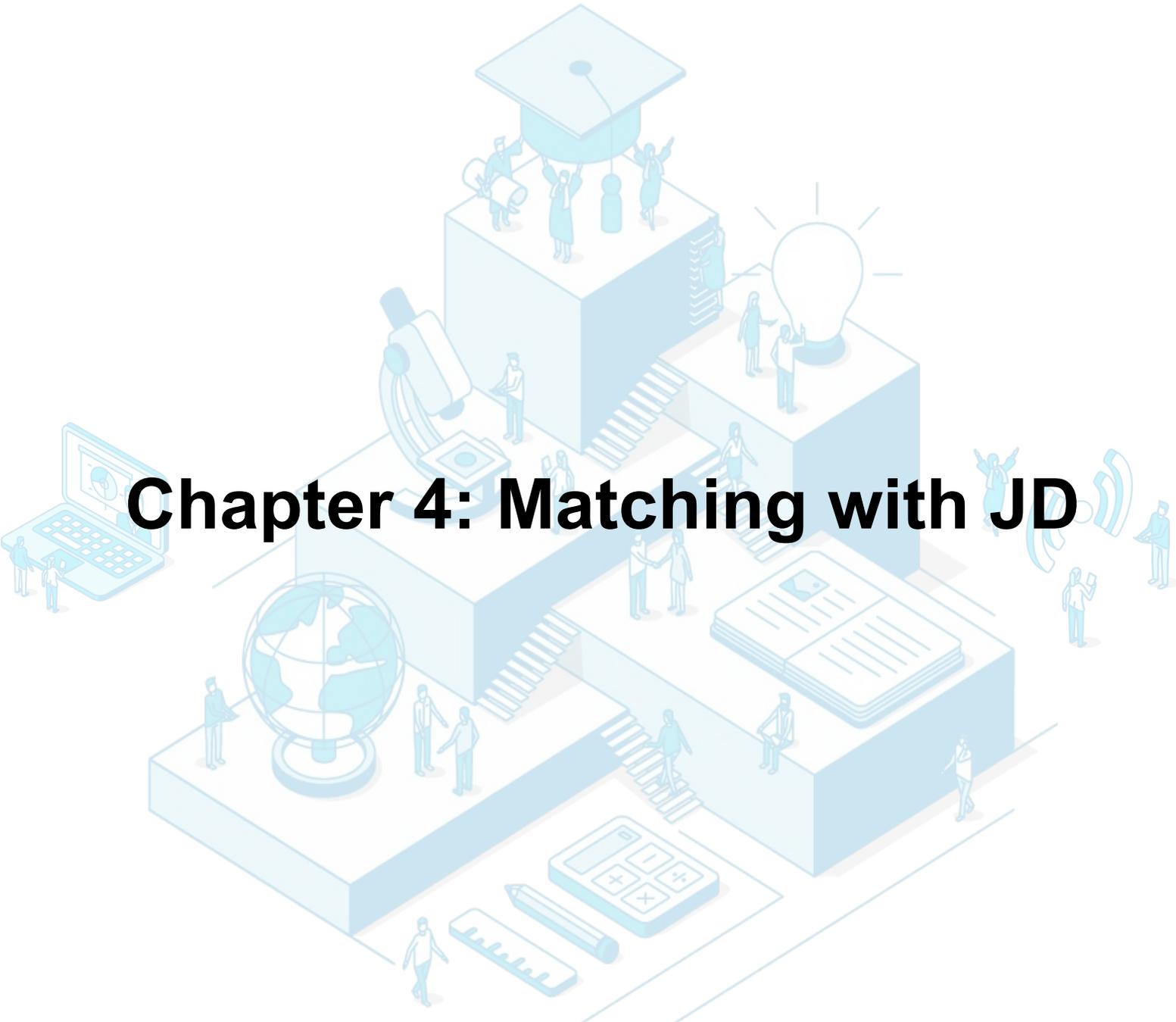
(Student Action 2) **"Approved" email received.**

**Students have not applied yet**

(Student Action 3) **[ 応募する ]**("Apply") for the approved job

↓ Notification by email

(Company Action) Respond to applicants

An isometric illustration in shades of blue and white, depicting a career path. The path is represented by a series of connected rectangular blocks of varying heights, connected by stairs. At the top of the highest block is a graduation cap, with several figures celebrating around it. Below this, a block features a glowing lightbulb, symbolizing an idea or innovation. Further down, a block shows a microscope, representing scientific research. Another block displays a laptop with a person standing next to it, signifying technology or digital work. A block with a globe represents international or global aspects. A block with a newspaper or document icon suggests media, publishing, or administrative work. At the bottom, a block features a calculator, a pencil, and a ruler, representing mathematics or technical fields. Numerous small human figures are scattered throughout the scene, interacting with the various symbols and navigating the path. The overall theme is the journey from education to professional success.

# Chapter 4: Matching with JD

## i. Matching Selection

### I. Selection by profile documents

- Some companies have a selection process by the registered profile.
- When students pass the profile selection, matching interviews will be set up.

### II. Matching Interview

- In matching interviews, students meet with a responsible person for the recipient department or Human Resources.  
\*Matching interview in principle once, but in some cases more than once.
- If companies instructs you to prepare some materials (e.g., slides for research presentations), please do so.
- When matching results are confirmed, companies enters the results in the system, and notifies students with corresponding messages.

## i. Matching Selection

### III. Decline after Matching Interview or Decline to another JD/Company

#### Decline after Matching Interview

- After final selection interviews, Student has the right to withdraw.
- **The deadline for notifying to withdraw is within one business day from the date of the final selection interview.**
- If students do not contact with companies about refusal by the deadline, there is no intention to decline the offer. Students and companies will assume that Students will not decline offer.
- In principle, please do not withdraw after the selection process.

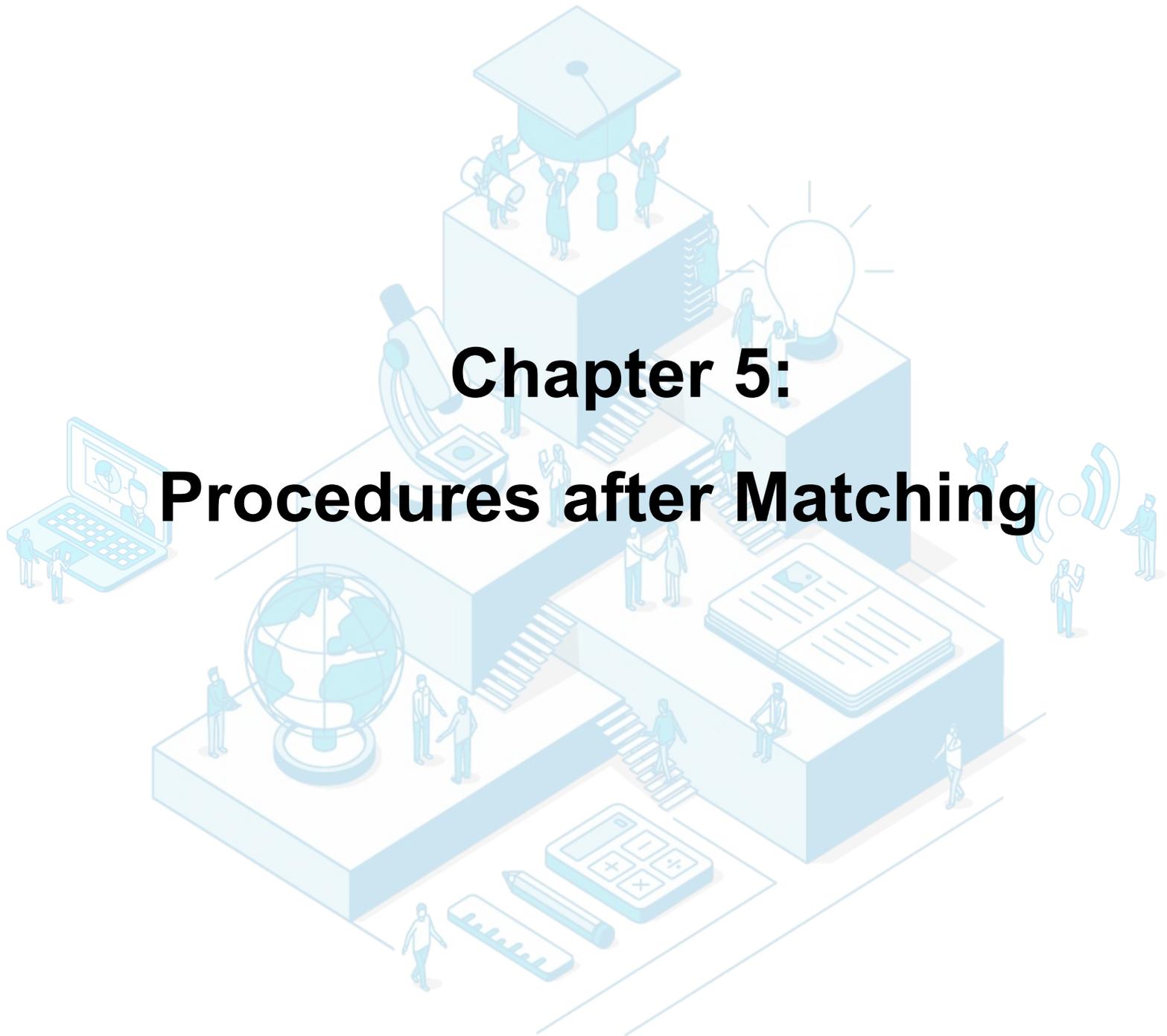
#### Decline to another JD/Company

- If students have applied for some internships and after been selected for a internship programs, please be sure to notify other companies to withdraw selection by Email or phone by the next business day.
- Please respond promptly to avoid receiving multiple acceptance decisions.

## ii. Confirm selection results

The selection results will be registered in the system by the applying JD companies and corresponding messages will be sent to students.

- **Notification messages are also shared with University Student Support Members.**
  - In the case of notification of acceptance, students will contact with companies to participate in the internship immediately by Email, telephone, etc.
  - Students work with University Student Support Members to confirm the various contracts sent by companies and to prepare for the internships.
  - In unsuccessful cases, selection reasons may be shared. Consult with advisors so that making the best use of the information for another internship.



# Chapter 5: Procedures after Matching

## i. Contracts, Employment / Implementation Agreement

In this internship program, **the employment contract** between a student and a company must be signed. In addition, **Internship Implementation Agreement** (“インターンシップ実施契約書”) will be concluded between a university and a company.

### Employment Contract

- Students and Student support members coordinate the internship start date, working conditions, etc., and conclude contracts with Company.
- Students review the contents of the various contracts with University Student Support Members to ensure that there are no major discrepancies in the JD or in the interview.
- Students should discuss the actual number of working days per week or month, the frequency of work if the work location is far from the university, and also check transportation and lodging subsidies.
- For international students, there will be additional documentation for local immigration offices.

## i. Contracts, Employment / Implementation Agreement

### Internship Implementation Agreement

- Companies conclude Internship Implementation Agreement (“**インターンシップ実施契約書**”) with universities to which the student belongs.
- This agreement includes the university's responsibility to provide guidance to the student (confidential information, student reporting, IP, etc.) and the education provided through the internship (credit recognition, termination during the course, etc.).
- The following five pages provide details on this agreement. (Japanese only)
  - Following contents about contract have already been explained to the persons in charge of each university at the Coop-J consortium meeting. Please check them for your reference.

(Ref.)

## Guideline's statement on employment contracts

### ◆ 雇用契約など（企業・学生間）

- ・ 企業の手続きに従い、企業・学生間で直接、雇用契約を締結する。
- ・ 使用者たる企業が、労働基準関係法令上の義務を負う。
- ・ 労働法令に基づき作成する「労働条件通知書」には、以下の事項も記載に含める。
  - 賃金：転勤費用及び滞在費に関する手当の有無
  - 勤務日・勤務時間・休暇：学業に配慮した勤務日・勤務時間への対応方法
  - 特記事項：「文部科学省が定めるジョブ型研究インターンシップ実施方針に基づき行われる」旨の記述
- ・ 「労働条件通知書」のほか、以下の項目について企業・学生間で契約又は確認を行う。

項目	対応例
秘密保持	① 既存の社内規定（就業規則等）で対応し、学生にはその旨を通知又は誓約書等の提出を求める ② ジョブ型研究インターンシップ参加学生用の規定等を整備の上対応し、学生にはその旨を通知又は誓約書等の提出を求める ③ 学生との間で個別に契約を締結する
知的財産の取扱い	① 既存の社内規定（職務発明規定等）で対応し、学生にはその旨を通知又は誓約書等の提出を求める ② ジョブ型研究インターンシップ参加学生用の規定等を整備の上対応し、学生にはその旨を通知又は誓約書等の提出を求める ③ 学生との間で個別に契約を締結する
成果公表の取扱い	① 既存の社内規定で対応し、学生にはその旨を通知又は誓約書等の提出を求める ② ジョブ型研究インターンシップ参加学生用の規定等を整備の上対応し、学生にはその旨を通知又は誓約書等の提出を求める ③ 学生との間で個別に契約を締結する

引用：文部科学省「ジョブ型研究インターンシップ（先行的・試行的取組）実施方針（ガイドライン）（案）」、P28より

[https://www.mext.go.jp/content/20210521-mxt\\_senmon01-000014929\\_3.pdf](https://www.mext.go.jp/content/20210521-mxt_senmon01-000014929_3.pdf)

# Confirmation of Internship Implementation Agreement(details)

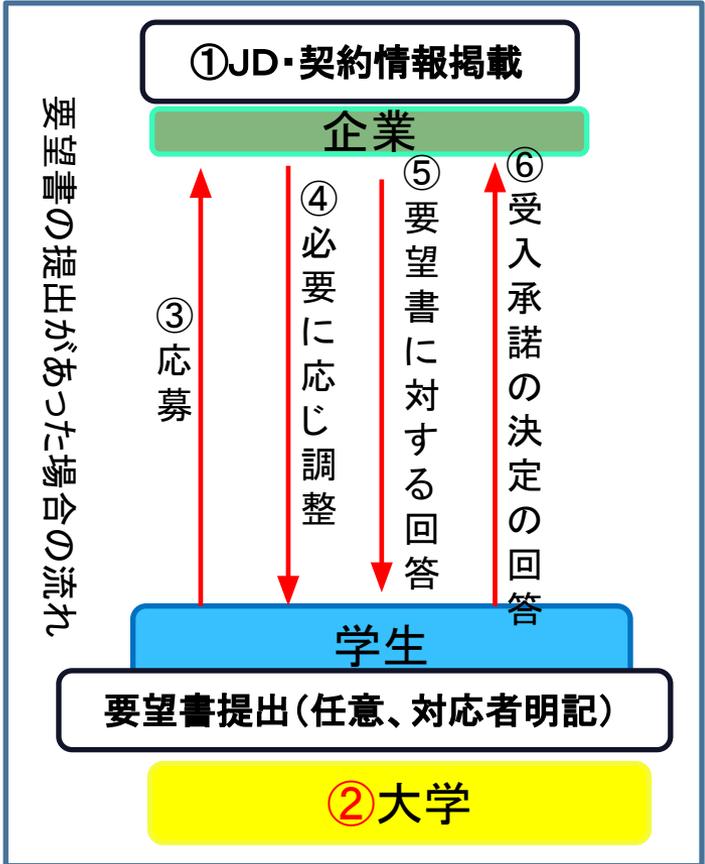
1. 大学と企業とのインターンシップ実施契約書は、必須に変更し、学生と企業の誓約書、労働条件通知書と併せて必須とする。
2. インターンシップ実施契約書(案)は、協議会審議事項とし、決定の上は、全会員に共通ひな形を使用するか否かを判断する
3. 共通ひな形を使用しない場合は、以下の1. の流れにより契約手続きを行う
4. 誓約書(案)、労働条件通知書(案)については、サンプルとし、書式は各企業の書式を用いるものとする。
5. 単位認定に伴う成果報告会において、秘密情報を取り扱う必要がある場合も以下1. ②以下の流れにより進めるものとする。

## 1. 契約の基本的流れの考え方

①企業のJD掲載時の項目として、契約に関する基本的考え方を記載するものとする。

	(1)共通ひな形の使用する場合	(2)サンプルを使用する場合	(3)共通ひな形・サンプルを使用しない場合
「インターンシップ実施契約書」	共通契約ひな形を使用の旨をJDに掲載	—	・企業の契約に対する考え方を記載
「誓約書」	—	サンプルを使用する旨をJDに記載	
「労働条件通知書」	—		

- ②大学において、学生応募時に、成果報告会に関する要望事項がある場合は、あらかじめ、まとめておくものとする。
- ③学生は、企業応募時に、大学の指導教員等及び事務を確認をとり、契約及び成果報告会に関する要望書を提出。(任意、対応者明記)
- ④学生から契約に関する要望書の提出があった場合は、企業は受入決定時までに必要に応じ、大学の対応者と調整する。
- ⑤選考の結果、受入決定連絡を行う場合は、企業側から契約の要望書に対する回答を書面で学生・大学へ提示する。
- ⑥その内容を踏まえ、学生は、大学の指導教員等及び事務と相談の上、受入受諾の決定を行うものとする。



# Confirmation of Internship Implementation Agreement(details)

## 2. それぞれの契約書に対する基本的考え方

### ◆インターンシップ実施契約書(案)に対する基本的考え方

#### ①第2条 秘密情報の保持について

秘密情報の保持の有効期間については、以下のとおり整理する

・学生の遵守期間は、企業の規則に従うものとし、学生が遵守する「誓約書」において秘密情報の保持期間を明記するものとする。

(無期限の設定も可。ただし、学生の遵守期間及び遵守期間の調整が可能か否か企業のJDに必須で記載をすること)

・大学が学生に対し、秘密情報の保持を遵守させるのは、学生の在学中とし、かつインターンシップ実施契約書の有効期間中とする。(有効期間以降については、大学と企業とが協議して有効期間を延長できるものとする。)

・企業は、学生に対し、インターンシップ期間中における秘密情報の開示・提供は必要最小限度にとどめるよう留意し、秘密情報となるものについて学生に説明すること。

#### ②第2条 学生の大学への報告(成果報告会等)について

・学生は、インターンシップに関する大学への報告が必要な場合は、秘密情報の有無に関わらず、事前に受入企業から書面による事前の同意を得ること。

・大学が秘密情報を含む報告を学生から受ける場合は、大学と企業とで協議の上、秘密保持期間を決定すること。

#### ③第2条 大学の未公表の研究情報を使用したインターンシップについて

・企業は、学生に対し、大学の事前の了解がない段階では、大学の未公表の研究情報について、開示または提供を求めないこととし、大学が了解した場合は、大学の事前の書面による同意があった場合以外は、第三者に漏洩およびインターンシップの目的以外に使用しないこと。

#### ④第3条 知的財産権等の取扱いについて

知的財産権等の取扱いについては、以下のとおり整理する

・**学生が**インターンシップ期間中にインターンシップにおいて創造された成果物、またはインターンシップ終了後においてインターンシップ中に知り得た知識または入手した情報を使用して創造された成果物に関しての知的財産権等については、乙の帰属となるか、または、乙がその承継を受けることができるものとする。

・乙が学生のなした知的財産権等を承継する場合、乙が承継の対価として乙の規程に基づく補償金を学生に支払い、共同でなした発明等を承継する場合は発明者寄与率に基づき乙の規程に基づく補償金を学生に支払うものとする。

# Confirmation of Internship Implementation Agreement(details)

## 2. それぞれの契約書に対する基本的考え方

### ⑤ 誓約書、労働条件通知書の取扱いについて

- ・誓約書・労働条件通知書は、大学と学生とで締結するものであるが、企業は学生に誓約書及び労働条件通知書の案を提示をする際は、大学に対し、同様の誓約書及び労働条件通知書の写しを送付するものとする。
- ・大学は、学生と企業における誓約書及び労働条件通知書の締結に対し、疑義等がある場合は、協議できるものとする。
- ・乙は、学生との誓約書の締結にあたり、甲と乙で締結するインターンシップ実施契約書の内容を遵守することとする。

### ⑥ インターンシップの終了について

- ・インターンシップの終了について、大学、企業双方が終了できる規定を追記

### ⑦ 契約の有効期限について

- ・**インターンシップ実施契約書については、各学生ごとに作成し、有効期間は3か年とする。ただし、延長も可とする。**

## ◆誓約書に関する基本的考え方

- ・誓約書は、インターンシップ実施前に学生が提出するものとする
- ・誓約書には、サンプルを使用しない場合についても損害賠償に関する記載は明記するものとする
- ・サンプルを使用しない場合は、JDに「企業の契約に対する考え方」を記載すること

## ◆労働条件通知書に関する基本的考え方

- ・労働条件通知書については、サンプルで提示した項目について記載すること
- ・サンプルを使用しない場合は、JDに「企業の契約に対する考え方」を記載すること

# Confirmation of Internship Implementation Agreement(details)

## ○JDにおける「契約に関する基本的考え方」の揭示項目について

### 【共通】契約に関する基本的な考え方の必須項目について

以下の「項目」、「条件」、「相談可否」について、JDに記載し、提示すること

### 【JD記載項目】

項目	条件	相談可否
学生が遵守すべき秘密情報の範囲	秘密情報の範囲を記載	
秘密情報の遵守期間	有(○年)無期限	
単位認定のために実施する成果報告会における手順について	手順:	
単位認定のために実施する成果報告会への企業側の参加の可否について	企業の参加 可・否	
学生が実施したインターンシップ内容の論文発表や学会発表等の外部への公開の手順について	手順:	
インターンシップ実施中における大学の機密情報利用について	利用の有無	
知的財産権の範囲	知的財産権の範囲を記載	
インターンシップに関し創造された成果物に関する知的財産権の帰属について	知的財産権の帰属を記載	
上記の補償について	学生に対する補償について記載	
大学(大学の指導教員等を含む)の研究情報を利用した場合の知的財産の帰属と補償について	知的財産権のと帰属と補償を記載	
学生の損害賠償範囲の考え方について	誓約書に記載する損害賠償の内容を記載	
インターンシップの終了の考え方について	インターンシップに関する終了の考え方を記載	
誓約書に対する考え方について	上記以外で企業側から考え方を記載	
労働条件通知書に対する考え方について	上記以外で企業側から考え方を記載	

## ii. Procedures Required for International Students

- If an international student has a comprehensive permit, Student can participate in the research internship almost the same as a Japanese student as long as Student works **within 28 hours per week**.
- If Student who works more than 28 hours, international students with the status of residence "Student" are required to obtain Application for permission to engage in an activity other than those permitted by the status of residence previously granted (individual permission) from ISA in advance.
  - Please submit your application approximately **one month prior to the start of the internship** as it takes time for the screening process to be completed.
  - Please refer also [ISA web page](#).

Class	comprehensive permit	individual permission
Available working time	<ul style="list-style-type: none"> <li>- Within 28 hours per week</li> <li>- Up to 8 hours per day during long vacations</li> </ul>	<ul style="list-style-type: none"> <li>- Depends on the details of the permit</li> </ul>
Procedure	Submit the following to the regional immigration office with jurisdiction over your place of residence <ul style="list-style-type: none"> <li>- Application form</li> <li>- Contract of employment</li> <li>- Residence card</li> <li>- Passport or Certificate of Eligibility</li> </ul>	Submit the following to the regional immigration office with jurisdiction over your place of residence <ul style="list-style-type: none"> <li>- Application form</li> <li>- Residence card</li> <li>- Passport or Certificate of Eligibility</li> <li>- Certificate of enrollment</li> <li>- Documents explaining the activity, duration of the activity, remuneration, etc. (Contract of employment or notice of working conditions, etc.)</li> </ul>

## (Ref.) Guideline's statement

- ◆ 在留資格「留学」をもっている留学生は、事前に**出入国在留管理庁から資格外活動許可（個別許可）**を得る必要がある。
- ◆ 審査に時間を要するため、概ねインターンシップ開始前1か月前には申請する。

種別	包括許可	個別許可
従事できる時間	<ul style="list-style-type: none"><li>1週28時間以内</li><li>長期休業期間中に1日8時間以内</li></ul>	<ul style="list-style-type: none"><li>許可内容による</li></ul>
手続き	住居地を管轄する地方出入国在留管理官署に以下を提出 <ul style="list-style-type: none"><li>申請書</li><li>雇用契約書</li><li>在留カード</li><li>旅券又は在留資格証明書</li></ul>	住居地を管轄する地方出入国在留管理官署に以下を提出 <ul style="list-style-type: none"><li>申請書</li><li>在留カード</li><li>旅券又は在留資格証明書</li><li>在学証明書</li><li>活動内容や活動期間、報酬等について説明する資料（雇用契約書又は労働条件通知書等）</li></ul>

\* 安全保障貿易管理関係の手続きが必要となる研究インターンシップについては、現状想定はしていない。また、経済安全保障の議論については検討状況を注視する。

引用: 文部科学省「ジョブ型研究インターンシップ(先行的・試行的取組)実施方針(ガイドライン)」、P21  
[https://www.mext.go.jp/b\\_menu/internship/1421136\\_00002.htm](https://www.mext.go.jp/b_menu/internship/1421136_00002.htm)

### iii. Attend Required Pre-Training

#### I .Taking the confirmation test (pre-study)

- Support institute has prepared comprehension tests (Google Form) on "Intellectual Property and Patents," "Information Management and Cyber Risk," and "Safety Management in the Field," as well as preliminary study materials (PDF) for each.

[download](#)

- The following link will take you to the test

["Intellectual Property and Patents"](#)

["Information Management and Cyber Risk"](#)

["Safety Management in the Field"](#)

### **iii. Attend Required Pre-Training**

## **II . Pre- Training in University**

- Depending on the affiliation, the university may provide training to participation in the internship.
- Students confirm with supervisors before participating in the internship not to take confidential information from laboratories.

## **III. Pre- Training in Company**

- Depending on the internships' work, companies will provide the necessary training and reference documents. Students follow the instructions and check them.
- Students may be sent necessary documents, equipment (e.g., security card), and procedural information.

### iii. If Internship is Canceled

#### I. Conditions for Cancellation of Internship

- In case of emergency, the internship may be cancelled even in the middle.
- The following are examples of conditions for cancellation. Please confirm the details in the notice of employment conditions or written pledge, as well as in the internship implementation contract.
  - If the university or company violates the contract
  - If the student violates the employment contract (company rules)
  - When it becomes difficult or inappropriate to continue the internship due to natural disasters or other unavoidable reasons
- If the internship ends in the middle of the internship period and the employment contract is still in effect, please confirm the details in the written pledge and notice of working conditions.
  - Example. The written pledge includes a statement that the student is responsible for the resignation procedure.

#### II. Cancellation of Internship

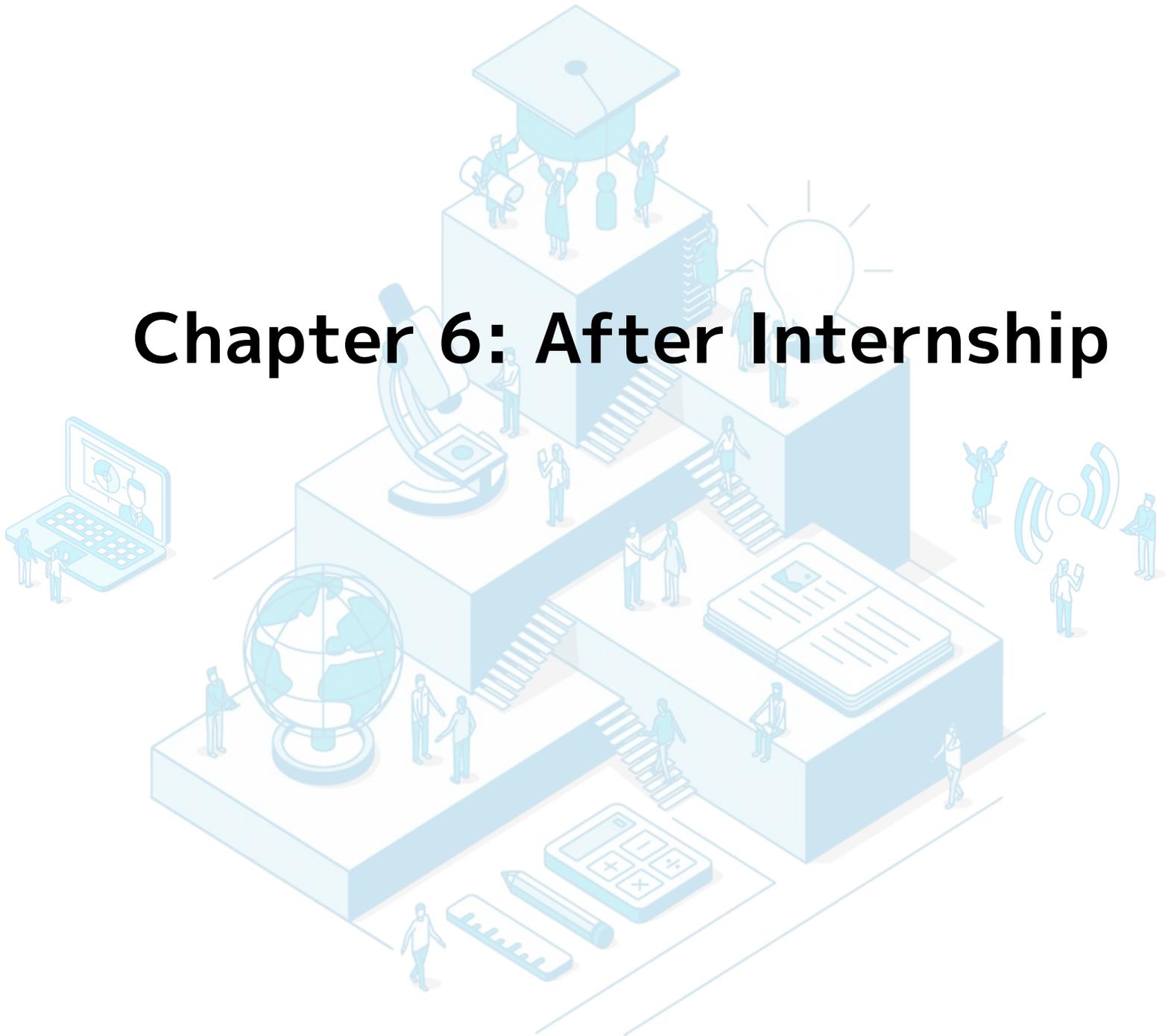
If the internship has to be cancelled, the university or company will notify you to that effect.

## iv. Course Registration

Once the employment contract is completed, students check the course registration procedures.

- Check the course registration and complete procedures within the deadline.
- Please be sure to confirm in advance, because additional documents may be required for course registration and credit approval.
- Some universities and departments may require students to "register for courses after the internship is completed. Students follow the instructions of university and/or department for registration and credit.

# Chapter 6: After Internship



## i. About Series of Procedures / After Internship

A summary will be given at the end of the internship.

- Company issues **Evaluation Document** (capability evaluation section & result evaluation section) and **Evaluation Certificate**.
- Company also conducts a feedback interview with students.
- Capability evaluation sections will be shared with universities by support organization. \*Secrets, IP and know-how will not be included.
- Evaluation document are used as reference for grading and credit Recognition. \*Some universities would assign reports and/or presentations.
- Students can use Evaluation Certificate for their own job search.

## ii. Receive Evaluation Document & Certificate

- Evaluation Document is divided into two parts – capability evaluation section and result evaluation section. Please confirm the description of the guidelines on the next page for details (Japanese document).
- Company's feedback is based on Evaluation Document.
- Student will receive a document and a certificate in feedback interviews as usual.
- University will receive Evaluation Documents (only capability evaluation section) via system. \*Support institute also receive these documents.
- Result evaluation section will be presented only to Student, depending on its content. If it contains confidential information, be careful to avoid information leakage.

(Ref.)

## Description of Evaluation in the Guideline

- 企業\*は、インターンシップ実施後速やかに、学生に対する能力評価・業績評価を行い、以下の評価項目ごとに**評定・コメント**を付して評価書の作成を行う。
- 企業\*は、評価書の作成後、**直接学生に対し評価書・評価証明書を発行し、かつ面談を通じてインターンシップの成果を総括する。**

項目	評価項目の詳細	評定	
		成長評価	相対評価
能力 評価	<b>研究</b> <ul style="list-style-type: none"><li>研究目的の適切な設定又は理解</li><li>研究方法の適切な選択</li><li>適切な情報収集・情報分析・情報統合</li><li>新しい研究の方向性の提案</li></ul>		
	<b>実践</b> <ul style="list-style-type: none"><li>研究目的や研究方法についての大学と企業との違いへの理解</li><li>安全確保、コンプライアンス、情報管理への適切な理解と実践</li><li>資金、時間の制約への適切な理解とその制約に応じた研究の実践</li></ul>	A.大きな向上が見られた B.向上が見られた C.大きな変化が見られなかった	A.博士課程新卒社員の上位レベル相当 B.博士課程新卒社員の標準レベル相当 C.Bの水準を満たしていない
	<b>対人・ チームワーク</b> <ul style="list-style-type: none"><li>業務遂行に当たっての適切な他者とのコミュニケーション</li><li>上司、同僚との適切なチームワーク</li></ul>		
	<b>総合</b> <ul style="list-style-type: none"><li>上記の各要素の評価を踏まえ、総合的に判断</li></ul>	S.著しい向上が見られた A.大きな向上が見られた B.向上が見られた C.大きな変化が見られなかった	S.博士課程新卒社員の最優秀レベル相当 A.博士課程新卒社員の上位レベル相当 B.博士課程新卒社員の標準レベル相当 C.Bの水準を満たしていない
<b>業績評価</b>	<ul style="list-style-type: none"><li>ジョブディスクリプションを踏まえ、所期の目標に照らした評価</li></ul>	S.所期の目標を大きく上回る成果を達成 A.所期の目標を上回る成果を達成 B.所期の目標どおりの成果を達成 C.所期の目標どおりの成果を達成できなかった	

\* 共同研究型の場合は、共同研究の相手方である企業

引用: 文部科学省「ジョブ型研究インターンシップ(先行的・試行的取組)実施方針(ガイドライン)(案)」、 P32より

[https://www.mext.go.jp/content/20210521-mxt\\_senmon01-000014929\\_3.pdf](https://www.mext.go.jp/content/20210521-mxt_senmon01-000014929_3.pdf)



# Others

## i. Credit Recognition and Others

### **I . Credit Recognition**

Cooperative Education through Research Internships are offered as credit courses in the regular curriculum. When universities recognize credits, some universities require presentations of “internship report”.

### **II . Implementation Report Meeting**

- In implementation reports and meetings, students should be careful in handling confidential information.
- Students will receive prior confirmation from companies that the presentation does not contain confidential information.

# Others

## ii. Recruitment information after internship

- After students receive evaluation document and evaluation certificate, companies can send recruitment information to students.
  - Companies evaluate students by the high standard of comparison with "first year new graduate Ph.D employees".
  - In Japanese employment practices, companies treat internship hiring and new graduate hiring as two separate things.
- Following the company's guidance, students will formally apply for the new graduate selection after the internship .

# Others / Inquiries

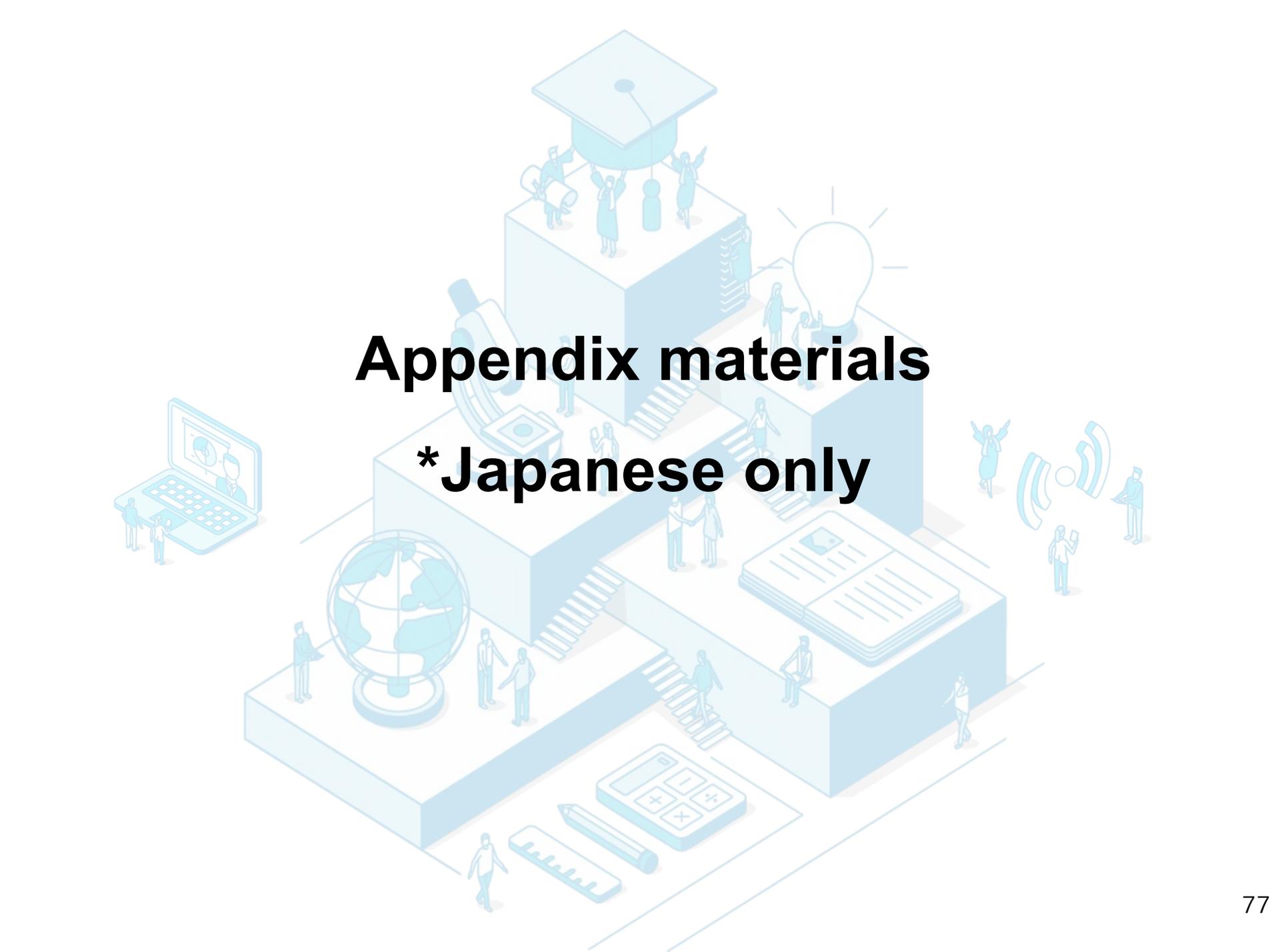
## iii. Contact information

Support organization has set up a consultation desk.

If you have any questions or concerns, please contact us.

## Contact information

Email: [student-coopj@acarc.co.jp](mailto:student-coopj@acarc.co.jp)

An isometric illustration in shades of blue and white. It features several interconnected platforms and blocks. At the top, a graduation cap sits on a block with people celebrating. Below it, a lightbulb glows on another block. To the left, a laptop displays a video call. In the center, a microscope is on a block. To the right, a stack of papers or a book is on a block. At the bottom left, a globe is on a block. At the bottom center, a calculator, pencil, and ruler are on a block. To the right, a person is using a mobile device. The overall theme is education, research, and professional collaboration.

# Appendix materials

**\*Japanese only**

# 参考：提出・対応・連絡の一覧(情報の登録→選考結果の通知まで)

○：システム上で対応・確認、△：システムから送られるメールで対応・確認、×：システム外の手段で対応・確認

項目	企業	学生	大学(指導教員等)	大学(大学事務等)※新機能
①学生アカウントの登録	—	○	—	—
②学生支援者(指導教員等及び大学事務)アカウントの登録	—	—	○	○ ※指定されたアドレスに対してアカリク事務局にてアカウント発行
③学生プロフィールへ支援者アドレス入力 および応募承認者設定	—	○	× ※学生による支援者登録および応募承認者として設定を依頼	○ ※システムにて自動で学生支援者として登録 ※大学の判断により応募承認者設定を変更(複数可)
④ジョブディスクリプションの閲覧	—	○	○	○
⑤応募、および応募許可確認	—	○	△ ※学生プロフィールにて応募承認者として指定された場合、応募許可確認を実施	△ ※学生プロフィールにて応募承認者として指定された場合、応募許可確認を実施
⑥応募情報の受取・応募状況確認	○	—	—	○
⑦選考日時の調整 (面接ありの場合)	学生のみ：○ 学生支援者同席：×	学生のみ：○ 学生支援者同席：×	×	×
⑧選考辞退の連絡・受取	×	× ※電話・メールで直接連絡	—	—
⑨学生辞退の確認通知	○	△	△	△
⑩マッチング結果の通知	○	△	△	△ ※登録されたステータスはシステムで確認可
⑪インターン参加応諾の回答・受取	×	×	—	—
⑫学生参加応諾のステータス登録	○	—	—	○

## 参考：提出・対応・連絡の一覧(受入決定連絡→履修登録まで)

○：システム上で対応・確認、△：システムから送られるメールで対応・確認、×：システム外の手段で対応・確認

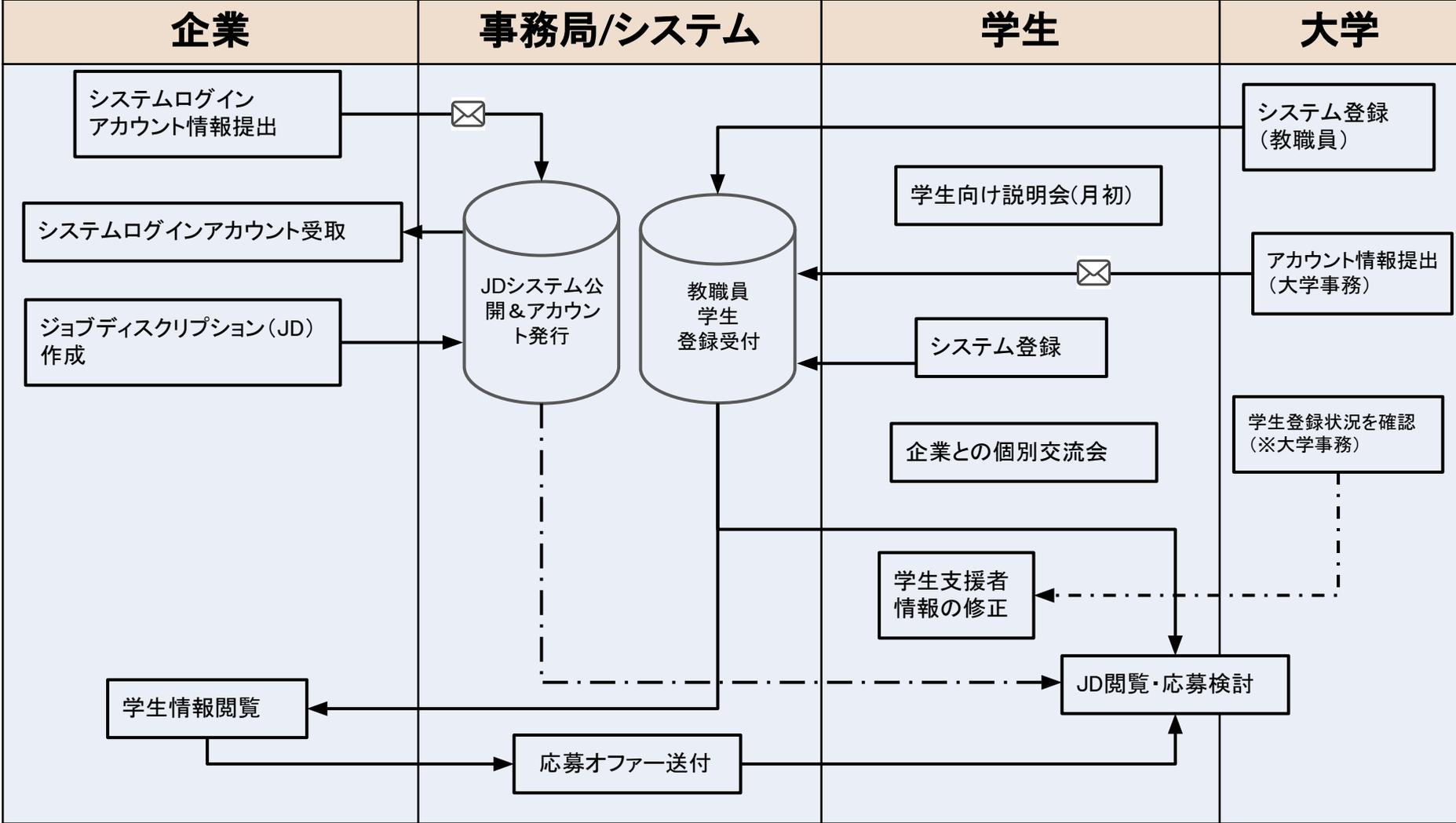
項目	企業	学生	大学(指導教員等)	大学(大学事務等)※新機能
①受入企業名・JDの共有	—	×	×	○
②雇用契約書(案)の提示	○	○ 企業がアップロードした資料を確認	×	○ 企業がアップロードした資料を確認
③インターンシップ実施契約(案)の提示	○	○ 企業がアップロードした資料を確認	×	○ 企業がアップロードした資料を確認
④雇用契約書(案)及びインターンシップ実施契約(案)の調整・締結	×	×	×	×
⑤契約締結完了のステータス登録	○	—	—	—
⑥履修登録完了のステータス登録	—	—	—	○

## 参考：提出・対応・連絡の一覧(評価書の取り扱い)

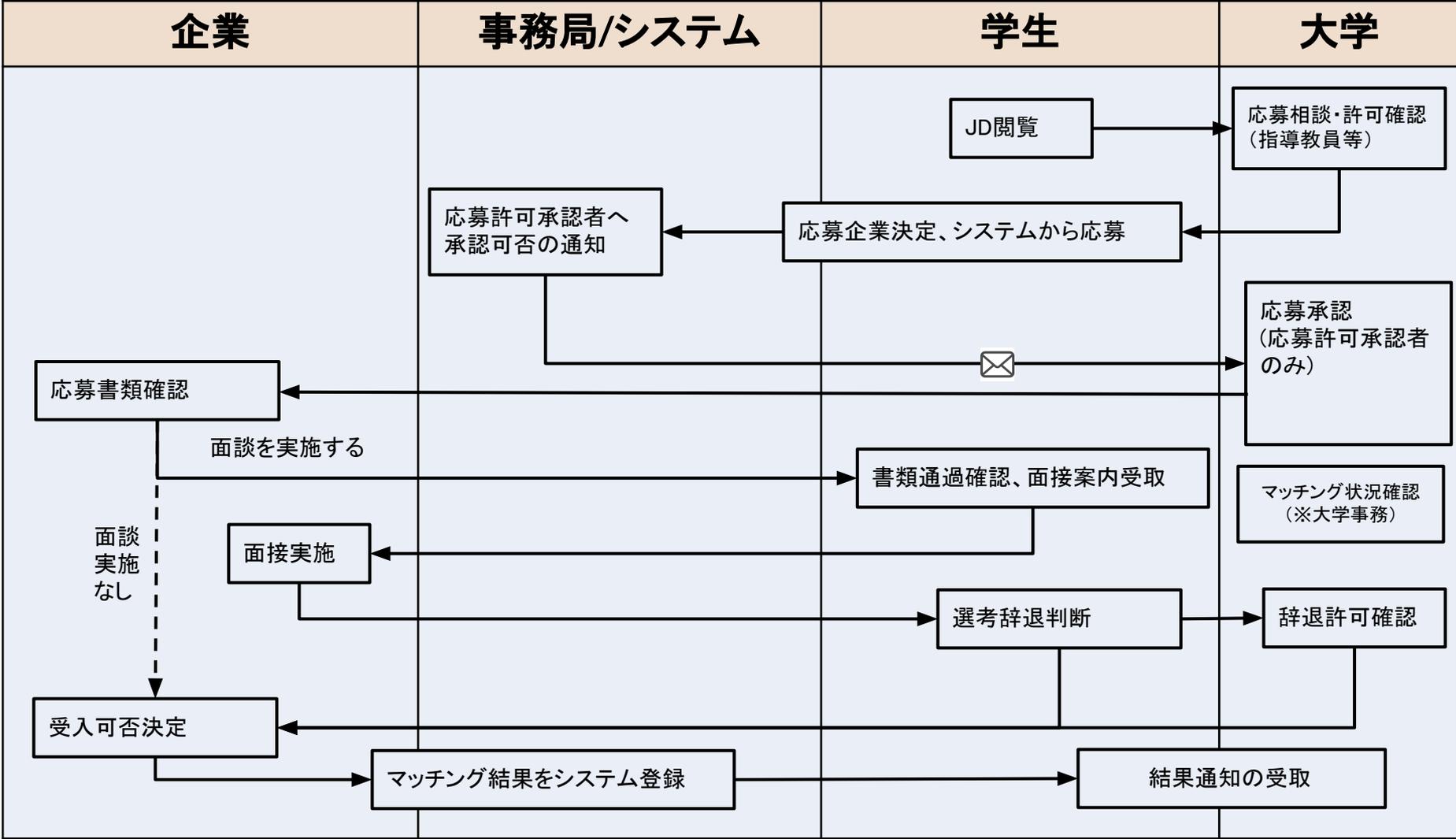
○：システム上で対応・確認、△：システムから送られるメールで対応・確認、×：システム外の手段で対応・確認

項目	企業	学生	大学(指導教員等)	大学(大学事務等)※新機能
①評価書・評価証明書様式の取得	○	—	—	—
②作成した評価書(能力評価部分)の提出・取得	○	○	×	○
③作成した評価書(業績評価部分)の提出・取得	× (公開可能な場合：○)	× (公開可能な場合：○)	—	— (公開可能な場合：○)
④作成した評価証明書の提出・取得	○	○	×	○

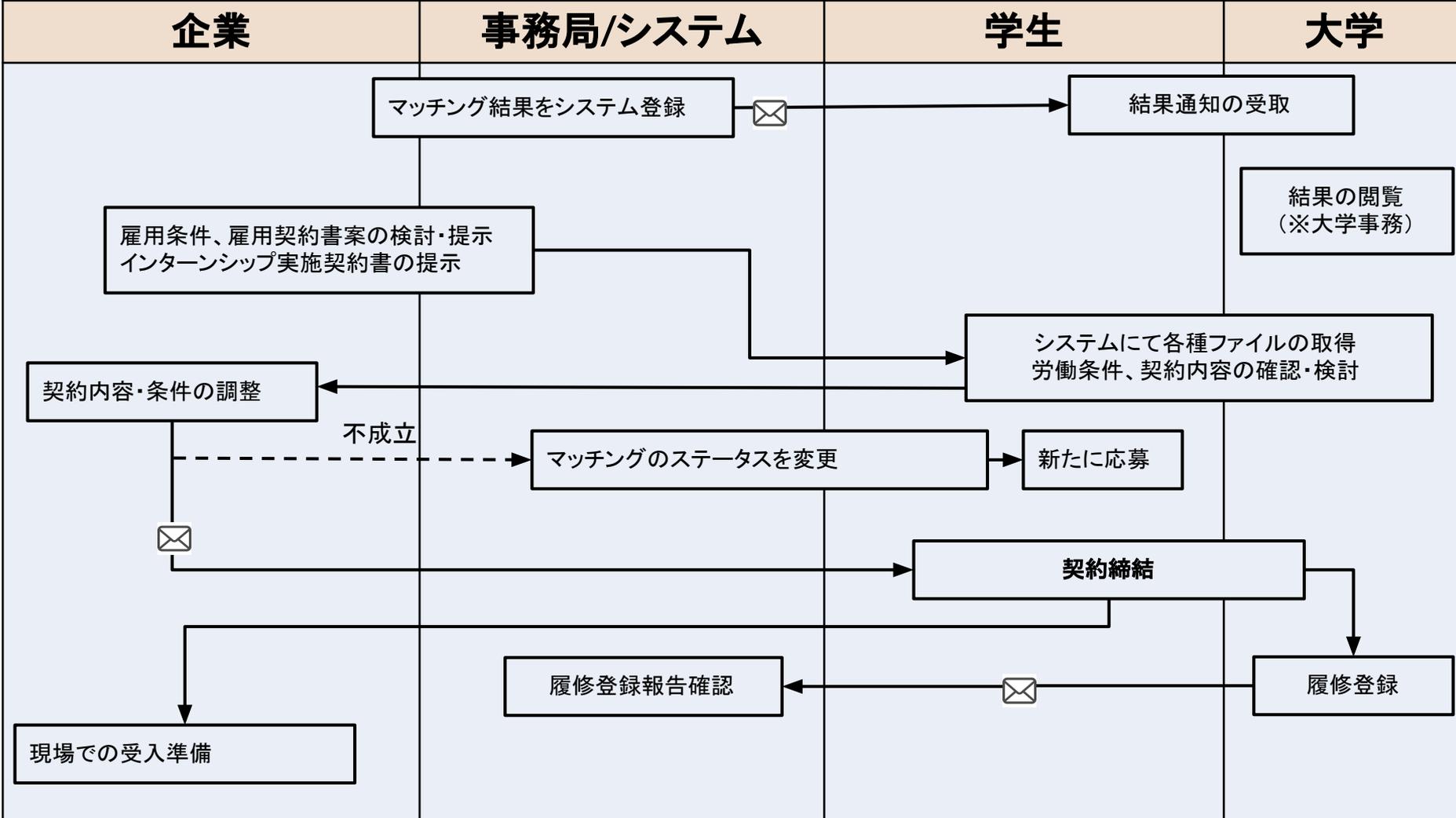
# 参考：事前準備～実施後の業務フロー（システム登録～選考前まで）



参考: 事前準備～実施後の業務フロー (JD閲覧～受入可否通知受取まで)



参考：事前準備～実施後の業務フロー（マッチング成立通知受取～受入決定まで）



# 参考：事前準備～実施後の業務フロー（インターン終了後）

