



Cooperative Education through Research Internships Student Participation Guide

(in trial season, ver.1.0)

9th September, 2021

The consortium for cooperative education
through research internships of Japan(Coop-J
consortium)

Contents -for Student- Cooperative education through research internships

Chapter 1: Overview

Internship System

What the advantages you can expect Procedure Flowchart in Trial Season

- I. Overview in Trial Season
- II. Flowchart,
 Advance Preparation - Complete Internship
- III. Documents & Preparation

Chapter 2: Advance Preparation

Preparation before Internship

- I. Attend Orientation session
- II. System Release & Register

Acaric Co., Ltd. plays a role to support Student, University and Company.

In this manual, “support institution” & “internship matching support institution” refer to Acaric Co., Ltd..

email: student-coopj@acaric.co.jp contact person: Dr. Kaminaka / 神中(かみなか)

Chapter 3: Application & Screening

Application & Screening Process

- I. View Job Descriptions on System
- II. Scout Message
- III. Access Permission & Viewed Items on Resume
- IV. Screening Procedure - Policy in Trial Season
- V. Check screening Results

Acceptance Procedure

- VI. Confirm Contracts & Content Adjustment

Contents -Student Participation Manual- Cooperative education through research internships

Chapter 4: Internship & Procedure

Procedure for Student after Screening

I. Course Registration

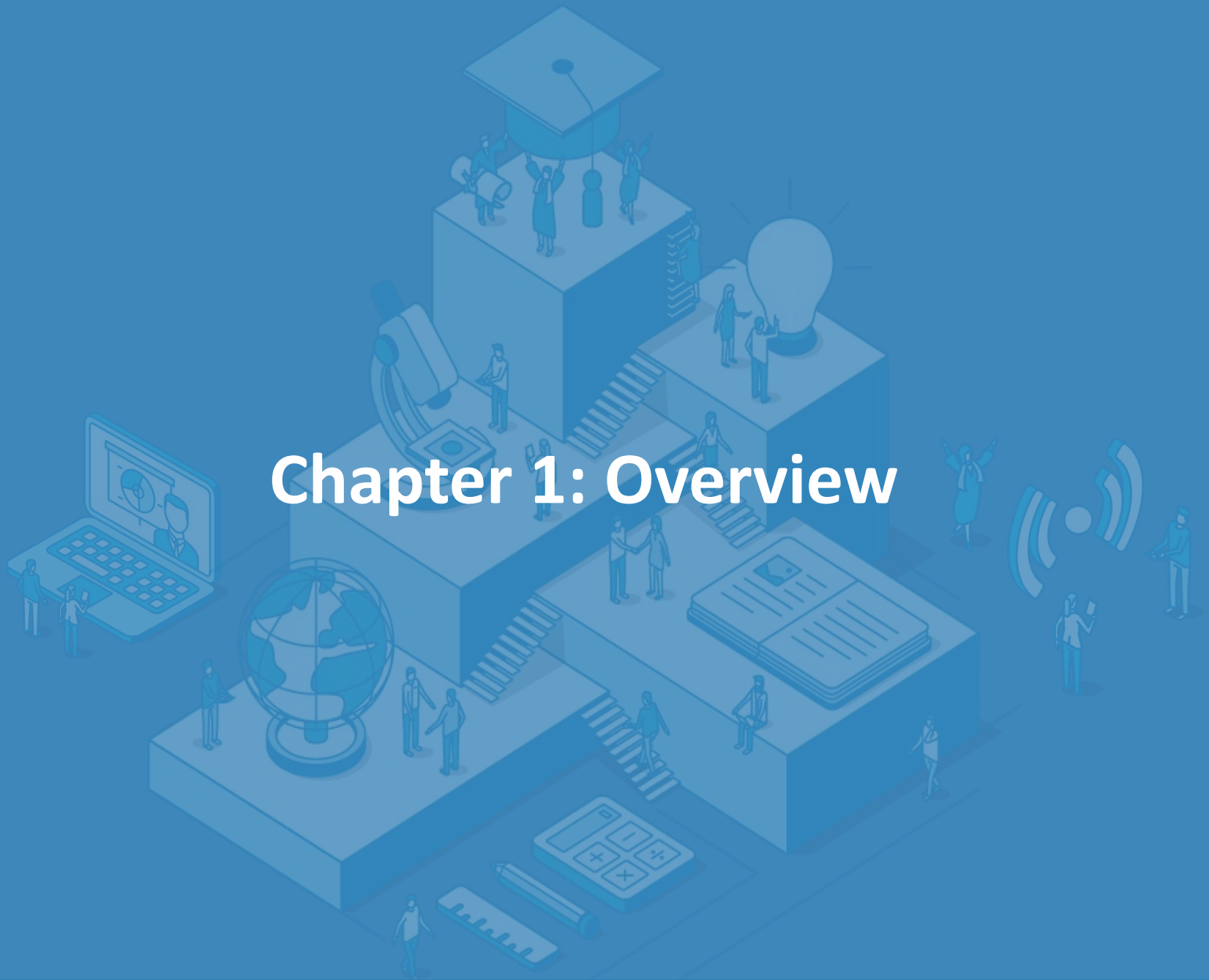
After Internship/Credit Approval

II. Receive Evaluation Reports

III. Grading and Credit Recognition

Others / Inquiries

Chapter 1: Overview



Internship System

Cooperative education through research internships must meet all of the following requirements.

- I. Internships are open to graduate school students in Doctoral Courses.
- II. Employment period is at least 2 months with an allowance.*
- III. Internships qualify for credits in the regular education curriculum.**
- IV. Job Description(JD) should be made public before Student participate in internships.
- V. Evaluation documents & certificate are given for Student through feedback interviews with Company.
- VI. After cooperative education through research internships, Student may use the certificate for the job applications.

*In trial season, employment period may be less than 2 months.

**In trial season, Universities may not grant credits for internships.

Citation: Ministry of Education, Culture, Sports, Science and Technology「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)」P.8

https://www.mext.go.jp/b_menu/shingi/chousa/koutou/109/toushin/1386864_00001.htm

What the advantages you can expect...



Student

Broadening students' career options:
so that..

- They have opportunities to revalue their specialized knowledge objectively.
- They develop practical skills that can also be applied in their academic career.



Company

Hiring talented students contributing to companies' development from a wide range of fields in various universities:
so that..

- Company build a new system for hiring people from graduate school through internships.
- Research & development are accelerated and sophisticated by participants, where possibly Company would open up a new field.

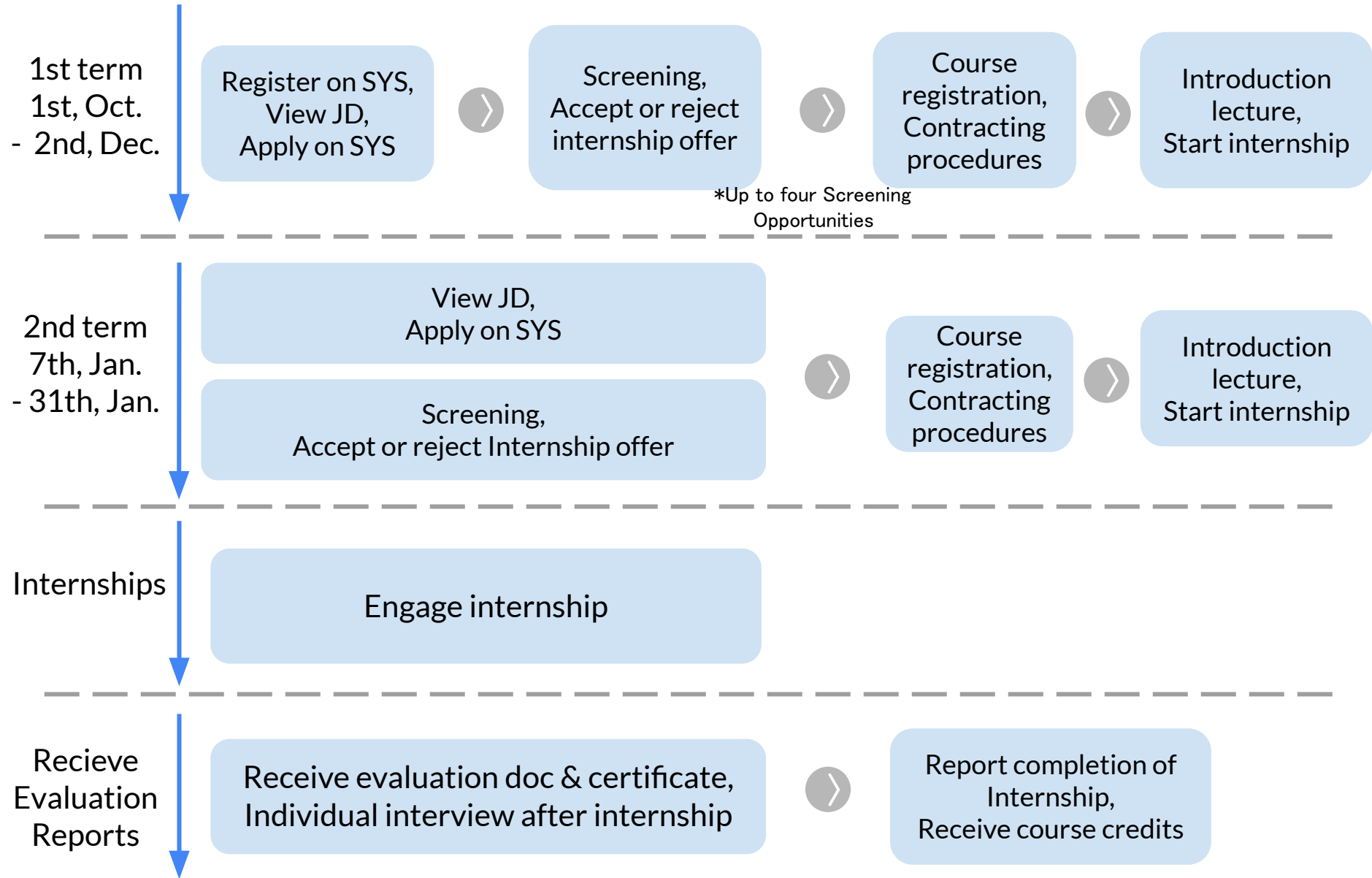


University

Strengthen their brand via doctoral curriculums and qualities of graduates:
so that..

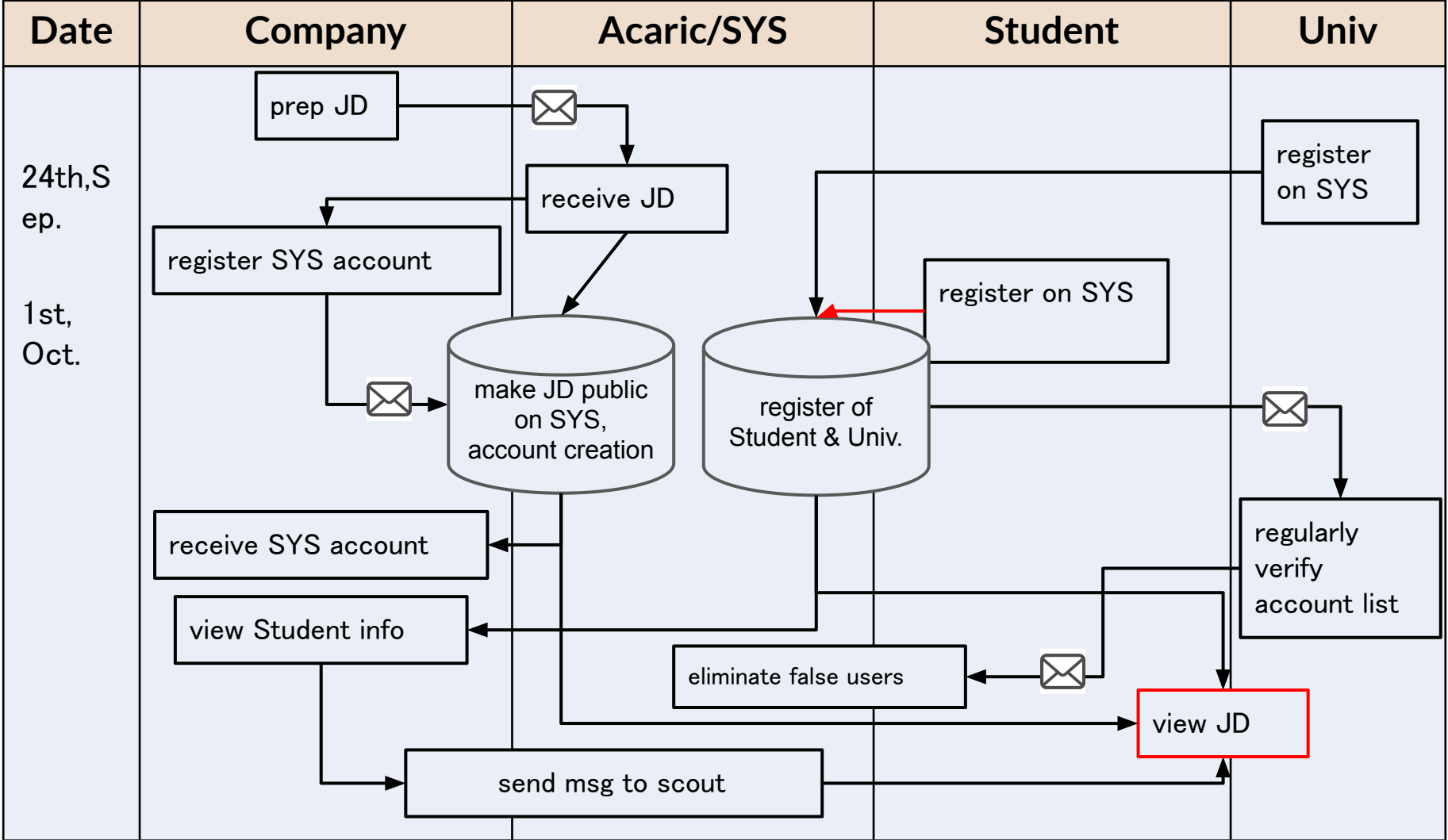
- The enrollments for the doctoral program would increase, besides the improvement of researchers' skills is expecting; which will create new possibilities for graduate students.

Overview of the Trial Season



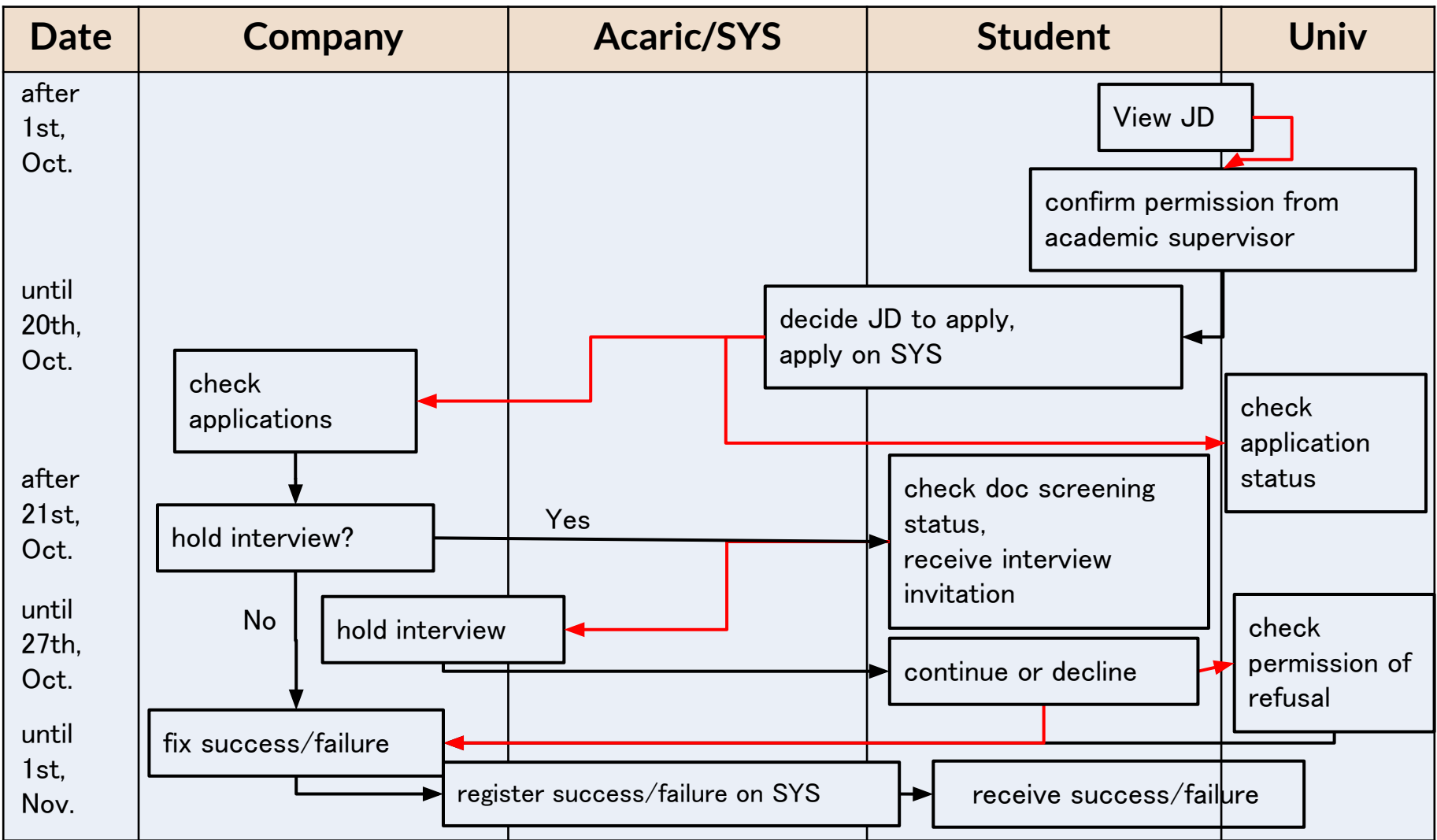
II. Flowchart, Advance Preparations - Complete Internship

Registration via dedicated systems – Prior to Screening



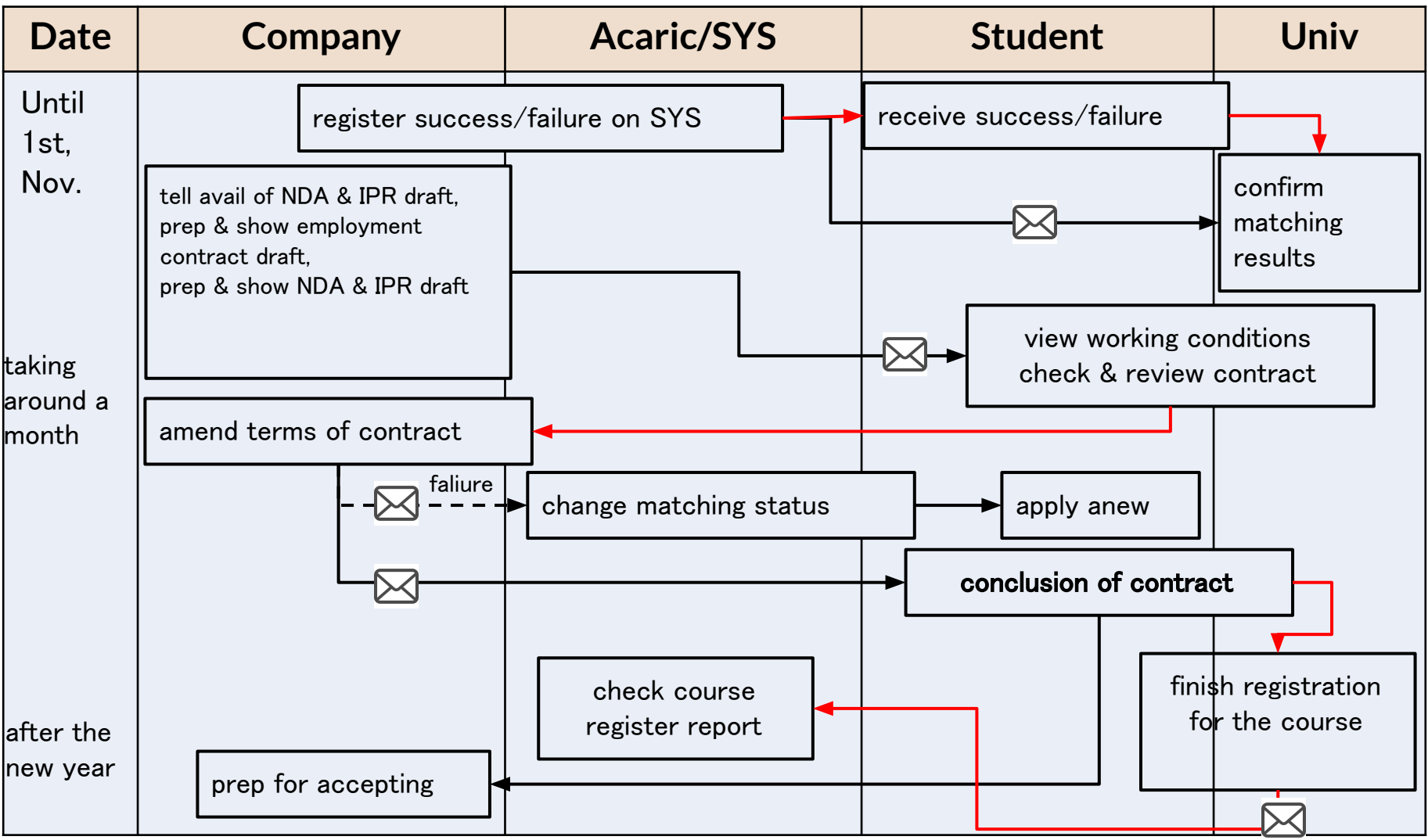
II. Flowchart, Advance Preparation - Complete Internship

View JD – Receive Success Notification



II. Flowchart, Advance Preparation - Complete Internship

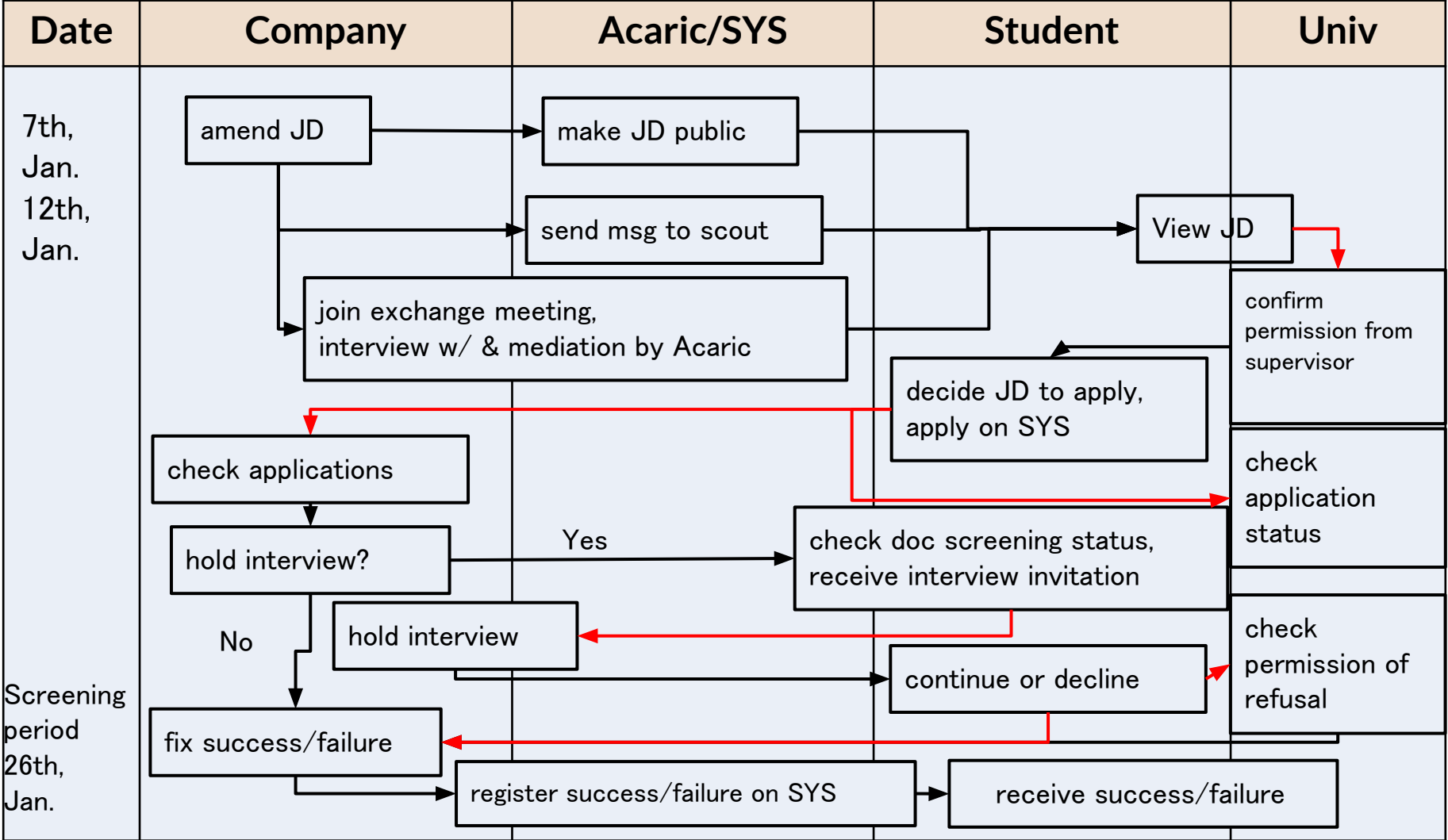
Success / Failure – Acceptance / Reject



II. Flowchart, Advance Preparation - Complete Internship

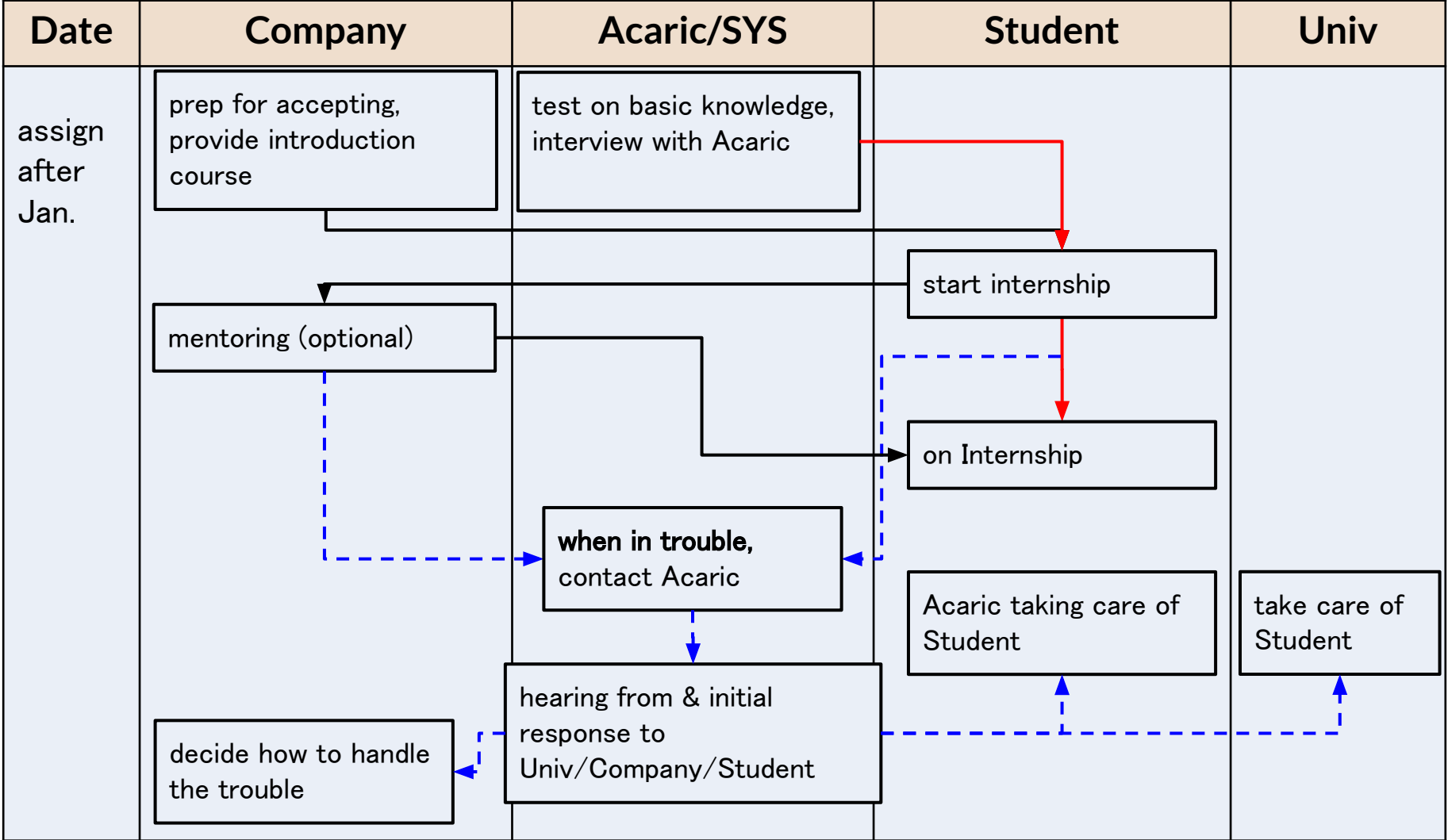
2nd Term

Notes:in 2nd term(until 31st Jan.),
Student may apply for more than one position.



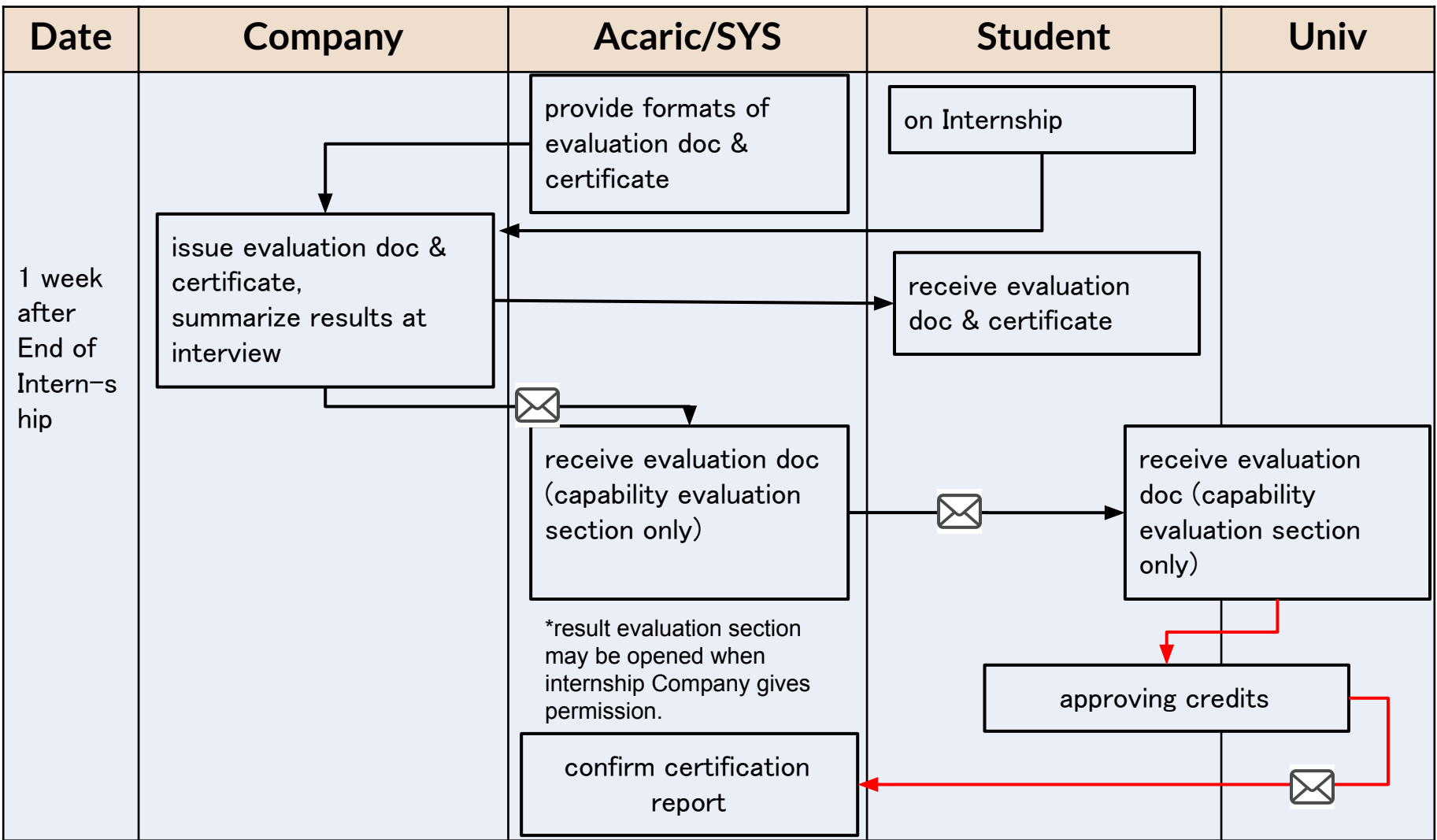
II. Flowchart, Advance Preparation - Complete Internship

Assignments – on Internship



II. Flowchart, Advance Preparation - Complete Internship

At the End of the Internship Internship



III. Documents & Preparation

In each phase, you need to arrange and/or submit documents.

The following table on the next page shows briefly what you have to prepare in each step from application to the end of the internship. It also allows Student to **when/where you hand your documents.**

III. Process Chart, Documents & Preparation

Documents & Preparation	Dates / Deadline	Company	Universith	Student	Univ Adm
I. Student Information Registration	after 1st October	—	—	Register on System, Select Receive/Decline Scout from Company	Check Register List and Eliminate False Users
II. Registration of Academic supervisor and/or University Administration Office	after 1st October	—	Student Confirms with University for Permission to Register on.	Register supervisor and/or Administration Office Information on System	Show email address to Student
III. Register and View JD	after 1st October	—	Register Access Permission on System	—	Set Viewing Authority on System
IV. Apply for JD	Period Determined by Each Term	—	Confirm Permission on Application, Out System	Apply on System	Permission from supervisor
V. Check & Share Application Status	After Apply for JD	Company Confirms Student Profile & supervisor and/or Administration Office	After Application, supervisor and/or Administration Office Receives Notification	—	After Application, supervisor and/or Administration Office Receives Notification
VI. Arrange Interview Dates	After Apply for JD	Arrange Interview Dates with Student, supervisor and/or Administration Office	Arrange Interview Dates with supervisor and/or Administration Office *Presence at Interview is Optional for supervisor and/or Administration Office, and They Need to Check with Company		
VII. Accept or Refuse Internship Offer, and Confirm Report	Within 3 Weekdays from Interview Date	Receive where Student Accepts or Refuses Internship Offer on System	Check Permission of Refusal	Register of Refusal on System	Check Permission of Refusal
VIII. Notification of Matching Results	Period Determined by Each Term	Register Success / Failure on System	supervisor and/or Administration Office Receives Notification	Receive Matching Result on System	supervisor and/or Administration Office Receives Notification

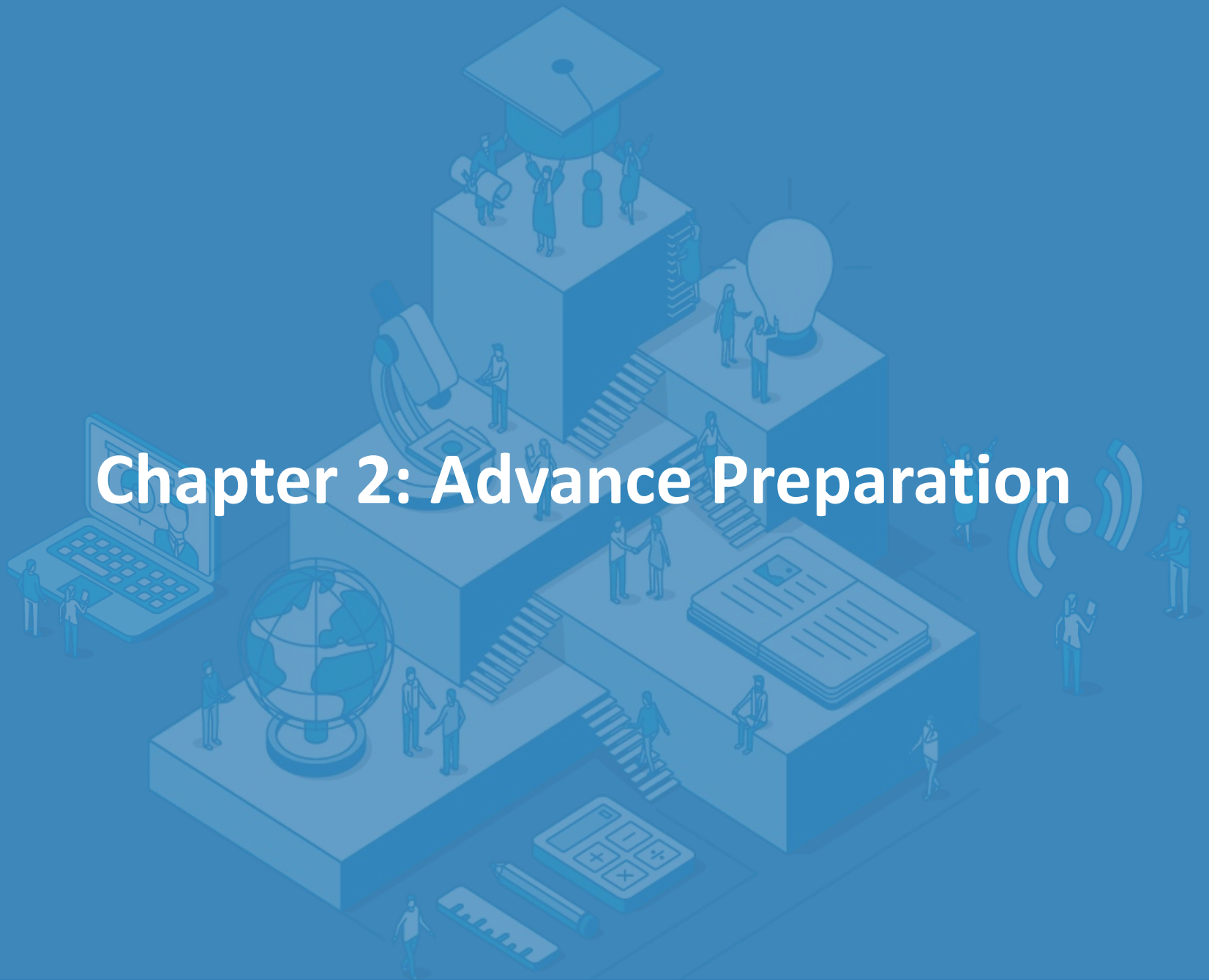
III. Classification Chart, Documents & Preparation

Documents & Preparation	Dates / Deadline	Company	Universith	Student	Univ Adm
I. Share Name of Host Company and JD	By the Next Day after Notification of Acceptance	Company can View Internship Student Information on System	Shared by Acaric	Only Own Personal Information can be Viewed on System	Shared by Acaric
II. Presentation of Employment Agreement Draft	Within 1 week after Notification of Acceptance	Company Presents Draft directly to Student, Universities, and Administration Office	Student, University and Administration Office Confirms Contents of Employment Agreement Draft		
III. Notification of Internship Implementation Contract	after Notification of Acceptance, immediately	Company Contacts Student, Universities, and Administration Office directly about Implementation Contract	If Necessary, Administration Office will Confirm the Need for Internship Implementation Contract between Company and Student and/or University		
IV. If Necessary, Present Proposal of Internship Implementation Contract	for Company, at the same time to show Employment Draft; for Administration Office Within 1 week after Notification of Acceptance	Company Presents (Proposed) Internship Implementation Contract Directly to Student, Universities, and Administration Office.	If Necessary, Administration Office Presents Internship Implementation Contract between Company and Student and/or University		
V. Coordination of Drafts, Employment Contract and Internship Implementation Contract	within 1 month after Notification of Acceptance	Coordination of Drafts, If Necessary, Employment Contract and Internship Implementation Contract between Company, Student, University and Administration Office			
VI. Conclusion of Employment Contract and/or Internship Implementation Contract	within 1 month after Notification of Acceptance	If Internship is "Not Approved" as a Result of Coordination, Company will Report Acaric			
VII. Complete Course Registration	Promptly after Signing the Contract	—	—	—	Report Acaric after Course Registration

III. Classification Chart, Documents & Preparation

Documents & Preparation	Dates / Deadline	Company	Universith	Student	Univ Adm
Evaluation Document (Capability Evaluation Section)	1 week after the End of Internship	Issued Directly to Student or Registered in System, Register as PDF	Shared by Acaric	Sent from Company to Student	Shared by Acaric
Evaluation Document (Result Evaluation Section)	1 week after the End of Internship	Issued Directly to Student *Only when Company Permits to Disclose the Information, Doc is Registered in System as PDF	*Only when Company Permits to Disclose the Information, Shared by Acaric	Sent from Company to Student, Directly	*Only when Company Permits to Disclose the Information, Shared by Acaric
Evaluation Certificate	1 week after the End of Internship	Issued Directly to Student	—	Sent from Company to Student, Directly	—

Chapter 2: Advance Preparation



Preparation before Internship

I. Attend Orientation session

Ahead of the system opening (due to be released on October 1st), briefing sessions will be held for better understanding of research internships.

- Orientation will probably held on each University (or department). For details, please check the internal announcement of .
 - In orientation session, it is due to be explained the purpose of the research internship, the necessary procedures for Student to participate, and the flow during and after the internship
- We are planning to arrange an exchange meeting in the second term for mutual understanding between both participating Company and Student. More information will be announced later.

Contact information

email: student-coopj@acaric.co.jp

contact person: Dr. Kaminaka / 神中(かみなか)

Preparation before Internship

II. System Opening & Register

The system will be available on October 1st. On the system, you can read the job descriptions illustrating what you can do in the internships.

- The form of students' registration will be accessible from October 1st at the earliest. The opening date depends on the university administration's orders.
 - In addition, each university may have different registration procedures.
 - Registration and account issuance are required to access the system.
 - The registration form collects name, affiliation, research topics, achievements, self-promotion, etc.
- Applicants must be currently enrolled in Ph.D. courses.
 - In the case of a 5-year integrated doctoral course, students in the 3rd year and after are permitted to apply.
 - Postdoctoral fellows and students on master's degrees are not applicable.
- Submission of application documents will follow the procedures specified by each job description (JD) .
- Each internship is scheduled for a different period of time. Please make sure with your supervisor that the internship would not interfere with your research, and obtain permission to apply.

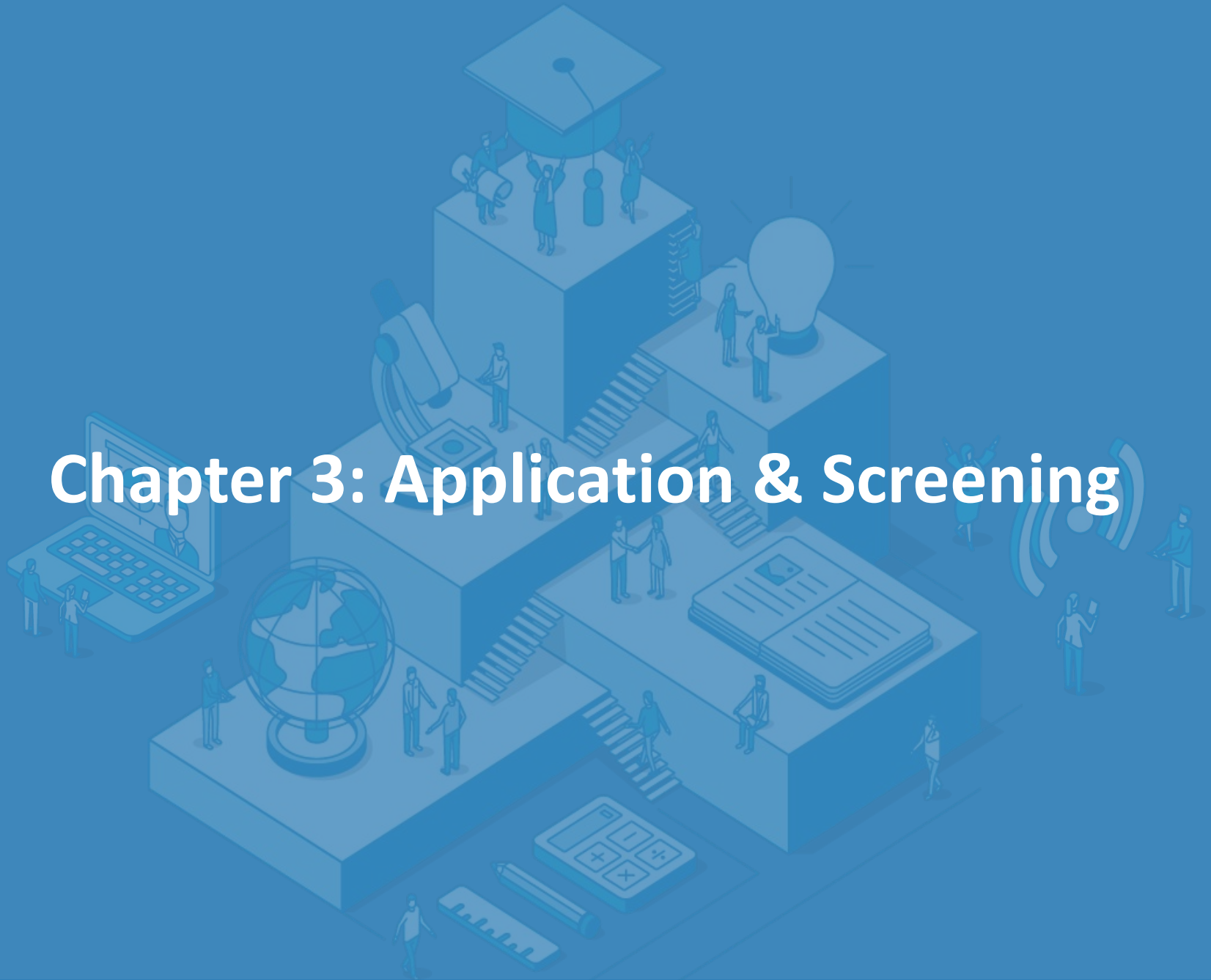
Preparation before Internship

II. System Opening & Register - Add student supporters' email address

On the system, add student supporters' email address to share application status and acceptance/rejection notifications, and to share the status of subsequent procedures for contracts, etc.

- The student supporters' addresses (university career office, career coordinator, major office, etc.) must be registered by Student themselves along with their profile registration.
- Please add the address of a supervisor after getting permission from supervisor to register the internship.
- If Student needs to add email addresses for the university administration, university career coordinator, etc., the university administration will give instructions as to which addresses should be used when registration.

Chapter 3: Application & Screening



Application & Screening

The screening period is divided into two terms: 1st Term (until the end of December 2021) and 2nd Term (until the end of January 2022).

The screening process will change each term.
Please make sure you know which term you have applied for.

The details (including schedule and rules) of the screening are listed on the following pages in a chronological order.

Application & Screening Process

I. View Job Descriptions on System

Check each company's published job description (JD) on the system.

- Each JD has different application requirements, preparatory items, and screening process. Please check carefully before applying.
- If you are not sure which internship suit you, you can arrange a mentoring interview with career advisors at Acaric by filling out the form below.

[Mentoring interview form]

<https://forms.gle/cHikq1feD9HUyvcAA>

*Usually respond within 3 business days.

Application & Screening Process

II. Scout Message

As a promotion of JD, Company can check the profiles of registered students and send scout message to Student.

- Individual registered students can choose whether or not they want to receive a scout message.
- If you choose not, only Company to which you apply can see your registered information.
- The university or departmental unit decides whether or not to accept scouting. Be sure to check with your university and obtain permission before registering your personal information.
- There is no difference between applying through scout and regular application.
- There will be no disadvantage or problem if you do not respond or apply for a job.
- Even if Student received a scout from Company, Student may not always be accepted by screening.

Application & Screening Process

III. Access Permission & Viewed Items on Resume

We will take the following measures to avoid identifying individual students.

- The following items are not open public until Student applies to Company.
First Name / Last Name / KANA of First Name / KANA of Last Name / Date of birth / Gender / Email address / Phone number / Current address
- Only when you select "Accept Scout Message", Company can check the following items in students' registration.
Departments, Faculty, University of Bachelor Degree / University(Current) / Faculty / Graduate School / Departments / Status of Enrollment / Grade / Field of Study / Name of Laboratory / Name of Supervisor / Title of Major Research / Details of Major Research / Major Research Achievements (Papers, Presentations at Conferences, Funds Received, Awards Received) / Reference URLs / Research Summary Materials / Licenses and Qualifications / Language ability / Japanese language level (select only if you are international students) / Experience of studying abroad / Experience of other international projects / Other notable activities / Skills gained from past experience / Self-promotion / Enthusiasm for participating in job-based research internship / Vision for the future, what you want to achieve, etc.

Application & Screening Process

IV. Screening Procedure - Policy in Trial Season

- ◆Policy To ensure fairness, we aim to match as many people as possible during the 1st Term.
- ◆Arrangements for Screening
 - i. There are two terms in total.
 - 1st Term: 1st, October, 2021 – 27th, December, 2021
 - 2nd Term: 7th, January, 2022 – 31st, January, 2022
 - ii. Each term has a different screening.
 - iii. Amendments to JD and changes to application can be made up to the respective registration deadlines.
 - iv. Company can view registered information and send scout messages (application offers).
However, Student can reject scouts messages (application offers).
 - v. Company will inform applied Student of the date and time of the screening results at the beginning of the screening.
 - vi. Student must get permission from supervisor before he/she applies to JD.
 - vii. If Student decides to decline JD, he/she must consult with his/her supervisor and notify Company immediately.
 - viii. After the second screening period, Company will change the number of position in JD as necessary.
 - ix. Itinerary is shown as follows.

Itinerary	Company	University	Student
i. Submission of Job Description	MUST	—	—
ii. Registration Student Information	—	—	MUST
iii. Send Scout Message	OPTIONAL	—	—
iv. Apply to JD (Permission from supervisor is required)	—	MUST	MUST
v. Screening *Coordinator / Career Support Staff may be present at interview.	MUST	—	—
vi. continue or decline application	—	—	MUST
vii. receive success/failure result	MUST	—	—

Application & Screening Process

IV. Screening Procedure - 1st Term

In the 1st Term, Student can apply to one JD at once according to a set schedule, and can be selected up to four times.

- i. There are four screening periods, and Student can apply for one JD per period. The JDs chosen cannot be changed after the application period.
- ii. Screening will proceed along with the schedule.
- iii. Once Student receive the acceptance decision by Company, they are not allowed to have a screening for other JDs.

Screening Schedule - 1st Term, in trial season

◆ Schedule - 1st Term 1st, October, 2021 - 27th, December, 2021

Student can apply to one JD at once according to a set schedule, and can be selected up to four times.

Itinerary	Company	University	Student
a. Submission of Job Description	9/1-9/24	—	—
View Job Descriptions (Student, supervisors, etc. only)	—	10/1-10/20	10/1-10/20
b. Registration student's Information *	—	—	10/1-10/20
View students' Information (Company only)	10/1-10/20	—	—
c. Send Scout Message	10/1-10/20	—	—
d. Apply to JD (Permission from supervisor is required)	—	10/1-10/20	10/1-10/20
e. 1st screening period: screening interview included (5days, weekday)	10/21-10/27	—	—
f. 1st screening period: continue or decline application	—	—	10/21-10/29
g. 1st screening period: receive success/failure result	10/21-11/1	—	—

* Student must register information in the system by 20th October.

Screening Schedule - 1st Term, in trial season

◆ Schedule - 1st Term 1st, October, 2021 - 27th, December, 2021

Itinerary	Company	University	Student
h. amend JD	11/2-11/5	—	—
i. apply to JD (Permission from supervisor is required)	—	11/8-11/10	11/8-11/10
j. 2nd screening period: screening interview included (5days, weekday)	11/11-11/17	—	—
k. 2nd screening period: continue or decline application	—	—	11/11-11/19
l. 2nd screening period: receive success/failure result	11/11-11/22	—	—
m. amend JD	11/24-11/26	—	—
n. apply to JD (Permission from supervisor is required)	—	11/29-12/1	11/29-12/1
o. 3rd screening period: screening interview included (4days, weekday)	12/2-12/8	—	—
p. 3rd screening period: continue or decline application	—	—	12/2-12/10
q. 3rd screening period: receive success/failure result	12/2-12/13	—	—
r. amend JD	12/14-12/15	—	—
s. apply to JD (Permission from supervisor is required)	—	12/16-12/17	12/16-12/17
t. 4th screening period: screening interview included (4days, weekday)	12/20-12/23	—	—
u. 4th screening period: continue or decline application	—	—	12/20-12/24
v. 4th screening period: receive success/failure result	12/20-12/27	—	—

Application & Screening Process

IV. Screening Procedures - 2nd Term

In the 2nd Term,

Matching screening will be held individually on a first-come-first-served basis.

- i. Student who have already been accepted for an internship in the 1st Term are not permitted to apply.
- ii. Company will make a selection as needed when applications are made and decide pass or fail.
- iii. Student can apply to several companies during the Term at parallel. However, Student cannot apply for multiple JDs of the same company in the same Term.
- iv. Acaric will provide the following things to match students and companies.
 - Company/Student exchange meeting
 - For Company, consultation and advice on Job Descriptions
 - For Student, mentoring interview, support to elaborate profile info, help to find suitable JDs.
- v. Once the prescribed number of applicants is reached, application is closed: the company should make its JD unpublic and inform the students in its waiting list about its closure.

Screening Schedule - 2nd Term, in trial season

◆ Schedule - 2nd Term 7th, January, 2022 - 31st, January, 2022

Matching screening will be held individually and on a first-come, first-served.

Itinerary	Company	University	Student
a. amend JD	1/7-1/11	—	—
View Job Descriptions (Student, supervisors, etc. only)	—	1/12-1/21	1/12-1/21
b. Registration Student Information	—	—	—
View Student Information (Company only)	1/12-1/21	—	—
c. Send Scout Message	1/12-1/21	—	—
d. Acaric will mediate the application process	1/12-1/21	—	1/12-1/21
d. Apply to JD (Permission from supervisor is required)	—	1/12-1/21	1/12-1/21
e. screening interview included	1/12-1/26	—	—
f. continue or decline application	—	—	1/12-1/28
g. receive success/failure result	1/12-1/31	—	—
h. close Job Descriptions / Notice that screening is Over	1/12-1/31	—	—

*If Student participate in 1st Term, re-registration is not needed.

Application & Screening

V. Check Screening Results

The results of the screening process will be sent from Company to Student via the system.

- In all cases, Student will be notified whether or not they are accepted for research internships.
- The result of each screening will be notified within the prescribed period of time.
- The results of each screening will also be shared with a supervisor, administration office and other students' supporters through Acaric.
- Keep it you mind the deadline for the course registration at the university.
- Please inform the university of your result and situation, even when you do not find suitable internships.

Acceptance Procedure

VI. Confirm Contracts & Content Adjustment

Student who gets an offer will need to sign an employment contract to participate in the research internship.

- Company will show you a draft of the employment contract, which will also be sent to the university and the administration office, so please check the contents.
- Depending on the research internship, a draft of internship implementation contract may be issued.
- If Student has any objections about the contract, he/she can discuss it with Company.

Acceptance Procedure

(Reference) Guidelines on Contracts

- Labor insurance
 - Employment Insurance - Not applicable, since the applicants are considered daytime students.
 - Industrial Accident Compensation Insurance - Applicable and necessary
 - Compensations for injuries and illnesses caused by work-related reasons or commuting.
- Social Insurance - Health Insurance & Welfare Pension Insurance
 - If the period of employment is two months or longer AND both the working hours per week and the working days per month are equivalent to three quarters of their employees' working hours or more, the internship period must be covered by the health insurance and welfare pension insurance of Company or University where Student belong.
- At the end of the internship, Student will be required to re-enroll in the health insurance, national health insurance, and national pension plan that they had participated before the internship.

Citation: Ministry of Education, Culture, Sports, Science and Technology「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)」P20

https://www.mext.go.jp/b_menu/shingi/chousa/koutou/109/toushin/1386864_00001.htm

Acceptance Procedure

(Reference) Guidelines on Contracts

- Sign the employment contract directly between Company and Student.
- Company or University follows the laws and the regulations related to labor standards as the employer of Student.
- The following items also should be included in the "Notice of Working Conditions" prepared in accordance with the labor laws and regulations.
 - Wages: Whether or not wages include allowance for relocation and accommodation costs.
 - Working Schedule: How to deal with working days and working hours, taking into account schoolwork.
- In addition to the "Notice of Working Conditions," non-disclosure agreement (NDA), intellectual property rights (IPR) and handling of publication of results should be contracted or confirmed between Company, University and Student.

*Special note: what this document mentions are basically respected, that is: "The internship will be conducted in accordance with Cooperative Education through Research Internships implementation policy stipulated by the Ministry of Education, Culture, Sports, Science and Technology.

Acceptance Procedure

VI. Confirm Contracts & Content Adjustment

- Status of Residence for International Students

The terms and conditions of employment for research internships period will be presented and explained by Company.

- Student who hold the status of residence "College Student" (在留資格「留学」) must obtain a permission to engage in activities other than permitted under the status of residence from Immigration Services Agency in advance (出入国在留管理庁から資格外活動許可-個別許可を事前に取得). Student should apply to Immigration Services Agency approximately one month prior to the internship start date because it takes time to review the application.
- Except for "Blanket Permission" (「包括許可」を除き), the number of hours per week that can be spent in an internship varies depending on the permit. Submit an "application form," "residence card," "passport or certificate of eligibility," "certificate of enrollment," and "materials explaining the content and duration of the activity, remuneration, etc. (employment contract or notice of working conditions, etc.)" to Regional Immigration Bureau with jurisdiction over the place of residence.

Acceptance Procedure

VI. Confirm Contracts & Content Adjustment

- Status of Residence for International Students

The terms and conditions of employment for research internships period will be presented and explained by Company.

- In the case of “Blanket Permission” (「包括許可」の場合), working hours must be within 28 hours per week or within 8 hours per day during long holidays. There are four documents to be submitted: “application form”, “employment contract”, “residence card”, and “passport or certificate of eligibility”.

Chapter 4

Internships & Procedures



Procedure for Student after Screening

I. Course Registration

If necessary, once the employment contract and the Internship implementation contract are concluded, the course registration process will be start.

- Please check the course registration deadline and complete the procedures.
- There may be additional documents required for course registration and credit approval, so please be sure to check in advance.

After Internship/Credit Approval

II. Receive Evaluation Reports

At the end of the internship, Student's performance will be evaluated and credits will be approved on the evaluation document (capability evaluation section), which Acaric has received from Company ahead of the internships.

- The evaluation documents are issued by Company to the individual student, and individual feedback interviews are conducted.
- The evaluation document (capability evaluation section) will be shared with the university through Acaric.

*Content related to confidential matter, intellectual property and know-how will not be included.

*Only if Company decides to disclose the evaluation document (results evaluation section) to University and Acaric, the results evaluation section will be shared with University.

After Internship/Credit Approval

III. Grading and Credit Recognition

The evaluation documents (capability evaluation section) will be used as a reference to approve credits for the research internship.

- The content of the evaluation documents (capability evaluation section) is divided into four sections: "Research," "Practice," "Interpersonal and Teamwork," and "Overall."
- Each item is rated from two perspectives: growth assessment and relative assessment.

Others / Inquiries

Support institution has set up a consultation desk.
If you have any questions or concerns, please contact us.

Contact information

email: student-coopi@acaric.co.jp

contact person: Dr. Kaminaka / 神中(かみなか)