

# Long-term Internship Program Application Guideline 2014

## **Long-term Internship Program Outline of “Application Guideline 2014”**

### **1 Objective of R-MaST**

R-MaST is abbreviation of Development Program for the Career Paths of Experts related to Marine Science and Technology

Focusing on the monitoring and investigation of the oceans, which is the major role of TUMSAT, this program provides an opportunity to match talented persons who have been trained by TUMSAT with industries that require such people, by strengthening cooperation between TUMSAT and related companies and institutions.

In order to diversify the career paths of post-doctors engaged in research at TUMSAT, this program cultivates professional engineers who have advanced knowledge and technology. These professionals can contribute to companies and institutions involved in vessel-based oceanographic research, environmental assessment, investigation of fish resources and investigation of mineral resources.

This program provides internships for post-doctors and doctoral course students, and is part of the Postdoctors Internship Promotion of the Technology Personnel Training Expense Assistant Industry of the Ministry of Education, Culture, Sports, Science and Technology.

### **2 Application Requirements and Qualifications**

#### **2.1 Persons who can apply for the Internship**

- Postdoctors and Doctoral Course Students  
(Postdoctors must satisfy the following conditions.)

Doctoral degree holders who are less than 40 years old and who fall under any of the following (including those who completed the units of a doctoral course but who left the school without a doctoral degree):

- 1) Those who are fixed-term researchers of TUMSAT, other universities and research institutions (including fixed-term assistant professors)
- 2) Those who completed their term as fixed-term researchers or fixed-term assistant professors, and who are not currently engaged in any fixed-term research work
- 3) Those who completed a doctoral course and who are not currently engaged in any fixed-term research work
- 4) Those who acquired a doctoral degree in Natural Sciences, Humanities, or Sociology in the last 10 years

Notes:

- The age must be less than 40 years old at the date of the application deadline.
- Foreigners who acquired a doctoral degree in a foreign country must have at least one year of research experience as a fixed-term researcher in a Japanese university or research institution of an independent administrative agency.  
(Those with Japanese nationality who acquired a doctoral degree in a foreign country do not require any research experience in Japan; they are eligible.)

#### **2.2 Number of trainees who can participate in the Internship in this fiscal year**

Postdoctors:	4
Doctoral Course Students:	3

## 2.3 Application Conditions

Applicants wishing to participate in the Internship must comply with the following:

- Must work for about three months in a company as part of the Internship. The Internship period should be between April 1, 2014 and March 31, 2015.
- Must be keen to learn not only about their own specialty but also a broad range of other areas and technologies.
- Must be highly motivated to develop their career path as a doctoral degree holder within companies or institutions.

## 3 Industries that will accept trainees of the Internship:

- Environmental monitoring and investigation
- Food and bio-related
- Transportation and logistics
- Consulting
- Industries related to vessels, machinery, etc.

The matching process will consider the requests of applicants and the expectations of each company case by case.

## 4 Application method

### 4.1 Required documents

- Application form in the specified format
- Recommendation and evaluation form by PI in the specified format and signed
- Doctoral certificate, or certificate stating the likelihood of gaining a doctorate

Documents will not be returned.

All personal information on the application documents will not be used for any other purpose.

### 4.2 Application deadline

An application deadline is not set. Acceptance of applications will close when the number to be admitted in each fiscal year has been reached.

### 4.3 Submission method

Application documents must be brought or mailed to the Career Development Center. Mailed documents must be sent by simple registered mail, with "Application Enclosed" marked on the envelope.

Career Development Center  
4-5-7 Kounan, Minato-ku  
Tokyo 108-8477, Japan  
Hakuyo-Kan 2F, Shinagawa Campus  
The Tokyo University of Marine Science and Technology  
Tel: 03-5463-0575  
E-mail: [career@m.kaiyodai.ac.jp](mailto:career@m.kaiyodai.ac.jp)

## 5 Selection Process

- Selections will be made by the Career Judging and Evaluation Committee based on the application documents.
- Priority will be given to applicants who are aiming at specific employment.
- Interviews may be held if needed. (The applicant will be contacted individually.)
- Travel expenses for the interview cannot be paid.

The result of selection will be informed individually within one month of receiving the application documents.

## 6 Reporting Requirements

The trainee must submit various reports periodically throughout the period of the Internship. The trainee must also submit a report after the completion of the Internship, and make a brief presentation at a career workshop later.

If you are selected as a trainee, you must take a short training class at the Career Development Center to prepare for starting the Internship.

For more information, please contact the Career Development Center.

Career Development Center  
Tokyo University of Marine Science and Technology  
Tel: 03-5463-0575  
E-mail: [career@m.kaiyodai.ac.jp](mailto:career@m.kaiyodai.ac.jp)

*R-MaST*

Development Program for the Career Paths of Experts related to Marine Science and Technology

## **Long-term Internship Program Guideline on Support**

### **1 General Matters**

- 1.1 Working experience outside of academia is the fundamental purpose of the Long-term Internship Program. This program does not cover research institutions affiliated with universities, industry-academia joint research institutions managed by universities, national research institutions, and research institutions of independent administrative agencies. However, training at research institutions of local public entities is permitted.
- 1.2 The training period shall be for at least three continuous months in principle. However, if the schedule is specified in the Internship plan, the Internship can be divided into a few periods.
- 1.3 Internships are intended to develop skills through working experience over a substantial period of time. Working alone and/or solo business trips by trainees will not be permitted.
- 1.4 Training at a company in a foreign country is also possible (not applicable for foreigners). However, a visa which is valid for staying in the country for more than three months must be acquired.
- 1.5 All daily commuting costs between the trainee's home/accommodation and the place of work will be paid.
- 1.6 In the case of making business trips from the workplace to other places during the training period, travel expenses will not be paid. Please note that an agreement must be reached with the host company individually, or the trainee will be charged.
- 1.7 A "Memorandum of Understanding on the Internship", which includes the article of non- disclosure, must be concluded in advance between the host company and TUMSAT.

### **2 For Postdoctors:**

- 2.1 The Career Development Center of TUMSAT pays a salary by employing the trainee as a fixed-term worker during the training period of the Long-term Internship Program. Therefore, Worker's Compensation Insurance and Unemployment Insurance will be arranged.
- 2.2 If the workplace is in a remote location, round-trip travel expenses for the final interview will be paid.
- 2.3 If the workplace is in a remote location, round-trip travel expenses between the trainee's accommodation and the workplace will also be paid.
- 2.4 If the workplace is in a remote location, the accommodation expense during the training period will be paid. However, this is restricted to a lease/rental contract for accommodation; hotel accommodation is not permitted. (The details should be discussed case by case.)
- 2.5 If training is conducted in a company overseas, all daily commuting costs between the local accommodation and the workplace will also be paid. Other conditions will apply similarly.
- 2.6 If scheduled in the original plan before the Internship starts, additional training in a workplace other than the original workplace may be permitted, in which case travel expenses for moving will also be paid (one round trip only).

### 3 For Doctoral Course Students:

- 3.1 Only the daily commuting costs between the trainee's home/accommodation and the workplace will be paid.
- 3.2 Other items such as salaries, expenses for business trips, accommodation, etc. will not be paid. Please note that an agreement must be reached with the host company individually, or the trainee will be charged.

For more information, please contact the Career Development Center.

Career Development Center

Tokyo University of Marine Science and Technology

Tel: 03-5463-0575

E-mail: [career@m.kaiyodai.ac.jp](mailto:career@m.kaiyodai.ac.jp)

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※MSWord file is also available to download from the bottom of the following web-page.  
<http://www.kaiyodaicareer.com/internship/>

文部科学省科学技術人材育成費補助事業「ポストドクター・インターンシップ推進事業」  
**「海洋関連人材キャリアパス開発プログラム」**  
**長期インターンシップ応募申請書**

フリガナ 氏 名	生年 月 日		昭和 年 月 日生 (男・女)
現住所	〒 電話番号:( ) - e-mail: 上記以外に日中連絡が可能である電話番号:		
学 歴*	年 月	入学・卒業	
	年 月	入学・卒業	
	年 月	入学・卒業	
	年 月	入学・卒業	
	年 月	入学・卒業	
	年 月	入学・卒業	
	年 月	入学・卒業	
取得学位	取得・取得見込み		
インターンシ ップ先として 希望する 業界及び 業務内容	希望する業界名:  希望する職務内容:		
職 歴	これまでの職歴全てについて雇用期間、雇用元、従事した職務内容を記してください		
インターンシ ップの経験	受入先、期間、業務内容(インターンシップの経験がない場合は「なし」と記入する)		
企業等との 共同研究の 経験・実績	相手先企業等と応募者が果たした役割(共同研究の経験がない場合は「なし」と記入する)		

\*学歴は高等学校卒業以降を全て記載してください

## 1. 長期インターンシップに対する抱負

(下記の2項目を中心に1,000字以内で記述)

- ① インターンシップへの志望理由
- ② インターンシップに求めるもの(希望する海洋関連産業等、身につけたい技術や知識等について分かり易く記述する。インターンシップを希望する具体的な企業名がある場合は記載すること。)

※1枚で記載できない場合には、本紙をコピーし記載してください。



## 2. 現在までの研究状況

(研究内容を中心に、1,000 字以内で記述すること。図表を含めてもよいので、分かり易く記述すること。様式の改変及び追加は不可。)

- ① これまでの研究の背景、問題点、研究方法、特色および独創的な点について。
- ② 応募者のこれまでの研究経過と得られた結果について整理し、上記①で記載したことと関連づけて説明すること。3.の研究業績欄に記載した論文等を引用する場合には、同欄の番号を記載し、応募者が担当した部分を明らかにすること。

※1枚で記載できない場合には、本紙をコピーし記載してください。

### 3. 研究業績

(下記の項目について、応募者の研究業績を記載すること。その際、通し番号を付し、該当がない項目に関しては「なし」と記載すること。研究業績の応募者氏名は、太字でかつアンダーラインを付すこと。)

- (1) 学術雑誌等又は商業誌における総説や解説(印刷済および掲載決定済のものに限る。査読の有無を区分して記載すること。)
  - ① 著者(応募者を含む全員の氏名を論文と同一の順番で記載する。)、題名、掲載誌名、巻号、開始頁-最終頁、発行年をこの順で記入すること。(2)の学術雑誌等又は商業誌における総説や解説に関しても同様。
  - ② 頁番号等が発行されていない採録決定済のものに関しては、それを証明できるものを別添する。
- (2) 学術雑誌等又は商業誌における総説や解説(上記(1)に同じ)
- (3) 国際学会における発表(既に発表が終了しているものについて、口頭・ポスターの別を区分して記載すること。)
  - ① 著者(応募者を含む全員の氏名を論文等と同一の順番で記載する。)、題名、学会名、場所、発表年月、を記載すること。
  - ② 発表者には○印を付すこと。
- (4) 国内学会・シンポジウム等における発表(上記(3)に同じ)
- (5) 特許等(公開もしくは取得について明記する。)
- (6) その他(受賞歴等)

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(研究業績の続き)

平成 年 月 日

## 平成26年度応募者に関する推薦書および評価書

「海洋関連人材キャリアパス開発プログラム」の趣旨を理解し、

(応募者の氏名)

を、長期インターンシップの派遣者(博士学位取得者・博士学位取得者見込み者)として推薦します。

所属機関・部局・専攻

職 ・ 氏名

印

連絡先(電話 ・ e-mail)

### ① 応募者との関係

- ② 応募者の研究姿勢・忍耐力、研究の進捗状況、専門的知識・技量、着想力・創造力、コミュニケーション能力、リーダーシップ、将来性などについて記入してください。また、研究の独創性や特色も明記してください(その研究が共同研究である場合は、特に申請者の当該共同研究において果たした役割およびその寄与の程度が分かるように記入してください)。