

2023-2024
Global Explorers to Cross Borders

Global Internship (G.ecbo) Program
-Overseas Internship-

Application Guide

【重要】

新型コロナウイルス感染症の影響等により、実際の海外派遣実施の可否判断は派遣開始日(渡航予定)の2か月前の時点で行い、状況によっては、海外派遣は延期又は中止となりますので、あらかじめご了承の上、応募願います。

【Important notice】

Due to the influence of COVID-19, Hiroshima University decides the actual propriety of dispatch implemented as of two months before the start/travel plan date. If the current situation deteriorates further, students being dispatched through this program will be postponed or canceled. Please be understanding and take this information into consideration.

Global internship (G.ecbo) Program Office
Global Career Design Center



HIROSHIMA UNIVERSITY

About the Gecbo Program

Gecbo Program is a special graduate school education program conducted with a central focus on overseas internship aiming to foster practical-minded researchers and academic-minded specialists who are actively involved in the global community. The Program dispatches graduate school students for 1-2 months as interns to a variety of institutions that deal with multidisciplinary issues in target areas. The host institutions include international organizations, education and/or research institutes, government organizations, NGOs, development consulting companies, etc.

Apart from this Program, several programs, so-called “Specialized ECBO Programs”, also offer overseas internship to students in particular graduate schools. Prominent among them are ECBO Program and Overseas Joint Research Program.

For more details, please refer to our program website (<https://www.hiroshima-u.ac.jp/en/gecbo>).

1 Program Organization and Trainings to be Pursued

This Program adopts “Sandwich-type” education, which consists of preparatory training, overseas internship, and follow-up education, in order to make the internship experiences more fruitful in a long term perspective. The concrete organization of the Program is shown in Table 1 below.

Basically for those who plan to apply for these Programs, they are required to pursue 1) Core subjects and 2) Specialized subjects, and to attend 3) the Risk Management Seminar before departure. They are also to present their outcomes and lessons learnt in 4) the Post-internship Debriefing Meeting.

Table 1: Organization and Types of Training in Gecbo and Specialized ECBO Program

	Preparatory Training			Overseas Internship		Follow-up Education
	Preparatory Core Subjects	Specialized Subjects	Risk Management Seminar	On-site Training/ Research Activity	On-site Mid-term/ Final Presentation	Post-Internship Presentation
Gecbo Program	◎	◎	◎	◎	○	◎
Other Specialized ECBO Program	△	◎	◎	◎	○	◎

◎: Mandatory ○: Highly Recommended △: Optional

*Discuss specialized subjects to be pursued with your academic adviser.

However, management of core and specialized subjects differs depending on the graduate schools. Besides, the training is organized individually in each of the specialized ECBO Programs. For more details, please contact Student Support Office of your graduate school or the Gecbo office (gecbo@hiroshima-u.ac.jp) prior to your application.

① Core subjects

Various courses are arranged before and after the internship in core subject. At a preparatory stage some courses are provided to develop a basic capacity, such as problem mining/solving ability and communication skills for smooth implementation of activities on-site. Other courses are conducted after the internship as aiming to reflect your activities during the internship and to deepen such on-site experiences into practical knowledge and theories.

The following table (Table 2) shows commencement time and requirement of each course according to the Programs.

Table 2: Core subjects in the Gecbo Programs

(As of March 2023)

Type of Courses	Comment	Gecbo	Other Specialized ECBO	Title of Course
Seminar type (regular course)	Before Internship	Compulsory	Optional	Developing Designing Ability (1 st Semester) Or Alternative Subject Recommended by Graduate School*1
Other Courses (Mostly no Credited)	Before Internship	Compulsory	Optional	Gecbo English presentation training *2
	Before Internship	Recommended	Recommended	English training courses offered by FLARE *3
	After Internship	Compulsory	Optional	Post-Internship Presentation

*1 Please refer to page 4-5 of this application guide. If you can't manage to take the course, please consult the program office prior to your application.

*2 Gecbo Program offers English presentation training course using PPT. According to English proficiency, 2 or 3 presentations are required prior to internship and 1 presentation afterwards.

*3 For more details, please visit the Institute for Foreign Language Research and Education (FLARE) website at <https://www.flare.hiroshima-u.ac.jp/education/training/program-voluntary-english/>

② Specialized Subjects

Specialized subjects are the courses to be pursued before internship aiming to develop specialized knowledge and skills necessary for assigned internship activities. The courses required vary according to applicant's specialization and type of activities engaged in host institution in mind. It is, therefore, advised to decide these courses in careful consultation with your academic advisor and/or faculty in charge of the institute.

For the students in Graduate School of Humanities and Social Sciences (International Peace and Co-existence Program, International Economic Development Program, International Education Development Program) and Graduate School of Advanced Science and Engineering (Transdisciplinary Science and Engineering Program), most of the required courses are instructed already.

Please refer to the page 8 of this application guide.

③ Other

Other than the things mentioned above, participants are required to attend the Risk Management Seminar that provides you information on safety measures abroad including on overseas traveler's insurance.

In some graduate schools you may obtain credit for the internship through this program. For the actual procedure, please contact the Student Support Office of your graduate school or Gecbo office.

For doctoral course participants, all courses, except Gecbo English presentation training and the Post-internship Presentation are optional on the assumption that required knowledge and skills have already been acquired in the master's course.

2 Host institutions and companies for overseas internship for FY 2023

Please refer to Annex attached herewith.

3 Selection

• Closing date and time for application: 12:00 (Noon) on Tuesday, April 18th, 2023

• Documents to be submitted (Apply by attaching the required documents to the online application form)

① Application form for the Gecbo Overseas Internship Program	(Form 1 *)
② Purpose of application (Either in English or Japanese; 1 or 2 pages in A4 sheets)	(Form 2 *)
③ A copy of certificate of English proficiency examination	(TOEIC®, TOEFL®, etc.)
④ Academic advisor's approval of your application for Gecbo Program	(Form 3*)

⑤Proof of Payment for “ <i>Comprehensive Insurance for Students Lives Coupled with PAS For International Students (Inbound Futai-Gakuso)</i> ”	(Bank receipt, etc.)
--	----------------------

*Form 1, 2, 3 can be retrieved from G.ecbo Website as follows.

G.ecbo website top page > Application Guide > G.ecbo Internship

- ▶ Interview: (to be advised): Tuesday May 9th ~ Thursday May 11th, 2023

*Basically conducted in English.

- ▶ Announcement of Result: Wednesday, May 18^h, 2023 (to be advised)
- ▶ Internship Guidance: Late May, 2023 (to be advised)

《NOTE》 Selection by the Program merely means acquisition of recommendation by the University. The final decision will still be made by the host institution after considering the match between students' interests and the institution's capacity. Besides, the Program executive committee may conclude to turn down the internship under certain circumstances, such as the occurrence of a serious threat to security in your host country, or if the development of candidate is assessed to be insufficient after pre-internship training.

- ▶ Criteria for selection: (Applicants will be evaluated the following items comprehensively.)
Screening of Application documents: Writing Ability, Persuasiveness, Clear objectives, Novelty of ideas
Interview: Communication skill, Attitude, Activeness, Sociality, Individuality, Consciousness

4 Financial Support and Obligation (Please refer to the page.9)

- ▶ For those students who are selected for overseas internship, the Program supports their travel expenses to and from host country, inclusive of an economy-class round air ticket.
- ▶ Other costs, such as a commission for visa acquisition, an insurance premium, and other living expenses during internship are basically participants' responsibility. However, those students who are evaluated excellent in the selection, a part of the accommodation fee will be supported from the Program.
- ▶ Please complete the acquisition of visa for travel in Japan before traveling. Obtaining a visa at the destination is not permitted.
- ▶ Expenses for research and domestic movement on-site should be born from the participants.
- ▶ Visit Japan Web(Fast Track) is a way to handle some airport quarantine procedures before you enter Japan from overseas in advance. There is no cost to use Fast Track itself, but any cost related to having smartphone or device and using mobile data will be borne by the individual.

5. Purchase of Insurances 【Reception counter】Global Initiatives Group at Student Plaza 2F

All the program participants are required to purchase “Comprehensive Insurance for Students Lives Coupled with PAS For International Students (Inbound Futai-Gakuso)”. Please make sure you have bought this insurance when you submit your application.

(After selection)

In order to minimize the risks during a stay abroad for internship, students are also required to purchase overseas traveler's insurance that the University has made a comprehensive contract for this purpose.

6. Important Notice

- Complete Booster shot for COVID-19-Vaccine (3rd dose) specified by the Ministry of Health, Labor and Welfare.
- A period of internship will be decided by mutual agreement between a host institution and a participant. Once a schedule is fixed, you are not allowed to change it unless an inevitable incident occurs, such as illness, rapid deterioration of security around a host institution, etc.
- Participants may be determined incapable and suspended from the Program if serious dereliction of obligations, such as absence from guidance, preparatory training and/or follow-up education, or failure and long delay to submit necessary documents and/or assignments, occurs frequently in the process. The participants may be requested to return all the financial support in the worst case.
- Some participants may be approached to apply for another scholarship program in parallel after the selection. If agreed, the candidates will be requested to prepare another application for it.

7. Inquiries & Submission of Applications

Online Application URL: <https://forms.office.com/r/HaiXBED24j>

Gecbo Program Office (Student Plaza 2F)

E-mail: gecbo@hiroshima-u.ac.jp

G.ecbo 事前コア科目『Developing Designing Ability』および代替科目一覧
Core Subjects “Developing Designing Ability” and Alternative Subject
Recommended by Graduate School

所属 / 研究科 Affiliation / Graduate School	プログラム Program	授業科目名 Subject Name
人間社会科学研究科 Graduate School of Humanities and Social Sciences	国際平和共生プログラム / International Peace and Co-existence Program, 国際経済開発プログラム / International Economic Development Program, 国際教育開発プログラム / International Education Development Program	(該当科目なし/ Not Applicable) ※「Developing Designing Ability(前期/1st Semester)」を必修とする Students should take “Developing Designing Ability” course.
	人文学プログラム / Humanities Program	日本文化論演習A(前期)/Seminar on Japan and Culture A(1st Semester) 日本文化論演習B(後期)/Seminar on Japan and Culture B(2nd Semester) *(1), (2)のいずれか Please select either one of (1), (2).
	【教育学系プログラム】 心理学プログラム / Psychology Program 教師教育デザイン学プログラム / Educational Design for Teacher Educators Program 教育学プログラム / Educational Studies Program 日本語教育学プログラム / Teaching Japanese as a Second Language Program 教職開発プログラム / Professional Development Program for Teachers and School Leaders	(1) Fundamental Knowledge for International Graduate Students in Education(2 ターム/2T, 4 ターム/4T) (2) Cross Cultural Studies on Education(2 ターム/2T, 後期・集中/(2nd Inte.) *(1), (2)のいずれか Please select either one of (1), (2)
先進理工系科学研究科 Graduate School of Advanced Science and Engineering	数学プログラム / Mathematics Program, 物理学プログラム / Physics Program, 地球惑星システム学プログラム / Earth and Planetary Systems Science Program, 基礎化学プログラム / Basic Chemistry Program	(1)グローバル対策セミナーA (前期) /English Seminar for Globalization A (1st Semester) (2)グローバル対策セミナーB (後期) /English Seminar for Globalization B (2nd Semester) *(1), (2)のいずれか Please select either one of (1), (2).
	理工学融合プログラム(開発科学分野) Transdisciplinary Science and Engineering Program	(該当科目なし/ Not Applicable) ※「Developing Designing Ability(前期/1st Semester)」を必修とする Students should take “Developing Designing Ability” course.
	量子物質科学プログラム Quantum Matter Program	(1)コミュニケーション能力開発 (2T) /Lecture on Developing Communication Skills (2T) (2) MOTとベンチャービジネス論 (1T) /MOT and Venture Business (1T) (3)Developing Designing Ability (前期/1st Semester) *(1), (2), (3)のいずれか Please select either one of (1), (2),

		(3).
	工学系・情報科学プログラム / Informatics and Data Science Program	MOT とベンチャービジネス論 (1T) /MOT and Venture Business (1T)
大学院統合生命科学 研究科 Graduate School of Integrated Sciences for Life	全プログラム共通 / Common to all programs	※原則として、「Developing Designing Ability(1 st Semester)」を必修とする。 やむを得ない場合は「生命科学キャリアデザイン 開発(後期/2 nd semester)」を履修すること。 ※In principle, the "Developing Designing Ability (1 st Semester)" course is compulsory. If unavoidable, take "Career Development for Life Science"
大学院医科系科学研 究科 Graduate School of Biomedical and Health Sciences	全プログラム共通 / Common to all programs	英語論文修辞学(前期) English Rhetoric & Writing ((1st Semester))

※事前コア科目『Developing Designing Ability』及び上記科目の履修が難しい方は別途お問い合わせください。

If you have any difficulties taking Core Subjects "Developing Designing Ability" or the above courses, please contact us.

Graduate School of Humanities and Social Sciences (International Peace and Co-existence Program, International Economic Development Program, International Education Development Program)
and
Graduate School of Advanced Science and Engineering (Transdisciplinary Science and Engineering Program)

For those graduate school students of above program who wish to participate in G.ecbo Program, they are required to take at least one course from each category listed in the table below. For other training course, students are also recommended to take either of the courses related to improvement of English ability.

《G.ecbo Internship Program Core Subjects》

Category of Courses	Methods of taking course	Title of Courses
Lectures	Optional Compulsory (at least 1 course)	International Environmental Cooperation Studies (1 st Semester)
		Subject recommended by Academic Advisor *1
PBL (Problem-Based Learning)	Optional Compulsory (at least 1 course)	Development Technology (1 st Semester)
		Fundamental Theory of Practice in International Cooperation in Education I (1Term), II (2Term)
		Practical Seminar on International Cooperation Project (1 st Semester, 2 nd Semester)
		Subject recommended by Academic Advisor *2
Seminar	Compulsory	Developing Designing Ability (1 st Semester) offered by Graduate School of Advanced Science and Engineering *3
Other training course (no credit)	Compulsory	English Presentation Training *4
	Recommended	English training courses offered by FLARE *3
	Compulsory	Post-internship Presentation

*1 To Academic Advisor: Please recommend a subject which gives compulsory knowledge and/or foster of qualities and abilities that intern student should have in advance to conduct internship.

*2 To Academic Advisor: Please recommend a subject which helps to develop student's ability to tackle complex issues and find a solution. (Problem Based Learning (PBL) style subject is preferable.)

*3 Please refer to the university syllabus. If you can't manage to take the course, please consult the Support Office for the fields of International Development and Cooperation, Graduate School of Humanities and Social Sciences prior to your application.

*4 G.ecbo Program offers English presentation training course using PPT. According to English proficiency, 2 or 3 presentations are required prior to internship.

*5 For more details, please visit the Institute for Foreign Language Research and Education (FLARE)
 Website at (<https://www.flare.hiroshima-u.ac.jp/education/training/program-voluntary-english/>)

You can obtain credit for the 『Global Internship』 in this Program. For the actual procedure, please refer the syllabus of the course, contact the Support Office for the fields of International Development and Cooperation, Graduate School of Advanced Science and Engineering / Humanities and Social Sciences.

For doctoral course participants, all courses except G.ecbo English Presentation Training and the Post-internship Presentation are optional on the assumption that required knowledge and skills have already been acquired in the master's course.

2023年度 G.ecbo プログラム費用補助説明 / G.ecbo Program Financial Assistance 2023

必要経費/Necessary Expense		G.ecbo Internship Program	Online Internship	備考/Remark
旅費 Transportation	自宅 ⇄ 西条駅/東広島駅 Your house ⇄ Saijo/Higashi-Hiroshima station	×	参加費用:◎ participation fee:◎ ★その他、費用がかかる場合は事務局にて協議が必要	*日程確定後に大学指定業者へ連絡し、チケットを手配する *Contact one of the travel agents to which Hiroshima University can pay for air ticket directly after internship schedule is fixed. 【会計手続きに必要な書類/Necessary documents】 帰国後1週間以内に航空券の半券すべてを提出 Submit all airplane boarding passes within 1 week after your return to Japan.
	西条駅/東広島駅 ⇄ 国内空港 (JR) Saijo/Higashi-Hiroshima station ⇄ Airport in Japan (JR)	◎	In the case of other costs are incurred, prior consultation required.	提出出来ない場合には、返納の可能性もあります。 In case you forgot to bring back these, you may asked to return the expense.
	国内空港 ⇄ 現地空港(Air) Airport in Japan ⇄ Overseas airport	◎		滞在ホテルの費用概算(メールもしくはHP情報) Estimate for accommodation(email or HP information)
	派遣国内移動費 Transportation fee in the host country	★事務局協議要 Prior consultation required. 陸路での移動が難しい場合に限り、航空費を支給する。 例:インドネシア、フィリピン、ネパール (出発前の申請が必要) Airfare will be paid only if it is really difficult to travel by bus or train. ex. Indonesia, Philippines, Nepal		*外部奨学金、派遣プログラム等を活用する場合には、通常の派遣手続に加え、各制度、プログラムが規定する各種手続、報告も併せて行う必要がある When using external scholarships and dispatch programs, etc., it is also necessary to follow the procedures and reports required by those programs, in addition to the normal dispatch procedures.
宿泊・生活費 Accommodation, Living expense	宿泊ホテル代・現地生活費 (前泊・トランジット時の宿泊含む)	× 原則支給しない ただし、選考の結果優秀と認められた応募学生については、滞在費の一部をプログラムから支給する。 研修期間 (1～30日):5万円まで 〃 (31日～):8万円まで ※移動期間は研修期間に含まない。		実際にかかる費用については、先輩学生に聞く事！ Ask your senior student actual expences during internship!
	Accommodation fee, Living expense (incl. transit hotel)	× Not Provided in principle. However, those students who are evaluated excellent in the selection will be provided a part of living expenses from the Program. Internship period (1-30 days): up to 50,000 yen 〃 (over 31 days): up to 80,000 yen *Travel period is not included in Internship		
保険 Insurance	海外旅行保険費用 Overseas travel insurance	×	—	
	学研災 Gakkensai	◎ 大学負担にて加入済 Already Paid by Univ.	◎ 大学負担にて加入済 Already Paid by Univ.	
	学研賠:Gakkenbai (Liability Insurance) (申請時に加入しておくこと)	×	—	
ビザ Visa	ビザ費用 Visa acquire expense	×	—	VISA申請を旅行会社に依頼した場合には手数料がかかります If you choose to request a travel agency to apply for a VISA, a certain amount of fee will be charged to you.
	ビザ取得のための費用 (領事館への交通費・手数料) Other expenses such as transportation fee to the Consulate General	×	—	

◎:全額補助/Full amount paid by Univ. ○:一部補助/Part of actual expense will be paid. ×:自己負担/Responsible for all expenses.

※ 研修期間とは実習開始日から実習終了日を指します。Please note that internship period counts from the beginning date until the last date of internship.