



2024–2025

Global Explorers to Cross Borders

Global Internship (G.echo) Program

—Follow-up Research Internship for Doctoral Students—

Application Guide

(Winter Call)

Global Internship (G.echo) Program Office



HIROSHIMA UNIVERSITY

1. Gecbo Program

Gecbo is a graduate school education program aiming at fostering practical researchers and innovative practitioners who are expected to make good contributions to various fields in the international society. For this purpose, this program employs sandwich education system, which consists of preparatory training, Follow-up research activities and without forgetting, internship as a core activity in this program. There are three modes of internship established in the program, namely 'Overseas internship', 'Domestic internship' and 'Third country internship'. Therefore, this program is also called 'Global Internship Program'. For further information on the program, please refer to our program website. (<http://en.hiroshima-u.jp/gecbo>)

2. Follow-up research Internship

The program expands its opportunity to doctoral students for carrying out their follow-up research internship in the field/place where they have had an internship experience previously.

< Objectives >

- (1) To promote strong educational continuity between Master's course and Doctoral course.
- (2) To enhance the effect of the program by providing another opportunity to deepen the applicants' knowledge that was acquired during their internship or other practical activities in the past.
- (3) To support and instruct intern students in the ordinary Gecbo program for their smooth operation during their stay in the host institute (Follow-up Type only).

※There will be no follow-up recruitment for 2024

3. Target Students

- (1) Target students and Number of quota: Several Doctoral Students
- (2) Type and Eligibility

Research Proposal Type (For those who want to strengthen research skills)

Research Proposal Type Internship is available for doctoral students who intend to return their previous internship institute/field or other regions in which they can collect information/data related to their doctoral thesis. In principle, eligible students are those who have carried out an internship/overseas research acknowledged by the university.

※It is expected that the participants can have an opportunity to strengthening their practical skills in field work and in mastering how to win competitive external funding for their studies.

➤ Eligibility: Person who satisfies the following eligibility requirements.

- (1) In principle, a person who has previously participated in an internship/overseas research acknowledged by the university.
- (2) In principle, a person who is currently studying/researching similar field as mentioned in (1) in his/her doctoral research.
- (3) A person who has already been accepted his/her internship by their host institute.

4. Program Requirements

Participants are:

- (1) required to attend the final Gecbo English presentation training to present research proposal for this internship program. They are also required to present their outcome in Post-internship debriefing.
- (2) encouraged to make use of results obtained from this program for making presentations in academic conferences or writing articles to academic journals. In such cases, participants are requested to submit the Gecbo Office any handouts of presentations, a print or a copy of articles and names and brief details of academic society they participated in.

5. Application Documents

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

① Application form for Research Proposal Type	Form 1a
② Essay on purpose of application (motive of application, continuity to previous internship activities or relevance to doctorate thesis, level of host institutions' preparation to organize the internship)	Form 2a
③ Research Proposal ▪ Research Theme ▪ Details of research (Problem Statement, Research Objectives, Research items, Research Methods, Research Schedule, Expected outcomes)	(No specific format)
④ Approval letter from applicant's academic advisor	Form 3a
⑤ Acceptance letter/mail from host institute	(No specific format)
⑥ Proof of Payment for " <i>Comprehensive Insurance for Students Lives Coupled with PAS For International Students (Inbound Futai-Gakuso)</i> "	Bank receipt, etc.

*Form 1a, 2a, 3a can be retrieved from Gecbo Website as follows.

Gecbo website top page > Internship Program > Follow-up Research Internship > Application Guide

<https://www.hiroshima-u.ac.jp/en/gecbo/application/followupforms>

(2) Submission Deadline and Application Destination

12:00 (Noon) on Tuesday, October 22nd, 2024

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

6. Selection

Successful students will be selected on the basis of submitted application documents and interview.

- Interview (Basically conducted in English): Thu, November 7th — Wed, November 13th, 2024
- Announcement of Result: Late November, 2024 (to be announced)

7. Financial Support (For the details, please see the attachment)

- 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 travel visas, etc. in Japan before traveling. (As a general rule, acquisition of visas, etc. at your travel destination is not permitted).
- Expenses for research and domestic movement on-site should be borne from the participants.
- 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.

8. Purchase of Insurances

All the program applicants are required to purchase “**Comprehensive Insurance for Students Lives Couple 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.

[Reception counter] International Exchange Group (Student Plaza 2F)

9. Inquiries

Gecbo Program, Global Management Group

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

2024年度 G.ecbo プログラム費用補助説明 / G.ecbo Program Financial Assistance 2024

必要経費/Necessary Expense		G.ecbo Internship Program / Follow-up Internship Program	備考/Remark
旅費 Transportation	自宅 ⇄ 西条駅/東広島駅 Your house ⇄ Saijo/Higashi-Hiroshima station	×	*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. 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.
	西条駅/東広島駅 ⇄ 国内空港 (JR) Saijo/Higashi-Hiroshima station ⇄ Airport in Japan (JR)	◎	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)
	国内空港 ⇄ 現地空港(Air) Airport in Japan ⇄ Overseas airport	◎	*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.
	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	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!
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。	
	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 period.	
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.	
	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	×	
	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	×	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.

◎:全額補助/Full amount paid by Univ. ×: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.