

2024-2025

Global Explorers to Cross Borders

Global Internship (G.echo) Program

–Overseas Internship–

Application Guide (Winter Call)



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 the **3) Overseas Travel Risk Management Seminar** before departure. They are also to present their outcomes and lessons learnt in **4) the Post-internship Debriefing Meeting**. However, management of core and specialized subjects differs depending on the graduate schools.

Table 1: Organization and Types of Training in Gecbo

| 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 |
| ◎ | ◎ | ◎ | ◎ | ○ | ◎ |

◎: Mandatory ○: Highly Recommended

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

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 April 2024)

| Type of Courses | Commencement | Title of Course | |
|--------------------------------------|-------------------|-----------------|--|
| Seminar type (Regular course) | Before Internship | 1 | Developing Designing Ability (1 st Semester) Or Alternative Subject Recommended by Graduate School *1 |
| Other Courses *2 | Before Internship | 2 | Gecbo English presentation training |
| | After Internship | 3 | Post-Internship Presentation |

*1 Please refer to [page 5-6](#) 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. Course Registration is not necessary.

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.

③ Other

- Other than the things mentioned above, participants are required to take the Overseas Travel Risk Management Seminar that provides you information on safety measures abroad including on overseas traveler's insurance.
- 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 or G.ecbo office.
- 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.
- 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.

2 Host institutions and companies for overseas internship for FY 2024 Winter

Please refer to [Annex 1](#) attached herewith.

3 Selection

- ▶ Closing date and time for application: [12:00 \(Noon\) on Tuesday, October 22, 2024](#)
- ▶ Interview: (to be announced): Thursday Nov. 7th ~ Wednesday Nov. 13, 2024
- ▶ Announcement of Result: Wednesday, November 20, 2024
- ▶ Internship Guidance: Late November, 2024 (to be announced)

[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

《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.

■ Application Documents (Apply by attaching the required documents to the online application form)

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

| | |
|---|--------------------|
| ⑤ Proof 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 > Internship Program > G.ecbo Internship

> Application Documents to be submitted > When applying for this program

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

4 Financial Support and Obligation (Please refer to **Annex 2**)

- 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. (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 born from the participants.

5. Purchase of Insurances

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...

【Reception counter】 International Exchange Group (Student Plaza 2F)

6. Important Notice

- 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.
- 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.
- 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.

7. Inquiries & Submission of Applications

Online Application URL: <https://forms.office.com/r/iNtXFgx0zJ>

G.ecbo Program, Global Management Group

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

所属研究科の推薦する代替科目

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 | 人文学プログラム / Humanities Program | 日本文化論演習B(後期) /Seminar on Japan and Culture B (2 nd Semester) |
| | 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 | Cross Cultural Studies in Education (後期・集中/(2 nd Inte.) |
| 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 (1 st Semester) (2)グローバル対策セミナーB (後期) /English Seminar for Globalization B (2 nd Semester) *(1), (2)のいずれか Please select either one of (1), (2). |
| | 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/1 st 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。 ※In principle, the "Developing Designing Ability (1 st Semester)" course is compulsory. |
| 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 (1 st Semester) |

※上記以外のプログラムに所属する学生は、「Developing Designing Ability(前期/1st Semester)」を必修とする。

Students in programs other than those listed above should take the 'Developing, Designing Ability' course.

※ 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.

List of Host Institutions for AY 2024 Internship (Winter)

Annex1

As of September 18, 2024

| Country to be Dispatched | Host institute | Field | | Theme | Period | Number | Language | Accommodation | Location of Institution | Note |
|--------------------------|--|---|--|--|--|--|--|---|--------------------------------|--|
| Cambodia | Cambodian Mekong University | Japanese Language Education, Japanese Culture, Arts, Music Education, Sport Education, ※To be decided by considering the student's specialization | | Japanese Language Education, Designing Curriculum, or Special courses (Music Education, Sport Education, Classical Japanese Dance, Abacus, Calligraphy, Mathematics Education, Nutrition, Agronomics, IT Programing, Accounting, Biology, Mechanical Engineering, etc.) | 2-12 months | 4-5 students | Japanese(JLPT N1 or N2 certificate is required), English | Dormitory/hostel in campus | Phnom Penh | Interns are expected to teach students as a member of a teacher of CMU. Deepen research subjects of interns through teaching and interaction with students. We welcome interns who can teach using the piano. |
| Philippines | Non-profit Corporation IMAGINUS (Philippine Office) | Community Development, Education Development, Global Human Resource Development, Vocational Technical Training, Social Business, Market Survey, Tourism, Cacao business | | Community Development, Education Development, Vocational Technical Training, Social Business, Market Survey, Tourism, Environment, SDGs, Agriculture, Fishing Industry, Traditional Architecture | Anytime To be decided after screening | 2 students | English | 35,000 yen / month *including breakfast | Zamboanguita (Negros Oriental) | Internship support fee /35,000 yen /month http://imagnus.jp |
| Philippines | Ifugao State University | Agriculture; Indigenous Studies; Psychology; Teacher Education; Criminal Justice Education; Transnational Education; GIAHS(Globally Important Agricultural Heritage Systems); UNESCO World Heritage; Socio-Ecological Production Landscapes(SEPLS)/Satoyama-like Landscapes | | | To be decided | a few students | English | Guest house | Ifugao | Provision of human resources for assistance during the duration of the internship; guest house and arranged local transportation is accessible |
| Philippines | University of the Philippines Diliman | Educational Development | | Educational Development | Until 6 months | a few students | English | University Hotel | Quezon | |
| Nepal | FORWARD | Development science, Agriculture and forestry, Social system sciences for environment | | Agriculture and forestry, Child Nutrition, Climate change and Disaster Risk Reduction | 1-2months in Summer and Winter ※Prior consultation required during monsoon period. | 2 students | English, Nepalese (preffered) | Approx. US\$15 - 25/night | Chitwan | https://www.forwardnepal.org/ When you go out to the field, you will be renting a vehicle and you will be responsible for it. Leased vehicle: \4,000 - 5,000/day |
| Sri Lanka | University of Kelaniya | Industrial Systems Engineering, Information Technology, Management of Technology, Data Science and Analytics, Artificial Intelligence, Policy Analysis, Entrepreneurship, Software Engineering, Information Systems, Transportation and Logistics Systems, Waste Management | | Sustainable Systems Engineering | About 3 months | 10 students | Conversational Proficiency in English | Depending on the number and duration, the university guest house, or accommodation arranged by the university international affairs division could be arranged. | Colombo | www.mit.kln.ac.lk |
| Sri Lanka | Faculty of Science / University of Colombo | ・Research internships of up to three months can be provided. Minimum period for such a project will be one month. The research internships would be in the fields of Plant Since, Zoology, Environmental Science, Chemistry, Physics, Nuclear Science, Statistics, Mathematical Modeling / Simulation modeling on various fields. These internships will be up to three months in duration. The students may engage in the internships within the faculty premises or in field sites. ・Survey type internships will be of a minimum of 2 weeks to a maximum of 1 month. These internships may be of survey types (socio-economic surveys in rural communities, addressing areas of conflict, perspectives of communities on environmental issues etc.) and would thus be primarily field based. Internships which involve Job shadowing in governmental / non-governmental organizations, private sector institutions would also be of a minimum of 2 weeks to a maximum of 1 month. | | | 1-3 months (To be decided by research topic) | 5 students | English | Hotel near the University or Guest house ※If field work is involved, arrangements will be made for travel to and lodging (at reasonable rates) at the respective field sites | Colombo | |
| Sri Lanka | Uva Provincial Department of Probation and Childcare | Social Welfare, Child caring and development, Social issues analyzing especially in rural, estate, semi urban and urban sectors, Childcare Centers | | | About 3 months | 5-20 students | English | Accommodation will be arranged for a reasonable price. | Badulla | Local transport will also be provided. |
| Australia | Agriculture Victoria Research(AVR), Department of Energy, Environment and Climate Action (DEECA) | Agronomy and Grain quality e.g., pulse protein as source of complimentary protein. | | Pulse protein: laboratory experimental and report writing but will incorporate field visits to enrich the experience and provide understanding of the grain source at farm level. Also, the intern will be given a site tour to give an exposure to breath of agriculture research being undertaken at Grain Innovation Park, which includes the Australian Grains Genebank. | Around 3 months. To accomplish analysis of full subset, enabling potential or contribution to a publication of the results in peer review journal. | 1 student | English | Shared accommodation close to research site. (Host will assist the student in finding the shared accommodation (i.e. leasing a room in fully furnished house)). | Horsham | Host to provide project operational support (such as, work desk, lab consumables, IT support etc.). Assistance in finding shared accommodation close to research site. https://agriculture.vic.gov.au/ |
| to be determined | JICA offices | International cooperation, Development aid | | To be decided according to the regional office posted | To be decided according to the regional office posted | ・ Fluency in Japanese is required for the Internship Programme (ex. JLPT N1level). ・ Foreign language proficiency (level C of JICA Expert Language Guidelines) required for the internship. | | | | Those who are interested should apply online through JICA internship website separately. ※Application period: September 2, 2024 (Monday) - October 1, 2024 (Tuesday) 23:59 (Japan time) http://www.jica.go.jp/recruit/intern/ |
| Thai | UNESCO | Various specialized professional fields | | To be decided according to the regional office posted | The minimum duration of the Internship programme is two (2) months. | a few students | English | Hotel | Bangkok | Interested candidates who meet the Eligibility Criteria should submit their application through the ESCAP website. Please note the varied deadlines for submitting applications as indicated in each internship job opening. http://www.unescap.org/jobs/internships/ |

: The host institute/organization have their own screenings.

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.