

Program for the Practical Training and Engagement of Innovators

**Application Guidelines
for the Long-Term Internship Program
FY2018 (9th Term)**



**Building of Consortia for the Development of Human Resources
in Science and Technology
(Next Generation Researchers Training Program)**

HIRAKU

(Home for Innovative Researchers and Academic Knowledge Users)

<http://home.hiroshima-u.ac.jp/hiraku/en>

1. Outline and Objectives

The Program for the Practical Training and Engagement of Innovators is aimed to foster young researchers that explore new domains beyond the boundaries of their specialization, be it in science technology or agriculture, medical care, humanities, or social science, with high consciousness and enthusiasm to change society. As part of the program to pursue its objectives, the Consortium offers a long term internship program to young researchers so that they can contribute themselves to resolve real problems in companies or society, improve their practical skills and competencies, and expand their career options in the future.

*1 For more information on the Program for the Practical Training and Engagement of Innovators, please refer to the Attachment 1 ("HIRAKU (Outline)").

*2 This program aims to identify any gaps in experiences or competencies of young researchers based on their background, research activities, career plans and so forth, and promote them to acquire opportunities to fill those gaps, which eventually nurtures human resources who can maximize their competencies in wide range of opportunities outside the academia.

2. Applicant Qualification

- Doctoral students (excluding the master program) enrolled at Hiroshima University as Lead Partner Organization of the Consortium, Yamaguchi University and Tokushima University as Co-Partner Organizations of the Consortium or Okayama University, Shimane University, Tottori University, Ehime University, Kagawa University, Kochi University, Naruto University of Education, Gifu University, National Institute of Genetics, Prefectural University of Hiroshima, Hiroshima City University, Kochi University of Technology, Hiroshima International University and Ritsumeikan University, as Member Organizations, or researchers on fixed-term contracts with the above listed universities who have completed doctoral programs (excluding the master program) within the last five years or so.

3. Number of Interns to be accepted

Approximately nine (Female applicants will be preferentially accepted for a small number of positions.)

4. Contents of the Long-Term Internship Program

- (1) Host Organization: private companies, public institutions, non-profit organizations, international organizations or primary/secondary educational development institutes, in or outside Japan,
- (2) Term of the Internship: more than 2 months (It should finish by March 31 , 2019.)
- (3) Contents of the Program: On-the-Job-Training at the host organizations, pre-internship

training, post-internship training.

- (4) Others: Accepted applicants at Hiroshima University or at the Member Organizations must take the subject class “Long-Term Internship” at Hiroshima University

5. Application Procedure

- (1) Applicants are supposed to take preliminary consultation before submitting Application Documents. Please raise an interview request for consultation in the “Young Researcher’s Portfolio (HIRAKU-PF)”. Please bring your Application Documents to the interview.

(2) Application Documents

- ① Application Form (Use the attached prescribed form)

- ② Research Achievement Report

You need to download the Achievement Report extracted from HIRAKU-PF. Refer to the Appendix 2 “HIRAKU-PF User Guide for HIRAKU Long-Term Internship Applicants” to check how to open your account and create the subject report there.

- ③ Letter of Recommendation, written by the applicant's academic supervisor (Use the attached prescribed form)

- ④ Certificate of Enrollment: (Use the attached prescribe form)

- ⑤ Written Consent of the representative of your enrolled organization*: (Use the attached prescribed form)

*Only for those enrolled at or contracted with one of the HIRAKU Member Organizations

(3) Application Period:

October Term: October 1, 2018 (Mon) – October 31, 2018 (Wed)

November Term: November 1, 2018 (Thu) – November 30, 2018 (Fri)

December Term: December 1, 2018 (Sat) – December 31, 2018 (Mon)

6. Screening Procedure

- (1) Screening of the Application Documents

- (2) Oral Interview (to be conducted as necessary at the beginning of the following month to each term of the Application period set in 5-(3))

- (3) Announcement of Screening Results

7. Treatment

- (1) Salary (up to 150,000 yen/month)

Accepted Applicant needs to sign an employment contract with HIRAKU Lead Partner Organization or Co-Partner Organizations only for the period of the subject internship. If you are enrolled at any one of the HIRAKU Member Organizations, you’ll be employed

as Researcher under part-time contract with Hiroshima University.

- (2) Travel expenses to get to the host organizations in or outside Japan
- (3) Expenses for consumables related to the internship (as deemed to be necessary)

8. Inquiries

HIRAKU Operating Council Office

Young Researcher Development, Global Career Design Center, Hiroshima University
1-7-1 Kagamiyama Higashihirosima-shi Hiroshima 739-8514
Tel: 082-424-2058
E-mail: hiraku@hiroshima-u.ac.jp

9. Submission of Application Documents

【For applicants enrolled at Hiroshima University or HIRAKU Member Organizations】

Please submit a list of required application documents in PDF, via “Young Research’s Portfolio (HIRAKU-PF)”

【For applicants enrolled at Yamaguchi University】

URA, Strategic Planning & Operation Department for Research Initiatives
Organization for Research Initiatives
Yamaguchi University
1677-1, Yoshida Yamaguchi-shi Yamaguchi 753-8511
Tel: 083-933-5255 0836-85-9990
E-mail: conso@yamaguchi-u.ac.jp

【For applicants enrolled at Tokushima University】

Center for Research Administration & Collaboration Research Administration Section
Tokushima University
2-1 Minamijosanjima Tokushima-shi Tokushima 770-8506
Tel: 088-656-9759
E-mail: hiraku@tokushima-u.ac.jp

1. Ambition for the Long-Term Internship

Please describe your ambition for the long-term internship, in line with its objectives, with a focus on the following four points. (Less than 500 words)

- ① Motives for applying (e.g. How you're planning to leverage the internship experience at your career development.)
- ② Desired host organizations/institutions or the desired field (if you have in your mind) and the reason behind.
- ③ Skills / knowledge you are aiming to obtain through the internship program
- ④ Career aspiration after the internship

2. Research Summary up to date

Please describe your research to date, focusing on the research contents, the background, the characteristics unique to the research and the current progress, with less than 250 words in plain and brief language. (You can attach graphs/charts)

The Long-Term Internship Program FY2018 (9th Term) (for PD)

Application Form

Name of Applicant		Organization / School/Faculty School Year	
Date of Birth	(Month / Day / Year)	Gender	Nationality
		(Choose)	
Present Address	Zip Code:		
	Tel.: () — e-mail: _____ Another contact number to reach you on campus during the daytime: ()		
Academic Background ※Please fill in your subject information after graduating from universities. Please add rows as necessary.		Name of University/School	Date of Graduation (Month / Year)
	Undergraduate		
	Graduate		
	Graduate		
	Doctorate degree granted (or expected to be granted) in _____ (Area of Study) on _____ (Month/Year)		
Language	Native Language		Second Language with proficiency at or above conversation-level
	(Month/Year)		
Language Qualification/ Score (EIKEN, TOEIC, etc.)	(Month/Year)		For foreign students, please provide details of your status. (under any national programs, government-sponsored, etc.)
	(Month/Year)		
Grant Information	Are you receiving any grant?	Please provide details of the grant as well as your duties where applicable (RA, TA, JSPS Research Fellowship for Young Scientists, etc.)	
	(Choose)		
Experience/Achievement of Collaborative Research with Companies, etc.	Provide details of the respective roles and responsibilities of the company and the Applicant in the collaborative research. Write down “none” below if you have no collaborative research experience.		
Internship Experience	Provide details of the host organization(s)/institution(s), the period of the internship, and your job description. Write down “none” below if you have no internship experience.		

1. Ambition for the Long-Term Internship

Please describe your ambition for the long-term internship, in line with its objectives, with a focus on the following four points. (Less than 500 words)

- ① Motives for applying (e.g. How you're planning to leverage the internship experience at your career development.)
- ② Desired host organizations/institutions or the desired field (if you have in your mind) and the reason behind.
- ③ Skills / knowledge you are aiming to obtain through the internship program
- ④ Career aspiration after the internship

2. Research Summary up to date

Please describe your research to date, focusing on the research contents, the background, the characteristics unique to the research and the current progress, with less than 250 words in plain and brief language. (You can attach graphs/charts)

様式の配布は行わない。
HIRAKU-PFより出力したものを提出すること。

There is no templates nor prescribed forms for Research Achievement Report.

You should submit the report downloaded from HIRAKU-PF.

研究業績書 Research Achievement

平成30年4月1日
氏名(Name) 未来 拓

業績区分 (Category)	No.	詳細 (Description)	査読の有 無 Peer- Reviewed (Y/N)	SCI/SSCI/ A&HCI/ ESCI 論文 (Journal) (Y/N)
論文(Published Papers)				
講演・口頭発表等 (Lecture/Oral Presentation)				
書籍 (Publication)				
特許(Patent)				
受賞 (Award/Honor)				
競争的資金等の研究課題 (External Funds)				
作品等(Works)				
その他(Others)				

SAMPLE

論文が
SCI/SSCI/A&HCI/ESCI 論文
(Journal)に該当するかどう
かを追記のこと。
Fill in Y or N to each Paper
to show whether it's
SCI/SSCI/A&HCI/ESCI
journal or not.

Date: _____

**Letter of Recommendation
for Long-Term Internship Program FY2018 (9th Term) Applicant**

I fully understand the objectives of the Program for the Practical Training and Engagement of Innovators and hereby recommend the person named below as the candidate for the subject Long-Term Internship Program.

(Name of the Applicant)

(Signature)

Name:

Title:

Organization/School

Contact Information (TEL/E-mail):

- ① Your relationship to the Applicant

- ② Please describe below the applicant's research attitude, research progress, subject knowledge/skills, and other competencies such as inventiveness/creativity, communication skills, leadership, etc.

- ③ What is the significance of this long-term internship experience to the Applicant?

Note: Letter of Recommendation needs to be completed within one page and sealed up tightly for submission.

【Only applicable to HIRAKU Member Organizations】

Letter of Consent

To President of Hiroshima University

With regards to the Long-Term Internship Program participation by (Name of the Applicant) ,
I hereby consent to the following conditions:

Conditions

1. The subject Applicant (“the Applicant”) will take the class “Long-Term Internship,” the Common Subject of Graduate School in Hiroshima University, in case he or she is a doctoral student (excluding the master’s program).
2. In case the Applicant is a doctoral student (excluding the master’s program), we, as the university he or she belongs to, will enroll him or her into the Personal Accident Insurance for Students Pursuing Education and Research (“PAS”) and the Liability Insurance for Students Pursuing Education and Research (“LSR”) on our own responsibility.
3. We will conclude, after consultation, the Memorandum and the Internship Description relating to the Internship under the Program for the Practical Training and Engagement of Innovators with Hiroshima University and the host organization.

Date: _____

(Signature) _____

Name of Representative:

Title:

Organization:

Address:

Building of Consortia for the Development of Human Resources in Science and Technology**Home for Innovative Researchers and
Academic Knowledge of Users (HIRAKU)
Outline of the Consortium**

The "HIRAKU or Home for Innovative Researchers and Academic Knowledge Users," (referred as "the Consortium" herein after) is an industry-government-academia consortium, driven by Hiroshima University as Lead Partner Organization, Yamaguchi University and Tokushima University as Co-Partner Organizations, in collaboration with other member organizations that consist of national/public/private universities, private sectors and public institutions in western Japan (mainly in the Chugoku/Shikoku region). It aims to develop doctorate resources who assume leading roles to resolve variety of problems in highly-complicated society.

The Consortium serves therefore as a platform that supports the operation of the two programs: (1) Practical Training and Engagement of Innovators and (2) Promotion of Young Researchers' Independence and Mobility through the introduction of tenure-track positions. Through these programs, the Consortium provides comprehensive support to doctoral students, postdoctoral researchers, and tenure-track researchers according to the respective stages of their career development.

(1) Program for the Practical Training and Engagement of Innovators

In this program, the Consortium prepares a practical development environment for young researchers (including doctoral students) who belong to member organizations of the Consortium so that they can be independent innovators to reform regional communities and the international society. The Consortium, in partnership with member organizations, also provides young researchers various opportunities to contribute to resolve problems in private sector or in local society, such as collaborative research, PBL-oriented internships, etc. Here are the four key streams of the program:

- ① To develop young researchers' competencies in driving research and planning capabilities
- ② To send young researchers to the long-term internship program (for

more than 2 months)

- ③ To offer interactive opportunities to exchange seeds and needs
- ④ To provide advice and guidance as a career matchmaker

(2) Program for the Promotion of Young Researchers' Independence and Mobility through the introduction of tenure-track positions

The member organizations of the Consortium will launch a joint call for applications for tenure-track researcher's positions from promising young researchers within and outside Japan. Upon appointment of selected applicants, the Consortium will provide research environment in which they can independently work as PI and, through the introduction of diverse and highly mobile employment schemes (including laboratory rotation and cross appointment), provide them with diversified opportunities to build network with researchers at other institutions as well as to have learning experiences, and work as a matchmaker to find final host organizations. A few positions will be secured for female applicants to increase active opportunities for talented females. Here are the details of the program/support:

- ① To set URA and research administrators prepared, and provide environment to concentrate on research as well as a scheme to support research promotion.
- ② To offer financial support for start-up grants as well as other research expenses
- ③ To support development of member organizations and researchers and create employment opportunities to find the right researcher for the right position.
- ④ To keep mentors available



Young Researchers' Portfolio (HIRAKU-PF)

User Guide for HIRAKU Long-Term Internship Applicants

◆ What's HIRAKU-PF?

HIRAKU-PF provides a platform for young researchers including doctorates and postdocs to get connected with other researchers in different fields or to interact with private industry, through multiple functions to appeal their profile and research, such as Portal, ePortfolio, Search functions. It also allows HIRAKU Member Organizations (universities, companies, public institutes, etc.) to disseminate variety of information useful for your career development or skill enhancement, which includes notices on internship opportunities, open positions, training programs/workshops, etc. Skill Development function is also available for you to understand your strengths and areas for improvement for your continued growth. Through multiple functions to “collect” “connect” and “interact”, HIRAKU-PF helps you deepen your connection to the society and build new network with insights, which will eventually open up your future.

With regards to the Research Achievement Report to submit as a part of the HIRAKU Long-Term Internship application documents, we would request you to update your research activities and achievement in ePortfolio function in HIRAKU-PF, get them downloaded to Excel and print it out for submission.

This User Guide illustrates how to create your HIRAKU-PF log-in ID, how to sign-in and register your research activities and achievement for further report extract.

You also need to raise an interview request through HIRAKU-PF Career Counseling function to take preliminary consultation, which is a mandatory requirement prior to the submission of your application documents. Please refer to the USER GUIDE, available to access from the icon appearing at the upper-right in the system.

◆ How to create your Log-in ID

If it is the first time to log in HIRAKU-PF, please register your account (ID) following the below procedure.

Note: For those who got enrolled at the doctorate course in Hiroshima University on or after April 1, 2017., you should have already received your log-in ID and password to your Hirodai e-mail account (i.e. [your Student ID]@hiroshima-u.ac.jp).

1. Access HIRAKU HP URL (<http://home.hiroshima-u.ac.jp/hiraku>)
2. Click the “HIRAKU-PF” icon to appear on the right.
3. Click “[\(Create a new account from here.\)](#)”, enter your Hiroshima University e-mail address (that contains the *hiroshima-u.ac.jp* domain), click Save.
4. Find an auto-notice e-mail sent to the address registered at above step #3 and click the URL described there. (If it's not automatically transfer you to the site, please copy and paste the URL into your browser.)
5. Enter your basic profile information into the “Account Registration” page.
6. Tick the “「利用規約に同意する」(Agree to the Terms of Service)” and click Save.

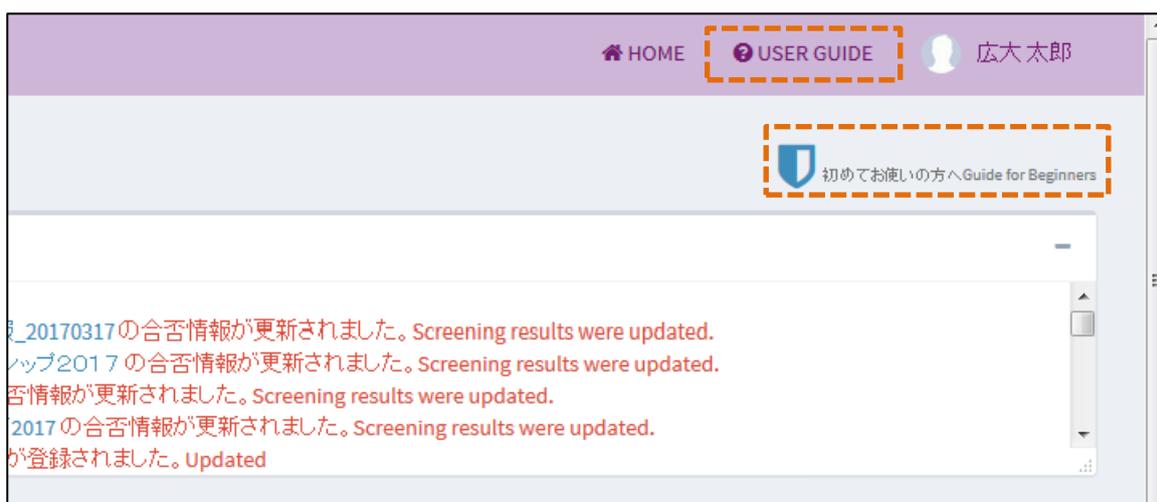
◆ Log in to the System

- ① Click below URL to log in HIRAKU-PF
<https://hiraku.hiroshima-u.ac.jp>

- ② Enter your log-in ID and click “Sign in” button.

- ③ Enter the password and click “Sign in”.

[NOTE] You can download the operating manual by clicking the “USER GUIDE” icon at the upper-right. You can also download more detailed user manual by clicking “Guide for Beginners” below.



◆ Update your Research Activities and Achievement in your ePortfolio

Click “ePortfolio → Edit” from the function menu at left. Following the User Guides, click “Research Activities” tab and register your record of Published Papers, Lecture/Oral Presentation, Publications/Books, Patents, Awards, Works, External Funds, etc.

<Reference>

“Guide for Beginners” P42~43 1.ePortfolio ③ Update your basic profile and your research achievement. & ④ Upload your research activities in bulk.



◆ Download your Research Activities Report

Click “ePortfolio → View” from the function menu at left. Click “Achievement Report Export” icon in green and select “HIRAKU Format (New)” to download the report into Excel. Please make appropriate adjustment* of the report format or contents, print and submit it.



*Note: Please be sure to make the following adjustment after you download the report to Excel.

- To make your name bold and underlined in the list of your research achievement.
- To fill in Y or N in the “SCI/SSCI/A&HCI/ESCI 論文(Journal) (Y/N)” fields for each paper.

◆ Other Remarks

Click your account name at the upper right corner, where you can find the “Sign out” button.



◆ Inquiry/Contacts

If you have any questions or queries about HIRAKU-PF, please contact HIRAKU Operating Council Office (hiraku@hiroshima-u.ac.jp).