

**Program for the Practical Training and Engagement of Innovators**

**Application Guidelines  
for the Long-Term Internship Program  
FY2016 (5<sup>th</sup> 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/>

## 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 get hands on experience at problem-solving in corporations 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 promote young researchers to have new experience or to develop inadequate competencies based on their background, research activities, career plans and so forth, 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 Consortia, Yamaguchi University and Tokushima University as Co-Partner Organizations of the Consortia or Okayama University, Shimane University, Tottori University, Ehime University, Kagawa University, Kochi University, Naruto University of Education, Gifu University, Prefectural University of Hiroshima, Hiroshima City University, 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 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 corporations, 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

(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 contact the relevant office(s) listed below in Section 8 “Inquiries” or Section 9 “Submission of Application Documents.” Please bring the Application Form ((2)① below) to the preliminary consultation.

\*You are required to open your account at Young Researchers’ Portfolio (HIRAKU-PF) to raise request, which is accessible from the top page of HIRAKU HP.

- (2) Application Documents

① Application Form: 1 copy

② Letter of Recommendation written by the applicant's academic supervisor: 1 copy

③ Certificate of Enrollment: 1 copy

④ For an applicant enrolled at or contracted with one of the Member Organizations, Written Consent of the Representative of their Enrolled Organization: 1 copy)

- (3) Application Period:

October: October 1, 2016 – October 31, 2016

November: November 1, 2016 – November 30, 2016

December: December 1, 2016 – December 31, 2016

January: January 1, 2017 – January 31, 2017

\*Oral interviews might be set up at the beginning of the following month to each term of the above.

\*Training period will be one year, starting from the date the applicant has passed the full screening.

## 6. Screening Procedure

- (1) Screening of the Application Documents

- (2) Oral Interviews (as necessary)

- (2) Announcement of Screening Results

## 7. Treatment

Accepted Applicant needs to sign an employment contract for the period of the subject internship.

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

- (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)

※ Accepted Applicants enrolled at the Member Organizations will be employed as Researchers under part-time contracts with Hiroshima University.

## 8. Inquiries

HIRAKU Operating Council Office

Young Researchers' Training Division

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](mailto:hiraku@hiroshima-u.ac.jp)

## 9. Submission of Application Documents

### 【Hiroshima University and Member Organizations】

Please submit a list of required application documents in PDF, via Young Research's Portfolio or HIRAKU-PF

### 【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](mailto:conso@yamaguchi-u.ac.jp)

### 【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](mailto:hiraku@tokushima-u.ac.jp)

**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 and private universities, research organizations and private sectors 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 training environment for young researchers (including doctoral students) who belong to member organizations of the Consortium so that they can be independent innovators to reform local communities and the international society. In pursuit of this ultimate objective, the Consortium provides young researchers, in partnership with member organizations, the opportunity to contribute to resolve problems in private sector or in local society, through collaborative research or PBL-oriented internships. Here are the four key streams of the program:

- ① To develop young researchers' capabilities in research initiatives and project planning
- 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 for matching

(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 ultimately to find final host organizations. A few positions will be secured for female applicants. Here is 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 initiatives.
- ② To offer financial support for start-up grants as well as other research expenses
- ③ To support development of member organizations and researchers through providing opportunities to find the right researcher for the right position.
- ④ To keep mentors available

# The Long-Term Internship Program FY2016 (5<sup>th</sup> Term) (for DC)

## Application Form

Name of Applicant		Organization / School/Faculty School Year	
Date of Birth	(Month / Day / Year)	Sex	Nationality
		Male / Female	
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.	Undergraduate	Name of University/School	Date of Graduation (Month / Year)
	Graduate		
	Graduate		
Language	Native Language		Second Language with proficiency at or above conversation-level
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?  Yes / No	Please provide details of the grant as well as your duties where applicable (RA, TA, JSPS Research Fellowship for Young Scientists, etc.)	
Experience/Achievement of Collaborative Research with Companies, etc.	Please provide details of the respective roles and responsibilities of the company and the Applicant in the joint research. Please write down “none” below if you have no collaborative research experience.		
Internship Experience	Please provide details of the host organization(s)/institution(s), the period of the internship, and the job description.		

## 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 in your future career path.)
- 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 experience
- ④ Career aspiration post 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)

## 3 Research Achievement (as Reference)

Please describe the achievement of the Applicant's research, following the below listed items in a consecutive manner.

Please write "None." under the items not applicable. Please make the Applicant's name of each research bold and underlined.

- (1) Dissertation and writing works published in academic journals, etc. (including bulletins / collection of papers). Please clearly state whether they are peer-reviewed or not. If such dissertation/writing works are to be peer-reviewed, please list up only those already printed and determined to be published.
  - ① Please provide details of the dissertations/writing works in the following order; authors (Please write down all the authors including the Applicant in the same order as they appear in the publication), the titles of the dissertations/writing works, the names of the journals, the volume/issue numbers, the first and last page numbers of the dissertations/writing works and the year of publication. Same information needs to be provided for the below (2) as well.
  - ② In case such dissertation/writing works are determined to be published but with no page numbers etc. issued yet, please attach documents to prove the determination.
- (2) Reviews or explanatory notes in academic journals or business magazines (only those already published)
- (3) Presentations at international conferences (please list those already presented, with clear segregation of oral or poster presentations as well as with or without peer-review.), authors (all the authors including the Applicant in the same order as they appear in the publication), the titles of the presentation, the name/venue and date (month and year) of the conference where the paper was presented. Please mark the presenter in the list.
- (4) Presentations at conferences/symposiums, etc. in Japan (The same list of information as the above (3) needs to be provided.)
- (5) Patents, etc. (please specify the publication or acquisition of the patent.)
- (6) Others (awards received, etc.)



Date: \_\_\_\_\_

**Letter of Recommendation  
for Long-Term Internship Program FY2016 (5<sup>th</sup> Term) Applicant (DC)**

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 Candidate)*

(Signature)

\_\_\_\_\_  
Name:

Title:

Organization/School/Dept.

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.

# The Long-Term Internship Program FY2016 (5<sup>th</sup> Term) (for PD)

## Application Form

Name of Applicant		Organization / School/Faculty School Year	
Date of Birth	(Month / Day / Year)	Sex	Nationality
		Male / Female	
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
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?  Yes / No	Please provide details of the grant as well as your duties where applicable (RA, TA, JSPS Research Fellowship for Young Scientists, etc.)	
Experience/Achievement of Collaborative Research with Companies, etc.	Please provide details of the respective roles and responsibilities of the company and the Applicant in the joint research. Please write down "none" below if you have no collaborative research experience.		
Internship Experience	Please provide details of the host organization(s)/institution(s), the period of the internship, and the job description.		

## **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 in your future career path.
- 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 experience
- ④ Career aspiration post the internship

## **2 Research Summary up to date**

Please describe your research up 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)

## **3 Research Achievement (as Reference)**

Please describe the achievement of the Applicant's research, following the below listed items in a consecutive manner.

Please write "None." under the items not applicable. Please make the Applicant's name of each research bold and underlined.

- (1) Dissertation and writing works published in academic journals, etc. (including bulletins / collection of papers). Please clearly state whether they are peer-reviewed or not. If such dissertation/writing works are to be peer-reviewed, please list up only those already printed and determined to be published.
  - ① Please provide details of the dissertations/writing works in the following order; authors (Please write down all the authors including the Applicant in the same order as they appear in the publication), the titles of the dissertations/writing works, the names of the journals, the volume/issue numbers, the first and last page numbers of the dissertations/writing works and the year of publication. Same information needs to be provided for the below (2) as well.
  - ② In case such dissertation/writing works are determined to be published but with no page numbers etc. issued yet, please attach documents to prove the determination.
- (2) Reviews or explanatory notes in academic journals or business magazines (only those already published)
- (3) Presentations at international conferences (please list those already presented, with clear segregation of oral or poster presentations as well as with or without peer-review.), authors (all the authors including the Applicant in the same order as they appear in the publication), the titles of the presentation, the name/venue and date (month and year) of the conference where the paper was presented. Please mark the presenter in the list.
- (4) Presentations at conferences/symposiums in Japan (The same list of information as the above (3) needs to be provided.)
- (5) Patents, etc. (please specify the publication or acquisition of the patent.)
- (6) Others (awards received, etc.)

Date: \_\_\_\_\_

**Letter of Recommendation  
for Long-Term Internship Program FY2016 (5<sup>th</sup> Term) Applicant (PD)**

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 Candidate)*

(Signature)

\_\_\_\_\_  
Name:

Title:

Organization/School/Dept.

Contact Information (TEL/E-mail):

④ Your relationship to the Applicant

⑤ Please describe below the applicant's research attitude, research progress, subject knowledge/skills, and other competencies, such as inventiveness/creativity, communication skills, leadership, etc.

⑥ 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 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: