

Internship Guideline

Graduate School of Public Policy

1. Purpose

This guideline defines the response of the Graduate School of Public Policy when the organization conducting the internship requests for recommendation and/or other documents from GraSPP students.

2. Notice of Recruitment

The school will put up a list of internship recruitments and recommend students only when the school recognizes that the content of internship is applicable and educational for the students.

3. Recommendation of students

When recommending students to the internship organizations, the school will take account of the applicants' grade, attitude and personality, as well as availability of maintaining discipline in the branches of service.

4. Agreements with the organization

If requested by the organization, the school will consider and take necessary action to correspond signing a memorandum with the organization regarding the internship.

5. Calling attention to dispatched students

The school will call attention to students assigned to the internship about confidentiality and other required behavior from the organization beforehand.

6. Expense of internship

Expense related to the internship will be incurred to the dispatched students besides provision from the organization.

7. Accident compensation during the internship

Dispatched students should apply for accident insurance at his/her own expense if the organization requests interns to apply to such insurance during the internship. The school will check if the dispatched students have gone through the procedure. In addition, the school will go through the procedure on behalf of the students if necessary.

8. Disciplinary action

The school will take the necessary disciplinary action against the student if the dispatched student causes damage and/or violates disciplinary regulations of the school at the organization.

9. Report after the internship

The school will request the recommended students to submit a report of the internship. In addition, the school will request the organization for a report of conducted internship.

10. Others

Other items that may be necessary to deal will be defined separately. If any problem occurs between the school and the organization, it should be discussed and defined by the related persons.