　　　　　　　　　　　　　　　　　　　　　　　　　　　令和　　　年　　　月　　　日

工学部長

工学府長　　　　　殿

ｼｽﾃﾑ情報科学府長

　　　　　　　　　　　　　 学科長

　　　　　　　　　　　　　　 専攻長　　　　　　　　　　 　印

主任教授

　　　　　　　　　　　　　 インターンシップ届

|  |  |
| --- | --- |
| 種　別  Type | * Regular curricular activities □ School Events   　 ∟Name of subject（ ）□Required Course　Credit（　　）  ※ Please tick applicable box.  ※ If you select “Regular curricular activities”, please also fill in “Name of Subject”. |
| 目　的  Purpose | □ Development of professional awareness  □ Practice for theory of your major field of study  □ Other（　　　　　　　　　　　　　　　　　　　　　　　　）   * Please tick all applicable purposes. |
| 実施先企業からの手当等の状況  Payment from  company you do  internship | □ No payment □ Transportation Fee 　□Food expenses  □ Salary □ Other（　　　　　　　　　）  ※ Please tick all applicable boxes for payment from the company. |
| 実施内容  　 Contents | Training in advance　 □ Yes □ No |
| 実施期間  Internship period  実施先  Company name  you do internship | Period：Year　　Month　　Day ～Year　　Month　　Day  (Substance period　　days）  Company name **:**  Address **:**  ※For those who go to foreign internship Type of Visa:□none･□Tourist･□Student･□Other( ) |
| 参加対象者  Participant | Name：  Department/Major：School of Department・Major  Graduate School of Department・Major  Student ID Number：   * If there is more than one person、please attach a name list. |
| 加入している保険名  Name of Insurance | □　①Personal Accident Insurance for Student Pursuing Education and Research  (GAKKENSAI)  □ ②Personal Liability Insurance for Student - Supplementary to GAKKENSAI  □　③Other（ 　　）  □ ④Insurance that you are recommended to buy at the host institution   * All students who participate internship are required to join Personal Accident Insurance for Student Pursuing Education (GAKKENSAI) and Research and Personal Liability Insurance for Student – Supplementary to GAKKENSAI   １) Please tick all applicable insurances. |

Notification of Internship

\* Please see the back for further detail of GAKKENSAI

Explanation for internship that can be covered by Personal Accident Insurance for Student Pursuing Education and Research (GAKKENSAI) – Extract from the explanation of Personal Accident Insurance for Student Pursuing Education and Research (GAKKENSAI)

|  |
| --- |
| Only for the internship which is conducted by the university as regular curricular  activities, school events or extra-curricular activities can be covered by this  insurance. |

1. In the case university conducts the internships as regular curricular activities

University or supervisor transacts with internships as classes by lectures, experiments, practical training, seminars or skill practice.

2. In the case university conducts the internship as school event.

○The internship should be carried out an organized school event by the university as one part of educational activities.

○Specifically, one of the below conditions must be fulfilled to be covered by the insurance.

（１）Individual Agreement system

　　　①In the case student or supervisor submits the notification to the university in advance, and the internship is resolved by Vice-Chancellor or Dean (Dean of School, Head of Graduate School) as school event organized by university. (It does not matter either staff or teaching staff of the university attends at the location of the activity or not.)

　　　②The university must always comprehend a purpose of school event, content, date and time, and location. Also, a list of participants should be made and kept by the university.

（２）Comprehensive Agreement system

In the case the internship is resolved by Faculty Committee as school event organized by university.

3. In the case university conducts internships as extra-curricular activities

The insurance covers the accident occurred during cultural or athletic activity which is under the supervision of the official university student association\*1.

Specifically, the association should be recognized as the official group that carries out internship/volunteer activity and is organized the university student association.

|  |
| --- |
| There is Personal Liability Insurance for students who do internship.   1. The plan is applied to students who join Personal Accident Insurance for Student Pursuing Education and Research (GAKKENSAI). 2. Personal Liability Insurance indemnifies students injury caused to a third party or property damaged during “regular curricular activities”, “school events” and   “extra-curricular activities (such as volunteer etc)” and while commuting to and from university. |