

## Internship Program: Memorandum of Understanding (Sample)

\_\_\_\_\_ (hereafter the host organization/institution) and Kyoto University Graduate School of Global Environmental Studies (hereafter GSGES) hereby establish a Memorandum of Understanding with regard to an Internship Program (hereafter Program) facilitating the host organization/institution's acceptance of GSGES students as interns. The terms of the Program are as specified below.

### (Purpose)

Item 1: With a view to training high-level researchers and practitioners with the skills and knowledge necessary to solve today's global/regional/local environmental problems, GSGES has established an internship program with the host organization/institution that will further the individual student's education and develop the practical skills he or she will need for his/her future career.

### (Period of internship)

Item 2: The period and itinerary of the internship to be engaged in by the student is to be agreed upon by all three parties (the host organization/institution, GSGES, the student) prior to the commencement of the internship.

### (Content)

Item 3: The content of the Program and the manner in which the student will be assigned is to be determined through consultation among all three parties (the host organization/institution, GSGES and the student).

### (Assigning the internship supervisor)

Item 4: The student's internship supervisor at the host organization/institution is to be determined by consultation between GSGES and the host organization/institution.

### (Conditions of the internship)

Item 5: The internship supervisor undertakes to report back to GSGES on the student's progress over the course of the Program. The student's faculty supervisor at GSGES is to monitor the student's progress in terms of how the Program fulfils his/her training goals. To this end, the faculty supervisor undertakes to visit the student at least once at the host organization/institution during the internship period in order to directly observe the student's progress.

### (Evaluation)

Item 6: The long-term intern must submit an internship report to both the host organization/institution internship supervisor and GSGES faculty supervisor at the end of his/her internship period. The short-term intern must submit a preliminary master's thesis to both the host organization/institution internship supervisor and GSGES faculty supervisor instead of an internship report. The internship supervisor and GSGES faculty supervisor are to submit evaluative reports to GSGES based both on the internship report or the preliminary

master's thesis received from the student and upon their observations of the student's performance over the period of his/her internship.

(Expenses)

Item 7: The matter of costs for running the internship is to be determined by consultation between the host organization/institution and GSGES.

(Disasters met during the period of internship)

Item 8: While the student is obliged to take out appropriate student insurance, the host organization/institution and GSGES agree to work together to resolve any problems pertaining to disaster met by the student during the term of his/her internship (including commuting time).

(Travel Expenses)

Item 9: Payment of travel costs to and from the host organization/institution is a matter of discretion, to be determined through consultation among the three parties (the host organization/institution, GSGES and the student).

(Lodgings/accommodation during the internship period)

Item 10: The matter of leasing or loaning lodgings/accommodation to the student during the internship period is to be determined through consultation among the three parties (the organization/institution, GSGES and the student).

(Remuneration during the internship period)

Item 11: The matter of remuneration paid to the student during the period of internship is to be agreed upon by the three parties (the host organization/institution, GSGES and the student) prior to the commencement of the internship.

(Code of conduct during the internship period)

Item 12: The student undertakes to abide by any employment rules set out by the host organization/institution to facilitate the Program. The student agrees also to follow instruction and accept supervision throughout the internship period.

(Keeping confidentiality)

Item 13: The student agrees to keep strict confidentiality. On no grounds is he or she to disclose information obtained over the course of the program which is deemed classified by the host organization/institution.

(Publication of results)

Item 14: The publicizing of research results gained by the student over the period of his/her research is to take place only after consultation with GSGES and the host organization/institution.

(Period of validity of the Memorandum of Understanding)

Item 15: This Memorandum of Understanding is valid for five years, effective from the date that its signing is concluded by representatives of GSGES and the host organization/institution.

(Termination/renewal of the Memorandum of Understanding)

Item 16: A period of six months notice is required in the case when either party (GSGES or the host organization/institution) wishes to terminate the agreement established in this

Memorandum of Understanding. Any such wish must be expressed in writing. Any decision to renew the agreement must again be agreed upon by both parties, with both parties expressing their desire to continue at least six months prior to the expiration of the period covered by the current Memorandum of Understanding.

(Others)

Item 17: Additions or amendments to the provisions fixed by this Memorandum of Understanding are possible at any time, subject to consultation and agreement between both parties.

Two copies of this Memorandum of Understanding are to be prepared, each to be signed by the two parties, GSGES and the host organization/institution. One copy is to be retained by each party.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

(Name of Dean)  
Dean, the Graduate School of Global  
Environmental Studies  
Kyoto University

\_\_\_\_\_  
Name, Position, and Organization/Institution

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Name, Position, and Organization/Institution