

Internship Program Agreement (Sample)

The student _____ (Name/Year) of the (Master's or Doctoral) program in Environmental Management, Graduate School of Global Environmental Studies Kyoto University (hereafter GSGES), will take part in an exchange authorized under the terms of the Internship Program Memorandum of Understanding binding the signatories by GSGES and the host organization/institution (Name of host organization/institution) .

1. Name : _____ (Date of birth: day/month/year)
 Contact details : 〒 _____
 E-mail : _____ Tel : _____
2. Educational background : _____
3. Name of Internship Program : _____
4. Period of internship : _____ day/month/year ~ _____ day/month/year
5. Content of Internship Program : See attached documents
6. Location of Internship : _____
 Address : _____
 Tel : _____ Fax : _____
7. Name of academic supervisor : _____
 (associate academic advisor) : _____
8. Name of supervisor at the place of internship : _____
9. Accident insurance details : Student Accident Insurance(GAKKENSAN) and Student Liability Insurance(GAKKENBAI) and Overseas Travel Insurance (/Student Accident Insurance(GAKKENSAN) and Personal Liability Insurance for Students (GAKUBAI))
10. Travel expenses : Prepared by the trainee and the GSGES
11. Lodgings : Prepared by the trainee and the GSGES
12. Remuneration : _____
13. Terms of Employment : In conformity with the terms met by full-time staff.
14. Others : _____

Two copies of this Exchange Agreement are to be prepared, to be signed by both parties, with one copy to be retained by each party.

Date

Date

Signature

Signature

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

Name, Position, and Organization/Institution

Name, Position, and Organization/Institution