

Internship Application and Participation Guideline for Road Asset Management Long-term traineeship participants

1. Introduction

As a part of Road Asset Management Long-term traineeship program, JICA, in coordination with some companies in Japan, will introduce opportunities of internship to the participants while they are in universities for research. If you are interested in getting experience through the internship, please read the following instruction carefully and make an application. Asia SEED, the educational consultant will give necessary supports to your application.

2. Outline

Duration: Basically, at least 3 days up to 1 month (changeable according to purpose and situation)

Period: During summer or spring holidays in principle

Eligibility: Road Asset Management Long-term Traineeship participants

Place: Company offices in Japan (members of Japan Society of Civil Engineering)

3. Objectives

By participating in the internship program, it aims for the followings:

- To deepen knowledge of the latest technology and efforts in the road field of Japan, as well as Japanese business ethics and culture, and Japanese industry, through the work experience
- To apply the experience for their research and thesis writing in Japan, as well as their future career plan and policy making/implementation back in their countries
- To expand the working network in Japan

4. How to participate in an internship program

- ① Asia SEED provides information of host companies by e-mail.
- ② Interested participants consult with supervisor regarding the participation.
- ③ Interested participants fill in an application form (Form 1) and send to asiaseed@asiaseed.org
- ④ Asia SEED sends the application form to the company
- ⑤ Selected participant will be informed by Asia SEED for further communication for details. The company may directly contact you for period arrangement.
- ⑥ When the period of internship was fixed between the company and the participant, the participant should take any necessary procedures at the university (i.e. such as permission from supervisor or notice to international office at the university) or for any insurance needed.
- ⑦ Start of Internship

5. Arrangement

Asia SEED give arranges to your internship. It includes;

- Matching you and host company
- Providing preparation support, information about business manner and etiquette
- Booking and paying accommodation and transportation
- Arranging insurance during the internship period

6. Expenses

JICA and participants are responsible for the following payment.

Expense	Payer	Remarks
Traveling expenses	JICA	Asia SEED arranges your trip to/from the host company. Travel documents (i.e air ticket, JR tickets, Shinkansen ticket, etc) will be sent to you by a travel agent. Other travel expenses than the above mentioned occurred during the internship program would be responsible by the participant. However, if one way cost exceeds 840 yen, the excess will be paid by Asia SEED. In that case, please report the amount you paid after finishing the program with the designated format.
Accommodation expenses	JICA	Asia SEED will arrange and pay it beforehand
Internship insurance cost	JICA	Accidents during the program, including on the way to host company will be covered by the insurance.
Meals	Participant	Breakfast is usually included in accommodation.

*You cannot receive remuneration from the host company.

7. Required documents

Participants are requested to submit these forms before and after the internship program.

Form No.	Form	When to submit / Remarks
1	Application Form	Submit before starting the internship program so that Asia SEED can provide your information to the host company beforehand.
2	Report of Internship Program	Submit after finishing the program to review the program and use it for your future research and career.
3	Receipt for Transportation Expenditure	If participants would pay more than 840 yen for one way transportation, you could receive the excess by submitting this receipt

8. Emergency during internship program

In case any accidents or emergency cases happened during your internship period, please inform Asia SEED and follow the given instruction.

Contact Information:

Asia SEED: Tel: 03-6206-2222 (Weekday 9:30 to 18:00)

<Note>

Followings are emergency numbers you may need. (24 hours)

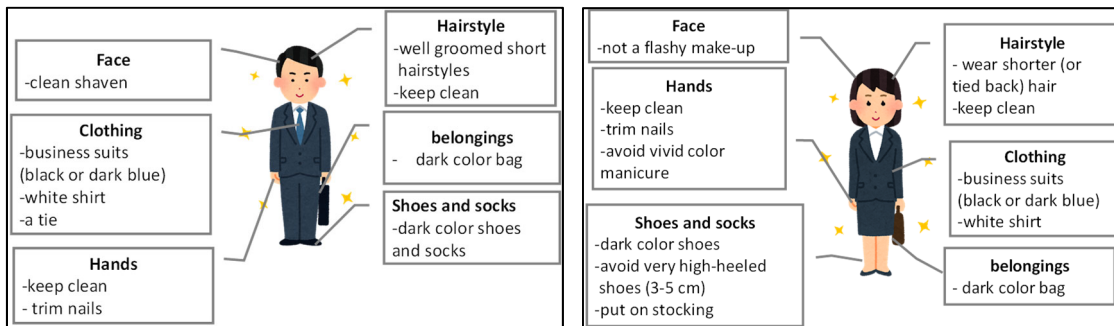
Tel: Police 110
 Ambulance 119
 Fire Service 119

9. Useful Tips of Business Manner/Etiquette

The way you present and introduce yourself plays an important role for the outcome of any future potential relations.

(i) Attires

Appearances are very important to the Japanese in their business etiquette. The best approach to take with regard to the Japanese business dress code is to wear conservative and always dress formal. Dark colors are the best choice, preferably black or dark blue for both men and women.



(ii) Exchange business card in Japan

The exchange of business cards is a formal self-introduction with the aim of remembering the other person's name and role.

- How to receive them

Receive the card with respect using your both hands and always say “Thank you”. It is a common practice to confirm their name and start conversation.

- How to treat them

When sitting at table, put it on the table in front of you. Do not write anything on the business card in front of the others. Be careful not to put it in your bag immediately.

- How to keep them

Put it in your business-card case so that it won't be bent.



Attachment:

- Form1_Application Form
- Form2_Report of Internship Program
- Form3_Receipt for Transportation Expenditure