

Rules for GSDM students doing Internships other than the International Project

All GSDM students who do internships other than the International Project are required to notify the GSDM office before the start of the internship. Internships under the Engineering Competency II scheme should be notified to the office as well.

If you are currently receiving the GSDM grant, you will continue to be able to receive it during the internship as long as the GSDM faculty acknowledge the existence of a close relation between your internship and the GSDM activities. This rule will be effective as of September 1, 2017.

Please notify the GSDM office of your internship following the rules below.

[Required documents]

- Prior Notification Form for Internship
- Acceptance letter from the host institution
- Documents showing the details of the payment, including salary, daily allowance, transportation fee, etc.

[Deadline]

The deadline for submitting the required documents is 8:00 a.m., the first day of the month prior to the month you start your internship

Ex. If your internship starts on October 16, you are supposed to submit the documents by 8:00, September 1.

*In case you start the internship in September 2017, the deadline will be 8:00 a.m., August 28.

[Notification of the result]

Those students who receive a grant from GSDM will be notified of the result of the deliberation among the faculty members by e-mail. The grant will be paid to you during the internship if the faculty acknowledge the relation between your internship and the GSDM activities.

In case they do not see any clear relation, your grant will be temporarily suspended for the durations of the internship.

[Adjustment of the grant]

The payment you will receive for the internship, including salary, daily allowance, etc., will be deducted from your monthly grant.

Ex. 200,000 yen (monthly grant), 60,000 yen (monthly salary for the internship), 90,000 yen (total daily allowance for the month)

$200,000 - 60,000 - 90,000 = 50,000$ → ¥50,000 will be paid to you as GSDM grant for the month.

Please note if the total amount of the payment and the daily allowance for the month from the host institution exceeds your monthly amount of the GSDM grant, the GSDM grant will be suspended.

[Late submission of the documents]

If the necessary documents are not turned in before the deadline, there might not be enough time for the faculty to examine your documents before you start your internship. In that case, your grant will be suspended until your internship is approved. Please note that we do NOT pay the grant retroactively as of the time of the start of the internship.

The GSDM office will NOT accept your documents once the internship has started. If you started your internship without prior notice to the GSDM office, you are requested to return the grant you received while you are doing the internship.

*The grant is calculated on the monthly basis. It will not be divided by the day.