

## The 2011 EUSI Internship Guidelines for Applicants

EUSI (EU Studies Institute in Tokyo) awards grants to postgraduate students who wish to go to Europe aiming to participate in Internship Programmes offered by EU related institutes and organisations.

Please apply for the internship in accordance with the guidelines below.

### 1. Targeted Students:

Postgraduate students involving in the research on EU related studies who are enrolled at Hitotsubashi University, Keio University and Tsuda College that constitute EUSI (except international students), including those who have finished their courses.

### 2. Number of Grantees:

One student for this academic year.

### 3. Location of Host Research Institutes:

Grantees will be allocated mainly to EU related institutes and organisations such as the European Commission, the European Parliament, the European Council, The Court of Justice and also be allocated to Non-governmental Organisations, private corporations and others relevant to the EU activities.

### 4. Amount of Grant:

The maximum limit 500,000 yen per student (roundtrip travel airfare and fixed daily allowances)

### 5. Duration:

Period necessary for his or her internship within the duration between 1st October 2011 and 30th September 2012.

### 6. Application Form:

- 1) **Application Form:** An original piece with three copies (the prescribed form). You must download the form, fill it out with the application details and submit it.
- 2) **Curriculum Vitae:** Within two pages in A-4 size (any form)
- 3) **Internship Plan at Host Institutions:** Two pages in A-4 size (any form). You must edit your plan and make following points clear:
  - The purpose of overseas travel
  - The reason you choose the host institutes or organizations
  - The relevance of applicants' research
- 4) **Itinerary and Internship Programme:** One page in A-4 size (any form)
- 5) **Reference:** A reference letter must be written by the present instructor and/or mentor of applicant regarding research capability and proficiency in English (any form).
- 6) **Expenditure Plan:** One page in A-4 size (any form).

### 7. Period for Application:

Monday, 9<sup>th</sup> May, 2011 – Monday, 23<sup>rd</sup> May, 2011

**8. Period for Screening:**

Tuesday, 24<sup>th</sup> May, 2011 – Friday, 3<sup>rd</sup> June, 2011, and in case of the necessity of interview the information will be notified directly to the nominee.

**9. Screening:**

The members of the EUSI Working Group in charge of EUSI Internship will screen them based on application documents submitted by applicants, if necessary after interviewing with them.

**10. Screening Results:**

Friday, 10<sup>th</sup> June, 2011, results will be sent directly to the applicants for internship.

**11. Report after returning:**

A grantee must submit a report on internship activities at EU related institutes in Europe and necessary documents to a university where he or she is enrolled within one month after returning to Japan.

**12. Notes:**

- When implementing an internship, strict confidentiality on job description shall be imposed on a grantee.
- Applicants are requested to investigate and make clear as to whether he or she will be able to do their internship at the host institute/organisation applicants wish to spend and to explicitly explain the results of research on the application form (Internship Plan).
- The accidents, diseases and others during the grantee's stay in Europe under the EUSI internship would be due to his or her own responsibility, of which expenses must be paid by him or her self. He or she must buy the Overseas Travel Accident Insurance on his or her own expenses.

**Application must be submitted directly to each of the following offices and Contacts:**

Hitotsubashi University:	EUSI Office	eusi@ad.hit-u.ac.jp	042-580-9117
Keio University:	EUSI Keio Office	keio@eusi.jp	03-5418-6702
Tsuda College:	EUSI Tsuda Office	eusi@tsuda.ac.jp	042-342-5134