

Overseas Work Experience 2 (Practical Training Program)

***Same as the former course name: "Overseas Internship 2" (course name changed from AY 2024)**

<Overview>

- Program for individual students, consisting of approximately. 4 weeks at an overseas company or organization to build practical work experience
- Held during the long break period (August-September / February-March)
- Directly operated by Rikkyo University
- Partnering with approximately 30 companies/organizations in a variety of industries across 14 countries/regions as of April 2024

<Objectives>

- Gain a perspective of how companies and society work and what it's like to work
- Improve your capacity to be active on the global stage, such as the ability to adapt to different cultures, communication skills, foreign language skills, autonomy, a sense of responsibility, cooperativeness, and the ability to convey messages
- Realize the skills you need and apply these to your studies and in your future after returning home

【Application Website】 Details of application information is on following site
https://spirit.rikkyo.ac.jp/ghrd/internship/SitePages/intern2_index.aspx

<Schedule for Selection / Work experience>

◇Work experience from August to September 2024 ◇ (Summer Session)

Early April	Release of recruitment information
May 8 (Wed), 5:00 p.m.	Application deadline
May	Selection by Rikkyo (Application Screening / Online Interview)
May - Mid June	Selection by host companies, notice of results
June	Course Registration
June - July	Coordination with companies / organizations accepting students
June - August	Travel preparations, Setting goals
July	Prior training
August - September	Overseas work experience
September	Returnees debriefing session
Late September	Announcement of students' grades

◇ Work experience from February to March 2025 ◇ (Winter Session)

Late September - Early October	Release of recruitment information
Mid October	Application deadline
Mid October - Early November	Selection by Rikkyo (Application Screening / Online Interview)
November	Selection by host companies, notice of results
Early December	Course Registration
November - December	Coordination with companies/organizations accepting students
November - February 2025	Travel preparations, Setting goals
January	Prior training
February - March	Overseas work experience
March	Post training /Returnees debriefing session
April (AY2025)	Announcement of students' grades

*For specific dates, check the recruitment materials provided at the time of application.

<Information on Destinations of Work Experience >

- Destinations: Countries in Asia, Europe, Oceania, and the US, etc.
 - The names of companies accepting students, program schedule, specific duties, etc., to be indicated at time of recruitment
- *Destinations (companies/regions) are subject to change since coordination is necessary for each program period.
- Be aware that a year level, language skills, or other conditions may apply with some companies /organizations accepting students.

Examples of companies for internship destination (for AY2023) *Host companies are subject to change each year.

Japan Airlines Co., Ltd. (London / Frankfurt) , H.I.S. Co., Ltd. (New Zealand), TOKYO FOOD Co., Ltd. (New Zealand), Albirex Singapore Pte Ltd. (Singapore), JR East Business Development SEA Pte. Ltd. (Singapore), Hitachi East Asia Ltd (Hong Kong), Hong Kong University, UMW Toyota Motor Sdn. Bhd. (Malaysia)

and others

<Outlines>

Advanced preparation:	Setting goals, Travel preparations
Prior training:	Acquire basic understanding on the program, their host companies, relevant industries, company researches, local manners and points to keep in mind when traveling abroad
Field training:	Overseas work experience at host companies (individual participation)
Post training:	Reflection, presentation at briefing session, and prepare a report

<Course Registration>

- Students who have been selected will be registered by the university as “Summer Session” or “Winter Session” under the category “Other”. As such, there is no need to go through the registration process themselves, however, be sure to check that the course registration status screen that will be updated after course registration.
- Two credits
- Students in their 8th semester of enrollment or later may not register. In the case of retaking this course, the credits taken will be treated as "optional subjects". This is the same course as the former "Overseas Internship 2" offered before academic year 2023, so if a student who has already taken that course, and retakes credits from "Overseas Work Experience 2", the credits will be treated as "optional subjects".
- Course registration will not be accepted if the course date and time overlap with another course (intensive courses, courses with no timetable set, etc.) for which students have already registered.
- Even when students register for this course for “Summer Session” or “Winter Session” the credits will be **included in the maximum number of registered credits for the year (12 credits)** for the University-wide liberal arts courses (not included in the maximum number for the semester). Even should a student pass the selection process, they will not be able to register for this course or obtain credits when they do not meet the rules for the maximum number of registered credits indicated above. The registration period for this course comes later than the regular course registration period, so students should confirm the rules for themselves prior to applying and plan their course registrations in a systematic manner.

【Examples of inclusion in the maximum number of registered credits】

e.g. 1) Spring Semester / Fall Semester

Should the maximum number of registered credits for liberal arts courses (12 credits), and the maximum number of registered credits for the semester / year set by each college not be reached, students who pass the selection process for this course will be able to register.

e.g. 2) Spring Semester

Even should the maximum number of registered credits in the Spring Semester for liberal arts courses (6 credits) be already registered, if the maximum number of registered credits for the year (12 credits) has not been reached, students who pass the selection process for this course will be able to register.

e.g. 3) Fall Semester

Even should the maximum number of registered credits in the Fall Semester for liberal arts courses (6 credits) not be reached, should registration for this course result in the excess of the maximum number of registered credits for liberal arts courses (12 credits) or the maximum number of registered credits for the semester/year set by each college, students will not be able to register.

e.g. 4) Fall Semester

Even should the maximum number of registered credits in the Fall Semester for liberal arts courses (6 credits) be already registered, if the maximum number of registered credits for liberal arts courses (12 credits) and the maximum number of registered credits for the year set by each college have not been reached, students will be able to register for this course within the range of credits available to them.

<Grade Evaluation>

- Students will receive either a “pass” or “fail” as an evaluation for this course.

<Course qualifications>

- Must be enrolled in the semester in which students intend to take a course (students on leave of absence during the relevant semester are not eligible to apply nor participate).
- Students who are able to leave/return to Japan for the overseas work experience training
- Students who fulfill the requirements indicated by each company accepting students.
- Students who are able to participate in the entire schedule, including prior/post training
- Students who fall into the following categories (1) to (3) are also eligible to apply for the program and can participate in it if they pass the selection process. Carefully read the Points to Note below and please contact the Center for Global Human Resource Development for further details if you wish.

(1) Students in their 8th semester of enrollment or later

Even when participation is approved, these students may not register for this course nor obtain credits.

(2) Students do not wish to register this program

Applications to participate in this program may be approved without course registration in special circumstances recognized by the Center, such as exceeding the maximum number of registered courses. Even should participation be approved, students will not be able to obtain credits

(3) 1st year students in Master’s Program

These students need to register for this course if their participation is approved, however, priority will be given to undergraduate students in the selection of participants. The credits from taking this program will not be counted in the credit requirement for the degree.

* Students who fall into any of (1) to (3) above will be subject to the same requirements as regular undergraduate students participating in this program through registration, such as participation in an overseas work experience program / pre-internship training / returnee debriefing session, and submission of assignment, and they must follow other instructions issued by the relevant organizations.

<Points to Note>

- Even after participants have already been selected or dispatched, the program may be subject to cancellation or early withdrawal depending on evolving circumstances in the international environment or local conditions.

- Prior to travel, participants must purchase the liability insurance policy and travel insurance policy specified by the University.
- Before applying, applicants must be sure to completely verify all recruitment materials released in the relevant semester, such as the application guidelines and training descriptions.
- Depending on the applicant's nationality and overseas travel history, it may not be possible to obtain the necessary visa for participation in the program. If required visas cannot be obtained, participation in the program will not be permitted, even if they pass the screening process

<Remarks>

- It is the personal responsibility of participants to carry out the required procedures, such as purchase of airline tickets, arrangement of accommodations, obtaining of visa, etc.
- Participants are responsible for bearing the required costs of the internship, such as the airfare, accommodation costs, food and other living expenses, cost for obtaining visa, travel insurance premiums, etc. (The amount varies by program and internship location. Approximately 100,000 to 800,000 yen.)
- Center for Global Human Resource Development HP: <https://ghrd.rikkyo.ac.jp/>

