

Graduate School of University of Tsukuba
Certificate Programme on Nature Conservation
Internship Application Guidelines

(1) Objective

The Certificate Programme on Nature Conservation (CPNC) provides internship opportunities for students to obtain practical experience in the field of nature conservation. The goal of the internship program is to develop personnel who can apply their acquired knowledge and techniques to solve real-world problems in the field of nature conservation.

(2) Credits and internship length

| Internship Category | Credit | Length |
|---------------------|----------|-----------------|
| Short-term | 1 | 10–19 days |
| Short-term 2 | 1 | 10–19 days |
| Mid-term | 2 | 20–39 days |
| Long-term | 3 | 40 days or more |

(3) Internship applications

There are two ways to apply for internships.

1) Apply through CPNC

Students can apply to an internship position(s) announced by the CPNC program directly through the CPNC. There is a selection procedure, and only qualified student(s) are recommended to the organization (e.g., the International Union for Conservation of Nature: IUCN).

2) Apply directly

Students seek out internship opportunities on their own and apply directly to the organizations. If the student is accepted, they can receive internship credit. The internship organization should belong to one of the following groups:

- a) Incorporated associations, incorporated foundations, non-profit organizations, or governmental organizations.
 - b) Private organizations. In this case, please submit the following items:
 - 1. Objectives, locations, and the constitution of the organization, including the names of representative members and a financial report.
 - 2. Newsletter or published report that describes the organization's activities.
 - 3. Name and contact information for the internship advisor.
 - c) Any other CPNC approved organizations.
- Please submit the Internship Application Form (form 1) and other required documents at least one month before the initiation of internship.
 - All the documents are reviewed by CPNC instructors. Students will be notified of the decision immediately after the review.

(4) Financial Support

One of the CPNC's goals is to facilitate growth of students who can solve real-world problems in the field of conservation. To assist students in gaining practical experience, we offer financial support to cover transportation and accommodation costs during their internship, including inspection costs for COVID-19.

If you wish to be considered for financial support, please complete the form for financial support (form 6). All documents are reviewed by CPNC instructors. Applicants will be notified of their financial aid status immediately after the review.

The following criteria are used to determine aid amounts:

- 1) Support for transportation is determined based on the university's accounting regulations.
- 2) Expenses necessary for a stay in a foreign country are based either on the criteria described in Table 1 or on the amount of actual expenses.
- 3) Support for necessary domestic accommodations is provided based on the university's accounting regulations. Please refer to Table 2 for more details on domestic expenses and reimbursement.
- 4) When a student participates in the internship program at an organization that has a special contract with CPNC, such as IUCN, the amount described in the contract will be offered to the student.
- 5) When a student participates in the internship program at an organization, such as IUCN and UNESCO World Heritage Center, that requires attendance at an international conference, transportation and accommodation costs will be covered.

(5) Things to do before the internship starts

- 1) Buy internship insurance (personal accident insurance for students pursuing education and research, internship insurance Course B).
 - ※ Inquiries: Please contact the student support staff in the administrative office of your department.
 - ※ If your internship will include two fiscal years, please pay the two-year amount.
- 2) Complete the initial application (form 1) and obtain your academic advisor's signature or seal.
- 3) Submit the application for financial support (form 6) if you wish to apply to for financial support.
- 4) After your application is accepted, consult with CPNC instructors and CPNC office about the accounting procedure.

<Precautions>

- If you apply through CPNC (i.e., application type 1 above), submit the required documents to the CPNC office by the deadline announced by your instructor.
- If you apply directly (i.e., application type 2), Internship Evaluation/Completion Certificate (form 3) is sent directly from the CPNC office to the internship organization.

(6) Things to do during the internship

Fill in the Journal (form 4) during your internship.

(7) Things to do after the internship

- 1) Contact your academic advisor and CPNC instructor and let them know that you have arrived back safely from the internship. Fill in the Internship Report (form 2) and obtain a signature from your internship advisor.
- 2) Ask your internship advisor to fill in the Internship Evaluation/Completion Certificate (form 3) and send it to the CPNC office.
- 3) Submit the Internship Report (form 2) and Journal (form 4) to the CPNC office.
- 4) Register the internship subject by TWINS, depending on the length of your internship.

(8) Credits and grades

- Registering for multiple internship subjects while working for the same organization is not permitted.
- The grade is assigned at the end of the fiscal year in which the internship was completed.

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Table 1. Financial support for an overseas internship

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| Region A | Abidjan Abu Dhabi State of Kuwait San Francisco Singapore Jeddah Geneva New York Paris Moscow Riyadh Los Angeles London Washington | 180,000 yen per month |
| Region B | · North America · Europe · Middle East (Azerbaijan, Albania, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kyrgyz, Georgia, Croatia, Kosovo, Slovakia, Slovenia, Serbia, Tajikistan, Czech Republic, Turkmenistan, Hungary, Bulgaria, Belarus, Poland, Bosnia and Herzegovina. Excludes the former Yugoslav Republic of Macedonia, Moldova, Montenegro, Latvia, Lithuania, Romania, and Russia.) [Major cities] Amsterdam Anchorage Vienna Vancouver Jerusalem Copenhagen Seattle Chicago Zurich Toronto New Orleans Hamburg Frankfurt Brussels Honolulu Boston Madrid Montreal Rome | 140,000 yen per month |
| Region C | Places not designated in regions A, B, or D [Major cities] Wellington Kuala Lumpur St. Petersburg Sydney Jakarta Seoul Sophia Tashkent Bangkok Prague Budapest Manila Melbourne Yangon | 120,000 yen per month |

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| Region D | <ul style="list-style-type: none"> · Asia (excluding the Indochina Peninsula [including Singapore, Thailand, Myanmar and Malaysia], Indonesia, the Republic of Korea, East Timor, Philippines, Borneo and Hong Kong) · Latin America · Africa <p>[Major cities]</p> <p>Cairo Cape Town Sao Paulo Shanghai Taipei Nairobi Buenos Aires Beijing Mexico City Rio de Janeiro Lima</p> | 110,000 yen per month |
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Notes:

- 1) Financial aid is based on your internship location. The amount of support follows the scholarship standards of the Japan Student Services Organization (JASSO) (https://www.jasso.go.jp/ryugaku/scholarship_a/daigakuin/_icsFiles/afieldfile/2021/08/28/2022d_youkou_1.pdf) and uses the relevant prevailing exchange rate.
- 2) Actual transportation expenses are supported. Please submit receipt(s) to the CPNC office.
- 3) For air travel, buy an economy class ticket and submit documentation describing the flight schedule, including a copy of the E-ticket and the boarding pass.
- 4) There is a limit on payments for accommodations.
- 5) Submit all the receipt(s).

Table 2. Financial support for a domestic internship

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| Multi-day trips | Expenses incurred for travel between the destination and either Tsukuba Station or a student's home (if it is closer to the destination) are covered based on the University of Tsukuba's accounting regulations. Actual cost for accommodations is covered. |
| One-day trips | Expenses incurred for travel between the destination and either Tsukuba Station or a student's home (if it is closer to the destination) is covered based on the University of Tsukuba's accounting regulations. |

Notes:

- 1) There is a limit on payments for accommodations.
- 2) Submit all the receipt(s).
- 3) Transportation expenses are covered based on the student discount rate.
- 4) If your sponsoring organization contributes to your accommodation expenses, please inform us of the amount.
- 5) The cost of air travel is covered only for limited destinations. For covered air travel, buy an economy class ticket and submit documentation describing the flight schedule, including a copy of the E-ticket and the boarding pass.
- 6) For super-express trains, the non-reserved rate is applied.