

Application Guideline for AY2021 the University of Aizu  
Vietnam Internship Program Alternative Program

- ※ Up to 6 students selected for this program will receive a grant. The grant will be paid after the students complete the program. (Maximum 35,000 yen)
- ※ This program is provided based on a general agreement between the University of Aizu and FPT University, a private university in Vietnam.
- ※ After completing this program, students are able to get 2 credits of the specialized course “Extra-curricular Activity Course” which can be counted as graduation credits through submitting a report on their own activity to Academic Affairs Committee (AAC) for review.

1 Objective

Despite the COVID -19 situation, we still provide students opportunities to experience the spirit of innovation and creation in Southeast Asia especially in Vietnam. This program focuses on ICT start-ups and the development of engineers to help students understand the importance of English and world-class technical skills in career development.

2 Outline of the program

Through the program cooperated with FPT University, one of our partner universities, the participants will take ICT business classes in English and interact with other students. Furthermore, through a three-week internship at a local company, they will acquire the technical skills and communication skills for working in Vietnam.

3 Training Contents

All training will be provided online.

1. Learn ICT business knowledge in English with Vietnamese students. (FPT University)
2. Participate in an internship organized by a Vietnamese company that is collaborating with FPT University.
3. Learn Vietnamese culture. (FPT University)

4 Number of applicants

Up to 6 students (1st to 4th year undergraduate students and 1st to 2nd year master

students excluding students scheduled to graduate in September 2021.)

## 5 Recruiting students / Selection

**Recruiting Period:** Wed, Apr 28, 2021-Tue, May 25, 2021 Noon (Strict adherence)

**Briefing Session:** Tue, May 18, 2021, 17:00-17:40 M1 and Online

**Document screening:** Thu, May 27, 2021

**Notification of result of document screening:** Tue, Jun 1, 2021 (Planned)

**Interview (individual):** Wed, Jun 9, 2021

**Notification of Results:** Wed, Jun 16, 2021

## 6 Program period

August 23, 2021 (Monday) - September 17, 2021 (Friday) 4 weeks

## 7 Eligibility and Requirements

(1) Students at the undergraduate school or graduate school master course of UoA as of Oct. 2021 with excellent academic and research performance.

(2) Students who have a English Proficiency such as TOEFL, TOEIC, IETS, or others.

(3) Students in good physical and mental health.

(4) Students who are willing to participate in the entire program and complete the program.

(5) Students who are willing to actively contribute the results of the training to international exchange activities at the University of Aizu and in the region.

(6) Students who are willing to respond to any requests for surveys or questionnaires regarding the training program in order to improve the training content.

(7) Students who will never divulge any confidential information of the internship company to a third party and are able to comply with the contract with the internship company to protect the intellectual property rights and other rights.

## 8 Tuition and support grant

**•Tuition fee: 450 US dollars (around 49,500 yen)**

**\* Overseas remittance charges need to be paid by the applicant.**

Payment should be made by Paypal or bank transfer.

- All participants need to pay the entire amount once.
- The participants shall pay the money directly to the FPT University, and the University

of Aizu shall not be involved in or be responsible for the receipt of the money. Any matter such as cancellation shall be settled between FPT University and the students.

- Payment shall be made in two installments. (The first time is 50 USD, the second time is 400 USD) Please note that there will be a conversion fee and a bank transfer fee.

#### About Paypal

- Make an international money transfer via Paypal. Please create a Paypal account in advance.
- If you do not have a credit card, please prepare a VISA vandle card or a VISA debit card as soon as possible after your acceptance. (Make sure you have enough money in your account to cover cashing and transfer fees.)

VISA Vandle Card <https://vandle.jp/>

VISA Debit Card

<https://www.japannetbank.co.jp/service/payment/cardless/>

#### **•Support grant: Up to 35,000 yen will be given to the top six students in the second screening of interview.**

- ※ The grant will be provided only when the participants receive the certificate of completion of this program.

#### 9 How to apply

Applicants must submit the following application documents to Promotion Office for Top Global University.

(The deadline for submission is May 25, 2021, 5:00 p.m.)

[Application documents] Please download from <https://u-aizu.ac.jp/sgu/>

- Application form (Vietnam Internship Alternative Program ONLY)
- Curriculum Vitae (Please be sure to download and edit)
- Official Transcript
- Internship Participation Confirmation Form (Each applicant must obtain an approval from his/her class mentor, supervisor or faculty who knows the applicant very well)

- ※ Please contact us if an applicant cannot obtain the approval from the faculty within the submission period.

#### 10 Screening and Notification of Results

Screening and notification of results will be conducted as follows.

- (1) Document screening will be conducted with reference to the application documents and the Official Transcripts. Applicants will be notified of the results after document screening.
- (2) Interview will be conducted for the applicants who pass the document screening.
- (3) The results of interview will be notified. (Potential participants will be decided.)

#### 11 Cancellation of participation, suspension of the training, or return of the support grant.

If any of the following events occurs during the program, the participation or the training may be cancelled. In this case, training fees will not be refunded. (Training fees are incurred between FPT University and the participants, not between the University of Aizu and the participants.) In addition, the participants may be asked to return all or part of the support grant.

- (1) If any falsehood is found in the submitted documents
- (2) When the University of Aizu judges that the participant's physical or mental health condition disrupts the program.
- (3) The participant has been subjected to a disciplinary action by the University of Aizu or the internship company.
- (4) The participant has withdrawn from the University of Aizu.
- (5) The participant declines participation for his/her own reasons.
- (6) If the participant is unable to obtain a visa for the period of the internship.
- (7) If the participant fails to submit assignments or is absent from local classes or events without a valid reason.

#### 12 Compensation for Damage

By applying to the program, the applicant shall agree that the University of Aizu shall NOT be held responsible for any of the following cases.

- (1) Any damage or unforeseen mishap caused by disasters, riots, terrorism, accidents, diseases, crimes, etc. during the program.
- (2) Compensation for damage to property or persons caused by the Participant's carelessness at the training site during the program.
- (3) Damage caused by acts that violate laws and regulations or public order and morals.
- (4) Damage caused by unpredictable events during the course of the program, changes in transportation schedules, etc.
- (5) Damages caused by activities outside of the prescribed curriculum provided by the university or the training site.

(6) Any and all compensation and liability for leakage of company information, etc.

(7) Any and all compensation and liability arising between FPT University and the student.

### 13 Others

(1) The work related to the internship shall be unpaid.

(2) Participants must observe the instructions and regulations of the internship company during the training period.

### 14 Contact

Promotion Office for Top Global University, room 123 on the 1st floor of the Research  
Quadrangles

Person in charge: Ms. Yashima

Office Hours: 9:30 a.m. to 5:15 p.m, Monday through Friday except holidays.

e-mail: [sgu-adm@u-aizu.ac.jp](mailto:sgu-adm@u-aizu.ac.jp)

Tel: 0242-37-2701 Fax: 0242-37-2766