

## Notes for Internship Credit Transfer Applying

### 1. Internship Credits transfer

Faculty of Science and Engineering will permit a credit transfer for internship activity which equivalents to over 60 hours (over 10 days) work load. The internship activity will be recognized of “Post-graduate common course (2 credit units and duplicate courses not permitted)” for post graduate students and “Group D Independent Studies– Junior Students Allotment (2 credit units and duplicate courses not permitted)” for undergraduate students. In order to apply to this Credit Transfer, you must complete this form prior to the start of your internship.

The aim of the internship is to gain experience by applying the research within your laboratory, or related fields, to research and development within a real production site, and to nurture a higher level of your abilities. When deciding on the host institution/research (practical training) content, consult carefully with your supervisor and choose an industry that will be beneficial to future research within your department.

### 2. Notes for applying Internship credit transfers

When applying for Internship credit transfer, your supervisor’s approval is necessary. After deciding which internship practical training you are participating, please e-mail your supervisor with details of internship, period and outline of this practical training, and request for an interview (This e-mail must be kept until your evaluation is announced). **There is a possibility that you will not be approved with credit transfer after the internship if you have not informed prior to your supervisor.**

### 3. Procedure

#### **【Participating for internship outside of University】**

**Remarks: If ①Apply through MyWaseda ②Internship Report ③Internship evaluation is not submitted, you will not be permitted with credit transfer.**

#### ① **【Before training】 Apply through MyWaseda**

Available from Faculty of Science and Engineering website

<https://www.waseda.jp/fsci/en/students/career/>

Deadline : Earliest when internship is decided

#### ② **【After training】 Submit internship Report (reported by student) from MyWaseda**

Available from Faculty of Science and Engineering website

<https://www.waseda.jp/fsci/en/students/career/>

Deadline : Within 2 weeks after the training is completed

③ **【After training】 Submit Internship evaluation signed by the host institution**

Please kindly ask your host institution to complete and send this evaluation to:

(Evaluation should be enclosed privately).

TO : 〒169-8555 3-4-1 Okubo-Shinjuku

Waseda University

Faculty of Science and Engineering, Academic and Student Affairs Section

Internship group

Deadline : within 2 weeks after completing the internship

**Institution's seal is necessary (department seal is accepted, but not individual personal seal) for this evaluation. Please request your institution at early stage.**

4. Period of earning credit transfers and deadline for other procedures

<b>Semester Credits received</b>	<b>Application deadline before training</b>	<b>Deadline for Reports</b>
Year 2021 Spring semester	June 4 <sup>th</sup> , 2021 For 'Basic Science and Engineering Laboratory' TA training, by April 17 <sup>th</sup>	August 6 <sup>th</sup> , 2021
Year 2021 Fall semester	November 15 <sup>th</sup> , 2021 For 'Basic Science and Engineering Laboratory' TA training, by October 2 <sup>nd</sup>	February 4 <sup>th</sup> , 2022

\*Application after the deadline will be approved for following semester. Please submit the report within 2 weeks after the practical training.

5. Methods of evaluation

Based on 2 points mentioned below, your supervisor or Chief of the Department will evaluate.

- Internship Training Report (your own report)
- Internship Training Evaluation (the host institution's evaluation report of your performance)

Academic & Student Affairs Section,  
Center for Science and Engineering, Waseda University  
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