

1. Independent Overseas Fieldwork A and B

- (1) The fieldwork conducted for “Independent Overseas Fieldwork A” and “Independent Overseas Fieldwork B” should be the equivalent in quality and quantity to the subject “Overseas Fieldwork (OFW)”. Fieldwork here refers to practical work or on-the-job training that is conducted under the supervision of a recognized organization. Completing an internship or receiving formal training at the headquarter or branch office of an international organization, governmental organization or private organization located outside Japan can be counted as credits towards “Independent Overseas Fieldwork A” or “Independent Overseas Fieldwork B” after application. This may include internship or on-the-job training programs offered online.
- (2) Those who want to apply for credits towards “Independent Overseas Fieldwork A” or “Independent Overseas Fieldwork B” must obtain prior consent from their academic advisor and submit the application form and other necessary documents to the GSID Office, in principle, within three months after the completion of fieldwork. Students must submit the documents specified below.
- (3) The chairperson of the Educational and Student Affairs Committee may approve and decide on credit after discussion in the Committee.

2. Independent Domestic Fieldwork A and B

- (1) The fieldwork conducted for “Independent Domestic Fieldwork A” and “Independent Domestic Fieldwork B” should be the equivalent in quality and quantity to the subject “Domestic Fieldwork (DFW)”. Fieldwork here refers to practical work or on-the-job training that is conducted under the supervision of a recognized organization. Completing an internship or receiving formal training at the headquarter or branch office of an international organization, governmental organization or private organization located in Japan can be counted as credits towards “Independent Domestic Fieldwork A” or “Independent Domestic Fieldwork B” after application. This may include internship or on-the-job training programs offered online.
- (2) Those who want to apply for credits towards “Independent Domestic Fieldwork A” and “Independent Domestic Fieldwork B” must obtain prior consent from their academic advisor and submit the application form and other necessary documents to the GSID Office, in principle, within three months after the completion of fieldwork. Students must submit the documents specified below.
- (3) The chairperson of the Educational and Student Affairs Committee may approve and decide on credit after discussion in the Committee.

3. Documents to submit to the GSID Office after completing fieldwork (The forms can be downloaded from the GSID website.)

- (1) Application form (Prescribed form)
- (2) Program materials illustrating the contents of the fieldwork/internship.
- (3) Work Time Record Sheet and Working Record Certification Form (Prescribed forms)

These documents must be certified by the organization that offers the fieldwork/internship program. The allocation of time between the lecture/seminar and fieldwork (or on-the-job training) should be appropriate and the total hours of the lecture/seminar and fieldwork (or on-the-job training) must be 22.5 hours or more for “Fieldwork A”, and 45 hours or more for Fieldwork B. However, if report writing is included in the hours of program involvement, the total hours must be 30 hours or more for “Fieldwork A” and 60 hours or more for “Fieldwork B”.

(4) Report

A report, typed on A4 paper, of at least 1,600 words in English(4,000 characters in Japanese) for “Independent Overseas Fieldwork A” and “Independent Domestic Fieldwork A” or 3,200 words in English(8,000 characters in Japanese) for “Independent Overseas Fieldwork B” and “Independent Domestic Fieldwork B”, must be submitted. After running the report through plagiarism software, the similarity rate of the report must be entered in the application form.

The report here refers to a document written by an applicant taking credits for “Independent Overseas Fieldwork A”, “Independent Domestic Fieldwork A”, “Independent Overseas Fieldwork B” and “Independent Domestic Fieldwork

B” as a part of the fieldwork/internship program. If report cannot be written during the fieldwork/internship, then the document should be drafted based on the knowledge and experience acquired during the fieldwork/internship after completion. Documents distributed to an applicant during the fieldwork/internship cannot be submitted as a report.

(5) Certificate (Prescribed form)

In cases where the student submits a report written during his/her fieldwork/internship, a certificate that proves their contribution is needed.