

Points to note regarding Fieldwork and Internship during the 2021 spring break

* Please make sure to also check the “Guidelines” that have been posted from before.

Fieldwork during the 2021 spring break will be completed in observance of the guidelines indicated in “Education and Research Activities including Fieldwork during the Summer Break” announced on July 1, 2020

Students who are currently planning to conduct Fieldwork next spring and register for it during the Spring Semester should make an application during the application period, after carefully checking if the following “Points to note” that were previously released as well as the points below that are announced this time are met.

<Field Research (Undergraduate Faculty) and Fieldwork-Related Activities (Graduate School)>

In principle, only projects that are conducted online will be allowed. However, if students wish to conduct projects in person out of necessity for carrying out research in order to write their graduation thesis or Master’s Thesis, etc., we will exceptionally allow the implementation of only those projects that can comply with the following conditions. (Projects requiring overnight stays may be allowed if participants are able to stay in single rooms. Overseas activities are not permitted; however, if the students in question are currently abroad and will conduct activities within that country, we may give permission for such activities.)

- Submission of and compliance with a document that outlines infection prevention measures by the student who will be conducting the project (explanatory document subject to obtaining consent of his/her academic advisor)
- Submission of and compliance with a written oath submitted by the student who will conduct the project and his/her guarantor (prescribed form available)
- Numbers participating in an activity at one time will be a maximum of 10 people or less (exceptions may be made for internships and other projects that are led by external organizations)
- Prohibition on social gatherings that involve eating and drinking (exceptions may be made for internships and other projects that are led by external organizations)

Please be aware that the above points were determined according to the current situation and may change in the future as the situation continues to develop. Any changes will be announced on this document.

Please also check the “Guidelines” posted on the Keio University Student Website for the university’s basic policy on Fieldwork and Internship conducted during the school holiday (the links to these Guidelines are provided below).

<Links to Guidelines>

Undergraduate students:

https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/files/00_fw_guideline_under_en.pdf

Graduate students:

https://www.students.keio.ac.jp/en/sfc/gsmg/class/fieldwork/files/00_fw_guideline_grad_en.pdf

<Period accepting advance applications>

Monday, December 14, 2020 at 10 a.m. – Friday, December 18, 2020 at 3 p.m.

- As written in the Guidelines, after an advance application is made, the screening will take place to decide whether or not the activity can be conducted. Please be aware that the application may not be approved depending on the contents of the Fieldwork/Internship plan or for other reasons.
- The screening will be conducted based on the guidelines that will be established in the end of June. As such, please make sure to check that the plan you have devised is consistent with the guidelines before making an advance application.

<How to apply>

Apply via Google form that will be set up on the Keio University Student Website

We will inform you of form URL on the Students Website (following URL) at the early December 2020.

Undergraduate students: <https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>

Graduate students: <https://www.students.keio.ac.jp/en/sfc/gsmg/class/fieldwork/>

- The authentication by keio.jp ID and password is necessary in order to access the form.
- Applications made using prescribed forms posted on the Keio University Student Website, such as research proposals that are used in normal years, will not be accepted.
- The documents that normally need to be submitted – the “Written Oath,” which is turned in along with the research proposal, and the “Letter of Acceptance,” which is turned in when taking part in Internship activities – are not necessary this year. Entering necessary information in the respective spaces on Google form will replace those forms.

<Information required for applications>

Detailed information on the following items is required when you make an application.

Be sure to make good preparations before making an application.

- Name and e-mail address of the Advisor for Fieldwork-Related Courses
- Name of the Subject

- Theme for the Fieldwork Research / Internship
- Theme and Content of the Activity
- Purpose, importance and Results of the Activity
- Beginning date and end of the date of Activity, Actual Days of the Activity
- Place of the Activity
- Detailed Schedule
- Emergency Contact Information (name of the person, telephone number, e-mail address)

(Only Internship Activity)

- Information of Organization (name of Organization, person in charge, address, telephone number, e-mail address)

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