How to Apply for
the Internship Program
(Manual for using the web system)

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Center for Engineering Education Development, Hokkaido University

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Procedures for internship application

Observe the following steps marked with icons in the procedural flow on the menu page to register and report.

Flow

Gray numbers are manual procedures dealt with at the reception desk of the CEED Office.

Green numbers are procedures done through the web system.

① Before submitting an application, you need to submit your course record for Internship I or II to the Academic Affairs Division.

WEB ② Internship application is conducted via the web.

WEB ③ Submission of the internship objectives report is conducted via the web.

If you have checked "I will register at the Career Center" and submitted the internship objectives report, you can add the name of the company at which you would like to do your internship to the Center's company list.
The Career Center will contact the company at which you want to do your internship and inform you of the result.

WEB ④-1 Register the company at which you will do your internship via the web after receiving confirmation of your internship.
If you need financial assistance, you should apply for it at this point.

④-2 If you apply for assistance for travel costs, you should acquire the estimate of airfares, etc. from at least two travel agencies and submit it to the CEED.

⑤ You need to take the pre-training course to be held before undertaking your internship (attendance is recorded).

WEB ⑥ Submit the report on your internship experience after the completion of your internship.

Basic use of the web system 1

About the main menu

Menu for use of
the administrator only
(students cannot
use this menu)

Click the icon to
download each form

·If you are applying for the
internship program for the first time,
click here to display the internship
application screen.

If you have applied for the program
before, click here to display
the login screen as shown below.

Log in after registration

Return to the
main menu.

You should log in to correct registration data, etc.
Be sure to input your student number, date of birth
and e-mail address correctly when registering for the
first time.
This information is required when logging in.

Click "log in" after inputting
your student number,
date of birth and e-mail address.

Basic use of the web system 2

Student menu after login

Log out to
return to
the main menu.

[Only for students who use the Career Center's program]
The list of prospective companies is displayed in PDF format.

The date of internship application will be displayed.
Click "Read" to read the data inputted at that time.
You can also edit the data at any point before confirming the company at which
you will do your internship.

You can submit your internship experience report.
After submitting this report, you can read (but not edit) the data at any time.

You can submit your internship objectives report.
After submitting this report, you can read (but not edit) the data at any time.
The color of the button for the next step will be shown in pink so you can clearly see what to do next.

After taking the pre-training course, the date of its completion will be automatically shown here.

[Only for students who use the Career Center's program]
Up to six codes and names of prospective companies can be registered until the due date.
Contact the Career Center Office about the details of the registration (due date, etc.).

Submit data on the company at which you will do your internship.
If you apply for financial assistance at the same time, also submit your itinerary, travel costs, etc. here.
You also need to input the creditor's code, so you should obtain it beforehand.

Applying for the program for the first time

How to input data

Click "First application" on the main menu to display the internship application form. Input necessary information and click the "Review" button. Check for errors on the review screen and click "Submit."

Matters to be noted

- Input figures in one-byte characters and the readings of Chinese characters in kana. Don't' use one-byte katakana characters.

- To complete the process, you need to input items that are marked "must" on the right side.

- Be sure to register your e-mail address (either PC or mobile phone address). If both a PC and a mobile phone e-mail address are inputted, the former will be prioritized.

- If the company at which you will do your internship has already been finalized, you can input "prospective job type" and subsequent items.

- If you intend to use the Career Center's program, please check the "Registered at the Career Center" box. You will be automatically registered with the Career Center's system.

- You can input up to 140 two-byte characters in the address and free comment boxes.

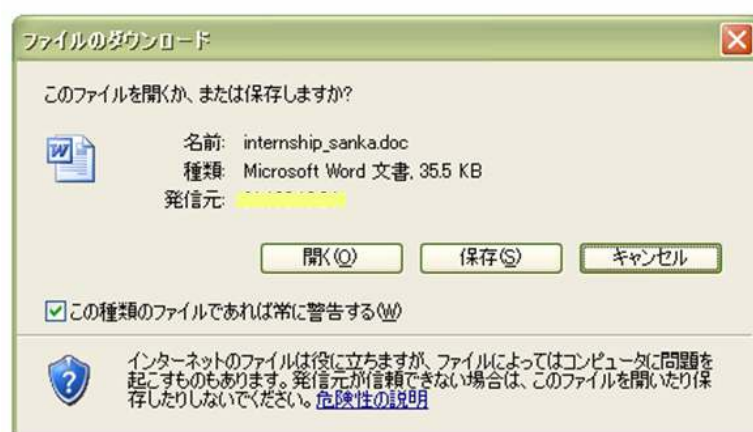# Downloading the application objectives report form

How to input data

A review screen will be displayed after the completion of a new application, and the icon to download the Word file for the internship objectives report will be shown at the top of the screen.

Click the icon and download the form to your PC. Upon clicking the icon, the confirmation dialogue shown below will be displayed. Click "Save" and store the data on your PC.

After the completion of the download, click "Return to the menu" to return to the main menu.

Matters to be noted

•The internship objectives report form can also be downloaded from the main menu.

•You can change the file name if you wish.

Submitting the application objectives report

How to input data

Click "Correct the registration data" on the main menu to log in.
Click "Submit the internship objectives report" on the screen.

On clicking that button, the dialogue screen shown below will be displayed. Click "Review," choose the completed report file and click "Submit."

After submitting the report, the date of submission will be shown in the application objectives report box.

Matters to be noted

• To go on the next step, you must submit the application objectives report.

• If it is necessary to submit the application objectives report, the background of the "Submit" button will be highlighted pink.

• The report can be submitted only in Word or PDF format.
Files exceeding 2 MB cannot be submitted.

• The submitted data can be read but not deleted or corrected.
Contact the CEED Office if you need to correct or delete the data.

Registering the prospective company name
(available only for students who use the Career Center's program)

How to input data

Input the code and name of the company at which you would like to do your internship on to the Career Center's company list.

Click the "Register" button of the prospective company shown in pink. Click the "Edit" button at the bottom of the screen to display the registration screen shown left.
Input up to six company names at the bottom of the screen.
After inputting the names, click "Review" and then "Register."

Upon the completion of registration, the date of registration will be shown and the background of the "registration of the company at which you would like to do your internship" will turn to pink.

Matters to be noted

• These procedures are exclusive to students using the Career Center's program. If you have not checked the "Registered at the Career Center" box, this item will not be shown in pink and the registration screen will not be displayed even if you click the button.

• The result of the matching of prospective companies will be e-mailed by the teaching staff of the Career Center. Please note that the result will not be automatically reflected in this system.

Confirmation of the company at which you will do your internship and application for financial assistance

How to input data

Input information on the company at which you will do your internship after the internship has been confirmed (or after receiving that information from the Career Center if you are using its program).

Click the "Submit" button shown in pink to confirm the company at which you will do your internship and apply for financial assistance. The screen shown left will be displayed.

If you apply for assistance for travel costs, etc., please submit the relevant information as shown below.

After the registration is completed, the registration date will be displayed.

Matters to be noted

•The process will not be completed until all the items marked "must" on the right side are inputted.

•Be sure to fill in the address of the company at which you will do your internship within three lines. Any characters exceeding that limit will be deleted.

•Do not use the "Enter" key of the keyboard to enter the amount of financial assistance.
Using that key is subject to errors.

•The application data cannot be corrected after confirming the company at which you will do your internship.

Registering the internship experience report

No.	年度	研究科/学部	専攻	課程	学年	派遣種別	参加申込	参加目的レポート	希望企業名の登録	派遣先登録及び支援申請	派遣前教育	体験報告
									1件の該当データがあります。			
000015	2008	情報科学研究科	A学科	修士	2年	国内短期	4/8 閲覧	4/8 閲覧	未登録 登録	4/8 株式会社ＣＥＥＤ 閲覧	4/8	未登録 登録

北大CEED Center for Engineering Education Development
工学研究科・情報科学研究科・工学部 インターンシップ　　体験報告書の登録

インターンシップ体験後に、「インターンシップ体験報告書」を提出して頂きます。

インターンシップ体験報告書のフォーマット →　Format DOWNLOAD
（CEEDのホームページの「体験レポート」からダウンロードすることもできます）

送信するファイルを指定して、「登録する」ボタンを押してください。

C:¥Documents and Settings¥　　　¥デスクトップ¥too　参照...

※Microsoft Word か Adobe PDF で送信してください（拡張子：doc, pdf）
※最大送信ファイルサイズ：2M程度
※ファイルサイズが大きくてアップロードできない場合は、
　工学系教育研究センター事務室（内線7163）迄ご連絡ください

登録する　閉じる

How to input

After completing your internship, submit your internship experience report.

The "My internship experience report" box will be shown in pink. Click "Submit" to display the dialogue shown below left. Click the "Review" button, chose the completed report and click "Submit"

Upon submission of the experience report, the date of submission will be shown on the relevant box.

Matters to be noted

•You can submit the report only in Word or PDF format.
You cannot submit files exceeding 2 MB.

•You can read the submitted data but not delete or correct them. Contact the CEED Office if you need to correct or delete the submitted data.

•After completing the submission of the report, any items can be read but not corrected.