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JAXA'S NEW STUDENT ACCEPTANCE SYSTEM

NOVEMBER 2017

JAPAN AEROSPACE EXPLORATION AGENCY

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2 INTRODUCTION

- Since its establishment, the Japan Aerospace Exploration Agency (hereinafter "JAXA") has accepted students in Japan and overseas at its sites pursuant to applicable laws in an effort to working with educational institutions such as universities. JAXA has provided education as well as research and hands-on training guidance to students.
- JAXA has enhanced the Student Acceptance Program under a new Student Acceptance System upon reorganizing the old system.
- This document outlines the new Student Acceptance System.

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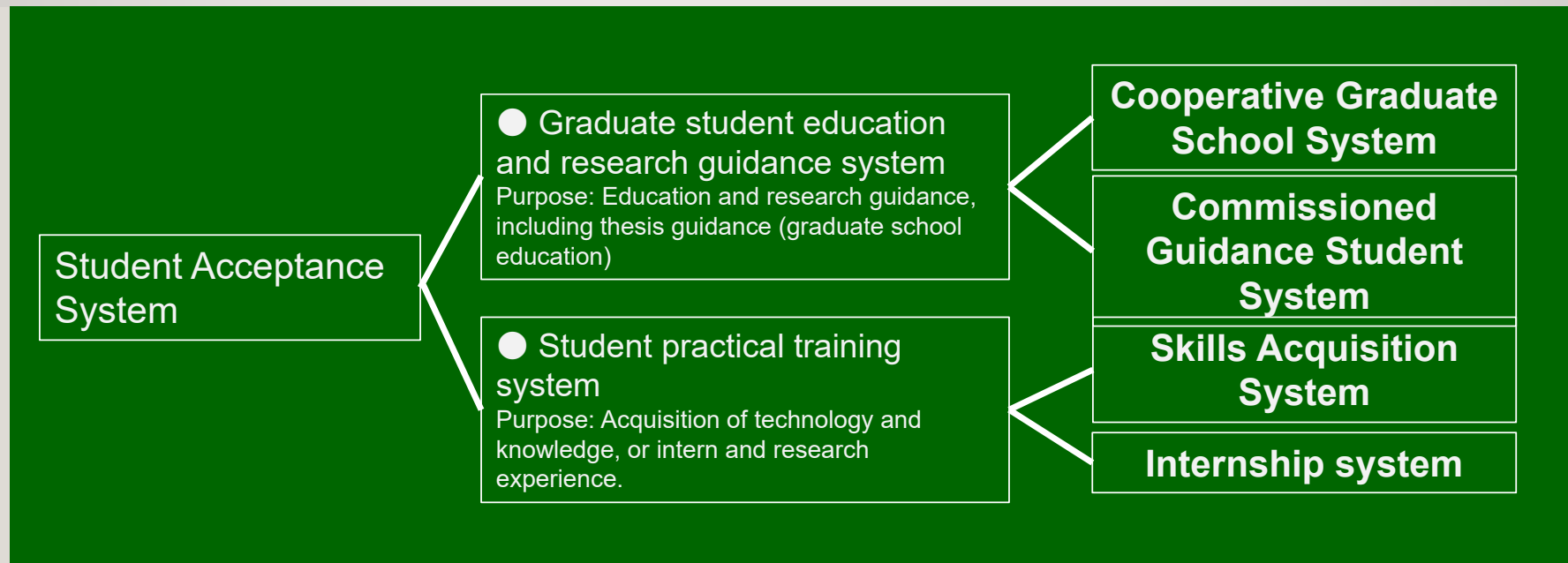
4 OVERVIEW OF THE NEW SYSTEM

JAXA has a system in which it accepts students at its sites upon request from educational institutions such as universities. This system is divided into two categories depending on the purpose. (The details of each will be described in the following pages.)

(1) **Graduate student education and research guidance system:** Graduate school students in Japan and overseas are eligible for this system. Upon request from a university, a JAXA employee is commissioned as a visiting professor and cooperates in graduate school education (education and research guidance) as a university professor. This system is divided into the Cooperative Graduate School System and the Commissioned Guidance Student System.

(2) **Student practical training system:** Junior college, technical college, and graduate school students in Japan or overseas are eligible for this system. JAXA is entrusted to provide training to students so they can acquire JAXA's technology and expertise as well as to provide opportunities to intern and conduct research at JAXA. This system is divided into the Skills Acquisition System and Internship System.

5 SYSTEM CHART



COMPARISON CHART OF JAXA'S STUDENT ACCEPTANCE SYSTEMS

| Purpose of System | Graduate student education and research guidance system Cooperation for a graduate school education (education and research guidance) under the School Education Act | | Student practical training system Guidance for acquisition of knowledge and technology, and provision of work experience, etc. | |
|-----------------------|---|---|---|---|
| System | Cooperative Graduate School System | Commissioned Guidance Student System | Skills Acquisition System | Internship system |
| Overview | Pursuant to a continuous and comprehensive agreement between JAXA and a university, a JAXA employee is commissioned as a professor or associate professor of the university and provides graduate school education (education and research guidance) as a university professor to students whom are accepted at JAXA for a certain period of time. The JAXA employee provides education and research guidance, including thesis guidance, and usually becomes the dissertation educator. | When the Cooperative Graduate School System cannot be used to accept a student, a JAXA employee will be, pursuant to an agreement between JAXA and the university, commissioned as a visiting professor of the university to provide to the students graduate school education on specific themes. In principle, there will be a principal professor dedicated to guidance at the university and the JAXA employee will not become the dissertation educator. | JAXA is entrusted by universities and other educational institutions with guiding students to acquire knowledge and technologies owned by JAXA. ("JAXA's knowledge" refers to results of knowledge and insight related to research and development as well as methods and techniques for design, production, tests, experiments, analysis, and evaluation related to research and development owned by JAXA.) * JAXA employees cannot provide research and thesis guidance in this system. | Short-term work or research experience to shape the student's career. * JAXA employees cannot provide research and thesis guidance in this system. |
| Eligibility | Graduate students in Japan or overseas (excluding non-degree students and non-degree research students) | | Technical college students, junior college students, college students (undergraduate students), and graduate students in Japan or overseas | |
| Period of Acceptance | No maximum period | Master's program: Up to 1 year Doctoral program/Students from an overseas university etc. overseas: No maximum period | A total of 120 days per year * In principle, JAXA does not accept students under the same theme for two or more academic years. | A total 10 days per year |
| Overview of procedure | (1) Upon application by a university, JAXA and the university first conclude a cooperation agreement on the Cooperative Graduate School System. (2) When a student requests to use this system, a JAXA employee is commissioned as a professor of the university and JAXA receives the application from the university. (3) The Director General of JAXA approves such commission and acceptance of the student. (4) Acceptance at JAXA starts. | (1) A graduate school makes a request to JAXA for education and guidance on specific themes. (2) The Director General of JAXA approves. An agreement is concluded. (3) A JAXA employee is commissioned as a professor. (4) Acceptance at JAXA starts. | (1) A university or other educational institutions makes a request to JAXA for practical training on specific themes. (2) The Director General of JAXA approves. An agreement is concluded. (3) Acceptance at JAXA starts. | |

7 DETAILS OF ACCEPTANCE SYSTEMS

- If a graduate student in Japan or overseas hopes to receive graduate school education such as research and thesis guidance by an expert member of JAXA:
⇒ See P8 "Cooperative Graduate School System" or P18 "Commissioned Guidance Student System"
- If a junior college, technical college, university (undergraduate), or graduate school student in Japan or overseas hopes to acquire JAXA's technology (e.g. experiment/measurement technologies and analysis techniques) and insight:
⇒ See P27 "Skills Acquisition System"
- If a junior college, technical college, university (undergraduate), or graduate school student in Japan or overseas hopes to gain work or research experience at JAXA:
⇒ See P35 "Internship System"

8 DETAILS OF ACCEPTANCE SYSTEMS

Cooperative Graduate School System

9 DETAILS OF ACCEPTANCE SYSTEMS

OVERVIEW OF THE COOPERATIVE GRADUATE SCHOOL SYSTEM

☆ What is the cooperative graduate school system?

Pursuant to a continuous and comprehensive agreement between JAXA and a university, a JAXA employee is commissioned as a professor or associate professor of the university and provides graduate school education (education and research guidance) as a university professor to students whom are accepted at JAXA for a certain period of time. The JAXA employee provides education and research guidance, including thesis guidance, and usually becomes the dissertation educator.

☆ Who is eligible?

Students who belong to a graduate school in Japan or overseas which has concluded a partnership agreement with JAXA.

* Non-degree students and non-degree research students are not eligible.

☆ What is the scope of guidance?

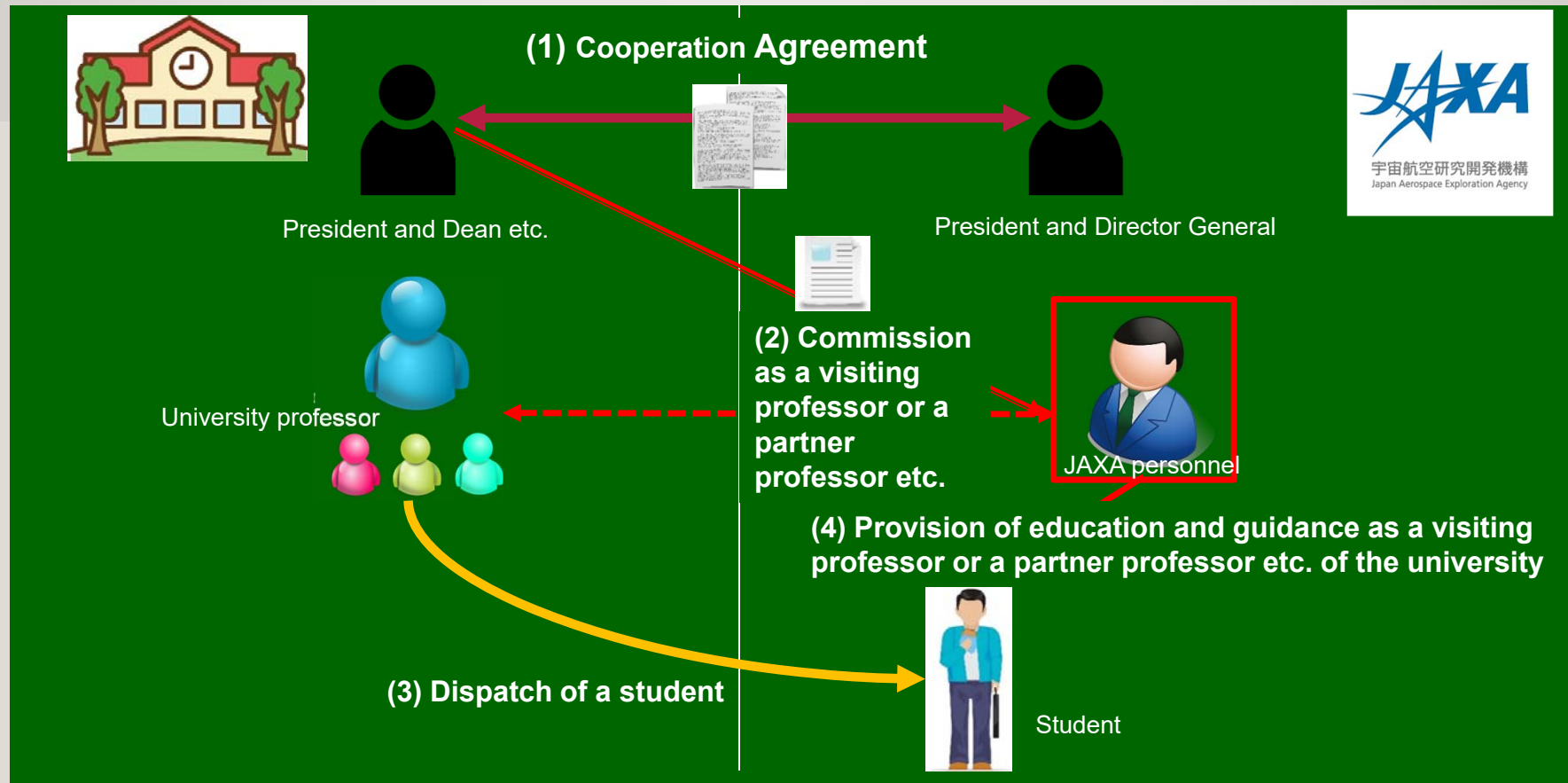
Education and research guidance, including thesis guidance (graduate school education).

☆ Maximum acceptance period at JAXA

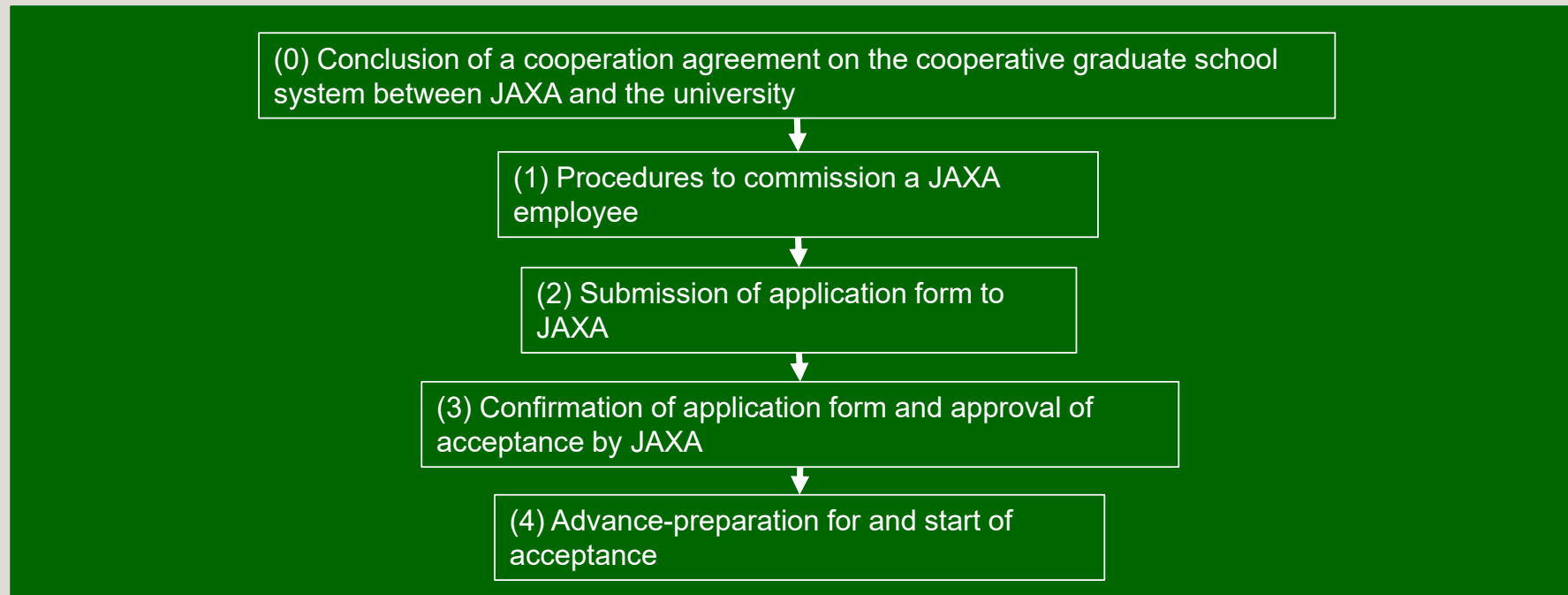
The number of years necessary to provide education and research guidance.

10 DETAILS OF ACCEPTANCE SYSTEMS

FIGURE: COOPERATIVE GRADUATE SCHOOL SYSTEM



DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM (OVERALL FLOW)



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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM (0)

(0) Conclusion of a cooperation agreement on the Cooperative Graduate School System between JAXA and the university.

- For JAXA to accept a student from a university, a student acceptance cooperation agreement under the Cooperative Graduate School System first needs to be concluded between JAXA and the university to carry out the procedures. The agreement mainly provides professor commission procedures, professor responsibilities, and general conditions for student acceptance.
- If a cooperation agreement already exists, during its validity, JAXA can accept students who belong to a research department covered in such agreement in accordance with procedures described on the following pages.
- The cooperation agreement will be concluded between JAXA and a university or an individual research department.
- JAXA's contact point for the conclusion of the cooperation agreement is the Management and Integration Department of the Institute of Space and Astronautical Science (External Partnership Section).

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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM (1)

(1) Procedures to commission a JAXA employee

- When a university or a graduate school which already has a Cooperative Graduate School cooperation agreement with JAXA hopes to send its graduate students to JAXA, it needs to follow the procedures to commission a JAXA employee who will guide the student as a (visiting) professor of the university. The requirements for and details of the commission shall be as provided in the university's rules and in the cooperation agreement between JAXA and the university.
- An application for the commission should be made to the Director General of the JAXA department to which the JAXA employee belongs before acceptance of the student (a form designated by the university can be used).

Notes

1) JAXA employees must fulfill the requirements below to be commissioned as a visiting professor in the Cooperative Graduate School System. For details, contact the person responsible in each department .

Academic staff: Assistant Professor or higher, or Specially Appointed Professor. General staff: Grade 6 or higher (e.g. Manager class)

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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM (2)

(2) Submission of application form to JAXA

When a university or a graduate school which has a Cooperative Graduate School cooperation agreement with JAXA requests JAXA to accept its graduate students, the following application forms must be submitted in advance to the person responsible in the JAXA department to which the student will be accepted and must be confirmed.

- a. Cooperative Graduate School Student Acceptance Application Form (standardized JAXA form)
- b. Letter of Pledge by the student to be accepted (standardized JAXA form)
- c. Certificate of Enrollment (form provided by the university)
- d. Documents proving purchase of insurance**
- e. Other forms designated by JAXA (if necessary)

Notes

- 1) The application must be submitted approximately one month before the desired start date of acceptance.
- 2) The details of guidance—such as the student's research theme—described in a. "Application Form" should be discussed in advance by the supervising professor of the university and the JAXA employee who will guide the student.
- 3) The a. "Application Form" should be prepared and submitted by the person responsible for the dispatch of students in the university, such as the President, Dean etc. Applications made by a student will not be accepted.
- 4) d** The type of insurance necessary for the acceptance is detailed in the "Terms and Conditions for Acceptance" on page 16.
- 5) If the student is a foreign national, a screening related to the Foreign Exchange and Foreign Trade Act may be required. Consult JAXA in advance to facilitate the acceptance (it may be delayed depending on the screening process).

DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM (3)

(3) Confirmation of the application form and approval of acceptance by JAXA

(4) Advance preparation for and start of acceptance

- Students who are accepted at JAXA must attend a safety and security training session to apply for an entry pass and to take part in activities at JAXA.
- Each JAXA site has different application forms and training sessions. Please contact the JAXA supervisor for details.

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DETAILS OF ACCEPTANCE SYSTEMS TERMS AND CONDITIONS FOR ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM

(1) Cost

Acceptance fees (such as guidance fees and honorarium) as well as facility and utility charges are free. The university should bear the so-called “student guidance costs” incurred in the purchase of consumables and travel etc. in relation to student guidance. JAXA will not bear such costs.

(2) Insurance

- The student must purchase an insurance policy valid for the period of acceptance at JAXA. A copy of the insurance policy must be submitted when applying for acceptance. (If a copy is not submitted, the application will be rejected.)

a. Accident Insurance (Disaster and Accident Insurance for Students Pursuing Education and Research (Gakkensai) - compensation for injuries caused to a student);

b. Liability Insurance (Personal Liability Insurance for Students Supplementary to Gakkensai (Gakkenbai) - compensation for injuries and property damage etc. caused to JAXA or any other third party)

- If the student causes damage to JAXA during the acceptance period, such damage should be compensated by the insurance above.

(3) IP/Public release/Confidentiality

- If the student obtains intellectual property rights during the acceptance period, s/he must inform JAXA and consult his/her share of rights.

- The student is obligated not to disclose any of JAXA’s confidential information that s/he may obtain during the acceptance period. S/he must inform JAXA before publicly announcing his/her research results.

(4) Other

- During the acceptance period, the student must follow the instructions of his/her JAXA supervising professor as well as JAXA rules as a user of its facilities.

- If there is a wrongful act such as a violation of the instructions or rules, the acceptance will be terminated.

* Detailed terms are as provided in JAXA’s rules on student acceptance, the cooperation agreement concluded between JAXA and the university, and the Letter of Pledge by the student.

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DETAILS OF ACCEPTANCE SYSTEMS NOTES ON ACCEPTANCE IN THE COOPERATIVE GRADUATE SCHOOL SYSTEM

☆ This system exists only to provide graduate school education; it does not create a labor relationship between the student and JAXA during the acceptance period. Therefore, even if the student engages in work at JAXA as part of the guidance, they will not be paid wages, allowance, or other form of salary.

* JAXA rules prohibit the acceptance of a student for the sole purpose of making him/her assist in the research of a JAXA employee.

☆ If a university requests a JAXA employee, who is commissioned as a partner professor, to give lectures and guidance at the university in addition to education and guidance at JAXA sites, explicit conditions for such lectures and guidance shall be specified in the cooperation agreement, and the scope of such request shall be specified in the letter of commission. If the JAXA employee does not provide guidance at JAXA sites but gives lectures and guides the student only at the university facilities, this student acceptance system is not applicable, and a separate individual procedure for commission should be followed.

☆ JAXA and the JAXA employee in charge of guidance will not receive any guidance fees, but the university should bear the costs incurred in travel and purchase of consumables etc. in relation to student guidance (so-called "student guidance costs"). JAXA will not bear such costs.

☆ When a student is accepted under this system, s/he may be appointed as a research assistant of JAXA during the acceptance period.

18 DETAILS OF ACCEPTANCE SYSTEMS

Commissioned Guidance Student System

19 DETAILS OF ACCEPTANCE SYSTEMS

OVERVIEW OF THE COMMISSIONED GUIDANCE STUDENT SYSTEM

☆ What is the commissioned guidance student system?

This system is for students who cannot be placed in the Cooperative Graduate School System pursuant to an agreement between JAXA and a university. A JAXA employee is commissioned as a visiting professor of the university and provides graduate school education (education and research guidance) on specific themes. The JAXA employee can provide education and research guidance, including thesis guidance. However, there is a principal supervising professor in the university and the JAXA employee will not, in principle, become the dissertation educator.

☆ Who is eligible?

Students who belong to a graduate school in Japan or overseas.

* Non-degree students and non-degree research students are not eligible.

☆ What is the scope of the guidance?

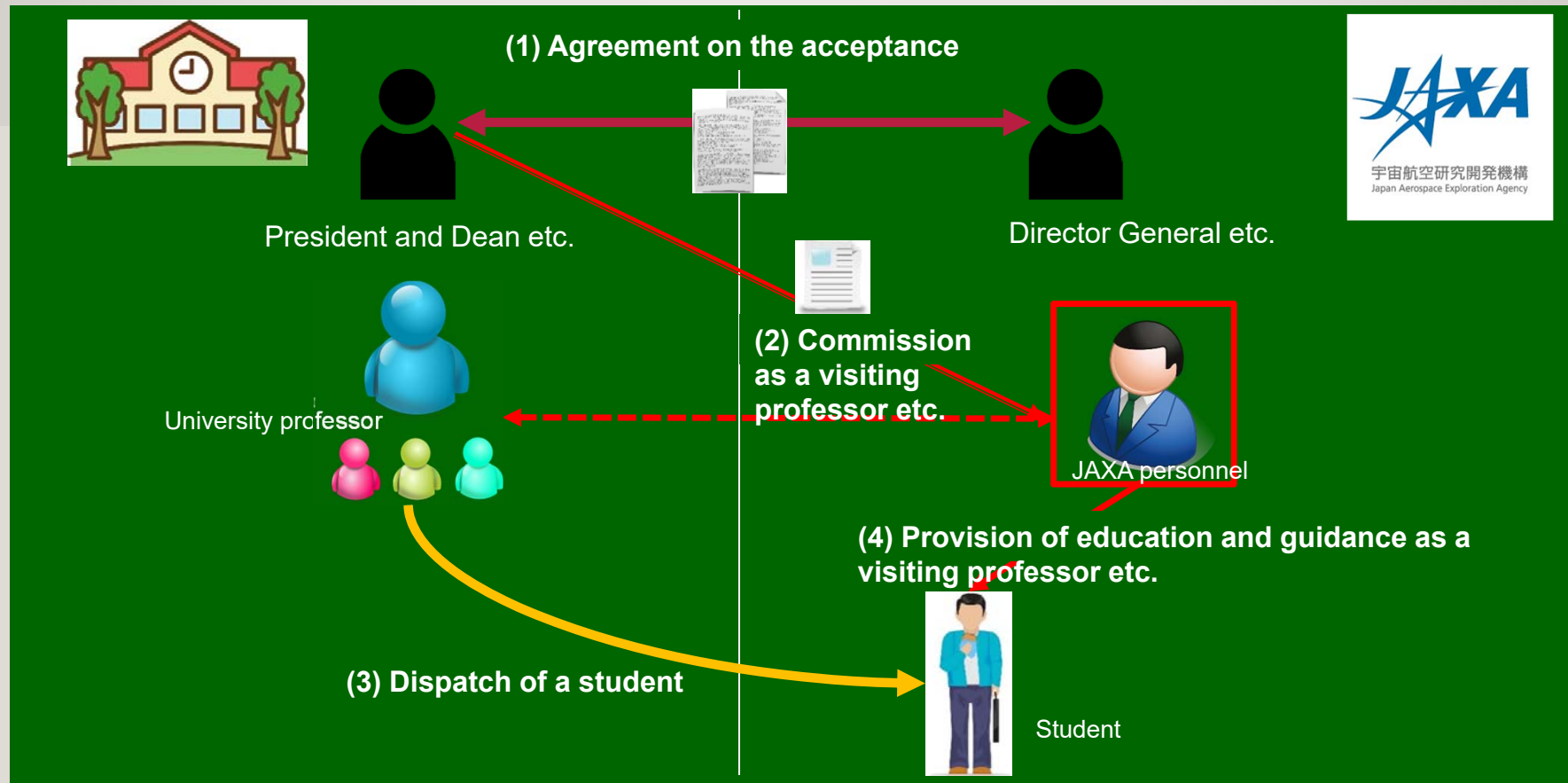
Education and research guidance, including thesis guidance (graduate school education).

☆ Maximum acceptance period at JAXA

- Students who belong to a master's program of a university in Japan: the period within a maximum one year necessary for guidance (no renewal)
- Students who belong to a master's program of a university overseas or a doctoral program of a university in Japan or overseas: the period necessary for guidance

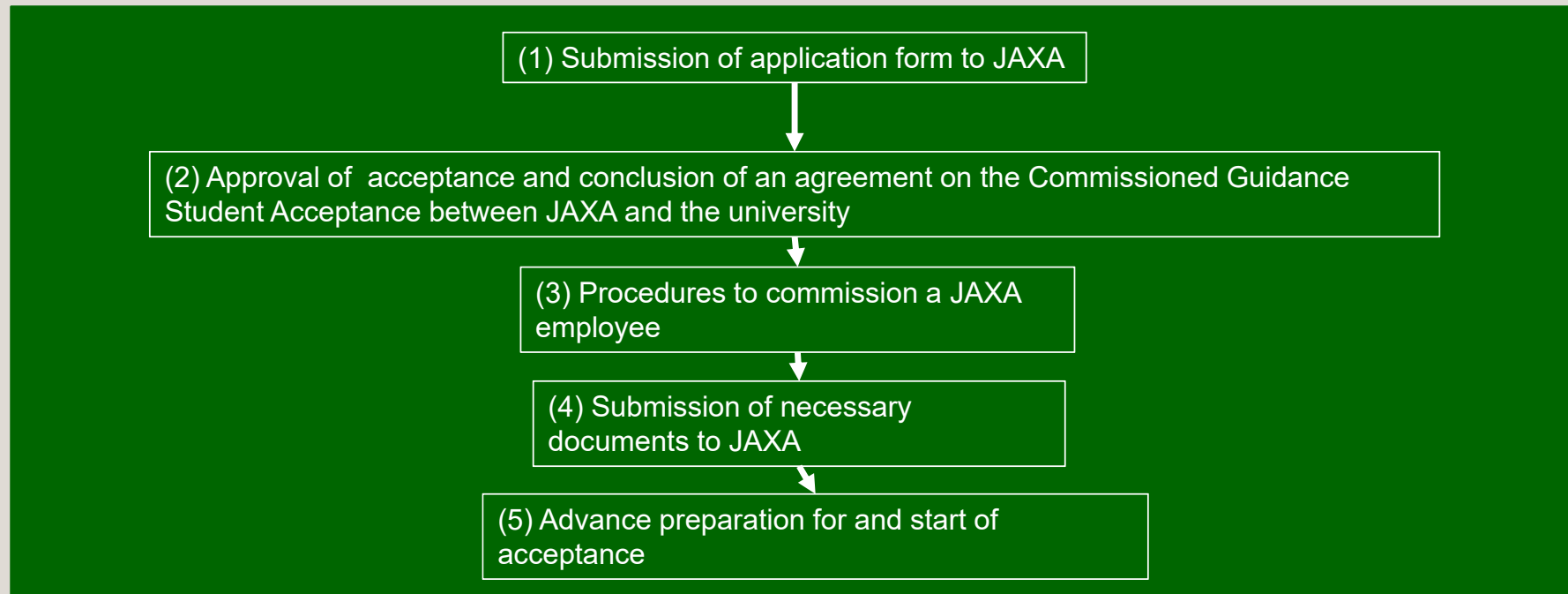
DETAILS OF ACCEPTANCE SYSTEMS

FIGURE: COMMISSIONED GUIDANCE STUDENT SYSTEM



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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COMMISSIONED GUIDANCE STUDENT SYSTEM (OVERALL FLOW)



DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COMMISSIONED GUIDANCE STUDENT SYSTEM (1)

(1) Submission of application form to JAXA

When a university or graduate school requests JAXA to accept its graduate students under the Commissioned Guidance Student System, the Commissioned Guidance Student Acceptance Application Form (JAXA's standard form) shall be submitted to the person responsible in the JAXA department in which the student is to be accepted.

Notes

- 1) The application form should be submitted approximately two months before the desired start date of the acceptance.
- 2) The details of guidance—such as the student's research theme—described in the "Application Form" should be discussed in advance by the supervising professor of the university and the JAXA employee who will guide the student.
- 3) The "Application Form" should be prepared and submitted by the person responsible for the dispatch of students in the university, such as the President, Dean etc. Applications made by a student will not be accepted.
- 4) If the student is a foreign national, a screening related to Foreign Exchange and Foreign Trade Act may be required. Consult JAXA in advance to facilitate the acceptance (the acceptance may be delayed depending on the screening process)

(2) Approval of acceptance and conclusion of an agreement on the Commissioned Guidance Student Acceptance between JAXA and the university

- When JAXA approves the acceptance, a student acceptance agreement needs to be concluded between JAXA and the university. In principle, a standard form provided by JAXA is used.
- The agreement will be concluded between the Director General of the JAXA department in which the student is to be accepted and the President or Dean etc. of the university. In principle, the contact point for the conclusion of the agreement is the JAXA department in which the student is to be accepted is.

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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COMMISSIONED GUIDANCE STUDENT SYSTEM (2)

(3) Procedures to commission a JAXA employee

- After the conclusion of the agreement mentioned on the previous page, a JAXA employee who will engage in student guidance shall be commissioned as a visiting professor of the university. The requirements for and details of the commission shall be as provided in the university's rules. If the commissioned JAXA employee is an academic staff of JAXA, commission procedures can be skipped. (To skip the procedures, the JAXA academic staff must be an academic staff of the Inter-University Research System, but the decision is made by the university.)
- An application for commission should be made to the Director General of the JAXA department to in which the JAXA employee belongs before the acceptance of the student. (A form designated by the university can be used.)

Notes

JAXA employees must fulfill the requirements below to be commissioned as a visiting professor of the university. Consult the person responsible in each department for details.

Academic staff: Assistant Professor or higher, or Specially Appointed Professor. General Staff : Grade 6 or higher (e.g. Manager class)

(4) Submission of necessary documents to JAXA

- After the conclusion of the agreement mentioned in the previous page and before acceptance of the student, the following documents must be submitted to the person responsible in the JAXA department in which the student is to be accepted.
- a. Letter of Pledge by the student to be accepted (standardized JAXA form)
- b. Documents proving purchase of insurance (*2)

Notes

- 1) The documents should be submitted approximately one month before the desired start date of the acceptance.
- 2) (*2) Please refer to "Terms and Conditions for Acceptance" on page 25 to see details of the type of insurance to be purchased.

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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE COMMISSIONED GUIDANCE STUDENT SYSTEM (3)

(5) Advance preparation for and start of acceptance

- Students who are accepted at JAXA must attend a safety and security training session to apply for an entry pass and to take part in activities at JAXA.
- Each JAXA site has different application forms and training sessions. Please contact the JAXA supervisor for details.

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DETAILS OF ACCEPTANCE SYSTEMS TERMS AND CONDITIONS FOR ACCEPTANCE IN THE COMMISSIONED GUIDANCE STUDENT SYSTEM

(1) Cost

Acceptance fees (such as guidance fees and honorarium) as well as facility and utility charges are free. The university should bear the so-called "student guidance costs" incurred in the purchase of consumables and travel etc. in relation to student guidance. JAXA will not bear such costs.

(2) Insurance

• It is a prerequisite that the following insurance be purchased by the student to be accepted for the period of acceptance. Make sure that a copy of the insurance policy is submitted when applying for acceptance. (If a copy is not submitted, the application will be rejected.)

a. Accident Insurance (Disaster and Accident Insurance for Students Pursuing Education and Research (Gakkensai) - compensation for injuries caused to a student); b. Liability Insurance (Personal Liability Insurance for Students Supplementary to Gakkensai (Gakkenbai) - compensation for injuries and property damage etc. caused to JAXA or any other third party)

• If the student causes damage to JAXA during the acceptance period, such damage should be compensated by the insurance above.

(3) IP/Public release/Confidentiality

• If the student obtains intellectual property rights during the acceptance period, s/he must inform JAXA and consult his/her share of rights.

• The student is obligated not to disclose any of JAXA's confidential information that may be obtained during the acceptance period. It is necessary to provide notice to JAXA in order for results to be announced publicly.

(4) Other

• During the acceptance period, the student should follow the instructions of JAXA's supervising professors as well as JAXA's rules as a user of its facilities.

• If there is a wrongful act such as a violation of the instructions or the rules above, the acceptance will be terminated.

* Detailed conditions are as provided in various JAXA's rules on student acceptance, an agreement concluded between JAXA and the university, and the letter of pledge by the student.

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DETAILS OF ACCEPTANCE SYSTEMS NOTES ON ACCEPTANCE IN THE COMMISSIONED GUIDANCE STUDENT SYSTEM

- ☆ A master's student of a university in Japan may be accepted under this system for a maximum of one year (no renewal).
- ☆ If a master's student of a university in Japan who has used this system for one year requests to extend to acceptance period using the Skills Acquisition System (or vice versa), the university shall take into account that the acceptance shall not conflict with the restrictions provided in Standards for Establishment of Graduate Schools. The Skills Acquisition System does not provide education and research guidance, including thesis guidance.
- ☆ This system exists only to provide graduate school education; it does not create a labor relationship between the student and JAXA during the acceptance period. Therefore, even if the student engages in work at JAXA as part of the guidance, s/he will not be paid wages, allowance, or other form of salary.
- * JAXA rules prohibit the acceptance of a student for the sole purpose of making him/her assist in the research of a JAXA employee.
- ☆ JAXA and the JAXA employee in charge of student guidance will not receive any guidance fees, but the university should bear the costs incurred in travel and purchase of consumables etc. in relation to student guidance (so-called "student guidance costs"). JAXA will not bear such costs.
- ☆ When a student is accepted in this system, they may be appointed as a research assistant of JAXA during the acceptance period.
- ☆ This system is used only when JAXA cannot accept a student under the Cooperative Graduate School System. In principle, JAXA believes that it should accept students under the Cooperative Graduate School System pursuant to a cooperation agreement to provide full-fledged graduate school education. Therefore, if students continue to be accepted from the same research department every year under the Commissioned Guidance Student System, JAXA may request the research department to use the Cooperative Graduate School System instead.

27 DETAILS OF ACCEPTANCE SYSTEMS

Skills Acquisition System

28 DETAILS OF ACCEPTANCE SYSTEMS OVERVIEW OF THE SKILLS ACQUISITION SYSTEM

☆ What is the skills acquisition system?

This is a system in which JAXA accepts and guides a student upon request from a university, so that the student can acquire JAXA's technologies and knowledge etc. "JAXA's technologies and knowledge etc." refers to results such as knowledge and expertise related to research and development, or methods and techniques etc. for the design, manufacture, test, experiment, analysis, and evaluation related to research and development, which are owned by JAXA. Therefore, this system cannot provide thesis/research guidance or university/graduate school education.

☆ Who is eligible?

Technical college, junior college, university (undergraduate), or graduate school students.

☆ What is the scope of guidance?

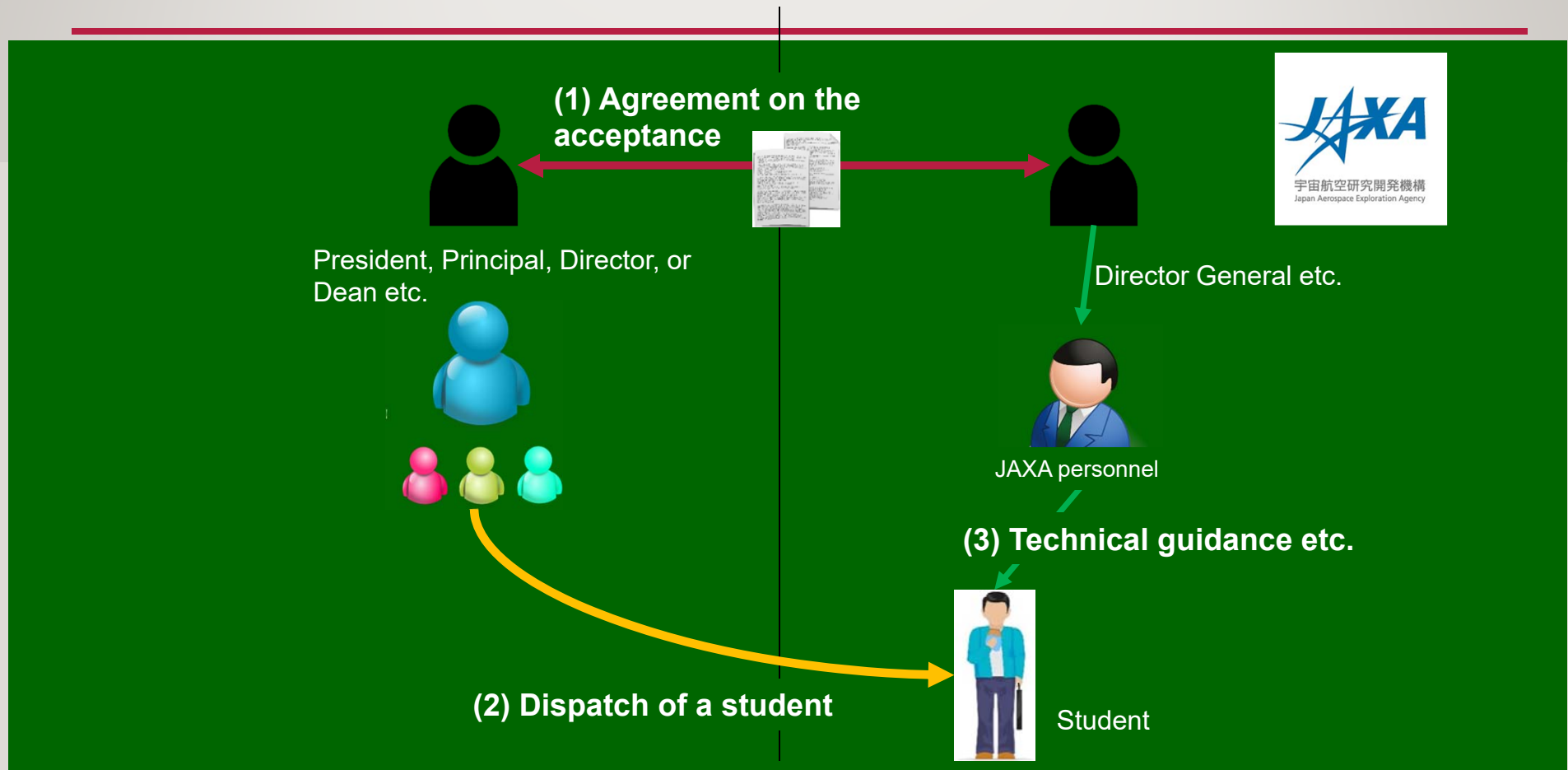
The acquisition of results such as knowledge and expertise related to research and development, or methods and techniques for the design, manufacture, test, experiment, analysis, and evaluation related to research and development, which are owned by JAXA. (The JAXA employee cannot provide education and research guidance, including thesis guidance.)

☆ Maximum acceptance period at JAXA

- The period necessary for practical training within 1 year and a maximum of 120 days (in principle, no renewal)

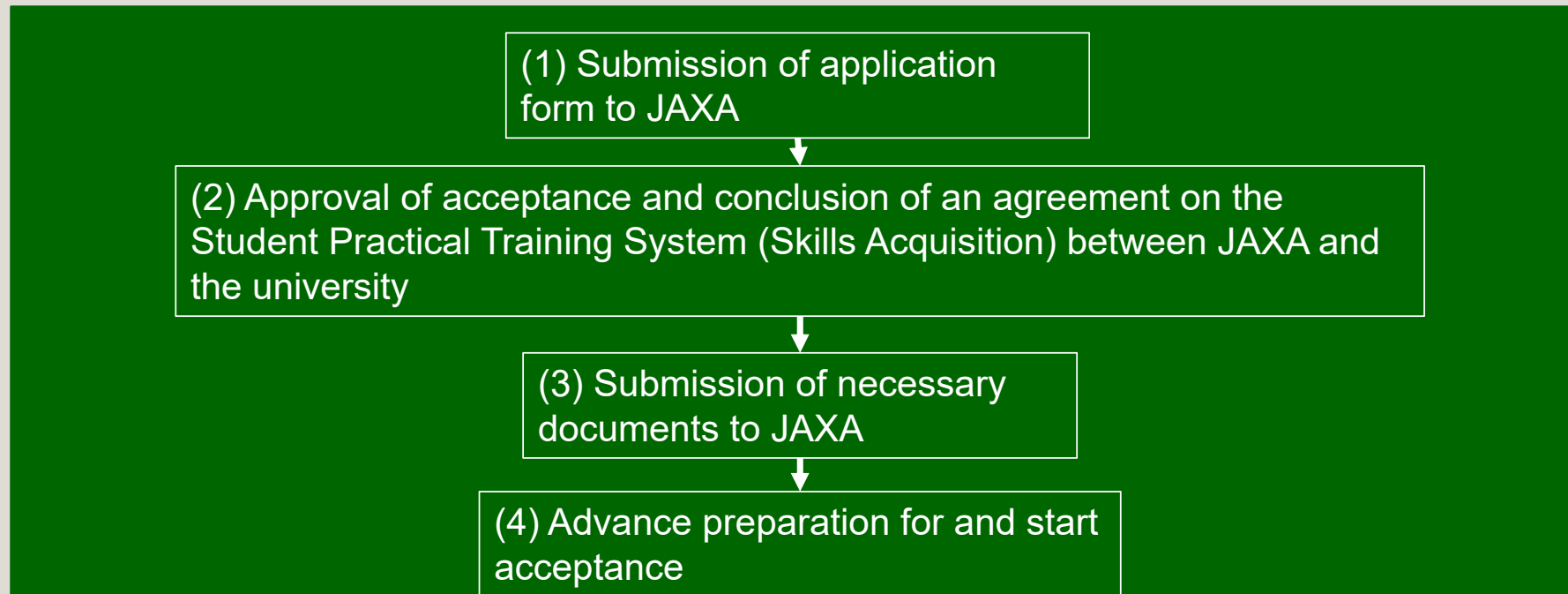
DETAILS OF ACCEPTANCE SYSTEMS

FIGURE: SKILLS ACQUISITION SYSTEM



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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE SKILLS ACQUISITION SYSTEM (OVERALL FLOW)



31 DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE SKILLS ACQUISITION SYSTEM (1)

(1) Submission of application form to JAXA

When a university or graduate school requests JAXA to accept its graduate students under the skills acquisition system, the Commissioned Guidance Student acceptance Application Form (JAXA's standard form) shall be submitted to the person responsible in the JAXA department in which the student is to be accepted.

Notes

- 1) The application form should be submitted approximately two months before the desired start date of acceptance.
- 2) The details of guidance—such as the student's desired practical training tasks—described in the "Application Form" should be discussed in advance by the supervising professor of the university etc. and the JAXA employee who will guide the student. JAXA employees must fulfill the requirements below to be commissioned as a visiting professor in the Skills Acquisition System. For details, contact the person responsible in each department .

Academic staff: Assistant Professor or higher, or Specially Appointed Professor. General staff: Grade 5 or higher (e.g. Deputy Manager class)
- 3) The "Application Form" should be prepared and submitted by the person responsible for the dispatch of students in the university such as the President, Director, Dean, etc. Applications made by a student will not be accepted.
- 4) If the student is a foreign national, a screening related to Foreign Exchange and Foreign Trade Act may be required. Consult JAXA in advance to facilitate the acceptance (the acceptance may be delayed depending on the screening process).

DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE SKILLS ACQUISITION SYSTEM (2)

(2) Approval of acceptance and conclusion of an agreement on the Student Practical Training System (Skills Acquisition) between JAXA and the university

- When JAXA approves the acceptance, a student acceptance agreement needs to be concluded between JAXA and the university etc. In principle, a standard form provided by JAXA is used.
- The agreement will be concluded between the Director General of the JAXA department in which the student is to be accepted, and the President, Director, Dean, etc. of the university. In principle, the contact point for the conclusion of the agreement is the JAXA department in which the student is to be accepted.

(3) Submission of necessary documents to JAXA

- After conclusion of the agreement mentioned in (2) above and before acceptance of the student, the following documents must be submitted to the person responsible in the JAXA department in which the student is to be accepted.

- a. Letter of Pledge by a Student Desiring acceptance (standardized JAXA form)
- b. Documents proving purchase of insurance (*2)

Notes

- 1) The documents should be submitted approximately one month before the desired start date of the acceptance.
- 2) (*2) Please refer to "Terms and Conditions for acceptance" on page 33 to see details of the type of insurance to be purchased.

(4) Advance preparation for and start of acceptance

- Students who are accepted at JAXA must attend a safety and security training session to apply for an entry pass and to take part in activities at JAXA.
- Each JAXA site has different application forms and training sessions. Please contact the JAXA supervisor for details.

DETAILS OF ACCEPTANCE SYSTEMS TERMS AND CONDITIONS FOR ACCEPTANCE IN THE SKILLS ACQUISITION SYSTEM

(1) Cost

Acceptance fees (such as guidance fees and honorarium) as well as facility and utility charges are free. The student or university should bear the so-called “student guidance costs” incurred in the purchase of consumables and travel etc. related to student guidance. JAXA will not bear such costs.

(2) Insurance

• The student must purchase an insurance policy valid for the period of acceptance at JAXA. A copy of the insurance policy must be submitted when applying for acceptance. (If a copy is not submitted, the application will be rejected.)

a. Accident Insurance (Disaster and Accident Insurance for Students Pursuing Education and Research (Gakkensai) - compensation for injuries caused to a student);

b. Liability Insurance (Personal Liability Insurance for Students Supplementary to Gakkensai (Gakkenbai) - compensation for injuries and property damage etc. caused to JAXA or any other third party)

• If the student causes damage to JAXA during the acceptance period, such damage should be compensated by the insurance above.

(3) IP/Public release/Confidentiality

• If the student obtains intellectual property rights during the acceptance period, s/he must inform JAXA and consult his/her share of rights.

• The student is obligated not to disclose any of JAXA's confidential information that s/he may obtain during the acceptance period. S/he must inform JAXA before publicly announcing his/her research results.

(4) Other

• During the acceptance period, the student must follow the instructions of his/her JAXA supervising professor as well as JAXA rules as a user of its facilities.

• If there is a wrongful act such as a violation of the instructions or rules, the acceptance will be terminated.

* Detailed terms are as provided in JAXA's rules on student acceptance, the cooperation agreement concluded between JAXA and the university, and the Letter of Pledge by the student.

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DETAILS OF ACCEPTANCE SYSTEMS NOTES ON ACCEPTANCE IN THE SKILLS ACQUISITION SYSTEM

☆ The purpose of this system is for JAXA to impart existing technology and knowledge that it already owns. Therefore, research guidance including thesis guidance cannot be provided to students accepted under this system. The student should return to the university to which they belong and then use the technology and knowledge acquired at JAXA to conduct research and write a thesis etc.

* If education and research guidance, including thesis guidance, is needed, the student should be accepted under the Cooperative Graduate School System or the Commissioned Guidance Student System of the graduate student education and research guidance system.

☆ The maximum acceptance period per year in this system is 120 days in total on a working day basis. If a student is accepted for five days per week, the acceptance period will be approximately half a year. If a student is accepted for two days per week, the acceptance period will be approximately one year. However, the acceptance period must be less than one year.

☆ In principle, a student cannot be accepted on the same practical training tasks for more than a total of 120 days per year as mentioned above.

☆ This system is a training system, and it does not create a labor relationship between the student and JAXA during the acceptance period. Therefore, even if the student engages in work at JAXA part of the guidance, s/he will not be paid wages, allowance, or other form of salary.

* JAXA rules prohibit the acceptance of a student for the sole purpose of making him/her assist in the research of a JAXA employee.

☆ The purpose of this system does not include research guidance as mentioned above, so students accepted under this system will not be appointed as research assistants of JAXA during the acceptance period.

35 DETAILS OF ACCEPTANCE SYSTEMS

Internship system

36 DETAILS OF ACCEPTANCE SYSTEMS OVERVIEW OF THE INTERNSHIP SYSTEM

☆ What is the internship system?

This system accepts students, upon request from a university, for short-term work or research and development experience at JAXA's sites. Therefore, this system does not provide thesis/research guidance or university/graduate school education.

☆ Who is eligible?

Technical college, junior college, university (undergraduate), or graduate school students.

☆ What does this system include?

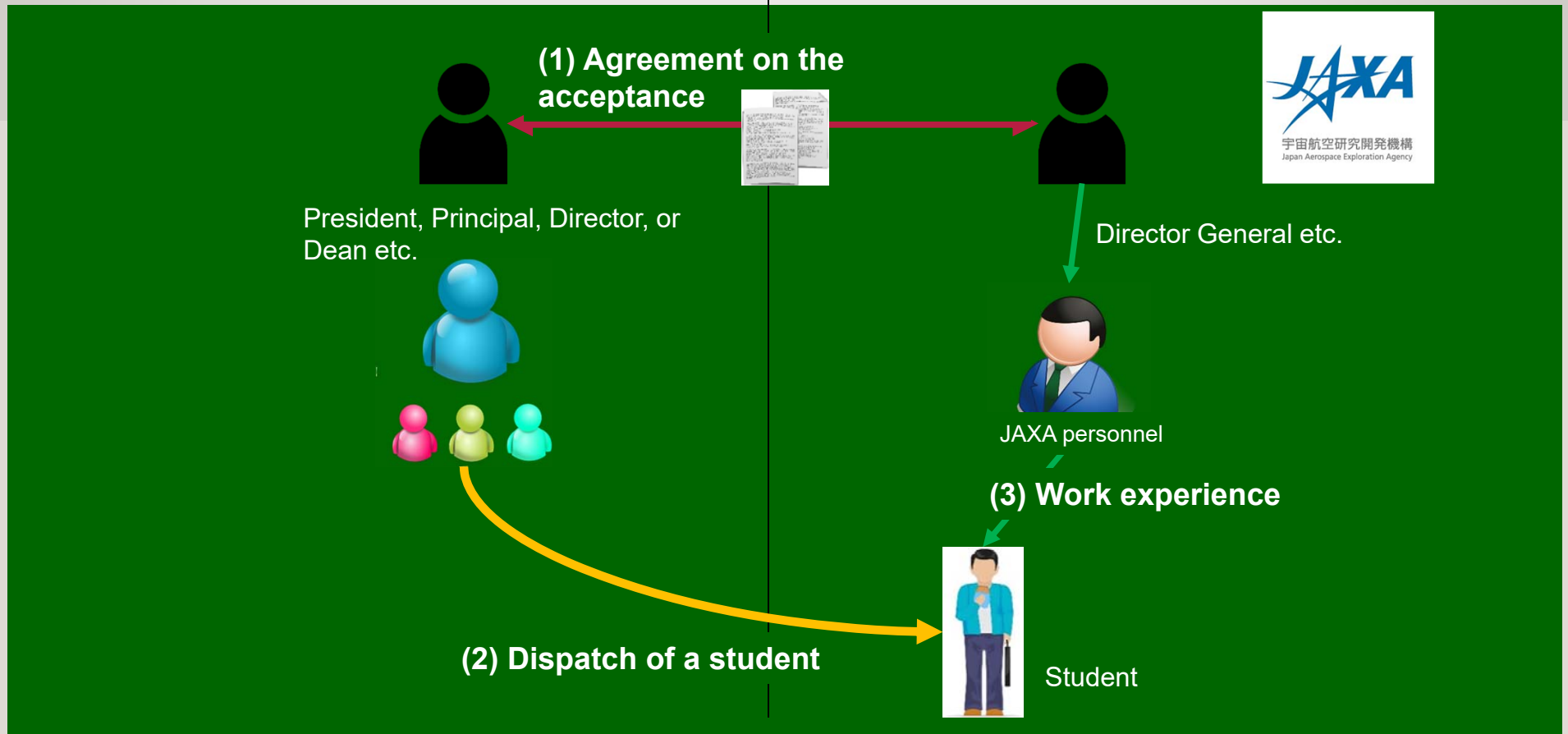
This system includes a short-term work or research and development experience (this system does not provide education and research guidance, including thesis guidance.)

☆ Maximum acceptance period at JAXA

- The period necessary for practical training within 1 year and a maximum of 10 days (in principle, no renewal)

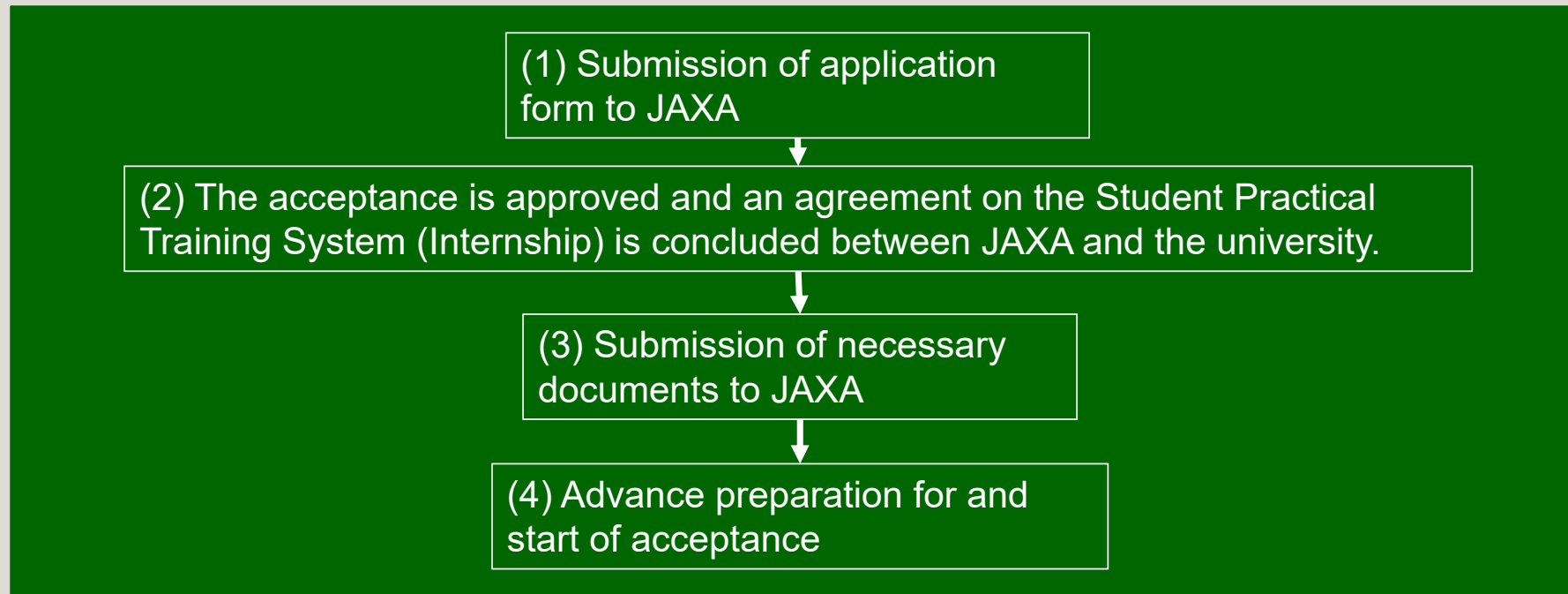
37 DETAILS OF ACCEPTANCE SYSTEMS

FIGURE: INTERNSHIP SYSTEM



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DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE INTERNSHIP SYSTEM (OVERALL FLOW)



DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE INTERNSHIP SYSTEM (1)

(1) Submission of an application form to JAXA

When a university or graduate school requests JAXA to accept its graduate students under the Internship System, the "Acceptance Application Form" (JAXA's standard form) should be submitted to the person responsible in the JAXA department in which the student is to be accepted.

Notes

1) The application form should be submitted approximately two months before the desired start date of acceptance (for open recruitment, it should be submitted by the deadline designated in the recruitment information.)

2) The details of guidance—such as the student's desired practical training tasks—described in the "Application Form" should be discussed in advance by the supervising professor of the university etc. and the JAXA employee who will guide the student. JAXA employees must fulfill the requirements below to be commissioned as a visiting professor in the Internship System. For details, contact the person responsible in each department .

Academic staff: Assistant Professor or higher, or Specially Appointed Professor.

General staff: Grade 5 or higher (e.g. Deputy Manager class)

3) The "Application Form" should be prepared and submitted by the person responsible for the dispatch of students in the university such as the President, Director, Dean, etc. Applications made by a student will not be accepted.

4) If the student is a foreign national, a screening related to Foreign Exchange and Foreign Trade Act may be required. Consult JAXA in advance to facilitate the acceptance (the acceptance may be delayed depending on the screening process).

DETAILS OF ACCEPTANCE SYSTEMS PROCEDURES FOR ACCEPTANCE IN THE INTERNSHIP SYSTEM (2)

(2) The acceptance is approved and an agreement on the Student Practical Training (Internship) System is concluded between JAXA and the university.

- When JAXA approves the acceptance, a student acceptance agreement needs to be concluded between JAXA and the university etc. In principle, a standard form provided by JAXA is used.
- The agreement will be concluded between the Director General of the JAXA department in which the student is to be accepted and the President, Director, Dean, etc. of the university. In principle, the contact point for the conclusion of the agreement is the JAXA department in which the student is to be accepted.

(3) Submission of necessary documents to JAXA

- After the conclusion of the agreement mentioned in (2) above and before the acceptance of the student, the following documents must be submitted to the person responsible in the JAXA department to in which the student is to be accepted.

- a. Letter of Pledge by the student to be accepted (standardized JAXA form),
- b. Documents proving purchase of insurance (*2)

Notes

- 1) The documents should be submitted approximately one month before the desired start date of the acceptance (for open recruitment, it should be submitted by the deadline designated in the recruitment information etc.).
- 2) (*2) Please refer to "Terms and Conditions for acceptance" on page 41 to see details of the type of insurance to be purchased.

(4) Advance preparation for and start of acceptance

- Students who are accepted at JAXA must attend a safety and security training session to apply for an entry pass and to take part in activities at JAXA.
- Each JAXA site has different application forms and training sessions. Please contact the JAXA supervisor for details.

41 DETAILS OF ACCEPTANCE SYSTEMS TERMS AND CONDITIONS FOR ACCEPTANCE IN THE INTERNSHIP SYSTEM

(1) Cost

Acceptance fees (such as guidance fees and honorarium) as well as facility and utility charges are free. The student or university should bear the so-called "student guidance costs" incurred in the purchase of consumables and travel etc. related to student guidance. JAXA will not bear such costs.

(2) Insurance

- The student must purchase an insurance policy valid for the period of acceptance at JAXA. A copy of the insurance policy must be submitted when applying for acceptance. (If a copy is not submitted, the application will be rejected.)
 - a. "Accident Insurance" ("Disaster and Accident Insurance for Students Pursuing Education and Research (Gakkensai)" - Compensation for injuries caused to a student);
 - b. "Liability Insurance" ("Internship Insurance (Internbai)"; Compensation for injuries and property damage etc. caused to JAXA or any other third party)
- If the student causes damage to JAXA during the acceptance period, such damage should be compensated by the insurance above.

(3) IP/Public release/Confidentiality

- If the student obtains intellectual property rights during the acceptance period, s/he must inform JAXA and consult his/her share of rights.
- The student is obligated not to disclose any of JAXA's confidential information that s/he may obtain during the acceptance period. S/he must inform JAXA before publicly announcing his/her research results

(4) Other

- During the acceptance period, the student must follow the instructions of his/her JAXA supervising professor as well as JAXA rules as a user of its facilities.
- If there is a wrongful act such as a violation of the instructions or rules, the acceptance will be terminated.

* Detailed terms are as provided in JAXA's rules on student acceptance, the cooperation agreement concluded between JAXA and the university, and the Letter of Pledge by the student.

DETAILS OF ACCEPTANCE SYSTEMS NOTES ON ACCEPTANCE IN THE INTERNSHIP SYSTEM

- ☆ The purpose of this system is to provide work experience including research and development . Therefore, research guidance, including thesis guidance, cannot be provided to students accepted under this system. The student should return to the university to which they belong and then use the technology and knowledge acquired at JAXA to conduct research and write a thesis etc.
- * If education and research guidance, including thesis guidance, is needed, the student should be accepted under the Cooperative Graduate School System or the Commissioned Guidance Student System of the graduate student education and research guidance system.
- ☆ The maximum acceptance period in this system is a total of ten days on a working day basis. The acceptance period may be two consecutive weeks or ten weeks (one day per week), but should be less than one year.
- ☆ In principle, a student cannot be accepted under the same practical training tasks for more than a total of ten days per year, as mentioned above.
- ☆ The system is a training system, and it does not create a labor relationship between the student and JAXA during the acceptance period. Therefore, even if the student engages in work at JAXA as part of the guidance, s/he will not be paid wages, allowance, or other form of salary.
- * JAXA rules prohibit the acceptance of a student for the sole purpose of making him/her assist in the research of a JAXA employee.
- ☆ The purpose of this system does not include research guidance as mentioned above, so students accepted in this system will not be appointed as research assistants of JAXA during the acceptance period.
- ☆ At JAXA, the internship system is not linked with recruitment activities for employees. (participation in an internship is not a site of a recruitment activity.)

43 OTHER

FAQ (Frequently Asked Questions)

44 FAQ:1

Q1. (From a student) I currently belong to a university. Can I apply for JAXA's student system as an individual, not via my university?

A1. JAXA does not accept applications made by students individually. JAXA only accepts applications made by the university etc. to which the student belongs.

Q2. (From a worker) I am currently working for a company, and I would like to try to study space development. Can I apply for the system?

A2. No. As in answer A1, JAXA does not accept applications made by individuals. Also, only students are eligible for the student acceptance system. The system is not targeted for working professionals. JAXA does have a system for working professionals in which it accepts researchers and engineers upon request from companies and other organizations. We suggest that you consider this system.

Q3. (From an undergraduate student) I'm in my fourth year of undergraduate studies. I would like to request graduate work guidance. Would you accept my application?

A3. JAXA does not provide research guidance, including thesis guidance, to undergraduate students. The Skills Acquisition System of the student practical training system allows guidance on and acquisition of the methods and techniques necessary for graduate work. However, due to restrictions provided in the Standards for Establishment of Universities, it is not possible to provide guidance on research and thesis writing based on such methods and techniques.

45 FAQ:2

Q4. (From a student) I heard that research guidance and thesis guidance were provided to a senior student in the technical trainee system at JAXA. It seems like the technical trainee system has been reviewed and changed to the Skills Acquisition System of the student practical training system. I heard that research guidance, including thesis guidance, will not be provided in this new system. Why is that?

A4. We cannot make any comments without knowing the background of this particular student. However, in principle, only technical practical training is provided and research guidance was not provided even in the technical trainee system. This review clarifies JAXA's intentions.

JAXA believes that its employees should be commissioned as a visiting professor and guide the student as a university professor under the Cooperative Graduate School System and Commissioned Guidance Student System to carry out research guidance, including thesis guidance.

Q5. (From a student) Instead of enrolling in graduate school and receiving guidance at JAXA under the Cooperative Graduate School System, etc., I would like to enroll in the Institute of Space and Astronautical Science or another JAXA program and acquire a degree there.

A5. JAXA (including the Institute of Space and Astronautical Science) is not a university corporation, so it cannot accept students for enrollment and JAXA cannot grant degrees. If you would like to receive graduate school education at JAXA, you should first enroll in a graduate school in Japan or overseas and ask to be dispatched to JAXA under the Cooperative Graduate School System or Commissioned Guidance Student System.

46 FAQ:3

Q6. (From a student) If I am accepted as a Cooperative Graduate School student (or Commissioned Guidance student, Skills Acquisition student, or Internship student), may I present myself as a JAXA researcher? Will I become an employee?

A6. You are not a JAXA researcher but a student receiving guidance. There is no labor relationship between students accepted under the student acceptance system and JAXA (students are not employees). Accordingly, salary and travel costs are not paid.

Q7. (From a student) I was accepted under the Skills Acquisition System, and I heard that JAXA has a research assistant system for accepted students. Can I be appointed as a research assistant?

A7. No. The research assistant system is applicable only for Cooperative Graduate School students (including Graduate School of Interdisciplinary Information Studies of Tokyo University and Graduate University for Advanced Studies) and Commissioned Guidance students.

47 FAQ:4

Q8. (From a student) I would like to acquire measuring technologies at JAXA using an internship system run by my university. Should I use JAXA's internship program? I am afraid that it will not be possible to receive the guidance I want because the acceptance period is short and the content of the guidance is work experience.

A8. You don't necessarily have to select JAXA's Internship system even if your university calls its program an internship. The Skills Acquisition System seems to be appropriate for your needs.

Q9. (From a student) I want to become a JAXA employee. What is the relationship between participating in the internship system and job hunting activities?

A9. There is no relationship between the internship of the student acceptance system and JAXA's recruitment activities. Of course, if you are interested in JAXA, work and research experiences here can help you consider how to shape your career. However, participation in internships is not linked to recruitment activities by JAXA.

48 FAQ:5

Q10. (From a student) I will attend Sagami-hara Campus under the Cooperative Graduate School System from April. Will JAXA provide a student discount certificate?

A10. JAXA cannot issue student discount certificates. Such certificates should be obtained through your university.

Q11. (From a university staff member) A JAXA employee has given lectures at our campus as a part-time instructor. Which system of the student acceptance system should we use afterward to request lectures?

A11. If JAXA does not accept any of your students, and the JAXA employee solely gives lectures and guidance at your university, you can continue to use the usual commission procedures. This student acceptance system does not apply in your case.

Q12. (From a university staff member) Which system should we use if we would like a JAXA employee to lecture at our campus and to provide research guidance by receiving our student at JAXA sites?

A12. For JAXA to accept your student for guidance purposes, the Cooperative Graduate School System should be used. As for the lecture, they should be set forth in the cooperation agreement concluded between your university and JAXA. The scope of work to be commissioned shall also be included when commissioning a JAXA employee as a professor of your university professor.

49 OTHER

Changes from the Old System

50 GENERAL

- 1) Basic concepts and conditions relating to student acceptance were not standardized as certain systems were carried over from the pre-merged.
- 2) JAXA recently reorganized the student acceptance system and divided it into two broad categories (graduate school education and practical training), depending on the purpose of acceptance. Furthermore, JAXA has also reorganized each category into two sub-categories (four acceptance systems in total) based on differences such as the contents of guidance and the acceptance period.
- 3) JAXA has clarified the common conditions for acceptance of a student such as costs, insurance/compensation, and handling of intellectual property rights.
- 4) In the past, there were certain systems which required only a simple agreement, application form, and letter of acknowledgement to accept a student. Now, a cooperation agreement needs to be concluded for every system for JAXA to be responsible for the acceptance.
- 5) JAXA has defined the qualifications of JAXA employees as well as clarified the obligations of those employees who are responsible for securing the safety of the students and providing training and guidance to them.

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☆ “GRADUATE STUDENT EDUCATION AND RESEARCH GUIDANCE SYSTEM”
“COOPERATIVE GRADUATE SCHOOL SYSTEM”

- 1) There were no rules on the Cooperative Graduate School System until now, and JAXA has accepted students based on individual agreements with each university. JAXA now defines the system as one of the student acceptance systems.
- 2) While acceptance conditions have been clarified based on JAXA's concept, the new acceptance system is still compliant to the traditional method.
- 3) If an agreement has already been concluded, the prior and existing agreement will be effective during its term. JAXA may discuss conditions when the agreement is renewed.

☆ “GRADUATE STUDENT EDUCATION AND RESEARCH GUIDANCE SYSTEM” “COMMISSIONED GUIDANCE STUDENT SYSTEM”

1) JAXA has modified the special inter-institutional research fellow system used by the Institute of Space and Astronautical Science of JAXA, and students can be accepted by other departments of JAXA.

2) Even if the acceptance cannot be based on the cooperative graduate school system, departments other than the Institute of Space and Astronautical Science can provide graduate school education. However, unlike academic staff of the Institute of Space and Astronautical Science for the Inter-University Research System, general staff of JAXA must be commissioned by the university to earn a position equivalent to a university professor. Therefore, a university needs an act of a commission. (For academic staff, the university may skip the commission at its own discretion.)

3) JAXA believes that the Cooperative Graduate School System pursuant to a cooperation agreement should be used to responsibly provide graduate school education. However, JAXA expects that the Commissioned Guidance System be used when it is difficult to commission a JAXA employee as a partner professor due to the limited number of the university's professors and when it is necessary to have research guidance on relatively individual and specific themes.

4) The university should bear the student guidance costs incurred in the purchase of goods and travel by a student in relation to student guidance.

☆ “STUDENT PRACTICAL TRAINING SYSTEM” “SKILLS ACQUISITION SYSTEM”

- 1) This system is based on the old technical trainee system.
- 2) Guidance in the old system was always limited to technical training and did not include graduate school education, including thesis guidance. However, as there was some misunderstanding about the system, JAXA has clearly defined its intent.
- 3) Up until the reorganization of the system, the acceptance period was in principle one year. Now, it has been set to a maximum of 120 days in total per year. In addition, the student will not be accepted on the same training theme in the next academic year. JAXA takes into account the restrictions such as the Standards for Establishment of Universities and the Standards for Establishment of Graduate Schools.
- 4) An agreement needs to be concluded for the acceptance (in order to clarify responsibilities).
- 5) The university or the student should bear the costs incurred in the acceptance (including costs incurred in travel and purchase of consumables etc. by the student). JAXA will not bear these costs.

☆ “STUDENT PRACTICAL TRAINING SYSTEM” “INTERNSHIP SYSTEM”

- 1) This system is based on the old internship system.
- 2) Guidance in the old system was always limited to work experience and did not include graduate school education, including thesis guidance. However, as there was some misunderstanding about the system, JAXA has clearly defined its intent. JAXA has clarified that work experience includes experience of research and development operations.
- 3) Up until the reorganization of the system, the acceptance period was in principle one year. Now, it has been set to a maximum of 10 days in total per year. In addition, the student will not be accepted on the same training theme in the next academic year. JAXA believes that it is possible to acquire sufficient work experience in about two weeks.
- 4) Even if the university's external practical training system is called an internship, the university may select JAXA's Skills Acquisition System instead of the Internship system if the student hopes to acquire technology and knowledge as well as work experience.

55 MAIN CONTACT POINTS

1) Inquiries on JAXA's student acceptance system and acceptance at the Institute of Space and Astronautical Science (Sagamihara):

Management and Integration Department, Institute of Space and Astronautical Science (External Partnership Section)

2) Inquiries on Acceptance at the Aeronautical Technology Directorate (Choufu):

Management and Integration Department, Aeronautical Technology Directorate (External Partnership Section)

3) Inquiries about acceptance at the Research and Development Directorate (Choufu, Tsukuba, Kakuda):

Management and Integration Department, Research and Development Directorate