



MEMORANDUM OF UNDERSTANDING

Between

Thaksin University

And

Lighthouse Info Service Co.,Ltd.

This Memorandum (hereinafter referred to as the “this Memorandum”) is made and entered into by and between Department Japanese, Faculty of Humanities and social sciences, Thaksin University (hereinafter referred to as the “University”) and Lighthouse Info Service Co.,Ltd. (hereinafter referred to as the “Company”), with respect to the applicants of the University (hereinafter referred to as the “Candidates” or “Candidate”) who desire to have a training for the purpose of degree as an internship trainee and to be engaged in the working experience program by utilizing summer vacation (hereinafter referred to as the “Internship”) at the companies of service industries in Japan (hereinafter referred to as the “Japanese Companies” or “Japanese Company”). The parties hereto agree as follows:

Article 1. Purpose

The University and the Company promise to mutually cooperate, in relation to the Candidates who desire to experience the Internship in the Japanese Companies.

Article 2. Responsibilities

1. Responsibility of the University

- (1) The University provides the Candidates with all information of acceptance condition in relation to the Internship obtained from the Company, directly, by e-mail, on the website or through social media network service.
- (2) The University recommends the registration of application information of the Candidates on the website designated by the Company.
- (3) If the Company and the Japanese Companies entrust the University to select the Candidates,

the University shall recommend the selected Candidates to the Company and the Japanese Companies, considering the terms and conditions of employment of the Company and the Japanese Companies.

(4) If the Company and the Japanese Companies select the Candidates, the University shall prepare for the following matters, in relation to the interviews among the Company, the Japanese Companies and the Candidates.

- Communication with the Candidates in relation to the registration guide business of necessary information
- Arrangement of interviews for the Candidates;
- Arrangement and preparation for a meeting room or classroom in the facilities of the University, as a place of interviews;
- Arrangement of assistants of the University for the interviews;
- Preparation for documents or materials of interviews, such as resume or curriculum vitae of the Candidates.

(5) The University shall present to the Candidates, the working conditions, working environment, accommodations or meals, etc. (hereinafter collectively referred to as the “Statement of Working Conditions”) provided by the Company or the Japanese Companies in relation to the Internship, and shall obtain prior consent of such Candidates to them.

(6) The University shall receive the following documents and provide them to the Company, in order for the Candidates to obtain the status of residence necessary for the stay in Japan for the Internship.

Documents	Number of Copies
• Duplicate of agreement or contract concluded by and between the University and the Japanese Company;	2
• Certificate to prove that the program is part of curriculum for credit acquisition * In case of Internship Program;	1
• Documents certified by the University in relation to the vacation period of the Candidate * In case of summer job;	1
• Graduation prospective certificate	1
• Recommendation letter of the Candidate	1
• Statement of acceptance conditions signed and sealed by the Candidate;	1
• Student registration certificate of the Candidate;	1
• Duplicate of passport of the Candidate;	1
• Letter of recommendation from the University;	1
• Graduation prospective certificate for Candidates;	1
• The transcript of Candidates;	1
• Certificate of Japanese language ability of the Candidate, such as the certificate of Japanese language proficiency; (optional)	1

● Identification photo of the Candidate (size: 4cm x 3cm);	2
● Duplicate of an "E-Ticket" to Japan of the Candidate.	1


2. Responsibility of the Company

- (1) The Company is responsible for confirming that the Japanese Companies comply with the laws and regulations of Japan, in relation to the terms and conditions of employment of the Candidates for the Internship as well as the working environment and living environment during the stay of such Candidates in Japan
- (2) The Company shall be responsible for cooperation in relation to the agreement to accept the Candidates for the Internship to be concluded by and between the University and the Japanese Companies, and for facilitating the conclusion of such agreement.
- (3) The Company shall find the Japanese Companies which desire to accept the Candidates for the Internship, and shall provide the University with the information in relation to the Internship of the Japanese Companies for the University and the Candidates, directly, by e-mail or on the website.
- (4) The Company shall confirm the terms and conditions of employment as well as the conditions to secure the housing of the Candidates for the Internship, and provide such information to the University and the Candidates.
- (5) The Company shall support the University so that the Japanese Companies and the Candidates can respectively conduct the activities in the Internship in a smooth manner.
- (6) The Company must support the Japanese Companies to obtain the status of residence of the Candidates, preparing for the documents necessary for the stay of such Candidates in Japan.
- (7) The Company shall provide the following supports to the Candidates who work for the Japanese Companies.
 - Arrangement of transportation from the airport in Japan to the Japanese Companies;
 - Provision of advices in relation to the life in Japan;
 - Report to the University in relation to the situation of the Candidates;
 - Counseling and support in relation to the work and life of the Candidates;
 - Consultation in relation to the workplace and environment of the Candidates during a period of the Internship.
- (8) The Company is not responsible for the Candidates' other expense such as Flight tickets fare, (Both International and Domestic flight), Transportation fare, Travelling insurance fee, Visa fee, Program's application fee, Document's translation fee, and also daily expenses.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum in duplicate as of the date last written below by the signatures and the seals of both parties thereon, and each party shall keep one of the originals respectively.

Date of execution of this Memorandum: _____

University:
Thaksin University


Signature

28 May 2019


Name: Assoc. Prof. Dr. Wichai Chumni

Title: President

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In the presence of



Assoc. Prof. Dr. Nathapong Chitniratna
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Company:
Lighthouse Info Service Co.,Ltd.


Signature



Name: MR.TAKUO HASEGAWA

Title: Director of Lighthouse Info Service Co.,Ltd
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In the presence of



Name: MS.NAPASORN UEAPADAPPORN
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