

Cooperative Education (Co-op) Operation Plan

* How to write: Fill out the blanks with contents and check ☒ on the box.

Name of the Institution (Corporation)	Azbil Corporation	Institution Name in English		
Name of the Representative	Mr. Kiyohiro Yamamoto	Corporate registration number	0100-01-096367	
Date of Opening for Business	December 1, 1906	Korean Standard Industrial Classification Code	*In the event of the relevant item, it is substituted for the information listed in the type and items below.	
Number of Employees	10,086	Revenue	246,821 Millions of yen (FY2022)	
Business Location	Tokyo (Head Office)			
Homepage	https://www.azbil.com/index.html			
Institution Status	Classification <input checked="" type="checkbox"/> Large Corporations <input type="checkbox"/> Medium-sized Corporations <input type="checkbox"/> Small and Medium Enterprises <input type="checkbox"/> Public Institutions <input type="checkbox"/> Associations/Others	Whether it is listed <input type="checkbox"/> KOSPI <input type="checkbox"/> KOSDAQ <input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Others* Tokyo Stock Exchange Prime Market	Kind of Business (Type of business)	Kind of Business (Items of Business)

Institution Working Types	Regular Working hours	▪ Per day: [7h55m] hours / ▪ Per week: [39h35m] hours
	Regular Working days	▪ Week: [5] days / ▪ Working day: [Mon-Fri] * fill in the day (e.g. Mon ~ Fri)

Management Department	Department Name	Azbil Academy	Name	Ms. Akiko Ogino	Title	President
	Contact Number	+81-3-6810-0132	Mobile Phone	+81-70-4229-9083		
	Email	a.ogino.c7@azbil.com				

Screening System	University Recommendation			
Screening Process and Schedule	Application Deadline	Interview Date	Final Selection Date	※ Schedule to be noted
	Time, Date, Month [] Schedule to be discussed separately []	Time, Date, Month [] Schedule to be discussed separately []	Time, Date, Month [] Schedule to be discussed separately []	

Operating Plan	To be implemented according to the 「Attachment 1. <u>Cooperative Education (Co-op) Operation Plan and Job Description</u> 」
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Others	Fill out any special information necessary for Co-op operation (if necessary)
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Operational standards and procedures according to the University Student Co-op operational regulation				
<p>[Operating standards] Refer to 「University Student Co-op education operational regulations」, notified by the Ministry of Education, at the office of Legislation.</p> <p>[Operating procedure] (University)Requesting for participation in Co-op (In the case of an Institution-led type, proceed from the next step) ► [Current step] (Institution) Applying for participation in Co-op and replying to (sending) the operation plan ► (University/Institution)Confirming implementation after mutual discussion ► (University)Co-op information notice and course opening ► (University)Student application reception and recommendation ► (Institution)Student selection ► (University)Conducting orientation / course registration ► (University/Institution/Student)Entering into three-way agreement ► (Institution/University)Subscribing to industrial accident/injury insurance ► (Institution)Implementing, checking attendance, and evaluating based on the operation plan ► (Student)Writing a report ► (University)Performance evaluation</p>				

Attached Documents	1. Cooperative Education (Co-op) Operation Plan and Job Description 2. Business license ► Submit when you participate for the first time or when you change business registration details 3. Introduction materials of Institution ► Submit when you participate for the first time or when the submission is necessary, such as for publicity purposes.
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This Institution has checked the Co-op operating standards and procedures according to the notification of the Ministry of Education, and hereby applies for participation in the Co-op operated by your University and submit the operation plan.

2023-11-01

[Fill in the name of the Institution] (seal/signature)

Cooperative Education (Co-op) Operation Plan

[Attachment 1] Cooperative Education (Co-op) Operation Plan and Job Description

Operation Process	<input checked="" type="checkbox"/> Vacation course	<input checked="" type="checkbox"/> Semester course	<input checked="" type="checkbox"/> Vacation/Semester-linked course
Operation Type	<input checked="" type="checkbox"/> Job experience type	<input checked="" type="checkbox"/> Recruitment connected type	
Practice period	2024-03-04 ~ 2024-05-31		
Regular Practice Hours	AM9: 00 ~ PM5 : 45 (▶ Including one-hour break time) depending on the place of practice		
Practice Days	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Whether the Practice is Extended	<input type="checkbox"/> No extended practice <input checked="" type="checkbox"/> Depending on the situation <input type="checkbox"/> Periodic/Regular extended practice		
Buying an Industrial Accident Insurance	<input checked="" type="checkbox"/> Mandatory purchase of industrial accident insurance for participating Students (Legally mandatory purchase / Not possible to operate if not insured) <input type="checkbox"/> Whether a separate employment agreement is entered into for the operation process <input type="checkbox"/> Y / <input type="checkbox"/> N		
Others	<input type="checkbox"/> * Fill out relevant or special information if an employment agreement was concluded.		

Practice Support Fee	Regular Practice Hours	<input checked="" type="checkbox"/> Payment standard: [hourly standard] / [JPY1,100] by Japanese Yen
	Extended Practice Hours	<input type="checkbox"/> Payment standard: [Hour standard] / [] by Local currency (e.g. \$, €, etc.) (*Fill out according to the notification of the Ministry of Education)
	Expected Payment Date	<input type="checkbox"/> Current month [25] day or <input type="checkbox"/> Next month [] day (*In the case of next month, payment before the 15th day)
Other Supports		<input type="checkbox"/> Meal <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Dormitory ◀ Supports in kind

Person in charge of Co-op	Name of Department	Azbil Academy	Name	Ms. Akiko Ogino	Title	President
	Contact Number	+81-3-6810-0132	Mobile Phone	+81-70-4229-9083		
	Email	a.ogino.c7@azbil.com				

Practice Job	Name of Department	IT Development Headquarters, Actuator Development Headquarters
	Address	Fujisawa Technology Center, 1-12-2 Kawana, Fujisawa-shi, Kanagawa 251-8522 Japan
	Name of Job	Software and Hardware Development,
	Education Goal	* Describe educational outcomes that a Student achieves through performance of Co-op *
	General Statement of Job	[Actuator Development Headquarters] Theme 1 (Mechanical Engineering) Construction (assembly) of cross-flow water turbine flow control device Preliminary testing (to determine water turbine characteristics, cutoff characteristics, and power generation characteristics) Theme 2 (Electric Engineering) Building an environment for automatic measurement of valve actuator characteristics [IT Development Headquarters] In the IT Development Department, we are responsible for building the foundation of cloud services provided by Azbil and developing cloud services, as well as supporting digital transformation (DX). The "cloud service infrastructure" is an environment that maintains and improves the quality and efficiency of cloud service development and operation. We select tools, develop unique functionalities, and also establish and support the processes and personnel involved in development and operation tasks. In cloud service development, we focus not only on product development but also on Proof of Concept (PoC) during the planning stage and the utilization of new technologies. Additionally, we promote data utilization in the production and maintenance service departments to support internal digital transformation (DX) efforts.
Operation / Guidance Plan	[Actuator Development Headquarters] Theme 1 (Mechanical Engineering) March: Procurement and assembly of test equipment April: Test system construction, preliminary testing (water turbine characteristics, cutoff characteristics, power generation characteristics) May: Preliminary testing (continued), summary of preliminary test results, study of flow control/generation control methods Theme 2 (Electric Engineering) March: Lectures and practical training on test equipment, measurement equipment, and LabVIEW April: Investigation of the system. Implementation of automatic input/output characteristic measurement system using LabVIEW May: Test system construction. Verification of automatic input/output characteristic measurement system using LabVIEW. Training summary.	

Student Require ments	Major (Numbers)	Electric Engineering 1 person, Mechanical Engineering 1 person
	University Year	3rd and/or 4th Year
	Grade /GPA	TOEIC 550 or more.
	Required Capability	Understanding of workplace culture, Information processing, Teamwork, Planning/prioritizing, Decision making/problem solving, Good communication skills, Job-specific technical skills/knowledge
	Others	

Cooperative Education (Co-op) Agreement

This Agreement shall be made for the purpose of: preparing the basis for the operation of the curriculum of the Cooperative Education (hereinafter referred to as 'Co-op') by **Kookmin** University of Foreign Studies (hereinafter referred to as 'University'); specifying the necessary matters among the **Institution** jointly operating the Co-op, the participating **Students**, and the hosting **University**; and pledging to faithfully comply with them.

Article 1 (Curriculum) It shall be operated as [1st] semester of 2024 of the Co-op curriculum.

Article 2 (Operation details) The operation details of the Co-op shall be as following respective subparagraph.

1. Name of the Institution: Azbil Corporation
2. The operation details and guidance plan, etc. of the Co-op shall be according to the notification of the Ministry of Education, 「Standard Form 1, Cooperative Education (Co-op) Operation Plan」, submitted by the Institution to the University. However, in case of need for change of contents, etc., change may be made after giving a notice to the University and consent by and between the University and Student.
3. The practice period shall be from 2024-03-04 to 2024-05-31. However, the actual practice period per Student may be changed according to the practice situation, and in this case, it shall be confirmed by mutual discussion.
4. Practice hour(s) and day(s)
 - A. Practice hour(s): 8.75 hours per day / 09: 00 ~ 17: 45 (Break time: including 1 hour)
 - B. Number of days of practice and day(s): 5 days per week based on Institution working calendar
(☒Mon, ☒Tue, ☒Wed, ☒Thu, ☒Fri, ☐Sat, ☐Sun)
 - C. Practice may not be conducted during nighttime (from 10pm on the day to the 6am on the next day), if nighttime practice has not been discussed and consented in advance as part of the curriculum.
 - D. Pursuant to the notification of the Ministry of Education, if extended practice outside the regular practice hours is needed, the Institution may conduct extended practice up to 5 hours per week after receiving prior consent from the Students. In the event that the extended practice is longer than 5 hours per week, it shall be operated as Co-op, of which form is an employment agreement, additionally to this Agreement according to the notification of the Ministry of Education.
5. Break time and holiday(s)
 - A. According to the notification of the Ministry of Education, the Institution shall guarantee the following: break time of 1 hour or more per day; holidays and public holidays of 1 day or more per week; 1 day off per month; days for Students to perform public duties during practice, days for congratulations and condolences, days for hospitalization, etc.
 - B. The Institution may grant a separate holiday(s) according to the circumstances and needs of the Institution, apart from the above holidays.
6. Practice support fee, etc.
 - A. The Institution shall pay [1,100 (eleven hundreds)] by Japanese Yen for [hourly] (before tax) in compliance with the standard of practice support fee according to the notification of the Ministry of Education on or around the 25th day of [the current month] to the Student's bank account. However, in the event that the Student gives up midway or is absent from work, the practice support fee shall be paid on the prorated daily basis for the number of practice days.
 - B. In the event of extended or night practical work at the Institution, for the extended or night work, 50/100 or more of the hourly minimum wage for the current year shall be added and paid.
 - C. The Institution shall support the utilization of the convenience and welfare system of the Institution, in addition to the practice support fee.
 - ~~D. The University shall pay [_____] by Local currency (e.g. \$, €, etc.) for [month/week/day] on/by [fill in the payment time/receiver/method, etc. (in case of no payment, delete paragraph D.)]~~
7. In order to prevent industrial accidents, the Institution shall take necessary measures for safety and health, such as provision of protective equipment suitable for work, measures to prevent risks of the relevant machinery, equipment, facilities, etc., and measures to prevent health damage caused by raw materials, gas, dust, etc.
8. The Institution shall subscribe to industrial accident insurances for participating Students based on the 「Scope of Industrial Accident Compensation Insurance Coverage for Participating Students」 (notification of the Ministry

of Employment and Labor) in accordance with Article 123 of the 「Industrial Accident Compensation Insurance Act」 ,

and the University shall subscribe to injury insurance and compensate for an accident according to the relevant insurance, if a Student suffers from an accident related to the operation of the Co-op.

9. The Institution [shall] enter into a separate (employment) agreement per Student other than this Agreement, and [shall] subscribe to other insurance(s), etc. other than an industrial accident insurance among 4 major insurances. Even when entering into a separate (employment) agreement, the operation and guidance plan for the Co-op shall be complied with.

Article 3 (Termination or suspension of agreement) In the event that it is unavoidable during operation of the Co-op or there is a justifiable reason for termination or suspension, etc., the Institution or Student may terminate this agreement or suspend the operation after discussion with the University and mutual consent by and among the Institution, Student and University. Provided that, in the event of any problem in the completion of the semester of a Student due to the suspension attributable to the Institution, the Institution shall make effort to prevent any problem in the completion of the semester of a Student, etc. by connecting another practice Institution, which has same or similar type of occupation to the Institution, after discussion with the University.

Article 4 (Mutual cooperation) The University and the Institution shall take measures to protect Students, such as occupational safety protection and sexual harassment prevention, and the Institution, Student, and University shall cooperate with each other so that Co-op can be operated smoothly by being aware of mutual rights and obligations according to the notification of the Ministry of Education.

Article 5 (Visit guidance / Inspection) The University shall inspect the suitability of the Co-op for participating Students by visiting or documents, etc. and the Institution shall actively cooperate with the guidance and inspection when University staff(s) visit the site.

Article 6 (Attendance / Evaluation) The Institution shall manage attendance and evaluate Students according to the standards of attendance and evaluation in the notification of the Ministry of Education and submit the 「Standard Form 3, Cooperative Education (Co-op) Evaluation Sheet and Attendance Book」 to the University.

Article 7 (Others) This Agreement shall be automatically terminated when all the matters according to the respective provision complete, and matters not specified in this Agreement shall comply with the standard of the notification of the Ministry of Education.

IN WITNESS WHEREOF, the parties shall sign and seal this Agreement respectively and retain a copy of each in a mutually agreed way.

YYYY. MM. DD.

[University]	[Institution]	[Student]
Kookmin University of Foreign Studies President or Head of Co-op Center (seal)	Azbil Corporation President of Azbil Academy in charge of (seal)	Kookmin University of Foreign Studies [Fill in the name of Student Name and his/her Major] (seal) (In case of more than 1 Student, add the column)

소개 동영상 감상 (일본어)

1. azbil 그룹 소개(개요편)

<https://www.azbil.com/ko/corporate/pr/movie/group-overview-video.html>

2. azbil 그룹 소개(계측·제어 편):추천

<https://www.azbil.com/ko/corporate/pr/movie/movie measurement and control.html>

3. 후지사와 테크노 센터 소개:추천

<https://www.azbil.com/ko/corporate/pr/movie/movie ftc.html>

4. 야마다케 기념관(역사 소개):추천

<https://www.azbil.com/ko/corporate/pr/movie/movie memorial.html>

5. 후지사와 테크노 센터 가상 투어

<https://www.azbil.com/ko/corporate/pr/showroom/ftc/>

소개 동영상 감상(영어)

1. The azbil Group : Overview

<https://www.azbil.com/corporate/pr/movie/group-overview-video.html>

2. The azbil Group : Measurement & Control

https://www.azbil.com/corporate/pr/movie/movie_measurement_and_control.html

3. Introduction to the Fujisawa Technology Center

https://www.azbil.com/corporate/pr/movie/movie_ftc_e.html

4. Yamatake Memorial

https://www.azbil.com/corporate/pr/movie/movie_memorial.html

5. 후지사와 테크노 센터 가상 투어

<https://www.azbil.com/corporate/pr/showroom/ftc/index.html>

