

ASEM interns coming to Brunei Darussalam

ASEM Work Placement Pilot programme

Brunei Darussalam is taking part in the [ASEM Work Placement Pilot Programme](#) (WPPP). Brunei Darussalam Ministry of Education supports this programme with cooperation of two universities: Universiti Brunei Darussalam (UBD) and Universiti Teknologi Brunei (UTB). For the academic period of 2016-2017, UBD will be the main host university in Brunei Darussalam.

ASEM Work Placement contacts in Brunei Darussalam:

1. Coordinating Agency:

Higher Education Division
Ministry of Education
Bandar Seri Begawan BB 3510
Brunei Darussalam

anis.dzulkiflee@moe.gov.bn
+ hp. tel (673) 8718906
+ office. (+673) 2381224
+ fax. (+673) 2380880

How to apply?

Application for the ASEM Work Placement Pilot programme is only possible via the **UBN contact** in your country. The UBN contact can inform you of

- participating higher education institutes
- ASEM selection criteria
- time schedule for application
- internship duration: 2 to 6 months; to be agreed to by the student's home institution. The final duration is decided to in consultation with the host company. In Brunei Darussalam, many organisations prefer to engage interns for longer periods, of 4 to 12 months. The academic responsibility for the internship remains in the home institution.

Selected applicants will be put forward to the UBN contact person of the partner countries for further selection.

How to find an internship in Brunei?

Finding an appropriate international internship is quite a challenge. In the ASEM WPPP, the UBN contact in Brunei Darussalam actively supports the search for a suitable internship,

using existing networks. Interested students are encouraged also to search for internship by themselves; the quality of the proposed internship will be screened by the local UBN, and by the responsible UBN in your home institution.

Training agreement

ASEM internships are framed in a formal training agreement describing the tasks, schedule, expected outcomes (competences), how the intern will be monitored and by whom, start and end date. The training agreement is signed by the host company, as well as the trainee and a third party. The latter can be an educational institution, or other (sending organization) allied to the ASEM WPPP.

How to prepare for an ASEM internship to Brunei Darussalam

Thorough internship preparation has a clear positive impact on a successful traineeship experience. So do not underestimate the importance of this preparatory phase. The preparation involves some paperwork and practical arrangements; none the less important are cultural- and language preparation.

BEFORE departure

1. Administrative preparation

- **Visa regulations**

Most interns from Europe will need a student visa for Brunei Darussalam. Our host university, Universiti Brunei Darussalam, will be able to assist in gaining Visa for the successful participant.

- **Work permit? (*in progress*)**

Normally students doing an internship in the framework of their study do not need a work permit in Brunei Darussalam.

2. Financial matters

- **Cost of living in Brunei Darussalam**

Living standards are moderately high in Brunei Darussalam. It is recommended to make sure that you have the necessary financial means for your stay in Brunei Darussalam, before leaving your home country. Average personal living expenses are about 450 Euro per month (approx. Brunei Dollar 700), including (very good campus) accommodation and meals. Local transport tends to be high, and can be an additional 200 Euro per month (approx. Brunei Dollar 310). Nonetheless, how much money you actually spend will, of course, depend on your personal needs, your life style and spending habits.

- **Payment by host organisation**

Brunei Darussalam internships in the framework of education are normally unpaid. However, there may be a few host companies that give stipends or benefits in kind to help to cover the interns' expenses.

- **Grants**

Unfortunately there are no grants available from Universiti Brunei Darussalam, nor the Brunei Darussalam Ministry of Education for incoming ASEM interns.

3. Accommodation

It is a challenge to find accommodation for individuals in the country, so the campus accommodation may be easier. It is however of very good quality. Once you have decided to do your internship in Brunei Darussalam, we will connect you with the host university to assist in finding a suitable and reasonable accommodation for you.

4. Insurances

It is important to take care of your insurance policies before leaving your country. There are no obligatory insurances for students, but it is advisable so.

- **Travel and Health insurance**

You are advised to have a travel and health insurances during your stay in Brunei Darussalam. It may assist you with unexpected medical costs. Please check with your homeland medical insurance company if it covers your traineeship period in Brunei Darussalam.

5. Language preparation

Language skills are important selection criteria for the ASEM internship. There may be English language proficiency test by the potential host organisation via Skype before giving final consent for the internship.

No doubt that exercising the language skills you need during your internship will have an immediate return on investment, by better communication and integration in and around your work place.

The official language in Brunei Darussalam is Malay. However, English as a second language is widely spoken, and is The medium of instruction in universities and many organisations.

6. Cultural preparation

Before traveling to Brunei Darussalam, try to learn as much as possible about it beforehand; travel to it virtually via internet.

Try to meet people who have experience in your destination. Prepare yourself for leaving your familiar culture and environment to live in a new and different culture. Cultural preparation will help you to integrate and help you to avoid a cultural shock.

<http://www.bruneitourism.travel/>
<http://www.bruneitourism.travel/essentialinfo.php>

Once you are selected for internship in Brunei Darussalam, you will have an opportunity to participate **a one week (minimum) of Cultural Immersion Programme** provided by Universiti Brunei Darussalam. This will be a compulsory part of your ASEM WPPP in Brunei.

DURING your internship

Arrival administration

The host university will assist in ensuring your first week in the country be as comfortable, before embarking you into your internship programme. The cultural immersion programme will provide you with some familiar procedures, and the Dos and Don'ts. Please ensure to bring all relevant documents prior to arrival.

Money and banking

The Brunei Darussalam currency is the **Brunei Dollar** (\$). It is pegged with the Singapore Dollar, so visitors to the country can use either the Brunei Dollar or Singapore Dollar. There are currently no VAT or taxes in Brunei. You may however wish to give tips, but it is VERY unusual to do so.

You will need money the moment you arrive. You can bring a certain amount of Euro or foreign currency into Brunei - but remember to check your own country's foreign exchange regulations. There is a Currency exchange office opened at the airport, but other currency exchange offices are available around town. You will need cash to buy telephone cards or pay taxis upon arriving. However, usually the host university will assist in picking you up at the airport when your first arrive

Where to turn in case of problems during your internship?

- The international office of the host university is your point of call for emergencies in the country. We advice you to stay in touch with them, and adhere to their SOPs.
- In case of illness or dental problems, please seek help with your local supervisor assigned to you by the host university and host organisation. In Brunei Darussalam, it is common to see a local health clinic prior sending to you the hospital. You can choose to go to the private or public health clinic. The fee is less for the public health clinic. In case of severe acute medical problems or emergencies, you turn immediately to the emergency service at the hospital. Emergency Ambulance: 991

- Foreign missions in Brunei Darusalam (Belgium and Germany):
http://mofat.gov.bn/Pages/dfm_Belgium.aspx
http://mofat.gov.bn/Pages/dfm_Germany.aspx
- In case of other problems contact the ASEM contact person (UBN) in your country, and/or host country (as stated earlier).

At the END of your internship *(in progress)*

- **Evaluation**
- **Final report** (and presentation)
- **Departure checklist**