

UBDSBE INTERNSHIP PROGRAMME FAQS

GENERAL INFO	
1. Is the UBDSBE Internship Programme a full-time internship?	Yes. Applicants should expect to work according to the office hours set in the government and private sectors. Please take note, some host agencies might require interns to work during their off-days, especially if there is an important event held.
2. Will I be paid during my internship?	The internships that we provide are unpaid. Paid internship placements are very rare, typically work experience placements there provide no stipend.
3. How many people apply for the internship programme?	The UBDSBE Internship Programme is highly competitive and we are experiencing great enthusiasm every year. Applicants are encouraged to submit a thorough application that illustrates your qualifications and commitment to public service. Quota is set to 30-40 students per semester.
ELIGIBILITY CRITERIA	
1. Who can participate?	All UBDSBE 3 rd Year students.
2. Am I eligible to participate in the internship programme?	Minimum cGPA criteria for the internship programme is as follows: Local Internship: cGPA 3.0 – 3.2 for first 3 semesters. Internship Abroad: cGPA 3.3 and above For those students who are exempted one semester by UBD, the criteria is cGPA 2.5 for first 2 semesters.
3. If my cGPA is below 3.0, can I still apply for internship?	Yes, you still can try to apply for internship. However, there is no guarantee that your application would be successful since priority will be given to those who meet the entry requirement.
4. I have cGPA below 3.0. Will I be accepted into the programme if I already have a company that willing to accept me as their interns?	No guarantee that you will be accepted since your cGPA didn't meet the minimum entry requirement for the internship programme.
5. What if I'm not eligible for an internship programme?	You will be nominated to do other DY activities, such as Community Outreach Programme and Incubation. Do contact the respective coordinators for details.
6. Can international students and non-Bruneian (PR) apply to an internship	Yes, eligible international students and non-Bruneians (Red/Green IC card holders) can take

programme?	part in the internship programmes. The internship coordinator will assist you in your placement after you are officially enrolled in an internship programme. Please be aware that majority of the government agencies will only accept Bruneians internship applicants. Thus your only choice is the private agencies.
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APPLICATION PROCEDURE

7. How do I apply? And when is the deadline for applications?	You complete the UBDSBE Discovery Year online form which is available from the UBDSBE Discovery Year website. Deadline for application will be announced by the DY committee at a later date.
8. How long should my resume be and what should it include?	Your resume should be no longer than two pages and include at least your education, work experience, extracurricular activities, and service experiences.
9. Do I need a cover letter?	Yes. A cover letter can help to differentiate you from other applicants vying for internship in a specific host agencies. Our internship programme is extremely competitive, and setting yourself apart is important. Your cover letter should outline the following: <ul style="list-style-type: none"> • Why you would like to do your internship at the chosen host agency? • The department in which you would like to work; • What distinguishes you from other candidates?
10. Does a letter of recommendation help in my chances of being chosen by my preferred host agency?	Yes, you should solicit a recommendation from your previous employer or past supervisor who can endorse your work. Do attach together with your resume.
11. When should I apply to an internship programme?	Application date will be informed during DY briefing by the UBDSBE DY committee. Most probably in February for Cycle 1 and in September for Cycle 2 internship programme.

AFTER APPLYING

1. My internship programme application has been approved. What are my next steps?	Submit, in an envelope, your resume and latest UBD transcript (hard + soft copy in a CD) and put it in the internship box available in the UBDSBE clerk office. Please write your name and registration number on the envelope. Then, you will be contacted by the internship coordinator to attend an internship briefing which will be announced at a later date.
2. When do the placements usually start?	UBDSBE Internship Programme is divided into

	<p>two cycles: Cycle 1 – First week of January until 30th June Cycle 2 – First week of August until 31st December</p>
3. Can I expect to be placed at only one of the companies listed?	<p>Not necessarily. We are always developing relationships with new companies. Please let us know your preferred sector or agency and we will endeavor to facilitate a placement in your area of interest.</p> <p>The placements depend on the intern's disciplines and are tailored specifically to each individual. The intern's suggestions and preferences are taken into consideration whenever possible. We continually work to assess the suitability of our partner companies to ensure that they provide meaningful and valuable internships to you.</p> <p>However, if one of the host companies is determined to be a good match and has the capacity to host more than one intern, then the Internship Coordinator will start the placement process by exploring that opportunity first.</p>
4. How does the internship programme determine which companies the selected interns are placed at? Which sector will my internship be in?	<p>Internship Coordinator is committed to providing the selected interns with practical training opportunities related to each individual's field of study and stated professional goals. The Internship Coordinator cannot guarantee placements of desired length, at desired geographical locations or at preferred companies. However, suggestions and preferences are taken into consideration whenever possible. Generally, around 60-70% of the interns are placed with the companies of their choice.</p>
5. When can I know where I'll be doing my internship placement?	<p>It usually takes about 1-3 months to secure a placement. Internship coordinator will assist the interns as long as they continue to meet the programme eligibility requirements.</p>
6. Can I reject a placement offer and expect the Internship Coordinator to find me another placement?	<p>Intern's decisions to accept or decline an industrial placement offer should be based solely on the professional relevance of the training (and not on location or company). If, after an interview with a potential host company, the intern has concerns about the nature or quality of the offered training, he/she should address the issue with the Internship Coordinator. If the Internship Coordinator determines that the</p>

	intern's concerns are valid, he/she will be offered another placement opportunity.
7. I'll be finishing my first DY activity past the starting internship date. Will this be a problem?	Do inform the Internship Coordinator when you are coming back to Brunei. The Internship Coordinator will try to negotiate a new starting date with your respective host agency.
INTERVIEWS	
4. Will all host agencies conduct interviews?	Only few host agencies will conduct interviews for nominated students. Interviews are expected to take around 20-40 minutes.
5. What is the purpose of an interview?	The interview helps relevant host agencies to evaluate the applicant's professional preparedness and language and communication skills in person and gives the applicant an opportunity to state and clarify his/her professional goals.
START OF THE INTERNSHIP PROGRAMME	
6. To whom I should report to on the first day of work?	An internship briefing will be conducted at a specified date to inform students who are the contact person in their host agency.
7. What kind of work will I be doing as an intern?	Assignments are generally based on the needs of the host agencies as well as intern's skills and interests, and they vary by department.
8. What if I don't like my internship position?	Once you accept an offer, you are making a commitment to an employer to complete the agreed work terms. Trying a position and then deciding to quit is not an option. However, the Internship Coordinator will work with you if you have any issues or concerns with your internship. Do try to speak with him/her as early in your internship as possible.
BEYOND INTERNSHIP PERIOD	
1. What if the host agency and/or I want to stay at my internship position longer?	It will depend on the agreement of both the host agency and the relevant students whether they want to extend their internship programme. However, please note that students need to meet the academic requirements for the next semester, i.e. enrolling in another DY activity.
2. Will it be possible for my internship to lead to permanent employment?	In the past, some interns have been offered a permanent employment in the company at which they interned after the student graduated, but this cannot be guaranteed.
INTERNSHIP ABROAD	
1. Can I do an international internship in another country?	Yes, as long as your 3 semesters cGPA is 3.3 & above. Please note placements abroad are very limited. Thus, if your application is

	<p>unsuccessful, you will be re-routed to local internship.</p> <p>Do contact Hjh Hasnah bte Hj Matsarudin of the UBD Discovery Year Unit (DYU) at hasnah.matsarudin@ubd.edu.bn once you received your letter of acceptance from the relevant host agency to assist you with the necessary documents needed for your travel, such as visa, medical check-ups, allowances, etc. All expenses related to the above documents are borne by the interns himself.</p>
2. Are there scholarships available to help fund my trip for internship abroad?	We understand that covering the cost of this programme can sometimes be difficult. To help you with this, do read the UBD Discovery Year Booklet which provides information about scholarships offered for specific range of cGPA.
3. For internship abroad, will interns received assistance with accessible housing?	Majority of the partner universities and companies do provide housing for interns. However, interns are allowed to look other accommodation that is suitable for them.
4. For internship abroad, will interns received assistance with regards to airport transfer?	No. Interns need arrange the own transportation. Interns are encouraged to arrive 2-3 days before the start of their internship to provide enough time for them to settle down.
CONDITIONS OF SERVICE	
5. Is an intern entitled to day leave?	Time off may be exceptionally granted by the host agency supervisor as long as the assignment(s) or tasks given are not adversely affected.
6. Is an intern entitled to sick leave?	An intern is not expected to work if he/she is unwell but it is important that the supervisor be informed of any absences. Any expense relating to illness is the responsibility of the intern. Especially long periods of absence, through illness or for other reasons, should be recorded in the written performance evaluation prepared by the host supervisor at the end of the internship programme.
ADDITIONAL INFORMATION	
7. Can I gain academic credit for my internship programme?	
8. Where can I find more information about UBDSBE Internship Programme?	All relevant information concerning eligibility requirements, the application process, deadlines can be found in The UBDSBE Internship Programme booklet which is downloadable from the UBDSBE Discovery Year website.
9. Still have questions about the Internship	Please contact the Internship Coordinator via

Programme?	email or drop into his/her office during internship office hours.
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