



**ASEAN
University
Network**

**Internship Guidelines
ASEAN University Network (AUN)
Internship Programme**



AUN i n t e r n s

Table of Contents

- I. General Information
- II. Availability and Duration of Internship
- III. Eligibility Criteria
- IV. Scope of Work
- V. Application and Selection Procedures
- VI. Financial Support
- VII. Evaluation

Annex 1: AUN Internship Application Form

AUN Internship Agreement and Conditions

Annex 2: Evaluation Forum AUN Internship Programme

Annex 3: Map of the AUN Secretariat Office

Annex 4: List of Accommodation

Annex 5: Transportation in Bangkok and Miscellaneous

I. General Information

The AUN Internship Programme offers internship placement for both ASEAN and non-ASEAN students who look for an opportunity to work in regional organisation on higher education and to interact with the Secretariat staff on various aspects of the work and operations of the AUN Office. The main aims of the AUN Internship Programme are to promote capacity building and foster the sense of ASEANness among students. Throughout the period of internship, the AUN Secretariat would ensure that interns are able to apply their knowledge and skills through practical work assignments and obtain better understanding of the work of ASEAN and its relevant agencies while at the same time, gaining personal valuable addition/ profile for future employment and/or studies.

II. Availability and Duration of Internship

The AUN Office can accommodate a maximum of 5 interns at a time with normal length of internship between 2 to 6 months. The AUN Secretariat will consider on case-by-case basis for students who are unable to work at designated duration. The timing of internship would depend on the number of vacancies and the availability of the supervisor(s).

The internship programme is a full-time programme with the expectation that interns work 5 days week, from 9:00 a.m. until 5:00 p.m. including one hour for lunch. Flexible working arrangements are available, but subject to approval from intern's supervisor.

III. Eligibility Criteria

- All nationals are eligible to apply;
- Applicants must be university student who are studying at the undergraduate or graduate levels;
- Applicants must possess good command of English and computer literacy; and
- Applicants are willing to comply with the rules and regulations of the AUN Office.

IV. Scope of Work

The Intern will be engaging with the following assignments and responsibilities:

- Information gathering and analysis
- Mini research on higher education and relevant topics
- Drafting speeches for Executive Director
- Preparing powerpoint presentation/ promotional materials/ publications
- Preparing summary report on assigned projects
- Proposal writing
- Programmes/ activities management
- Events organisation and other exposures

V. Application and Selection Procedures

- a. The AUN Secretariat will prepare a plan of activities for interns. The assignments are mostly based on the AUNs' current activities work plan, projects and other relevant research topics assigned by the Executive Director and Programme officers in charge.
- b. Announcement and recruitment will be made through both official platform such as at the annual AUN Board of Trustees (AUN-BOT) Meeting and the unofficial AUN's communication channels such as AUN Website and AUN Facebook.
- c. Interested candidates are required to submit the application form and the signed internship agreement to the AUN Secretariat. (The AUN Internship Application Form and the AUN Internship Agreement appear in Annex 1). Interested candidates can apply directly to the AUN Secretariat or by nomination of the International Relations Office (IROs) or relevant departments of their respective universities.
- d. The selection criteria include students' educational background, academic performance, extra curricular activities, and proficient skills in language and computer.
- e. The AUN Secretariat will contact the successful candidates at least 1 month in advance of the start date of internship, and at least 2 months for student who require for invitation letter and relevant documents for visa application.

VI. Financial Support

The AUN Secretariat does not provide any financial support for internship. The sending university may assist the student for the logistical support such as housing, allowance, visa and insurance. In case of oversea missions, if the intern is interested to travel with the AUN Secretariat, they are requested to be responsible for the airfare while the AUN Secretariat will be responsible for accommodation and allowance for the duration of the programme.

VII. Evaluation

At the end of the internship, the intern will be required to complete an evaluation form (as attach in Annex 2) to provide feedback on the AUN Internship Programme and to offer suggestions on possible areas for improvement. The Supervisor(s) will be required to evaluate the performance and work undertaken by the intern. The AUN Secretariat will also provide a certificate of competency for the intern according to the intern's overall performance.

Annex 1



Affix Digital Photograph

AUN INTERNSHIP APPLICATION FORM

1. Applicant's Information:

Family Name (Surname):	Present Address:
First Name (Given Name):	
Middle Name:	
Gender (Sex):	
Date of Birth (Day/Month/Year):	
Present Nationality:	Nationality at Birth:
City/Country of Birth:	Telephone:
Fax:	E-mail:
Proposed timing for internship at AUN	
From (d/m/y):	To (d/m/y):

2. Emergency Contact Details:

In case of emergency, please notify	Present Address:
Family Name (Surname):	
First Name (Given Name):	

Gender (Sex):	
Relationship with Applicant:	
Telephone:	
Fax:	E-mail:

3. Higher Education (College/University) and Language Skills:

Please attach your university transcripts or other relevant documents

Full Title of the Degree:	Degree Expected (MM/YY):	Main Course of Study:
Name of Faculty:	Commencement Date (MM/YY):	
Name of University:	City:	Country:
Full Title of the Degree:	Degree Completed (MM/YY):	Main Course of Study:
	Commencement Date (MM/YY):	
Name of University:	City:	Country:
Full Title of the Degree:	Degree Completed (MM/YY):	Main Course of Study:
	Commencement Date (MM/YY):	
Name of University:	City:	Country:

Language Skills:	Read			Write			Speak		
	excellent	good	fair	excellent	good	fair	excellent	good	fair
English:									
ASEAN Language(s):									
Other (Please Specify):									

<p>Computer Skills:</p> <ol style="list-style-type: none"> 1. Microsoft Office – (Y/N) Competency: 2. Database – (Y/N) Competency: 3. Internet Research – (Y/N) Competency: 4. Web Design – (Y/N) Competency: 5. Other (Please Specify):
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You may be requested to supply further documentary evidence in support of the statements you have made above. Do not, however, send any documents until you have been asked to do so. In any case, please do not submit the original copies of the documents unless they have been obtained for the purpose of this application.

I certify that the information provided in this application are true and correct.

Date:

Signature:



AUN Internship Agreement and Conditions

1. I accept the internship at the AUN Secretariat and understand the following;
 - a. I am personally responsible for obtaining the necessary visas and arranging my travel to and from the duty station where the internship will be performed;
 - b. the AUN will not pay me for my internship, as such, I am not entitled to the privileges and immunities accorded to staff members of AUN;
 - c. all the expenses connected with internshipsuch as living accommodation will be borne by me or my sponsoring institutions;
 - d. I am responsible for obtaining the international insurance/ health insurance that cover the period of my internship;
 - e. the AUN Secretariat accepts no responsibility for costs arising from accidents and/ or illness incurred during my internship.

2. I undertake the following obligations with respect to the AUN Internship Programme;
 - a. observe and respect all applicable rules, regulations, instructions, procedures and directive of the organisation;
 - b. keep confidential any and all unpublished information made known to me by the organisation during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorisation of the AUN Secretariat, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;
 - c. provide a copy of all materials prepared during my internship;
 - d. provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
 - e. return my identification pass and/or office equipment provided by the AUN Secretariat during the course of the internship programme.

3. I have read the agreement and I accept to abide by them.

Date: _____

Signature: _____

Name in print: _____

Annex 2
Evaluation Form
AUN Internship Programme



Please share with us your opinion, comments, impression and suggestions on the AUN Internship programme. Your comments and inputs will help us to see how the overall objectives of the programme have been achieved and to improve the implementation of the next programme.

I. General Information

Name:

Gender: Male Female

Nationality:

University:

Telephone:

E-mail:

II. Overall Programme

1. At what level do you think you understand the work of AUN?

Very Poor	Poor	Average	Good	Excellent
1	2	3	4	5
<input type="checkbox"/>				

If the level of understanding is less than average, please explain

2. What do you like the most about the AUN Internship Programme?

3. What do you like least about the AUN Internship Programme?

4. Do you think overall programme has met with your expectations and how?

5. What is the best experience you have learned from the programme?

III. Self-evaluation for common competencies

How would you rate your competency/ability in the following areas:

Cultural Competence	1	2	3	4	5	Please briefly describe your ability, and which areas you need to develop:
1. Sense of own cultural awareness	<input type="checkbox"/>					
2. Ability to interact effectively with people of different cultures	<input type="checkbox"/>					
3. ASEAN awareness	<input type="checkbox"/>					
Leadership Skills	1	2	3	4	5	Please briefly describe your ability, and which areas you need to develop:
4. Independent and mature	<input type="checkbox"/>					
5. Ability to communicate in an international environment	<input type="checkbox"/>					
6. Ability to work in a multicultural setting	<input type="checkbox"/>					
Interpersonal Skills	1	2	3	4	5	Please briefly describe your ability, and which areas you need to develop:
7. Teamwork	<input type="checkbox"/>					
8. Communication Skills (with public and co-workers)	<input type="checkbox"/>					
9. Management Skills	<input type="checkbox"/>					

IV. Other Comments

Your suggestion for improvement of the AUN Internship Programme.

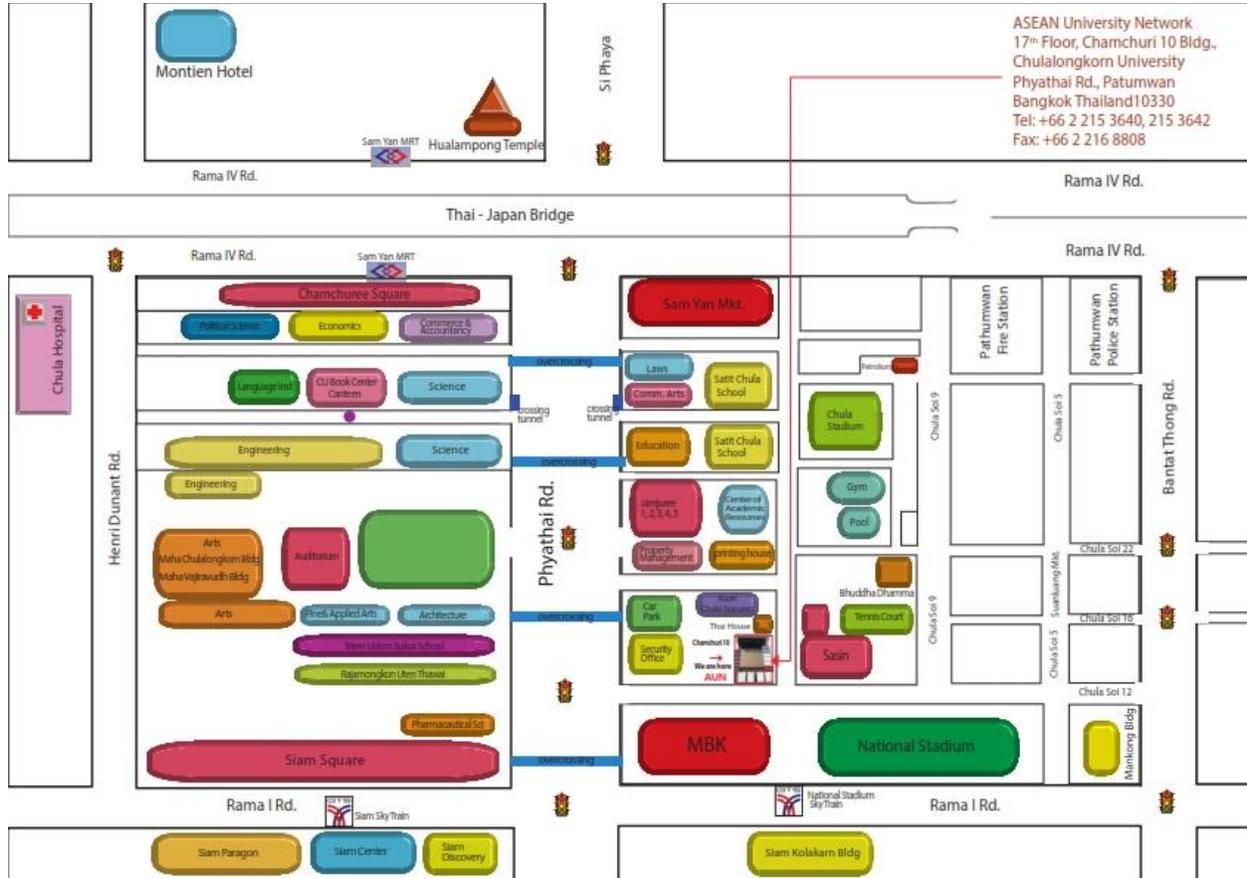
V. Picture

Please share some of your nice pictures during internship to be published in the AUN Annual Report and other relevant publications and meetings.

- **Thank you for your time in completing this evaluation form** -

Annex 3

Map of the AUN Secretariat Office



Contact Information

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www.aunsec.org



<https://www.facebook.com/groups/75033751019/>

Annex 4

Suggested List of Accommodation

The accommodations listed below are within 5 km. from the AUN Secretariat

- 1. Isanook residence**
<http://www.i-sanook.com/>
- 2. Parkland Residence Rongmuang**
<http://www.parklandrent.com/rongmuang/index.php?lang=en>
- 3. Baan Sabai Rama 4 Service Apartments**
<http://www.baan-sabai.com/>
<https://www.facebook.com/BannSaBaiRama4>
- 4. Nonsi Residence**
<http://www.nonsiresidence.com/default.asp>
- 5. Sathornville**
<http://www.sathornville.com/>
- 6. Cordia residence (recommend Sathorn and Saladang area)**
<http://www.cordia.co.th/>
- 7. UK Mansion Silom**
<http://ukmansion.exteen.com/contact-us-map>
<https://www.facebook.com/pages/UK-Mansion/157399284285686>
- 8. The Toscanas Urupong**
www.facebook.com/toscanas.urupong
- 9. S.K. Grand Sathorn**
<http://www.skgrand.com/>

Annex 5

Transportation in Bangkok and Miscellaneous

Rail System

Download map: <https://www.bangkokmetro.co.th/web/imgcontent/Image/map17final.jpg>

There are 3 operators of the rail system in Bangkok metropolitan area:



Bangkok Mass Transit System (BTS) or Bangkok sky train
 BTS Hotline : (66) 2617 6000 Daily from : 06.00-24.00 hrs.
 Website: www.bts.co.th

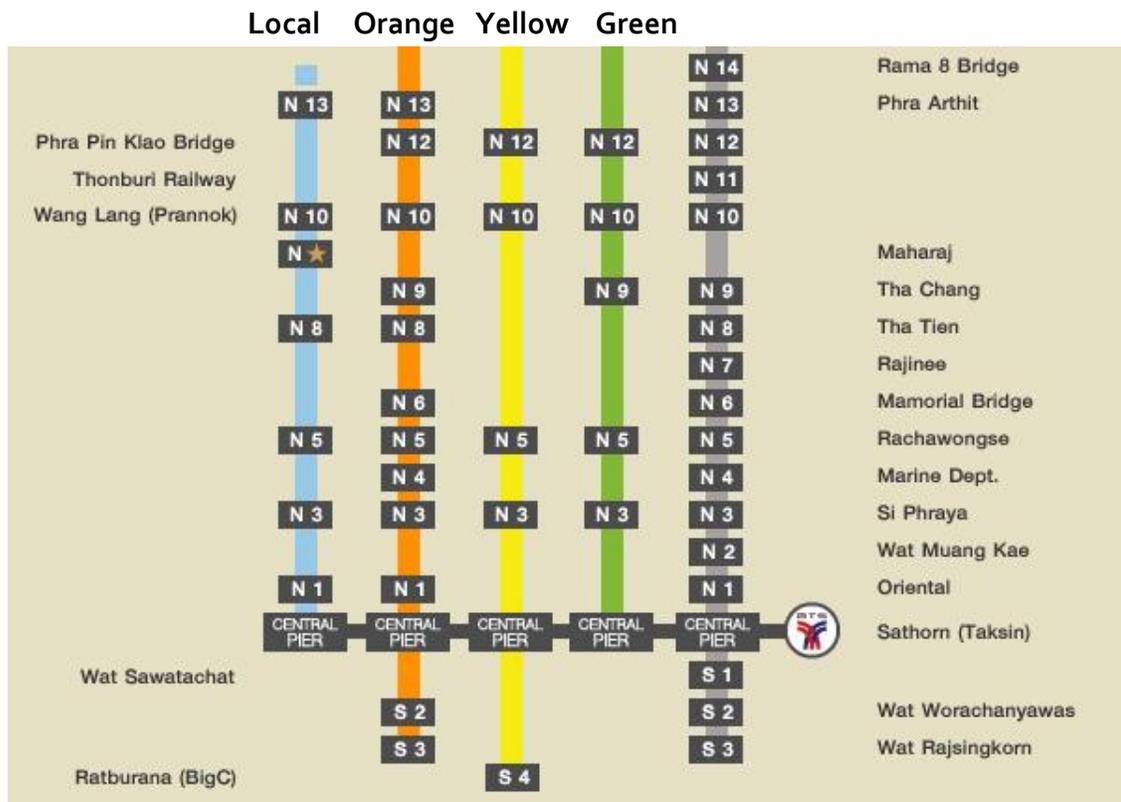
Metropolitan Rapid Transit (MRT) or Bangkok metro
 BTS Customer Relation Center : (66) 2642 5200
 Mon - Fri, 07.00 a.m. - 08.00 p.m. Except Sat-Sun and Festival day.
 Website: www.bangkokmetro.co.th

Airport Rail Link or rapid train from Bangkok to Suvarnabhumi Airport
 Call Center: 1690
 Website: www.srtet.co.th

Chao Phraya Express Boat

Services are divided into 4 routes:

1. Local Line Boat (6.20 - 8.20, 15.00 - 17.30)
2. Express Boat (Orange Flag) (05.50 - 19.00)
3. Express Boat (Yellow Flag) (06.15 - 08.35, 15.30 - 20.00)
4. Express Boat (Green-Yellow Flag) (06.15 - 08.05, 16.05 - 18.05)



Pier map



Chao Phraya Express Boat: <http://www.chaophrayaexpressboat.com>

Public Bus

Bangkok Bus Daily Operating Hours 5 am - 11 pm. Night buses run 24 hours per day. Get on the buses at bus stops that consist of signs with the buses' numbers on them. Make sure you give a sign to the driver that you want to get on the bus. Tickets are bought on board the buses. Show the driver you want to get off the bus by standing up approaching the doors. Buses with blue signs in the front window traffic the normal route. Buses with yellow signs take the expressway and do therefore not stop at many stops.

Complete guide to public transportation in Bangkok: <http://www.transitbangkok.com/>

Miscellaneous

Currency and Currency exchange: The Thai unit of currency is the baht, 1 baht is divided into 100 satang. Note are in denominations of 1,000 (brown), 500 (purple), 100 (red), 50 (blue) and 20 (green) baht. Coins consist of 25 satang, 50 satang, 1 baht, 5 baht and 10 baht.

Major currency bills and travellers checks are cashed easily at hotels, tourist shops, all provincial banks, shopping centers and money changers. Travellers checks are best changed in banks (you will need your passport). Rates of exchange at banks or authorized money changers are better than those at hotels and department stores.

Recommended Money Exchange Agencies

- **Siam Commercial Bank (SCB):** <http://www.scb.co.th>
- **Bangkok Bank (BBL):** <http://www.bangkokbank.com>
- **Kasikorn Bank (K-Bank):** <https://www.kasikornbank.com>
- **Superrich Thailand "Thailand Best Rate":** <https://www.superrichthailand.com>

Voltage: In Thailand, the voltage is AC220V, with a frequency of 50 hertz around the country. The power plug sockets used in Thailand are type "A, B, C, and F". Images of different socket types are shown below. Travellers with phones, cameras, electric shavers, hair dryers, and other appliances should carry a plug adapter kit.



A (NEMA 1--15 USA 2 pin)



B (NEMA 5--15 USA 3 pin)



C (CEE 7/16 Europlug)



F (CEE 7/4 "Schuko")

Country code: As, the international dialing code for Thailand is +66 e.g. if a phone number is listed as 086 0328 924, a caller from outside Thailand will dial +66 86 0328 924. When making international calls to Thailand, add 66 and omit the leading 0.

Dress Code: At the AUN Secretariat, the intern is required to wear proper attire during office hours - with no shorts, no see-throughs and no slippers for both men and women. Formal business attire is recommended during official meeting which occasionally require for the intern to attend.