



ASEAN  
University  
Network



AUNinterns

ASEAN UNIVERSITY NETWORK (AUN)

# INTERSHIP PROGRAMME



**ASEAN University Network (AUN) Internship Programme** is published by the:

ASEAN University Network  
17<sup>th</sup> Floor, Jamjuree 10 Building  
Chulalongkorn University  
Phayathai Road  
Bangkok 10330  
Thailand

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Layout and design by Henny Aryani.

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Date of Publication: 1 February 2024





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**ASEAN University Network, 2024**

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Version No. 1.0  
First Publication: 1 February 2024 (500 Copies)







# INTRODUCING AUN INTERNSHIP PROGRAMME

The ASEAN University Network (AUN) Internship Programme offers students worldwide an opportunity to intern at the AUN Secretariat office in Bangkok, Thailand.

As an AUN intern, you will gain hands-on experience working alongside officers on higher education projects in Southeast Asia.

## Who can become the AUN Interns?

If you're a university student with a thirst for knowledge, proficient in English, and adept at Microsoft/Google suites, you qualify! Whether you're passionate about project management, love diving into research, or have a knack for effective communication, there's a place for you at AUN.

## Scope of Responsibilities

As an AUN intern, the student will be assigned tasks which contribute optimally to the operation and high-impact success of AUN's platforms, projects and activities. The variety of tasks and assignments for AUN Interns can be categorized as follows:

### Project Management

Contribute to the network's project management and organization in the aspects of logistics and project or event organization as student liaisons or assistants to AUN Programme Officers-in-charge.

### Communications and Publications

Ideate and write news articles, reports and publications to showcase, document and raise awareness of AUN impacts and activities.

### Subject-Specific Research

Conduct subject-specific research on higher education and any other relevant topics.

### Creative and High-Impact Media

Design and create sharp and beautiful visual graphics, posters, videos and other media to heighten the appearance and attract more attention to AUN activities and projects.

- Current undergraduate and graduate students from any university
- Good English skills
- Proficient in Microsoft/Google Suites
- Eager to learn about ASEAN and education



Programme alumni will graduate with enhanced skills for their future careers, with a specific emphasis on thriving in multicultural and intergovernmental settings.

Project Management	Team Work
Cross-Cultural Skills	Strategic Thinking

You will apply your academic knowledge or skills to AUN initiatives. Tasks will align with your background, interests, and goals.

## Modes of Internship: Onsite & Online

Engage in a spontaneous and fast-paced working environment and directly support the work of AUN at the AUN secretariat office, located at the heart of Bangkok, Thailand via the onsite mode of internship.

Enjoy flexibility and highly accessible remote participation in the programme from your preferred location at any time with the online mode of internship.





# GAINS AS AN AUN INTERN

## Understand Inter-Governmental Dynamics

Gain insights into the functioning of an intergovernmental organization.

## Hone Research and Communication Skills

Improve your ability to conduct thorough research and effectively communicate findings.

## Apply Academic Knowledge

Bridge the gap between theory and practice by applying your academic knowledge to real-world challenges.

## Interact Globally

Engage with youth and professionals across ASEAN, expanding your cultural awareness.

## Develop a Regional Perspective

Acquire a nuanced understanding of Southeast Asian cultures and dynamics.

## Build Lifelong Connections

Network and form meaningful connections with peers from ASEAN and Non-ASEAN countries as well as AUN officers.

## Tailored Professional Growth

Enjoy tasks that align with your interests and goals, with constant feedback for your development.

## Mentorship Opportunities

Find potential mentors and friends for life within the AUN community.

## Tools for Success

We provide our interns with the necessary tools for impactful learning, including computers, free WiFi, co-working spaces, and complimentary meals and snacks.

## Certificate of Achievement

Your achievements and demonstrations of great competences throughout the programme will be recognized in an individual Certificate of Achievement awarded personally to each AUN Intern alum.



Attend special AUN events and activities in the ASEAN countries, travel, meet new people. Get out of your comfort zone and start engaging in the friendly workshop environment and activities of the AUN Internship Programme – prepared for lifelong and unique learning experience for our interns world wide.

## HOW TO APPLY

1. Please fill out the online application form available at <https://aunsec.org/>
2. Upload documents (Curriculum Vitae, Degree Certificate/Transcript, Cover Letter, Professional Portrait, and Indication of Preferred Internship Period and Mode) via the form.
3. If your application has been accepted, you will receive the offer package via email within 1 month.

### Open All Year Round!

#### Standard Internship Periods\*

- Batch 1 (January to April).
- Batch 2 (May to August), and
- Batch 3 (September to December)

\*Applicants may indicate their own preferred internship duration in their application.

The AUN Secretariat Office is located in Chulalongkorn University, Bangkok - the hub of AUN operations.

#### Contact AUN Secretariat at:

[aun.achavadee@gmail.com](mailto:aun.achavadee@gmail.com) and [aun.saruta@gmail.com](mailto:aun.saruta@gmail.com) for any application questions.

#### Ready to apply?

Visit <https://aunsec.org/> by scanning the QR Code!





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The background is a solid dark red color, overlaid with a dense, repeating pattern of white line-art icons. These icons represent various educational fields: science (test tubes, light bulbs, a globe), technology (laptops, a smartphone), arts (musical notes, a pencil), and general education (stars, a graduation cap, an apple, a book). The word 'AUN' is also repeated in a stylized, outlined font throughout the pattern.

01

# AUN Internship: Programme Description



# BACKGROUND

The ASEAN University Network (AUN) Internship Programme was first proposed at the 23rd AUN Board of Trustees (AUN-BOT) Meeting on 19-20 June 2008 in Hanoi, introducing a new opportunity for ASEAN university students to apply their educational skills and promote their own professional and personal growth through internship at a prominent ASEAN agency working towards the region's development of higher education. Following a request by the board to revise the details of the project proposal, the AUN Internship Programme was officially endorsed and launched at the 24th AUN-BOT Meeting on 30 - 31 January 2009 in Brunei Darussalam.



For over a decade, the AUN Internship Programme has been offering motivated and academically accomplished international students an opportunity to work in a regional organization that aims to build a strong foundation for higher education cooperation in the ASEAN region. As an AUN intern, the student will have the opportunity to gain valuable hands-on experience in interregional cooperation, project management and communications, working closely with experienced staff and experts in the field of ASEAN higher education.

Ultimately, the programme alumni will graduate with intensive experience and skills essential for pursuing their future careers, with particular focus on enhancing their capabilities to work in a multicultural and intergovernmental environment, including:

## Project Management



## Team Work



## Cross-Cultural Skills



## Strategic Thinking



In addition to capacity building, AUN interns will get to establish life-long personal and professional connections with their international peers and higher education professionals whom they meet along the way. We at the AUN Secretariat believe that all of our interns will exit the programme with enriched learning experience and potential career opportunities.

Over the past

**12**

years

The AUN Secretariat  
has hosted over

**225**

interns over the course  
of the programme

From universities across

**21**

ASEAN and Non-ASEAN  
countries





# ABOUT AUN

ASEAN University Network (AUN) was established in 1995 under the auspices of the Association of Southeast Asian Nations (ASEAN) with the primary objective to strengthen and expand cooperation among leading universities in ASEAN. For almost three decades, AUN has continually conducted a wide range of activities through fostering solidarity among ASEAN scholars and academicians, developing academic and professional human resources, conducting educational and cultural youth activities and enabling the dissemination of information among ASEAN academic community as well as among its Dialogue Partners.

The AUN Secretariat falls under the Human Development Directorate of the ASEAN Socio-Cultural Community Department (ASCC Department) of the ASEAN Secretariat. The AUN Secretariat serves as a small taskforce under AUN working to promote interconnectivity and collaborations between the network's core university members, associate members, organizations and stakeholders within and outside of the ASEAN region in multiple fronts. The scope of work conducted by the AUN Secretariat requires multidisciplinary contributions from its officers as well as stakeholders involved to conduct and deliver their work in the multicultural and interconnected environment of ASEAN higher education.

As agreed at the Workshop of the AUN Member Universities "Strategic Directions towards ASEAN Community 2015" on 2-3 November, 2007 AUN would enhance its role as the instrument for ASEAN to promote professional human resource development and to foster the awareness of ASEAN regional identity. Since the scope of the work by the AUN Secretariat already possesses high potential as a capacity building ground for interested ASEAN students who wish to learn about international development, governance and collaborations, the network's thought leaders at the time came up with the ideas of establishing a programme tailored for the region's young talents to join and learn by doing and involving themselves in the multifaceted work of AUN.



# WHO CAN BECOME AUN INTERNS?

The AUN Internship programme welcomes current undergraduate and graduate students from certifiable universities anywhere in the world. The applicants may apply to the programme independently or through a sending institution.

The eligibility of the applicants requires the following qualities:



The AUN Internship Programme is open for applications all year round. Interested students are welcome to apply at any time, regardless of their institution's academic calendar. Accepted interns may participate during an active semester at their home university, pending further discussion with the AUN Secretariat to ensure they can fully engage with the programme while managing their ongoing academic responsibilities. By being open year-round, the programme provides increased flexibility for interested students to find an internship period that fits their schedule.

The AUN Internship Programme is not credit-bearing by nature. However, in the case that the intern would like to attend this programme as a credited part of their active curriculum, the AUN Secretariat can arrange for the intern's accreditation in collaboration with the intern's sending university, institution or organization.

For more programme information and application, please visit: <https://aunsec.org/>.

## PROGRAMME DURATION

The internship period at the AUN Secretariat is cascaded into three batches throughout the year:





# MODES OF INTERNSHIP

There are two modes of internship programmes available:

## 1. Onsite Internship

Onsite Internship is conducted at the AUN Secretariat office, located in Chulalongkorn University near the central area of the Pathumwan district in Bangkok, Thailand. Serving as the heart of the university network's operation, this is where the intern will get to directly engage in real-world projects and work alongside experienced AUN officers in the network's implementative work to promote ASEAN higher education.

## 2. Remote Internship

Originally adopted during the COVID-19 pandemic when cross-border movement and activities were restricted, the AUN Internship Programme now offers an alternative option for interns who wish to participate in the programme remotely.

This mode of internship offers our interns high flexibility to join the internship programme even during their active semester.



# SCOPE OF WORK

AUN Interns will fulfill their roles by providing their work and services in four dimensions, each with its own expected tasks and responsibilities:



The intern may be assigned to attend conferences that the AUN Secretariat and its unit were invited to or deemed beneficial by their supervisors. Possible assignments in this area include:

- Logistical Assistance
- Student Liaison
- Minutes Taking

The intern may be requested to write report articles on projects or events to be featured on the AUN Website and AUN E-newsletter. Possible assignments in this area include:

- Communications and writing
- Write news and research article
- Contribute to the development of AUN publications







The intern is regularly assigned to conduct research on a topic related to higher education. Possible assignments in this area include:

- Plan, develop and conduct subject-specific research
- Conduct their research presentations to the AUN Secretariat team and, potentially, the AUN Executive Director



For the interns with great skills in media and graphic designing, they will be offered the opportunity to plan and create high-impact visual and video materials to support the network's programmes, projects and activities. Possible assignments in this area include:

- Create communications materials, media and infographics for AUN activities



In fulfilling tasks and assignments in each area, the AUN interns will be working alongside the officers who are experienced in their respective department of the secretariat. In this regard, the interns will not only learn first-hand experience from the professionals in different areas, but they will also get to train and grow by working and delivering results of their own planning and execution. Their progress and contribution to the secretariat will be monitored and recorded for final evaluation at the end of their internship, with comments and feedback provided by their supervisors and officers whom they get to work with in certain tasks or assignments.

On some rare occasions, AUN interns might have the opportunity to join and participate in domestic and/or oversea missions.

## EVALUATION AND CERTIFICATION

The evaluation process of the AUN Internship Programme is two-way, enabling both the interns and the officers to participate. To explain, the intern will be required to complete an evaluation form to provide feedback on the AUN Internship Programme and to offer suggestions for improvement. The supervisors will be required to evaluate the performance and work undertaken by the intern.

Upon their successful completion of the internship programme, the AUN Secretariat will provide a certificate of competency to the intern according to the intern's overall performance.







**ASEAN  
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Network**

## CERTIFICATE OF COMPETENCY

This is to certify that

[Redacted Name]

of

[Redacted Institution]

has successfully completed the ASEAN University Network Internship Programme  
at the ASEAN University Network Secretariat

From [Redacted Dates]

[Redacted Name] has been granted this certificate of competency for

- Successfully conducting thorough research, analysis, and gathering relevant information pertaining to the following topic:
  - [Redacted Topic]
- Exhibiting excellence in managing and assisting with the logistical aspects of the [Redacted Task]
- Effectively applied creative and innovative skills in designing promotional materials, including:
  - [Redacted Materials]
  - [Redacted Materials]
  - [Redacted Materials]
- Demonstrating the ability to
  - Conduct thorough and complex research in diverse fields, and properly analyse the information to be useful for the organisation.
  - Communicate complex ideas in easily understandable ways in both verbal and written mediums to fellow team members and supervisors.
  - Remain on top of responsibilities and deliver quality work within a highly demanding environment and time constraints.
  - Maintain professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest affairs in the field of higher education.
  - Work independently as well as within a team in a constructive manner to produce excellent publications for the organisation.

*Choltis D.*

Choltis Dhirathiti, Ph.D.  
AUN Executive Director



Sample of the Certificate of Competency  
issued to the AUN Intern



# SUSTAINABILITY AND IMPACT

Through mutual benefits and collaboration between the AUN Secretariat team and the interns, the AUN Internship Programme has established a sustainable cycle of achievements and impact that goes beyond just internship completion and certification.



## AUN Interns

1. Building of ASEAN Identity and Multicultural Awareness
2. Networking and building long-term relationship with peers
3. Cultivating future ASEAN talents to become top leaders, and
4. Ensuring enriched learning and training experience for the intern's personal and professional growth.

## AUN Secretariat

1. Develop long-term connection with top youth talents from across the growth
2. Fresh input and contribution from a collective of global youths with diverse backgrounds to AUN projects and activities
3. Enhancing the secretariat's operational capacity in implementing youth projects and activities



The background is a solid dark blue color. It is covered with a repeating pattern of white line-art icons. These icons include various educational and scientific symbols: test tubes with bubbles, a globe, a smartphone, stars, a heart, a laptop, musical notes, a pencil, a graduation cap, an apple, a rocket, a lightbulb, speech bubbles, and the word 'AUN' in a stylized font. Dashed lines and arrows also weave through the pattern, suggesting a flow or process.

02

## Programme Management Details



# PROGRAMME MANAGEMENT DETAILS

The AUN Internship Programme involves **three key stakeholders** in the processes under the cycle of the programme, namely:

- (1) Students;
- (2) Sending Agencies/Institutions/Universities; and
- (3) the AUN Secretariat.

Each of these actors comes with their own role and responsibilities to fulfill.

Actors	Roles and Responsibilities
Student Interns	<p><b>Application and Preparation</b></p> <ul style="list-style-type: none"><li>Complete the application form and provide necessary documents to complete the process.</li><li>In the case of successful application, confirm availability and participation in the programme via the Agreement and Conditions Form.</li></ul> <p><b>During the Internship</b></p> <ul style="list-style-type: none"><li>Fulfill the tasks assigned by AUN Intern Supervisors to the best of their abilities.</li><li>If requested, travel with officers at the secretariat to complete domestic and/or oversea missions.</li></ul> <p><b>Post-Internship</b></p> <ul style="list-style-type: none"><li>Complete the feedback form upon completion of the internship programme</li></ul>
Student Interns Sending Agencies/ Institutions/ Universities	<p><b>Programme Coordination &amp; Monitoring</b></p> <p><b>Application and Preparation</b></p> <ul style="list-style-type: none"><li>Coordinate with the AUN Secretariat to prepare for the application and selection process, including the provision of all the documents and stipulations required by the sending agencies.</li><li>Submit a list of student candidates to the AUN Secretariat to begin the selection process.</li><li>For successful candidates, the sending agencies should provide help with the candidates' preparation for the programme.</li></ul> <p><b>During the Internship</b></p> <ul style="list-style-type: none"><li>Monitor and provide support to the student interns under the agency's care.</li><li>Coordinate with the AUN Secretariat for monitoring and follow-up on the intern's progress and conditions.</li></ul>



Actors	Roles and Responsibilities
<b>Student Interns Sending Agencies/ Institutions/ Universities</b>	<div data-bbox="458 159 1256 220"><b>Programme Coordination &amp; Monitoring</b></div> <div data-bbox="458 232 1256 350"> <b>Post-Internship</b> <ul style="list-style-type: none"> <li>• If required, participate in final evaluation and accreditation of student performance.</li> </ul> </div> <div data-bbox="458 361 1256 731"> <b>Internship Support Arrangement</b> <p>Depending on each agency's stipulations, the agency may sort, arrange and provide support to the participation of the student intern under their care, especially for on-site interns.</p> <p>The list of possible forms of support include, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Airfare costs to/from their country of origin;</li> <li>2. Accommodation; and</li> <li>3. Monthly allowances.</li> </ol> </div>
	<div data-bbox="458 742 1256 803"><b>Programme Coordination &amp; Monitoring</b></div> <div data-bbox="458 814 1256 1587"> <b>Application and Preparation</b> <ul style="list-style-type: none"> <li>• Prepare and manage the internship programme timeline, application procedures, selection criteria and other supporting materials, including:               <ol style="list-style-type: none"> <li>1. AUN Internship Application Form and</li> <li>2. AUN Internship Agreement and Conditions Form.</li> </ol> </li> <li>• Select, nominate and finalize the admission of the AUN Secretariat.</li> </ul> <b>During the Internship</b> <ul style="list-style-type: none"> <li>• Provide orientation and an internship introduction package to the new interns.</li> <li>• Manage, arrange and distribute tasks to interns in coordination with officers in different departments.</li> <li>• Monitor the well-being, conditions and performance of the AUN interns.</li> </ul> <b>Post-Internship</b> <ul style="list-style-type: none"> <li>• Complete the evaluation of student intern performance and competence development.</li> <li>• Prepare and distribute individualized certificates to successful AUN interns.</li> <li>• If necessary, assist the sending universities and agencies with credit-bearing evaluation on their side.</li> </ul> </div> <div data-bbox="458 1599 1256 1772"> <b>Internship Support Arrangement</b> <p>The AUN Secretariat must sort, arrange and provide support to the participation of the student intern under their care, especially for on-site interns.</p> </div>



# APPLICATION, SELECTION AND NOMINATION PROCEDURES

The application of the AUN Internship Programme opens on a year-round basis for interested students and sending universities, agencies and institutions. Each round consists of 3 batches which occur throughout the year. The standard period of each internship batch is as follows:

- Batch 1 (January to April)
- Batch 2 (May to August)
- Batch 3 (September to December)

Each batch can accommodate 6 - 10 on-site and remote interns.

The procedural details of the programme's application, selection and nomination are as follows:

## Application

There are two general cases in which the programme receives applicants:

- **Independent Student Applicants**

Independent Student Applicants are undergraduate and graduate students who apply to participate in the programme.

- **Students sent by Universities/Agencies/Institutions**

Through direct contact and coordination with the AUN Secretariat, universities, agencies and institutions may submit a list of candidates to join the AUN Internship Programme. In this case, additional stipulations and requirements may be established between the sending organizations and the AUN Secretariat.

The application process is completely online with information, including the programme details and the application guideline, available at [www.aunsec.org](http://www.aunsec.org).

The following list entails the documents which the applicants are required to prepare in the English Language and submit to the AUN Secretariat:

**AUN Internship Application Form**

**Curriculum Vitae**

**Degree Certificate**

**Cover Letter**

**Professional Potrait**

**AUN Internship Agreement and Conditions Form**

**Indication of Preferred Internship Period**



## Selection

The selection process will be completed by the AUN Secretariat in consideration of each applicant's eligibility, availability, conditions as well as challenges based on the secretariat's set of selection criteria.

## Nomination

Once the final list of internship candidates has been completed, the AUN Secretariat will contact successful applicants via email to confirm their availability and commitment to participate in the programme.

Once the initial confirmation stage is done, the AUN Secretariat will issue an email package containing the following documents and information:

1. Acceptance Letter
2. AUN Internship Agreement and Conditions Form
3. Internship Details, including starting date, supervisor details, etc.

Each candidate needs to complete and submit the AUN Internship Conditions and Agreement Form to the AUN Secretariat to officiate their participation and commitment to the programme.

In addition to the condition and agreement form, additional documents may be required from participants of the on-site internship and/or those sent by universities/agencies/institutions:

- Travel, accommodation and logistical details for visa and accommodation support (for on-site interns)
- Acceptance Letter
- Other required documents as stipulated by the sending universities/agencies/institutions

In the case that the candidate requires a visa to stay in Bangkok and join the programme on-site, the AUN Secretariat is happy to help facilitate the process.

The AUN Secretariat will maintain further collaboration with the interns and the sending organizations to ensure smooth procedures and transition towards the start of the internship.



# ACTIVE INTERNSHIP PROGRAMME DETAILS

The AUN Internship programme features a series of standard procedures and activities which the intern will be asked to complete. The following is a comprehensive timeline of a standard AUN internship programme.



## Orientation & Ice-breaking (First Week)

During the first week of the internship, AUN interns will be provided with an orientation session with their supervisors to introduce them to the organization as well as their role, responsibilities and other matters related to their internship at the AUN Secretariat.

This period also serves as a great opportunity for the interns to get to know one another as well as the officers whom you may get a chance to work alongside during their time at the AUN Secretariat.

## Active Internship Period

This is the active period when AUN interns get to earn their learning experience and develop their skills through direct participation in projects, events and activities under the banner of AUN working alongside experienced professionals at the AUN Secretariat and, occasionally, the university network's partners and stakeholders.

All the task management, assignment and monitoring for AUN interns are handled by the programme's supervisors in coordination with officers-in-charge of the project, event or activity in which the interns have participated.

## Evaluation (Last Week)

During the last week of internship, the learning and performance outcome of AUN interns will be evaluated against a rubric of competence development.

## Certification (Post-Internship)

Following successful completion of the internship, every intern will receive a certificate signed by the AUN Executive Director. This document certifies the intern's participation in the programme as well as displays a set of the intern's demonstrated competences.



# INTERNSHIP EXTENSION AND CANCELLATION

Flexibility in terms of internship duration at the AUN Secretariat goes beyond the standard internship period as stipulated in the intern's application. Based on a mutual agreement basis, both the AUN intern and the internship programme supervisors may consider extending – or canceling – the intern's programme duration at the AUN Secretariat.

- **Internship Extension**

If an AUN Intern wishes to extend their internship at the secretariat, they can consult with their supervisors for the authorization to continue working and training at the AUN Secretariat.

- **Internship Cancellation**

In the case that an AUN intern has not been able to fulfill their obligations, perform at an expected level or failed to demonstrate full commitment to the programme as stipulated in the programme's conditions and agreement form, the internship can be canceled in a mutual agreement between the intern and the supervisors of the programme.

# INTERN TASK DISTRIBUTION AND MANAGEMENT

## AUN Secretariat Internship Supervision Team

The AUN Secretariat has a team of intern supervisors specifically for the task management and distribution for interns during the programme – a highly critical aspect of ensuring high-impact and enriching experience for students who participate in this internship programme.

During the active internship period, AUN Internship Supervisors are responsible for managing interns' task distribution and assignment based on their availability, competences as well as specific areas of interest.

## Task Distribution, Monitoring, and Evaluation by the Supervision Team

During the admission process, the AUN Internship Supervisor Team takes note of each intern's background, skills, competences and areas of interest as indicated in their application forms as well as in other supporting documents.

In this scenario, the team will distribute tasks and assignments to each intern based on such information, as well as constant feedback and conversation with the intern to ensure that the learning experience meets the intern's expectations, interest and satisfaction.

Monitoring of the intern's performance and capacity development will be handled by the supervisors in coordination with the officer(s) in charge of the project to which the intern has contributed. Once the task has been accomplished, it will be added onto the intern's individual list of achievements, categorized based on different areas of work as well as competences developed.



At the end of the internship, AUN Internship Supervisors will rate the intern's performance and achievements on a scale of 1-5 using the following AUN Internship Competence Development Criteria. This aforementioned evaluation rubric scale serves as a structured tool to assess interns' performance across key competencies.

Those achieving high ratings are acknowledged for demonstrating exceptional competency in such specific areas. At the end of the internship, the competences demonstrated will be included on the intern's individual certificate, written in line with the programme's list of expected internship competences as follows:

AUN Internship Competence Development Criteria	List of Expected AUN Internship Competences
<b>Cultural Competence</b> <ol style="list-style-type: none"> <li>1. Sense of own cultural awareness</li> <li>2. Ability to interact effectively with people of different cultures</li> <li>3. ASEAN awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. Deliver quality work within the time given</li> <li>2. Self-learn difficult topics through research</li> <li>3. Communicate complex ideas in easily understandable ways through speech and writing</li> </ol>
<b>Leadership Skills</b> <ol style="list-style-type: none"> <li>4. Independent and mature</li> <li>5. Ability to communicate in an international environment</li> <li>6. Ability to work in a multicultural setting</li> </ol>	<ol style="list-style-type: none"> <li>4. Manage conflict of ideas within a team and with external agents in a diplomatic way</li> <li>5. Express their own ideas to the team and the ability to defend the idea</li> <li>6. Work autonomously</li> <li>7. Work within a team in a constructive way</li> <li>8. Be flexible in their thinking</li> </ol>
<b>Interpersonal Skills</b> <ol style="list-style-type: none"> <li>7. Teamwork</li> <li>8. Communication Skills (with public and co-workers)</li> <li>9. Management Skills</li> </ol>	<ol style="list-style-type: none"> <li>9. Use new digital technologies to facilitate their work</li> <li>10. Work effectively in diverse contexts, in particular, one where the main language used for communication is not the mother tongue for all participants.</li> </ol>

In parallel, the AUN Interns will also be asked to complete an evaluation form to evaluate their own experience and performance committing to the AUN Internship Programme. The form also includes a set of questions with the aim to stimulate comments and feedback on different aspects of the AUN Internship Programme for benchmarking and improvement by the AUN Secretariat in the future.

The ultimate evaluation result is the official AUN Internship Certificate issued by the AUN Secretariat and signed by the AUN Executive Director. The certificate verifies the intern's successful participation and completion in the internship programme at the AUN Secretariat, and provides a comprehensive list of achievements and competencies developed by the intern.



# INTERNSHIP SUPPORT AND WORK ENVIRONMENT

The AUN Secretariat has an established work environment and support plan ready to accommodate our interns, both on-site and online, to help them achieve their goals working to learn from and contribute to the high-impact work of AUN.

## Communication Channels



### **WhatsApp**

WhatsApp is used as an active and immediate channel for individual and group communication between interns and supervisors.



### **Zoom**

Zoom is used to arrange and organize online meetings with the secretariat team, interns, as well as university partners and stakeholders of AUN.



### **Slack**

The team uses Slack to create a pool of internal communication between interns and supervisors for office-related matters.

## Equipments

The AUN Secretariat can provide some basic equipments and tools to support the on-site intern's participation in the programme.

- **Desktop and Laptop Computer**

While the AUN Secretariat recommends participants of the internship programme to use their own laptop computer, there are desktop computers available at the AUN Secretariat for the intern to use. The AUN Secretariat may also be able to lend an office laptop computer to the intern as well – one which the intern needs to return to the AUN Secretariat upon completion of their internship.

- **Free Wi-Fi**

The AUN Secretariat Office offers free wifi to AUN interns. The office will provide the intern with the login information at the start of the internship.

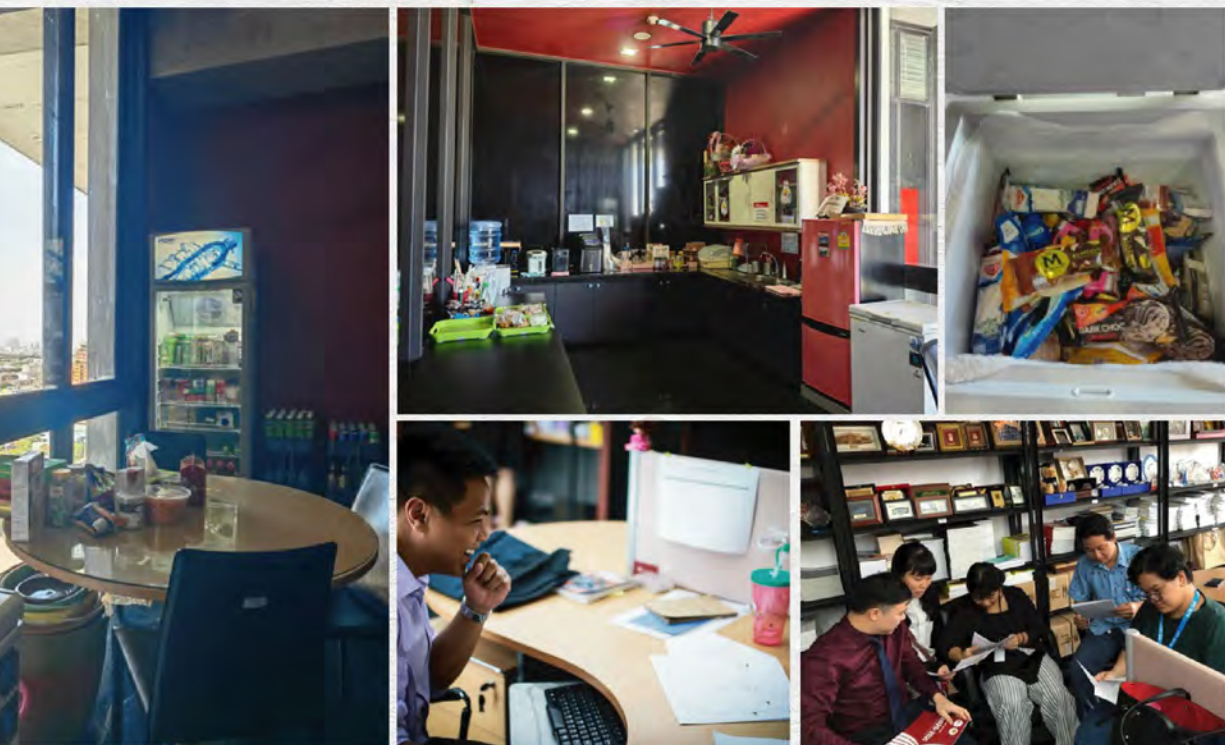
- **Co-Working Space (On-site)**

The AUN Secretariat provides the on-site interns with co-working space for them to work and complete their assigned tasks together with their international peers as well as experienced AUN officers.

- **Meals & Snacks (On-site)**

The AUN Secretariat Office provides its officers as well as interns with free lunch from Monday to Thursday, should they come to work at the office. There are also snacks and beverages available in the pantry to help delight everyone's mood over the long day at work.





## Logistical Arrangement Support (No Standard Financial Support and Allowance)

The AUN Secretariat does not provide any financial support to the intern participating in this programme. Hence, all the expenses in terms of visa acquisition, airfare, accommodation and other related costs must be borne by the interns or their sponsoring institutions.

However, if the intern is invited to accompany our AUN officers in a domestic or overseas mission, the AUN Secretariat will cover the cost of airfare, accommodation, transportation and meals in this matter. Likewise, in the case that the intern has to make their own commute to the site of the mission or activity, the intern may reimburse the transportation cost with the AUN Secretariat.

During the admission and preparation process, the AUN Secretariat will provide an information package which includes a list of recommended residences, local public transportations and other miscellaneous information that might be useful to help prepare the intern for their on-site participation in the programme.





03

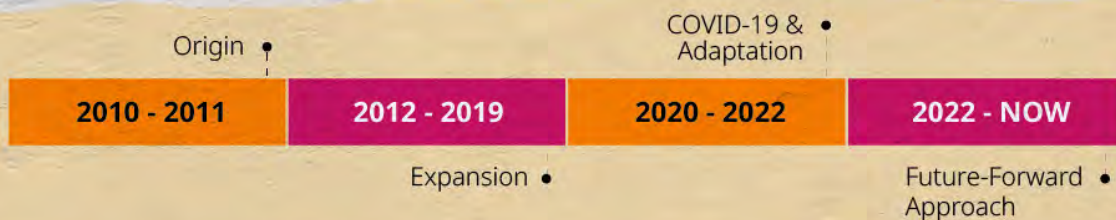
History,  
Testimonies, and  
Success Stories



# AUN INTERNSHIP PROGRAMME TIMELINE

Officially launched in 2010, the AUN Internship Programme has been ongoing for over a decade, continuously offering accomplished and stimulating students from all over the globe to learn about international cooperation, project management and other areas of capacity building through the work of the AUN Secretariat. Throughout the course of the programme's history and development, there have been several points of significance showcasing both the challenges and the triumphs over the years.

Altogether, these highlighted points in the programme's timeline demonstrated just how far the AUN Internship Programme has come since its beginning while continuing forward into the future.



## The Origin of AUN Internship Programme

What would become the AUN Internship Programme first came up during a workshop in 2007 where the ASEAN University Network (AUN) convened to discuss and set strategic direction for AUN's work and future role in achieving the ASEAN Community by 2015. In the efforts to link AUN roles to the ASEAN Socio-Cultural Community roadmaps, the network of universities was determined to help enhance the awareness of the sense and identity of ASEAN as a part of the network's mission in promoting professional human resource development in the region.

In response to relevant educational tasks, the AUN Secretariat initiated the credit non-bearing AUN Internship Programme Phase 1 to provide students with the opportunity to gain valuable experience and to apply their educational experience to the actual working environment. The Internship Programme also allows for ASEAN community involvement in the education of the young generation which will contribute to the enhancement of ASEAN Competitiveness. In this case, the interns could gain internship exposures with ASEAN or its related bodies located in their country of residence.

Following a year of planning and development, the AUN Internship Programme was first proposed at the 23rd AUN Board of Trustees (AUN-BOT) Meeting on 19-20 June 2008 in Hanoi, where a concrete discussion among the AUN Board of Trustees resulting in positive feedback and recommendations for the drafting of the programme's official planning as well as further study on implementing the concept of "traveling-classroom" into the internship module.







In light of the programme's first launch, AUN approached the ASEAN Secretariat and the ASEAN Foundation as its potential partners in tandem with the AUN Member Universities who helped facilitate the recruitment of the programme's first batch of student interns. It was not until 2011 when the AUN Secretariat welcomed the first intern of the programme to its office. From then on, the number of AUN interns continued to grow each year, and so did the variety of activities and assignments to help enrich their learning experience and capacity training during their time at the AUN Secretariat.

## The Years of Global Expansion and Capacity Training

In the years following the launch of the programme, the AUN Secretariat continued to host student interns who initially came from AUN Member Universities across the ASEAN region. Throughout the programme, AUN interns are not assigned to do any miscellaneous tasks such as coffee brewing or photocopying – ones which we at the AUN Secretariat believe will only lead to mundane learning experience for the participants. Instead, AUN Interns are tasked with stimulating assignments to create impact and contribute to the work of the university network. Much of the AUN Interns' contributions have been delegated towards the roles of project management assistance, sub-specific research, communications and writing, and graphic and media production, supervised by experienced AUN officers in different departments at the secretariat.

Not long after, the programme's outreach extended beyond the ASEAN region, with the roster soon welcoming students from universities of Non-ASEAN countries, such as Germany, Hong Kong, China, and Japan at the earliest. Such expansion of the programme's cohorts of students greatly boosted the sociocultural diversity of each batch and enhanced the cross-cultural experience the interns will gain from interacting and working with one another.

It is not only the students who gain knowledge and capacity from this internship experience as the AUN Secretariat, as one of the region's leading implementation factors of higher education projects, also benefits from the continuous providing of this platform for the students worldwide. Through constant programme evaluation and improvement to ensure the interns' effectual and satisfactory learning experience, the officers at the AUN Secretariat can use the strategy, knowledge and framework from implementing this programme in other projects and activities related to the nurturing of students and young talents.





## COVID-19 Pandemic Disruption and Adaptation

When the world was ravaged by the COVID-19 pandemic, the AUN Internship programme suffered the same fate as any other on-site activities during the age of quarantine and travel restrictions. Early 2020 saw the original format of the internship programme undergoing a complete overhaul to be able to cater to the needs and interest of our interns under the challenging circumstances at the time.

To support the programme's continuation, the AUN Internship Programme changed from its original on-site format to a full online programme. By leveraging social media and other online platforms to connect with our student participants, the AUN Secretariat continued to provide this platform for students from across the globe to continue to learn and work in an international relations and project management setting.

In 2020, when this mode of internship was first adopted, the AUN Secretariat was able to accommodate 23 online interns throughout the year. In this scenario, even though on-site activities became mostly impossible due to health and safety concerns, the programme remained steadfast in continuing to offer opportunities for the remote interns to participate in online ASEAN higher education platforms and activities.

While the AUN Secretariat found the continuation of this programme during this time to be challenging, it also served as a testing ground for the organization to find and implement new tools, methods and solutions for this internship programme to ensure its continuity. During such trying times, research task forces comprising AUN interns were crucial for the secretariat to keep up with new developments to the situation and how AUN can adapt and continue to deliver concrete results. In addition, with the AUN E-newsletter newly established at the time, the interns with interest as well as high capacity in writing and communication were offered an opportunity to contribute to the weekly online newsletter in the forms of news and subject-specific articles.

Despite all the trials and trepidations experienced, both the AUN Secretariat and the AUN interns strived to the challenges during the times and prevailed. The revision of the AUN Internship Programme's mode of work at the time also had a lasting effect on how the internship programme operated moving forward in the post-pandemic era.



Janesza Kaye Santos is presenting

### International Association of Universities (IAU)

**Aims to**

- Be the most represented and prominent global association of diverse higher education institutions and organizations
- Promote and expand higher education's dynamic leadership position in the society.
- Encourage collaboration by expressing the underlying values and concepts that support the search, distribution, and application of knowledge

**Activities and Programs**

- Global Meeting of Associations
- The Promise of Higher Education

11:39 | Intern Presentation: 7 Associations

Participants in the video call include: Janesza Kaye Santos, Korn Ratanagosoorn, Thongtan Boonpany..., Noppapun Sookping, Phasawit Aunthongch..., and You.



## Gearing towards Accessibility and Full Active-Learning

From 2022 onwards when travel restrictions and health security measures were gradually lifted, everyone was looking forward to returning to the on-site mode of conduct and enjoy the face-to-face engagement and interaction it has to offer. AUN, with many projects and activities requiring active engagement and participation from its stakeholders to succeed, was looking for a similar window to reimplement the traditional on-site approach. However, with the pandemic having reinforced the digital and technological integration of the network's operations, the AUN Secretariat has adopted hybrid models of operations for many of the AUN projects it helps implement and facilitate.

For the AUN Internship, the programme was revamped to be able to accommodate both on-site and remote interns to join the expansive work of the AUN Secretariat. This hybrid direction for the internship programme helps maximize its accessibility and opportunity for interested students to apply to the programme according to their preferences and capacity. In this regard, interested individuals who wish to participate from their preferred locations or during an active semester at their universities may do so remotely via all the communication channels and digital platforms facilitated by the programme staff. At the same time, the on-site opportunity remains open to all those who wish to directly engage with the work of the AUN Secretariat right at its office in the heart of the cosmopolitan Bangkok.

Despite the difference in terms of settings and mode of work, the internship team at the AUN Secretariat is working hard to ensure a fascinating learning experience for all the interns who joined the programme. It is our goal to make this programme as accessible and enriching as possible to all the young talents from every corner of the globe who are interested in gaining first-hand experience working in an international relations and multicultural setting and contributing to the high impact work of this network of premier universities in promoting ASEAN higher education.





# “ TESTIMONIES FROM PAST TO PRESENT

April - June 2011



**Pitchapong Thongphun**  
Chulalongkorn University, Thailand

This internship program completely turned my university career around. I went from being a scared freshman and worrying about the "real world," to being excited about graduating and getting a job. For the first time in my life, I am not worried about finding a good job. The positive atmosphere in AUN made me learn a lot about life than just work. It may be hard work, but the experience is what I believe will help me get a perfect job in the future. The networks that I made here, not only with my fellow co-workers and colleagues who warmly welcomed me to be a part of them, but with other international students through the program AUN arranged have proved invaluable.

June - August 2018

I had a great experience working with my fellow colleagues at AUN. I had many opportunities to support and lead important programmes from university students up to the administrative level. This internship has provided me the opportunity to demonstrate my writing and communication skills at a regional level.



**Phasawit Jutatungcharoen**  
Hong Kong University

May - June 2020

Being the first batch of AUN Secretariat virtual intern has significant meanings for both myself and the institute. While we were both adapting to the new mode of communication, I was able to keep connected with my supervisors and colleagues through various online channels and regular meetings were held through online conferencing platforms. The communication was smooth, and it broke the geographical barriers. I found it very comfortable working under the "new normal". The intern supervisors and colleagues were very supportive and helpful. They also gave me feedback on each assignment. Here at AUN Secretariat, the input and ideas from student interns were valued. Inspired to devote my future career in intergovernmental organizations, I have built confidence and become more equipped for future challenges during this period.

Thank you AUN Secretariat and The Chinese University of Hong Kong for the opportunity once again. The research experience and the chance to intern in a prestigious intergovernmental organization enable me to deliver more in future endeavors for contributing back to society in the same field.



**Cheng Wing Jun**  
Chinese University of Hong Kong



September - December 2022

Limitless opportunity, connectivity and innovation. My internship at AUN had been a true embodiment of 'working in the New Normal in 2020'. It has made 2020 one of the most memorable, challenging yet incredibly valuable years of my life. Working with the AUN Secretariat has not only sharpened my communication, teamwork, leadership and writing skills but also exposed me to the reality of working with multi-culturally diverse people. Especially in terms of fostering diplomatic engagement, managing negotiations and solving problems strategically. I will forever be indebted to my fellow AUN supervisors, colorful and intelligent team members from Germany, the Philippines and Indonesia for making my virtual internship experience worthwhile. Despite the COVID-19 social distancing, they did not leave any questions unanswered, any difficulty unassisted, any curiosity unexplored or any second wasted during the whole internship. AUN has truly invested in the progressive wellbeing of ASEAN's higher education and beyond. I believe that the AUN Internship Programme has made me the person that I am today, who is curious, driven, goal-oriented and about to study for her Master's in International Relations in the Netherlands. Truly an experience FROM the people, BY the people, FOR the people.



**Wafaa Wajihah Mohammad Rosmadin**  
Universiti Brunei Darussalam

March - October 2022

One of the most worthwhile and beautiful journeys of my life has been with the ASEAN University Network. Over the course of my eight months as an intern, I had the opportunity to learn and experience a variety of tasks such as conducting research and analysis, writing articles, editing, and generating PDPA consent forms, in addition to attending events, seminars, webinars, etc. Achavadee ma'am, the program officer, has been the most excellent mentor, advisor, guide and support system throughout this endeavor. The internship has helped me to develop both on a professional and personal level, which is unmatched. I believe I couldn't have found such invaluable knowledge, insight and skills that AUN has provided me, anywhere else. Extremely glad and grateful to be a part of this organization.



**Suman Mazumdar**  
Gauhati University, India

September - December 2023

I found the AUN Internship Programme to be highly beneficial for my personal and professional growth. The experience provided valuable insights into the Thai working culture, enhancing my understanding and adaptability in a professional setting. The internship was instrumental in preparing me for the nuances of the workplace and contributed significantly to my career development.



**Henny Aryani**  
Mahidol University, Thailand



# AUN INTERNSHIP RESULTS, PRODUCTS & ACHIEVEMENTS

## Subject-Specific Research and Studies

Research and information are the key drivers of success for AUN projects and activities. On a regular basis, AUN interns are tasked in groups or individually to conduct subject-specific research and reporting for some of the network's pivotal projects. The final results of their research are reports, presentations and/or booklets which will be used for the AUN Secretariat's internal planning and operation. Sometimes, such materials may also be presented to other stakeholders in activities, projects or networking platforms such as the AUN Rectors' Meeting or the ASEAN+3 International Relations Office (IRO+3) Meeting.

Past achievements of AUN interns in this areas include:

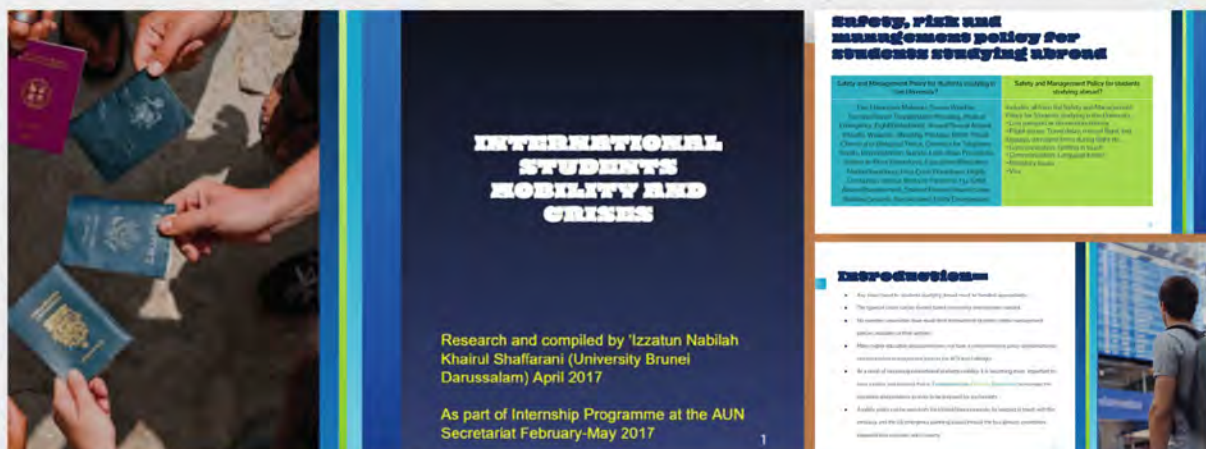
### International Students Mobility and Crises

by **Izzatun Nabilah Khairul Shaffarani** and **Nur Hazimah binti Haji Shamsuddin**,  
Universiti Brunei Darussalam

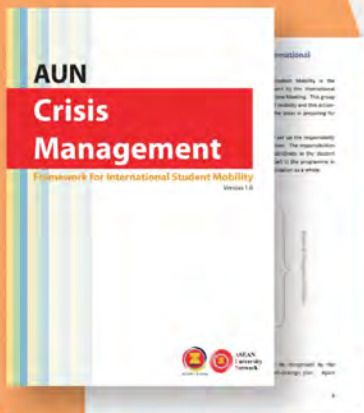
The presentation focused on managing student exchange activities and specifically examined the theme of "International Student Mobility and Crises." This theme was explored at the 2017 ASEAN +3 Heads of International Relations Meeting hosted by Ateneo de Manila University.

As AUN is one of the key facilitators of student exchange programmes in the region, the AUN Secretariat organized this meeting to discuss best practices and policies regarding the safety, risk management, and crisis response related to international student mobility. Specific crises highlighted included natural disasters, political instability, health epidemics, and other major events that could impact exchanged students.

In addition, the presentation also touched on crisis preparedness policies and protocols that universities have or should have in place to protect visiting students in the event of an emergency. Recommendations for multilevel crisis management plans involving both host universities and students' home institutions were also discussed.







## AUN Crisis Management Framework for International Student Mobility (2017)

Preliminary research conducted by **Izzatun Nabilah Khairul Shaffarani**,  
Universiti Brunei Darussalam

The AUN Crisis Management Framework for International Student Mobility was published in 2017 and presented to the Presidents, Rectors and Vice Presidents of the AUN Core Member Universities at the 10th AUN Rectors' Meeting in Brunei Darussalam in July 2018.

## Research on "Fourth Industrial Revolution"

by **Shazly Zain**, National University of Singapore  
presented to the AUN Secretariat on 25 December 2017

The intern conducted research to support the AUN Secretariat's understanding of the Fourth Industrial Revolution's impacts on higher education in ASEAN. This involved establishing technological trends and trajectory to identify potential opportunities and challenges presented by the shift to quantum mechanics-based digital technologies. The goal was to establish a foundation for the Secretariat to move forward in discussions regarding the future of higher education.



## Global Metrics and Evaluation Criteria of the ASEAN+3 Universities in International Rankings

by **Ringo Harrison, Phasawit Jutatungcharoen, Joseph Tope, and Jovan Ranarendra**,  
presented on 16 August 2018

This research exemplifies how a group of AUN interns conduct research analyzing factors that contribute to university success in ASEAN (+3) countries, based on global university rankings and evaluation criteria. Their goal was to provide insights that could help identify areas for improvement at member universities across ASEAN. Through this cooperative analysis, the interns aimed to uncover specific opportunities for ASEAN universities to enhance their programmes, resources and advancement in university rankings.

This group work demonstrates that AUN interns do not only complete individual assignments, but also collaborate in teams. Working in groups enables them to learn how to work effectively with others.





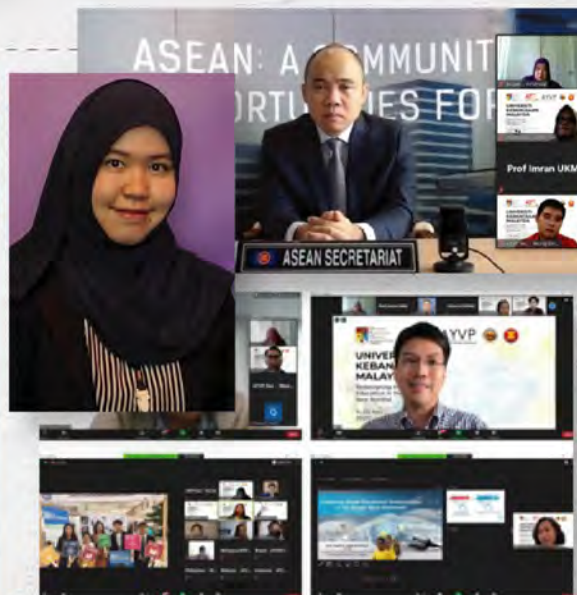
## Participation in Higher Education Projects and Activities in a Multicultural and International Setting

As a network promoting interregional university collaboration, many of AUN projects, events and activities enable the interns to gain exposure to working in an international and multicultural setting. In this regard, the intern present at the activity or event will provide assistance to their office-in-charge and deliver tasks as assigned. In the case of youth activities, the intern may be requested to act as a student liaison to help interact and guide participating students through the activities.

### E-ASEAN Youth Volunteer Programme 2020

Held virtually on 9-20 September 2020

The first virtual ASEAN Youth Volunteer Programme 2020 was attended by **Wafaa Wajihah Mohammad Rosmadin**, AUN Intern from **Universiti Brunei Darussalam** as a rapporteur for the AUN Secretariat. Over the course of the programme, the intern was responsible for taking notes and preparing minutes on the event's proceedings for the Secretariat team. Following the conclusion of the event, Wafaa was also provided with an opportunity to write a news article summarizing the event for the audience across the AUN media and platforms.



### ASEAN-Japan Virtual Cultural Exchange Programme 2022 (AUN-SUN/SixERS Cross-Cultural Event)

Held virtually on 3 March 2022

In this event, two AUN Interns – **Suthida Chang** from **University College London, Great Britain**, and **Patitin Lertnakiat** from **Mahidol University International College, Thailand** – participated as event assistants and student liaisons. Their roles included helping the AUN Programme Officers plan and run the virtual exchange programme, as well as facilitating the conversation and engagement of student participants from ASEAN and Japanese universities.

### ASEAN-Japan Virtual Cultural Exchange Programme 2022

AUN-SUN/SixERS Cross-Cultural Event





## The 2nd Global University Associations Forum (GUAF)

Held on 4 - 5 September 2023 in Bangkok, Thailand, hosted by the AUN Secretariat.

Four AUN interns participated in this event as liaison officers, providing their valuable assistance to the organization and logistical arrangement of the event. This group included (from left to right) **Waritsara Tiraronnakul** from **Mahidol University, Thailand**, **Hkawng Dau** from **Rangsit International University, Thailand**, **Alistair Yap Yiow Zhong** from **Nanyang University, Singapore** and **Henny Aryani** from **Mahidol University, Thailand**.



## News Articles, Research Features & Publications

Communications helps ensure that AUN projects and activities gain awareness and outreach among the general public, as well as the network's participants, stakeholders and beneficiaries.

The AUN Secretariat delivers this aspect of its operations through three of its main channels: the AUN Secretariat website, the weekly AUN E-newsletter, AUN social media and other publications. In this regard, the AUN interns who are interested in learning and developing writing and editorial skills can help contribute to the production of AUN news articles and some of its crucial publications.

The following are some of the news articles and publications produced by the AUN interns throughout the years.

**Erika Marie Santelices** , De La Salle University and  
**Fimma Putri Noviandrani**, Univeritas Airlangga

**Architecture experts stress importance of Modern Heritage Conservation in AUN-ADERA Inaugural Meeting and Symposium**

Published on 3 August 2020

<https://www.aunsec.org/news/architecture-experts-stress-importance-modern-heritage-conservation-aun-adera-inaugural-meeting-and-symposium>

**Erika Marie Santelices** , De La Salle University

**Educators around the world discuss the future of MOOCs at the 11th TCU International e-Learning Conference 2020**

Published on 10 August 2020

<https://www.aunsec.org/news/educators-around-world-discuss-future-moocs-11th-tcu-international-e-learning-conference-2020>

**Carlos Harry De Taza** , University of the Philippines

**CAIC-SIUD 2021: Keynote Address by Dr. Svetlana Gutman and Dr. Elena Rytova on Smart City Indicators**

Published on 9 December 2021

<https://www.aunsec.org/news/caic-siud-2021-keynote-address-dr-svetlana-gutman-and-dr-elena-rytova-smart-city-indicators>



**Salsabila Nurul Falah**, President University

**The AUN Executive Director's Keynote Speech at USTMAM Encourages the Importance of Regional Cooperation for the Development of ASEAN Region**

Published on 18 February 2022

<https://www.aunsec.org/news/aun-executive-directors-keynote-speech-ustmam-encourages-importance-regional-cooperation-development-asean-region>

**Caryl Nikki D. Buenafe**, AUN Intern

**Mainstreaming Interdisciplinarity: a Commentary**

Published on 18 February 2022

<https://aunsec.org/news/mainstreaming-interdisciplinarity-commentary>

**Mental Health Struggles and Experiences: How do ASEAN university students cope in the virtual setting**

Published on 18 February 2022

<https://aunsec.org/news/mental-health-struggles-and-experiences-how-do-asean-university-students-cope-virtual-setting>

**Jose Ramil Reyes**, University of the Philippines

**Youth Leaders and Advocates from ASEAN and ROK Convened at ASEAN-Korea Youth Summit 2022 for Carbon Neutrality and Regional Cooperation**

Published on 18 August 2022

<https://www.aunsec.org/news/youth-leaders-and-advocates-asean-and-rok-convened-asean-korea-youth-summit-2022-carbon-neutrality-and-regional-cooperation>

**Alistair Yap Yiow Zhoong**, Nanyang University, Singapore

**Empowering Communities Through Academic-Industry Collaboration: Insights from ASEAN+3 Rectors' Conference's Session 1.1**

Published on 5 October 2023

<https://aunsec.org/news/empowering-communities-through-academic-industry-collaboration-insights-asean-3-rectors-conference>

**AUN-ICT Workshop Returned for Deepened Discussion on Quality Standardisation of University's ICT System and Management**

Published on 17 November 2023

<https://aunsec.org/news/aun-ict-workshop-returned-deepened-discussion-quality-standardisation-universitys-ict-system-and-management>

**Contribution to the compiling and making of the 6th ASEAN+3 Rectors' Conference Proceeding**

With the event held on 20-21 September 2023,  
Hosted by Universitas Airlangga in Surabaya, Indonesia





## High-Impact Graphic Design and Media Production

In connection with communications, high-impact infographics, posters, leaflets, videos and other media, physical or electronic, serve as vital components to help increase the outreach and engagement of AUN works to the network's primary stakeholders as well as the general public.

Here are some of the impressive graphic works and media by AUN interns.



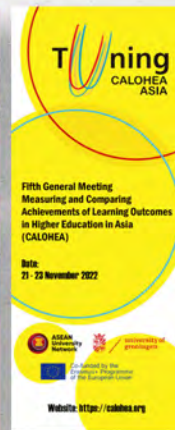
### The 2nd Global University Associations Forum (GUAF)

Roll-up Backdrop by **Henny Aryani** from **Mahidol University, Thailand**



### Measuring and Comparing Achievements of Learning Outcomes in Higher Education in Asia (CALOHEA)

National Meeting Poster by **Henny Aryani** from **Mahidol University, Thailand** and **Ng Lok Hin** from the **Chinese University of Hong Kong**



### Quality Standardization of University's ICT System and Management (AUN-ICT)

Promotional Poster for the Workshop by **Henny Aryani** from **Mahidol University, Thailand**



# THE HALL OF AUN INTERNS

2011 - 2023

2011



**Pitchapong  
Thongphun**

Chulalongkorn  
University, Thailand

April - June 2011

2012



**Fadhila  
Pratamasari**

Universitas Gadjah  
Mada, Indonesia

January - March 2012



**Karim bin  
Hamdan**

Universiti Brunei  
Darussalam

February - May 2012



**June Adelyn  
Kang**

Monash University  
Sunway Campus,  
Malaysia

June - November 2022

2013



**Venica  
Balabat**

De La Salle-St. Benilde  
College, the Philippines

January - March 2013



**Thanaporn  
Thanjan**

Mahidol University  
International College,  
Thailand

January - March 2013



**Nur Shamimi  
Shuhaimi**

Universiti Malaya

February - May 2013



**Nurdeena  
Anuar**

Deakin University,  
Australia

February - June 2013



**Amalia  
Putri**

Bogor Agricultural  
University, Indonesia

February - June 2013



**Johanna  
Suhrcke**

Technical University  
Dresden, Germany

March - August 2013



**Michelle  
Tedjosugondo**

Atma Jaya Catholic  
University, Indonesia

March - September 2013



**Ren  
Colobong**

New Era University,  
the Philippines

April - July 2013



**Ho Yun Shiang**

Universiti Utara  
Malaysia

May - June 2013



**Zainal Abidin  
Ibrahim**

Asia-Europe Institute,  
Universiti Mayala

May - July 2013



**Ah Sing Toh**

National University  
of Singapore

May - August 2013



**Ariya  
Pakeeranumkit**

Mahidol University,  
Thailand

May - August 2013



**Khwanchanok  
Manmai**

Ramkhamhaeng  
University, Thailand

June - August 2013



**Nathasa  
Ramadan**

State Islamic  
University Syarif Hidayatullah  
Jakarta, Indonesia

July - September 2013



**Sirada  
Chayabunjonglerd**

Stanford University,  
the United States

July - August 2013



2013



**Palaboon  
Daoruang**

Thammasat University,  
Thailand

July – October 2013



**Tran Tuan Dat**

Vietnam National  
University

August – September 2013



**Ahmad Hazim  
bin  
Dato Mohamad Murad**

Universiti Brunei  
Darussalam

August – December 2013



**Mahrita  
Haryati**

Universitas Indonesia

October – December 2013



**Ajeng Apriliana  
Safitri**

Universitas Indonesia

October – December 2013

2014



**Siti Munirah  
Mohamad**

Universiti Brunei  
Darussalam

January – June 2014



**Nur Barizah  
Nur Auji Binti  
Awang Mustapa**

Universiti Brunei  
Darussalam

February – June 2014



**Nurawee  
Wongchaisuwan**

Chulalongkorn  
University, Thailand

March – April 2014



**Ladawan  
Arunraj**

Chulalongkorn  
University, Thailand

April – May 2014



**Tsang Suet Man**

Lingnan University,  
Hong Kong, China

May – July 2014



**Gary Mak Chun Wo**

Lingnan University,  
Hong Kong, China

July – August 2014



**Mizuki  
Watanabe**

Seikei University,  
Japan

July – September 2014



**Rozainahbte  
Hj Abdul Rahman**

Universiti Brunei  
Darussalam

September – December 2014



**Nurisra  
Khairunnisabte  
Hj Awg Ismail**

Universiti Brunei  
Darussalam

September – December 2014



**Nattanit  
Boonrungsimon**

Mahidol University  
International College,  
Thailand

1<sup>st</sup> Time : June - August 2013  
2<sup>nd</sup> Time : September 2014 -  
January 2015

2015



**Siravich  
Sincharoenkul**

Mahidol University,  
Thailand

January – March 2015



**Dk Ruzdiyana Aaina  
Jade Pg Sabri**

Universiti Brunei  
Darussalam

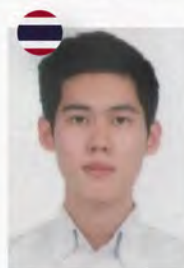
January – April 2015



**Wan Syamimi  
Alya'aFilzah Zulkiflee**

Universiti Brunei  
Darussalam

January – April 2015



**Pann  
Tweesaengsakulthai**

Chulalongkorn  
University, Thailand

March – April 2015



**Harold Bryant  
V. Pasion**

De La Salle University,  
the Philippines

May – July 2015



2015



**Alora Sanrey Maye  
Mendoza Torres**

De La Salle University,  
the Philippines

May – July 2015



**Christelle Mae  
Agustin**

De La Salle University,  
the Philippines

May – July 2015



**Lam Cheuk Man**

Lingnan University,  
Hong Kong, China

May – July 2015



**Szeto Wing  
Tung Emily**

Lingnan University,  
Hong Kong, China

May – July 2015



**Orapin Saising**

Srinakarinwirot  
University, Thailand

July – August 2015



**Thanaboon  
Weingteerawat**

Srinakarinwirot  
University, Thailand

July – August 2015



**Chan Wai Ki**

Chinese University  
of Hong Kong

July – August 2015



**Chuk Pui Ming**

Chinese University  
of Hong Kong

July – August 2015



**Yum Kwun  
Tung Donald**

Chinese University  
of Hong Kong

July – August 2015



**Irham Hudaya  
Yunardi**

St. Olaf College  
in Minnesota,  
the United States

July – August 2015



**Ploypailin  
Sundarajumpaka**

Mahidol University,  
Thailand

September – December 2015



**Nurul Aqilah  
Haji Abdul Rahman**

Universiti Brunei  
Darussalam

September – December 2015



**Nurul Hazirah  
Hj Jali**

Universiti Brunei  
Darussalam

September – December 2015



**Ratih  
Indraswari**

Parahyangan Catholic  
University, Indonesia

October 2015

2016



**Silsupa  
Wiwatwicha**

Ewha Women  
University, South Korea

December 2015 – February 2016



**Dk. Wajihah Binti  
Pg. Hj. Muhammad**

Universiti Brunei  
Darussalam

January – March 2016



**Dyg Nur Haziqah  
Binti Awang Haji Ali**

Universiti Brunei  
Darussalam

January – March 2016



**Anjisah Suhailah  
Ali**

Universiti Brunei  
Darussalam

March – June 2016



**Muna Munjiyah  
Haji Abdal Malik**

Universiti Brunei  
Darussalam

March – June 2016



2016



**Nurhidayatul Aqilah  
Haji Gulihana**

Universiti Brunei  
Darussalam

March – June 2016



**Muhammad  
Khalid Wardana**

Mae Fah Luang  
University, Thailand

June – August 2016



**To Wiphawinee**

Lingnan University,  
Hong Kong, China

June – August 2016



**Siti Widyastuti  
Noor**

Universitas Muhammadiyah  
Yogyakarta, Indonesia

July – August 2016



**Galuh Octania  
Permatasari**

Universitas Muhammadiyah  
Yogyakarta, Indonesia

July – August 2016



**IP, Sheung Ming**

Hong Kong  
Shue Yan University

July – September 2016



**Pietro  
Galardi**

Chulalongkorn  
University, Thailand

September – October 2016



**Hani  
Mufidah**

Universitas Gadjah  
Mada, Indonesia

September – November 2016



**Yu Ming**

Hong Kong University

December 2016 – January 2017



**Wong Hei Man**

Hong Kong University

December 2016 – January 2017

2017



**Tran Thi Xoan**

Thammasat University,  
Thailand

February – April 2017



**Nur Hazimah  
binti Haji Shamsudin**

Universiti Brunei  
Darussalam

February – May 2017



**Izzatun Nabilah  
Khairul Shaffarani**

Universiti Brunei  
Darussalam

February – June 2017



**Anggi  
Widyastuti**

Universitas Muhammadiyah  
Yogyakarta, Indonesia

March – April 2017



**Cheung Lai Wan**

Hang Seng Management  
College, Hong Kong

May – June 2017



**Yeung Lai Pang**

Lingnan University,  
Hong Kong

May – August 2017



**Hanida  
Binti Ishan**

University of Nottingham,  
Malaysia Campus

June – July 2017



**Cheung Cheuk  
Yin Peony**

Chinese University  
of Hong Kong

June – August 2017



**Lee Cheuk Man**

Hong Kong University

July – August 2017



**Chen Hui**

Nanyang Technological  
University, Singapore

July – August 2017



2017



**Pornpimon  
Kusabrungrroj**

Burapha University,  
Thailand

August – November 2017



**Walid Ananti  
Dalimunthe**

Thammasat University,  
Thailand

October – November 2017



**Marlyn  
Oktavia**

Parahyangan Catholic  
University, Indonesia

November 2017 – January 2018



**Lin Zi Mo**

Hong Kong University

November 2017 – January 2018



**Shazly  
Zain**

National University  
of Singapore

December 2017 – January 2018

2018



**Kim Sooyun**

Daejeon University,  
South Korea

January – February 2018



**Jung Eunseon**

Daejeon University,  
South Korea

January – February 2018



**Atiqah Rabiha  
Binti Rafieh**

Universiti Brunei  
Darussalam

February – May 2018



**Ellen Wong**

Universiti Brunei  
Darussalam

February – June 2018



**Isaac Yee  
Chen Ming**

Universiti Brunei  
Darussalam

February – June 2018



**Lai Ka Yi Hani**

Hong Kong  
Baptist University

May – July 2018



**Ringo  
Harrison**

Lingnan University,  
Hong Kong

May – August 2018



**Khin Chan  
Myay Thu**

Chiang Mai  
University, Thailand

June 2018



**Phasawit  
Jutatungcharoen**

Hong Kong University

June – August 2018



**Joseph  
John Tope**

Chinese University  
of Hong Kong

July – August 2018



**Jovan  
Ranarendra**

Universitas Gadjah  
Mada, Indonesia

July – September 2018



**Nurul Hazirah  
Haji Zainuddin**

Universiti Brunei  
Darussalam

September – December 2018



**Johetsine Chin  
Lee Chien**

Universiti Brunei  
Darussalam

September – December 2018



**Muhammad  
Indrawan Jatmika**

Chulalongkorn  
University, Thailand

September – December 2018



**Khairil  
Ramadhani**

Chulalongkorn  
University, Thailand

December 2018 – January 2019



2018



**Kirk Benjamin Tan**

National University  
of Singapore

December 2018 – February 2019

2019



**Min Keongeun**

Daejeon University,  
South Korea

January – February 2019



**Sudirman**

Universitas Pendidikan  
Indonesia

February – March 2019



**Nurul Laela  
Kusumadewi**

Universitas Pendidikan  
Indonesia

February – March 2019

2019



**Andy Chang**

Universiti Utara  
Malaysia

February – March 2019



**Nadia Ramadhiani  
Ranaputri**

Universitas Pendidikan  
Indonesia

April – May 2019



**Muhammad Fazar  
Izzamuddin Tengku**

Universitas Pendidikan  
Indonesia

April – May 2019



**Tong Ching Ting**

Hong Kong  
Baptist University

May – July 2019



**Zhu Chuyue**

Education University  
of Hong Kong

May – August 2019



**Chan Wing Kei**

Hang Seng University  
of Hong Kong

June – July 2019



**Yiu Yuet Sze**

Lingnan University,  
Hong Kong

June – July 2019



**Lin Yen Hsiu**

Chinese University  
of Hong Kong

July – August 2019



**Mohd Saiful Syazwi  
Bin Zaiman**

Universiti Brunei  
Darussalam

August – November 2019



**Nor Syafiqah  
Syahirah Binti Johari**

Universiti Brunei  
Darussalam

August – November 2019



**Buranond  
Kijwatanachai**

Mahidol University,  
Thailand

September – December 2019



**Martin Quick  
Alistair**

Hong Kong University

December 2019 – January 2020



**Yee Marcus Yok Wan**

Hong Kong University

December 2019 – January 2020



**Chai Kha Xin**

Universiti Malaya

January – February 2020

**Marsya Monazella**

Universitas Indonesia

January – February 2020

**Muhammad Azim Bin Anuar**

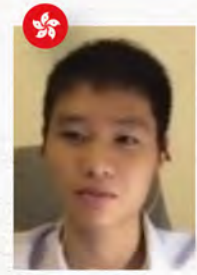
Universiti Brunei Darussalam

February – May 2020

**Lin Wan Ki Pelo**

Chinese University of Hong Kong

June – August 2020

**Cheng Wing Jun**

Chinese University of Hong Kong

May – June 2020

**Fimma Putri Novindrarini**

Universitas Airlangga, Indonesia

June – July 2020

**Ip Anna Tin Wai**

Chinese University of Hong Kong

June – August 2020

**Chiu Kwan Yu Mike**

Chinese University of Hong Kong

June – August 2020

**Chihiro Aita**

Macalester College, the United States

June – August 2020

**Tun Pa Pa Kyaw**

Mahidol University, Thailand

July – September 2020

**Ilham Dwi Hatmawan**

Universitas Indonesia

August – September 2020

**Akkani Alexander Warning**

University of Hamburg, Germany

September – October 2020

**Qin Hui Chong**

Beijing Foreign Studies University, China

September – October 2020

**Sharon G. Weenas**

Universitas Atma Jaya Indonesia

September – December 2020

**Senica Ryel Raymundo**

Eötvös Loránd University, Hungary

September – December 2020

**Greisa Alano**

De La Salle University, the Philippines

September – December 2020

**Wafaa Wajihah Mohammad Rosmadin**

Universiti Brunei Darussalam

September – December 2020

**Lia Sophia San Miguel**

De La Salle University, the Philippines

October – December 2020

**Rocío María Francesca Nebres Tabamo**

De La Salle University, the Philippines

October – December 2020

**Angelica Gonzaga**

De La Salle University, the Philippines

October – December 2020



2020



**Jastyn Alain Limo**

Chulalongkorn University, Thailand

November – December 2020



**Sharvin S/O Chandra Seakara**

Nanyang Technological University, Singapore

November – December 2020



**Felicia Tung**

Nanyang Technological University, Singapore

November – December 2020



**Mariem Njeh**

Carthage University, the United States

November – December 2020



**Veronica Bella Arifin**

Singapore Management University

December 2020 – January 2021



**Tan Wanxuan**

Singapore Management University

December 2020 – January 2021



**Zhou Jinquan**

Singapore Management University

December 2020 – January 2021

2021



**Yi Mon**

Shandong University, China

January – February 2021



**Kalista Putri**

Universitas Indonesia

January – February 2021



**Juan Paulo Gabriel P. Amurao**

Mahidol University International College, Thailand

January – March 2021



**Jessica Nicole Ramas Manuel**

Universitas Padjadjaran, Indonesia

January – March 2021



**Aninditya Prameswari**

Universitas Airlangga, Indonesia

January – March 2021



**Zziwa Sulaimani**

Universiti Brunei Darussalam

January – April 2021



**Dhvani Sanghavi**

Mahidol University International College, Thailand

January – April 2021



**Palita Srichaisuphakit**

Chulalongkorn University, Thailand

February – June 2021



**Paul Darrel Meneses**

Adamson University, the Philippines

February – June 2021



**Jayriya Jangsawang**

University of Erfurt, Germany

March – April 2021





**Janine Irish  
Marryza G. Bragais**

De La Salle -  
College of Saint Benilde,  
the Philippines

March - April 2021



**Rev Christian  
Ramos**

De La Salle -  
College of Saint Benilde,  
the Philippines

March - April 2021



**Jialin Tang**

Yanshan University,  
China

March - May 2021



**Jiayi Zhu**

Yanshan University,  
China

March - May 2021



**Shichang Ren**

Yanshan University,  
China

March - May 2021



**Xiaoya Yu**

Capital Normal  
University, China

March - June 2021



**Xingsi Liu**

Capital Normal  
University, China

March - June 2021



**Ziyi Ma**

Capital Normal  
University, China

March - June 2021



**Astrid  
Ribka**

Pelita Harapan  
University, Indonesia

May - July 2021



**Thanyamon  
Ramanchit**

Chulalongkorn  
University, Thailand

June - July 2021



**Pailinsiri  
Gronphet**

Thammasat University,  
Thailand

June - August 2021



**Adam  
Atiqah**

Singapore Management  
University

June - August 2021



**Wan Sze Law**

Chinese University  
of Hong Kong

June - September 2021



**Salsabila  
Nur Afifah**

President University,  
Indonesia

June - September 2021



**Diva Alike  
Mesha Putri**

Universitas Tanjungpura,  
Indonesia

June - September 2021



**My Nguyễn**

Eberhard Karls  
University of Tübingen,  
Germany

June - September 2021



**Ni Wayan  
Frida Anjelina**

President University,  
Indonesia

August - October 2021



**Dk Nur Hidayatul  
Atiqah Binti Pg Anak  
Mohammad Iskandar**

Universiti Brunei  
Darussalam

September 2021 - March 2022



**Soranan  
Patcharapongsak**

Mahidol University  
International College,  
Thailand

September - December 2021



**Aira Mae  
V. Olivar**

University of Santo  
Tomas, the Philippines

October - December 2021



2021



**Carlos Harry  
A. De Taza**

University of Santo  
Tomas, the Philippines

October – December 2021



**Janesza Kaye  
M. Santos**

University of Santo  
Tomas, the Philippines

October – December 2021

2022



**Caryl Nikki  
D. Buenafe**

University of Santo  
Tomas, the Philippines

January – April 2022



**Andreas Ken  
Hananto Seto**

Okayama University,  
Japan

January – April 2022



**Princess Aideleen  
Joyce F. Sto. Domingo**

University of Santo  
Tomas, the Philippines

January – April 2022



**Suthida  
Chang**

University College  
London, Great Britain

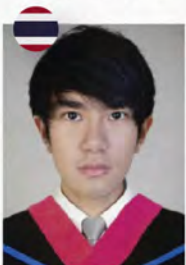
January – April 2022



**Salsabila  
Nurul Falah**

President University,  
Indonesia

January – April 2022



**Patitin  
Lertnaikiat**

Mahidol University  
International College,  
Thailand

February – April 2022



**Li Tianyi**

Harbin Institute of  
Technology, China

February – May 2022



**Hannah Louise  
Dimayuga**

University of Santo  
Tomas, the Philippines

March – May 2022



**Suman  
Mazumdar**

Gauhati University,  
India

March – October 2022



**Tan  
Sodalin**

Royal University of  
Law and Economics,  
Cambodia

March – July 2022



**Ram Cartney  
D. Cortez**

De La Salle University,  
the Philippines

April – June 2022



**Jun Qin**

Northern Polytechnical  
University, China

May – July 2022



**Chaoran Geng**

Shandong University,  
China

May – July 2022



**Miaomiao Zhou**

Dalian University of  
Technology, China

May – July 2022



**Bing Yu**

Shanghai University,  
China

May – July 2022



2022



**Yating Ye**

Donghua University,  
China

May – July 2022



**Chow Wing  
Hay Anna**

Chinese University  
of Hong Kong

May – August 2022



**Kankanit  
Phetporkha**

Mahidol University,  
Thailand

June – July 2022



**Pattarawarin  
Srivasant**

Mahidol University,  
Thailand

June – July 2022



**Thanawadee  
Jankiew**

Mahidol University,  
Thailand

June – August 2022



**Tasha Louis  
Santos**

University of Santo  
Tomas, the Philippines

July – September 2022



**Sabina Allen  
C. Ma**

De La Salle University,  
the Philippines

July – October 2022



**Jose Ramil  
M. Reyes**

University of  
the Philippines

August – October 2022



**Pan Tung-Le**

Hong Kong  
Polytechnic University

August – October 2022



**Chung Ming Ng**

Chinese University  
of Hong Kong

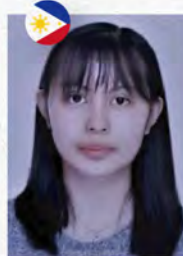
August – November 2022



**Nur Laili  
Ismayanti**

Universitas Islam  
Malang, Indonesia

September – December 2022



**Alexia Anne  
M. Suñaz**

De La Salle University,  
the Philippines

September – December 2022



**Lai Ying Lo**

Chinese University  
of Hong Kong

November – December 2022



**Ng Lok Hin**

Chinese University  
of Hong Kong

December 2022 – January 2023

2023



**Wirunya  
Phikuntipsakorn**

Chulalongkorn  
University, Thailand

January – April 2023



**Nguyen  
An Nhan**

Thammasat  
University, Thailand

January – April 2023



**Liang Tang**

Northwestern Polytechnical  
University, China

January – April 2023



**Qian Zhao**

Xi'an International  
Studies University, China

January – April 2023



**Minxuan Chen**

Yanshan University,  
China

January – April 2023





**Gaetan Guichard  
Sutthanunt**

Erasmus University  
Rotterdam, Netherlands

May – August 2023



**Prince Ernest Eugene  
Ronson D. Sabado**

University of Santo  
Tomas, the Philippines

May – August 2023



**Arvin  
Ajesta**

De La Salle University,  
the Philippines

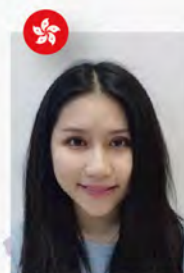
May – August 2023



**Ang Chia  
Yin Valerie**

Singapore Management  
University

May – August 2023



**So Ka Ki**

Chinese University  
of Hong Kong

May – August 2023



**Hannah Joy  
Y. Hong**

University of Santo  
Tomas, the Philippines

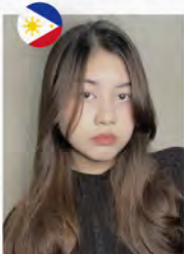
May – August 2023



**Lang Zihan**

Huazhong Agricultural  
University, China

May – August 2023



**Mikaela Gabrielle  
P. de Castro**

University of Santo  
Tomas, the Philippines

June – August 2023



**Waritsara  
Tiraronnakul**

Mahidol University,  
Thailand

1<sup>st</sup> Time : September –  
November 2022  
2<sup>nd</sup> Time : July – October 2023



**Dau  
Hkawng**

Rangsit International  
University, Thailand

August – December 2023



**Vita  
Lutfiah**

Mahidol University,  
Thailand

August – December 2023



**Alistair Yap  
Yiow Zhong**

Nanyang Technological  
University, Singapore

August – December 2023



**Henny  
Aryani**

Mahidol University,  
Thailand

August – December 2023



**Monsupa  
Songmuang**

Chulalongkorn  
University, Thailand

August – December 2023



**Xingru Chen**

Shanghai University,  
China

August – December 2023



**Ramirez Zia  
Lattrelle**

University of Santo  
Tomas, the Philippines

April – June 2022



**Sancho Emmanuel  
John**

University of Santo  
Tomas, the Philippines

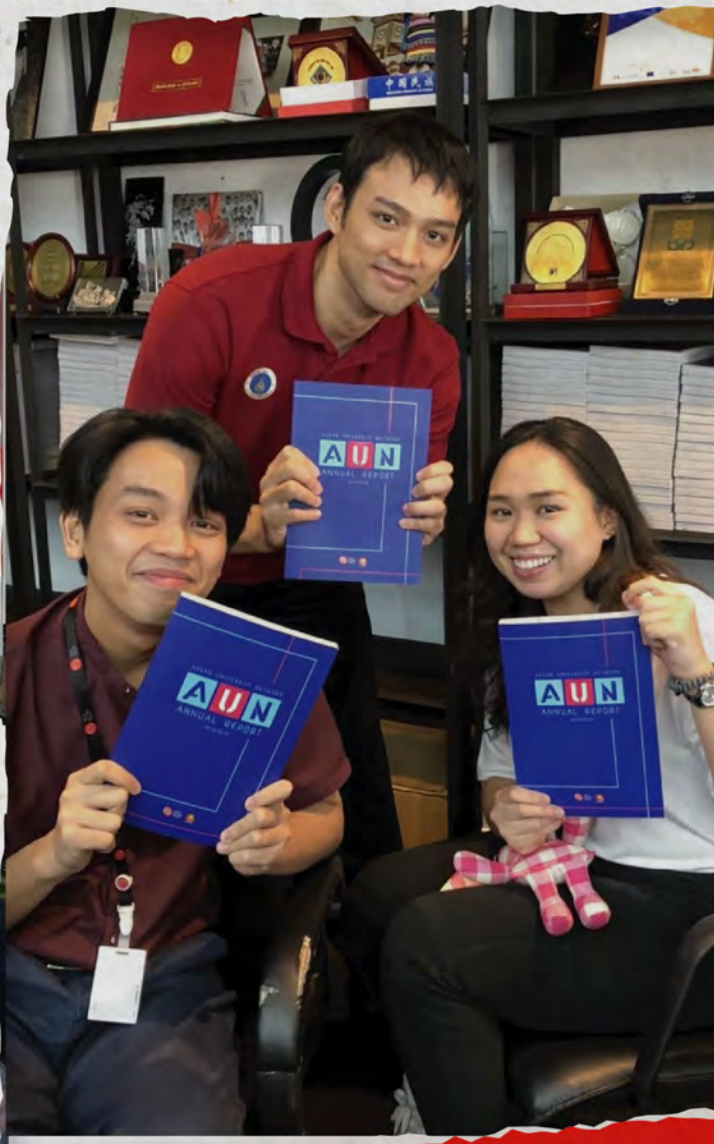
May – July 2022



# GALLERY











## CONTACT INFORMATION

If you are interested in possible collaboration with the AUN Internship Programme, please visit the programme's website page at [www.aunsec.org](http://www.aunsec.org) or contact us at [aun.internship@gmail.com](mailto:aun.internship@gmail.com) with the following persons in carbon copy (CC):

1. **Mrs. Achavadee Wiroonpetch**  
Senior Programme Officer and Aide to the Executive Director  
Email: [aun.achavadee@gmail.com](mailto:aun.achavadee@gmail.com); and
2. **Ms. Saruta Srichoosin**  
AUN Programme Officer and Aide to AUN First Officer and Chief Strategy Officer  
Email: [aun.saruta@gmail.com](mailto:aun.saruta@gmail.com)



The background is a dark gray field filled with a repeating pattern of white line-art icons. These icons include various educational and scientific symbols: test tubes with bubbles, a smartphone, stars, a globe, a heart, a laptop, musical notes, a graduation cap, an apple, a pencil, a rocket, a lightbulb, speech bubbles, and the word 'AUN' in a stylized, outlined font. Dashed lines and arrows connect some of the icons, suggesting a network or flow.

# 04 | Appendix



## A. Agreement and Conditions



### ASEAN University Network (AUN) Internship Programme Agreement and Conditions

---

I hereby accept the offer to participate in the AUN Internship Programme at the AUN Secretariat and acknowledge and understand the following terms and conditions:

#### 1. Conditions:

- a. The AUN Secretariat will not provide any financial compensation for the internship. Therefore, I understand that I am not entitled to the privileges and immunities accorded to staff members of AUN;
- b. I assume responsibility for all expenses related to the internship, including but not limited to living accommodations, transportation, and meals. These expenses shall be borne by myself or my sponsoring institutions;
- c. I assume responsibility for obtaining any necessary visas required by the regulation of Thailand for undergoing an on-site internship programme;
- d. I am responsible for obtaining international insurance/ health insurance coverage for the duration of my internship;
- e. I understand that the AUN Secretariat shall not be held liable for any costs incurred from accidents or illnesses during the course of my internship;
- f. I understand that all assignments, reports, and any other works completed or conducted during my internship programme shall be deemed as intellectual property of AUN. Therefore, I concur that AUN shall have full ownership rights and may use, reproduce, publish, or distribute these materials as deemed appropriate, without any further compensation to me.

#### 2. Obligations:

Throughout my participation in the AUN Internship Program, I commit to the following obligations:

- a. I shall promptly submit copies of all assignments, reports, or any other work completed during the course of the internship;
- b. I shall follow instructions, maintain regular communication, and provide progress reports to the supervisor of my internship programme as requested;
- c. I shall comply with all applicable rules, regulations, instructions, procedures, and directives of the AUN Secretariat;
- d. I shall maintain the confidentiality of any unpublished information that I become aware of during the course of my internship, which includes not disclosing or using such information for any purposes, except with the explicit authorisation of the AUN Secretariat;



- e. I shall notify the AUN Secretariat in case of illness or any other circumstances that may prevent me from fulfilling my internship obligations as planned;
  - f. I shall return my identification pass, access cards, and/or office equipment provided to me by the AUN Secretariat at the end of my internship duration.
- 

By signing this Agreement, I acknowledge that I have read, understood, and voluntarily agreed to comply with the terms and conditions stated herein.

**Signature:** \_\_\_\_\_

**Name in print:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## B. List of Recommended Accommodations

The AUN Secretariat has prepared and maintained a list of recommended accommodations for our AUN Interns, which is available via the QR Code here.



*\*The information on this list is updated on a regular basis and may require comparison with findings from other sources to ensure accuracy and satisfying accommodation research and finding results.*











**ASEAN  
University  
Network**



**AUN**interns

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