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MEMORANDUM

FOR : The Directors and Focal Persons

ASEAN Working Group on Climate Change (EMB)
ASEAN Working Group on Chemicals and Waste (EMB)
ASEAN Working Group on Environmental Education (EMB)
ASEAN Working Group on Environmentally Sustainable Cities (EMB)
*ASEAN Working Group on Nature Conservation and
Biodiversity (BMB)*
ASEAN Working Group on Coastal and Marine Environment (BMB)
COP to the Agreement on Transboundary Haze Pollution (FMB)

The Executive Director, NWRB and Focal for ASEAN Working
Group on Water Resources Management

FROM : The OIC Director, Policy and Planning Service

SUBJECT : **Brunei Darussalam Scholarship on Enhancing Professional
Communication Skill for ASEAN in 2021**

DATE : 24 FEB 2021

We are forwarding to your Office the attached letter from Assistant Secretary Junever M. Mahilum-West, Office of ASEAN Affairs, DFA circulating to us the invitation from Brunei Darussalam offering scholarship on Enhancing Professional Communication Skills for ASEAN in 2021.

The scholarship programmes, to be conducted online, consist of:

1. Programme 1: Professional Communications in English; and
2. Programme 2: Intensive English Proficiency Course

In this regard you may download and accomplish the application form at <https://apply.ubd.edu.bn/orbeon/uis-welcome/> which must be submitted directly to the organizers through email applyPCSS2021@mfa.gov.bn on or before 15 March 2021.

For your information and preferential action.


MELINDA C. CAPISTRANO



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASEAN AFFAIRS

Our Ref. No. : DIV4-027-ASEAN-2021
Subject : **Brunei Darussalam Scholarship on Enhancing Professional Communication Skills for ASEAN in 2021**
Date : 14 January 2021

Dear Colleagues,

Brunei Darussalam is offering a *Scholarship Programme on Enhancing Professional Communication Skills for ASEAN in 2021*.

Organised by Universiti Brunei Darussalam in collaboration with FPT University of Viet Nam, the scholarship programme aims to enhance professional communication skills for citizens from ASEAN countries by improving the English Language. While the scholarship is fully-funded, covering the return economy flight ticket, per diem allowance, accommodation, and health insurance of scholars, due to the current COVID-19 pandemic, classes may be conducted online.

Below are the two programmes being offered:

Programme 1: Professional Communications in English
Programme 2: Intensive English Proficiency Course

The Department would appreciate assistance in disseminating information on the scholarship to interested parties in your office. Interested applicants may download and accomplish the application form at <https://apply.ubd.edu.bn/orbeon/uis-welcome/>. Accomplished application forms must be submitted directly to the organisers through email applyPCSS2021@mfa.gov.bn.

The deadline for the submission of applications is on **15 March 2021**.

Attached, for reference, is a copy of the General Information Brochure containing details about the scholarship programme.

For the Secretary of Foreign Affairs:


JUNEVER M. MAHILUM-WEST
Assistant Secretary

ALL AMTB AGENCIES

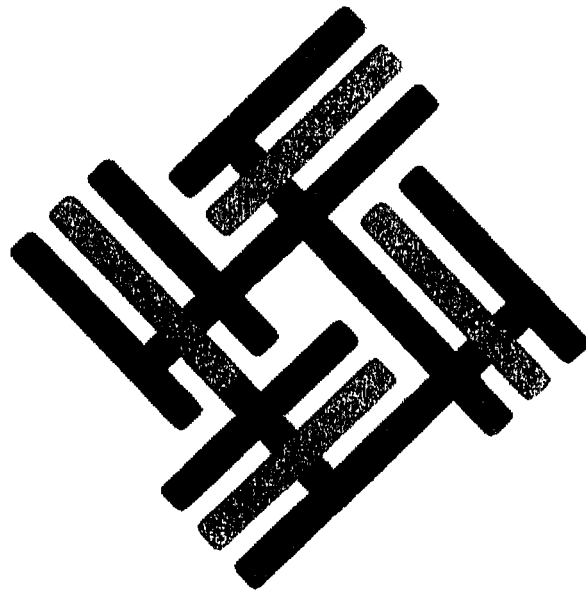


UNIVERSITI BRUNEI DARUSSALAM



FPT UNIVERSITY

**BRUNEI DARUSSALAM SCHOLARSHIP
ON ENHANCING PROFESSIONAL COMMUNICATION
SKILLS FOR ASEAN**



UBD-FPT GLOBAL CENTRE

GENERAL INFORMATION BROCHURE

2021

INTRODUCTION

On 13 November 2017, at the 31st ASEAN Summit held in Manila, Philippines, His Majesty the Sultan and Yang Di Pertuan of Brunei Darussalam announced that over the next 5 years, the Government of Brunei Darussalam will provide 50 scholarships per year to enhance professional communication skills for citizens from ASEAN countries.

Universiti Brunei Darussalam (UBD) is pleased to be the organiser of the programmes under this Scholarship, which will be conducted at the UBD-FPT Global Centre in Da Nang, Vietnam.

UBD-FPT GLOBAL CENTRE

- UBD-FPT Global Centre is a collaborative project between Universiti Brunei Darussalam (UBD) and FPT University (FPTU) aimed at improving English proficiency and professional communication skills in the region.
- ◆ The Centre aims to be the leading English Language training centre in the ASEAN region.

PROGRAMMES OFFERED

Programme 1: Professional Communications in English

This programme helps participants improve their professional communication in English. The training focuses on specific areas of communication in English: writing e-mails, speaking in meetings and interviews; giving presentations, and networking. This programme can help participants achieve increased confidence and professional goals.

Programme 2: Intensive English Proficiency Course

This programme is designed to train participants in the four core skills of listening, reading, writing and speaking. Throughout the programme, participants will engage in different tasks which include practices especially in the areas of reading and vocabulary development.

In view of the COVID-19 pandemic which has affected all ASEAN countries, there are possibilities that the programme will continue to be conducted online.

PROGRAMME DATES

5 July - 22 August 2021 (In-Person) **OR** 24 May - 11 July 2021 (Online)
20 September - 7 November 2021 (In-Person/Online)

APPLICATION DEADLINE FOR ALL PROGRAMME DATES

15 March 2021

GETTING READY WITH ONLINE PROGRAMME

- ◆ Ensure that you have consistent and reliable internet access. Since everything will be online, therefore regular access is a must.
- ◆ Take some time to familiarise with the platform that will be used throughout the programme. Explore the tools provided to ensure that the technology works on the computer that you will be using.

Activity	Platform
Daily online classes	Google Meet
Discussion & Group Activities	Zoom
Materials, Assignments and Quizzes	Google Classroom

- ◆ Online programme can cause challenges not often faced in in-person classes. However, by participating in online discussions, participants have an opportunity to review and be actively involved in the conversation.
- ◆ Set up a dedicated workspace that is distraction free, well-lit, and comfortable. Gather your supplies and a beverage or snack before sitting down to study or attend class. Close all distractions on the computer, including social media sites and chat programmes.
- ◆ Make a plan by creating a weekly schedule of your deadlines and study hours to make sure you have time set aside to complete your assignments on time.
- ◆ Online learning requires self-motivation. Take some time to develop habits that work for you specifically when it comes to time management and study practices. Review your assignments and get started on the work as soon as possible. Starting early on your tasks will ensure that you have time to study properly and succeed in your online programme.
- ◆ The programme schedule will be shared one week before the programme commences in which it contains the class code and link to enter the Google Classroom., programme content/syllabus as well as the programme calendar.

ELIGIBILITY

- ◆ Applications are open to citizens of ASEAN.
- ◆ Applicants must be within the age range of 20 - 35 years.
- ◆ Applicants must possess a minimum qualification of post-secondary school certificate.
- ◆ Applicants must be certified to be medically fit to undertake the scholarship and to study in UBD-FPT Global Centre in Da Nang, Vietnam by a qualified medical practitioner who is registered with any Government Authorities prior to arrival in Da Nang, Vietnam. All costs incurred in obtaining this certification are to be borne by the applicants.

GENERAL REQUIREMENTS

Programme 1: Professional Communications in English

Applicants with English proficiency level of an IELTS score at least 5.0 - 5.5 or equivalent.

Programme 2: Intensive English Proficiency Course

Applicants with English proficiency level of an IELTS score at least 4.5 - 5.0 or equivalent.

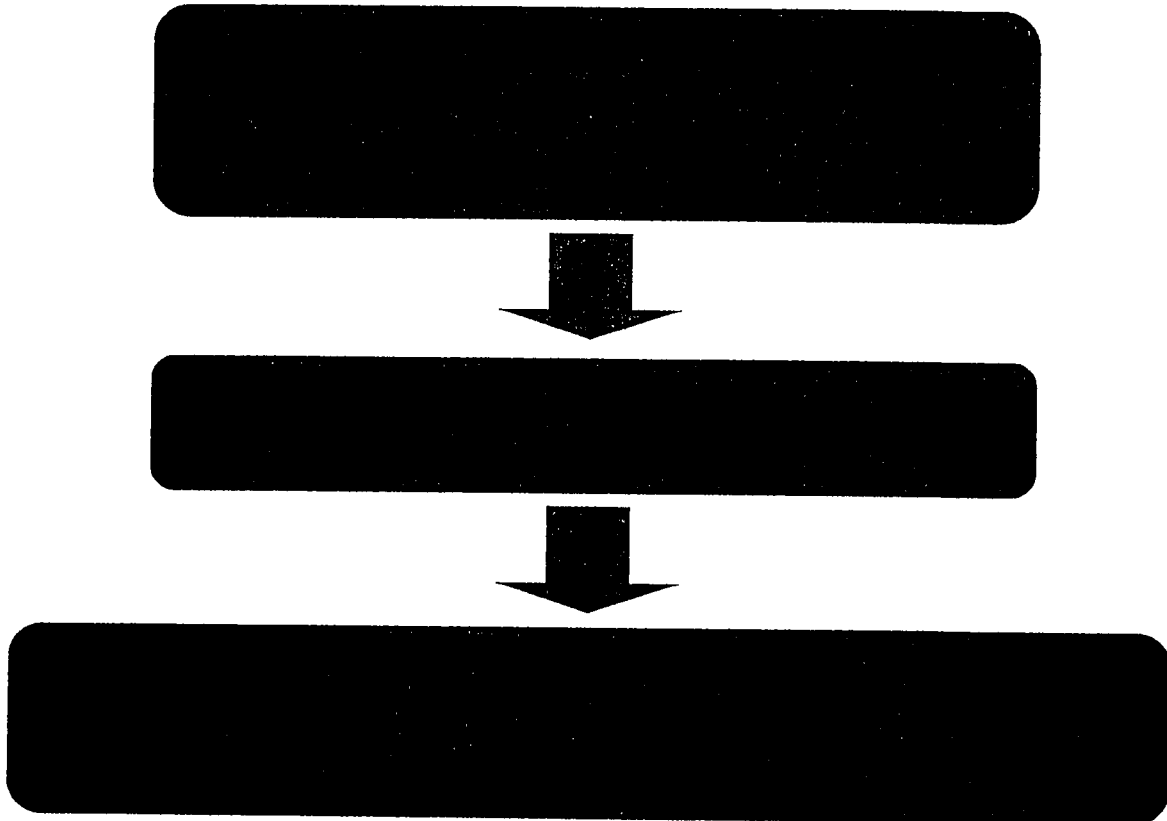
In some, but not all cases, applicants may be required to sit for an English Proficiency Test (EPT) and they will be contacted by UBD-FPT Global Centre.

THE SCHOLARSHIP

The Scholarship is sponsored by the Government of Brunei Darussalam and includes the following:

<u>IN-PERSON PROGRAMME</u>	<u>ONLINE PROGRAMME</u>
◆ Programme Fees;	◆ Programme Fees;
◆ A return economy class airfare from an ASEAN country's main city to Da Nang, Vietnam;	◆ Per diem allowance for the whole duration of the programme.
◆ Per diem allowance for the whole duration of the programme;	
◆ Accommodation in Da Nang for the whole duration of the programme;	
◆ Health insurance (to include coverage for COVID-19) for the whole duration of the programme.	

HOW TO APPLY:



IMPORTANT NOTE:

- ⇒ Please fill in all the mandatory fields. You will not be able to save or submit the application if any of the fields are missed.
- ⇒ Please ensure applicant's e-mail address is stated correctly. An application code will be sent to this e-mail address provided after saving (to submit later) or submission of the application form.
- ⇒ Electronic documents required to be uploaded with the application are as follows:
 - ◇ Certified true copy of international passport;
 - ◇ Certified true copies of highest academic qualifications achieved; and
 - ◇ Certification true copies of highest English proficiency qualification achieved (IELTS, TOEFL etc.)
- ⇒ Applicants are reminded to click 'SUBMIT' upon completion of the application.
- ⇒ Applicants must submit the application before the closing date.
- ⇒ Applications will not be considered and will be rendered void for failure to submit a fully completed application form by the due date ('saved' applications will **NOT** be processed).
- ⇒ Incomplete forms or forms with no supporting documents will **NOT** be processed.
- ⇒ Upon acceptance to the Scholarship, a **Health Declaration Form** will need to be submitted. Any and all costs which may be incurred for medical examination relating to this health declaration are to be borne by the participant.

SELECTION PROCESS

The selection process involves careful, individual reading of each application and will be carried out by the selection committees comprising officials from UBD-FPT Global Centre and Brunei Darussalam.

CERTIFICATES

Upon successful completion of the programme, participants will be awarded with a certificate by the UBD-FPT Global Centre.

REGULATIONS

Participants are required to comply with the following:

- ◆ Strictly observe programme schedules and **NOT** miss any training sessions and organised activities;
- ◆ Be available full-time to pursue their programme for 7 weeks without interruption;
- ◆ **NOT** to bring any member of their family and/or aide to Vietnam for the entire duration of the programme;
- ◆ **NOT** to engage in any political activities and/or any form of employment for profit or gain;

UBD reserves the right to terminate or revoke the Scholarship awarded to the participant as recommended by the UBD-FPT Global Centre or if deemed justifiable; for example if found guilty of misconduct or deemed medically unfit (as advised by an accredited physician) to meet the requirements of the programme. In such cases he is to leave Vietnam at his own expense.

The Scholarship may be terminated for failure to abide by any of the abovementioned regulations.

Should participants wish to withdraw from the Scholarship at any point during the Programme, they are obliged to repay the full cost of the Scholarship received to date and leave Vietnam at their own expense.

Participants will return to their respective home countries upon completion of the programme with immediate effect.

VIETNAM TRAVEL ADVISORY DURING COVID-19

Since the start of the novel coronavirus (COVID-19) outbreak, Vietnam has closely monitored the situation and installed a series of proactive, comprehensive measures to combat the spread of the virus within the country and prepare its public health facilities. Past experience with other epidemics places Vietnam in a strong position to protect its population as well as visitors passing through.

Vietnamese as well as foreign diplomats and experts entering the country must comply with specific health regulations and paperwork and include the following:

- i. **Present a negative RT-PCR COVID-19 test result within three to seven days prior to arrival in Vietnam;**
- ii. **Ensure that one has the appropriate health insurance coverage should one be infected with COVID-19;**
- iii. **Serve a 14-day quarantine at centralised facilities;**
- iv. **Undergo at least two mandatory COVID-19 swab tests (at the start and end of quarantine period);**
- v. **Submit an online health declaration prior to arrival.**

Foreigners and residents in Da Nang, Ho Chi Minh City, Dong Nai, and Hanoi are required to wear masks in public may be fined for failure to comply.

HEALTH & SAFETY PRECAUTIONS FOR TRAVELLERS

The World Health Organisation outlines these basic practices to keep yourself safe:

1. **Avoid travelling if you have fever and cough.** If you have fever, cough and difficulty breathing, alert health care services and share with them your recent travel history.
2. **Maintain social distancing.** Stay a metre or more away from others, especially those who are sneezing or coughing, or have fever.
3. **Wash your hands regularly with soap and running water.** You can also use an alcohol-based hand sanitiser to spray your hands as often as you like.
4. **Cover your mouth and nose with tissue when you cough or sneeze.** Dispose of dirty tissues immediately and wash your hands after coughing and sneezing.
5. **Avoid contact with live animals.** Wash your hands with soap and water if you touch live animals or animal products in markets.
6. **Eat only well-cooked food.** Make sure your meals especially animal proteins and dairy products are thoroughly cooked and prepared in a sanitary environment.
7. **Discard single-use masks.** If you choose to wear a single-use mask, ensure it covers your nose and mouth, avoid touching the mask and wash your hands after removing it.

"Any travellers experiencing symptoms of the virus - fever, cough and difficulty breathing - should immediately call Vietnam's health hotline: 19003228."

VISA INFORMATION

- ◆ All regulations concerning immigration and entry visa into Vietnam are set by the Immigration Department of Vietnam and may be subject to change;
- ◆ Participants of the programme are to abide by all conditions pertaining to Vietnamese Visa and Immigration rules and regulations;
- ◆ FPT International Student Centre (FISEC) and/ or UBD-FPT Global Centre will assist participants in their visa application process to the Immigration Department of Vietnam. A Visa reference code will be provided to the participants once the visa application is approved. Participants may then present this Visa reference code with their passports to the Vietnamese Embassy/Consulate/Representative Office in their respective countries, for the visa to be issued, prior to their departure to Vietnam;
- ◆ Visa application will take 14 working days to be processed;
- ◆ Any fees payable pertaining to the visa application/issuance will be at participant's own expense.

FURTHER INFORMATION

UBD-FPT GLOBAL CENTRE

**FPT building, Road No. 1, An Don industrial zone, 593 Ngo Quyen, Son Tra district, Da Nang,
Vietnam**

globalcentre@ubd.edu.bn

<https://apply.ubd.edu.bn/orbeon/uis-welcome/>