



**ASEAN
University
Network**

Internship Guidelines

ASEAN University Network (AUN)

Internship Programme 2024

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Introduction

ASEAN University Network (AUN) Secretariat is currently seeking highly motivated and academically accomplished students to join our team as interns. As an intern, you will have the opportunity to gain valuable hands-on experience in interregional cooperation in the field of higher education, working closely with our experienced staff and participating in real-world projects and tasks.

Eligibility Criteria

- Be a current undergraduate or graduate student
- Possess good command of English
- Proficiency in Microsoft Office and Google equivalents (particularly Word, Excel, PowerPoint)
- Be willing to comply with the rules and regulations of the AUN Secretariat Office

How to apply

The application is now open year-round for three batches. Please apply through [the registration form](https://aunsec.org/aun-action/aun-internship-programme-2023/aun-internship-application-form) (<https://aunsec.org/aun-action/aun-internship-programme-2023/aun-internship-application-form>) by the deadline of each internship batch as follows:

- **Batch 1: January - April 2024**
Application deadline: 25 December 2023
- **Batch 2: May - August 2024**
Application deadline: 11 March 2024
- **Batch 3: September - December 2024**
Application deadline: 25 June 2024

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:

Project Management	Research and Information
The intern may be assigned to attend conferences that the AUN Secretariat and its unit were invited to or deemed beneficial by their supervisors.	The intern is regularly assigned to conduct research on a topic related to higher education. Possible assignments in this area

<p>Possible assignments in this area include:</p> <ul style="list-style-type: none"> ● Logistical Assistance ● Student Liaison ● Minutes Taking 	<p>include:</p> <ul style="list-style-type: none"> ● Plan, develop and conduct subject-specific research ● Conduct their research presentations to the AUN Secretariat team and, potentially, the AUN Executive Director
<p>Communications and Writing</p>	<p>Graphic Design and Media Production</p>
<p>The intern may be requested to write report articles on projects or events to be featured on the AUN Website and AUN E-newsletter.</p> <p>Possible assignments in this area include:</p> <ul style="list-style-type: none"> ● Take notes and prepare minutes ● Write news and research article ● Contribute to the development of AUN publications 	<p>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.</p> <p>Possible assignments in this area include:</p> <ul style="list-style-type: none"> ● 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 within certain tasks or assignments.

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

Intern Expectations

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.

We expect our interns to be able to work within this work culture and environment. In doing so, it is advised that the interns should possess these qualities:

1. Deliver quality work within the time given
2. Self-learn difficult topics through research
3. Communicate complex ideas in easily understandable ways through speech and writing
4. Manage conflict of ideas within a team and with external agents in a diplomatic way
5. Express their own ideas to the team and the ability to defend the idea
6. Work autonomously
7. Work within a team in a constructive way
8. Be flexible in their thinking
9. Use new digital technologies to facilitate their work
10. Work effectively in diverse contexts, in particular, one where the main language used for communication is not the mother tongue for all participants

These traits will be invaluable for our interns' personal growth and their prospects for employment. Furthermore, the research, analytical, and communication skills developed as a result of their work with AUN will be invaluable for the interns' academic potential.

Workplan



<p>Orientation & Ice-breaking (first week)</p>	<p>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.</p> <p>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.</p>
<p>Active Internship Period</p>	<p>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.</p>

	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.

Availability and Duration of Internship

As an intern at our organisation, each batch of interns will participate in a structured and standard program that lasts for **three months**. If the intern or the supervisor wishes to extend your internship beyond the initial three-month period, the intern will have the opportunity to continue your work as a personal assistant to your supervisor.

Application and Selection Procedures

- Candidates are required to submit the application form in this form: <https://aunsec.org/aun-action/aun-internship-programme-2023/aun-internship-application-form>
- Applications can be submitted to the AUN Secretariat or through nomination by the International Relations Office or other similar departments of their respective universities. Every submission must be done via the Google Form.
- The selection criteria include each student's educational background, academic performance, extra-curricular activities, and proficiency in language and computer usage.
- The AUN Secretariat will contact successful candidates at least 1 month in advance of the start date of the internship, and at least 2 months for students who require an invitation letter and other relevant documents for visa application.
- In case of any questions, please contact aun.internship@gmail.com CC Mr. Tammapas at aun.tammapas@gmail.com

Logistical Arrangement Support

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 oversea 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.

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 for the intern according to the intern's overall performance.
