

12th Intake, January 2023



# Freshers Pack

Information to kickstart your study at Politeknik Brunei regarding all the important dates and to-do-lists before enrolling at Politeknik Brunei

## CONTENT

Payment of General & Tuition Fees

Accomodation, Transportation, Insurance & Bank Account

Orientation Week



Politeknik Brunei



+673 223 4466

[www.pb.edu.bn](http://www.pb.edu.bn)

# Dear Intake 12 (January 2023) Session Students,

Firstly, we would like to congratulate and welcome you to Politeknik Brunei!

The Orientation Committee has planned various programmes to help you build your confidence and your smooth transition to campus life. Starting a new course may be overwhelming to some (especially with the new normal!), so we hope that the orientation session will give you an idea of what to expect during your study with us. We aim to provide you with information on our institution's policies and procedures as well as available student support services to help you succeed during your study with us!

The Orientation Week for Intake 12 January 2023 Session will be held for four (04) days from Tuesday, 17th January 2023 until Saturday, 21st January 2023 at International Convention Centre (ICC), Berakas. Please keep a lookout for any updates! Attendance for Orientation Week is compulsory for all new students.

For any inquiries regarding Orientation Week, please contact The Orientation Committee via email at [jhep@pb.edu.bn](mailto:jhep@pb.edu.bn) or call us at +673 2234466 ext 215/212.

We look forward to meeting you online!

## ORIENTATION WEEK CHECKLIST:

- Pay the General Fees via online and cash **starting Wednesday, 28th December 2022 until 5th January 2023** (if applicable, refer to page 03-05)
- Submit your payment receipt / screenshot** via link provided in the payment details.
- Collect **PB Polo Shirt and ART Kit** between **Thursday, 12th January 2023 until Monday, 16th January 2023**.
- Register for bus service to Lumut Campus to attend **School Orientation on Saturday, 21st January 2023** (SSE/SPC students ONLY, if applicable. Page 06)
- Register for **hostel accommodation** with UBD Corps Sdn Bhd via <https://ubdcorp.com/> (if applicable. Page 07)
- Register for daily **shuttle bus services** during the semester via online registration link (if applicable. Page 08)
- Purchase **Insurance Coverage** for the duration of your study (refer page 09)
- Open a **Bank Account** for your allowances (refer page 09)
- Attend the Orientation Week on **Tuesday, 17th January 2023 until Saturday, 21st January 2023** (please refer to page 10 Orientation Week Schedule Information)
- Academic teaching and learning will commence on **Monday, 23rd January 2023**.

# General Fees Payment Procedure

Following fees are fees payable before commencing studies at Politeknik Brunei starting **Wednesday, 28th December 2022 until Thursday, 5th January 2023.**

## IMPORTANT NOTE:

- 🕒 **Online Payment Only.**
- 🕒 Ensure your **admission status** (Government Scholarship / Fee Paying) is correct. Please refer to your **Acceptance Letter**.
- 🕒 Walk-in payment only for **Fee-Paying / LDP students**.
- 🕒 Please refer to the **Payment Code** under the **Payment Description** before you proceed with payment.
- 🕒 Please refer to the **Payment Guidelines**.
- 🕒 Please **upload ALL CDM receipts, online payment screenshots, or cash payment at Counter receipt** once you have made payment by scanning the QR Code or via the link:  
<https://bit.ly/ORIENTATIONPAYMENT-JAN2023>
- 🕒 *\*Please fill in the form **ONCE ONLY** for all the payments*
- 🕒 **Politeknik Brunei Official Receipt** will be given during the collection of the Orientation Pack.



## Payment Description

PAYEES	PAYMENT CODE	PAYMENT DESCRIPTION	Government Scholarship Students	Fee-Paying / In-Service Students
POLITEKNIK BRUNEI	R001	Registration Fee + Alumni Fee	B\$ 25.00	B\$ 25.00
POLITEKNIK BRUNEI	R002	Programme Deposit		B\$ 150.00
POLITEKNIK BRUNEI - MPP	MP001	Orientation Pack	B\$ 100.00	B\$ 100.00
POLITEKNIK BRUNEI - MPP	MP002	Student Association Fee	B\$ 150.00	B\$ 150.00
CASH PAYMENT	Finance Counter	Administrative Charges		B\$ 100.00
CASH PAYMENT		Acceptance Fees		B\$ 100.00
<b>TOTAL</b>			<b>B\$ 275.00</b>	<b>B\$ 625.00</b>

## For Cash Payment: [Administrative Charges and Acceptance Fees]:

Cash Payment can be made at:

- 📍 Finance Division  
Politeknik Brunei  
Block 2E, Level 12, Room 12.04,  
Ong Sum Ping Condominium  
Jalan Ong Sum Ping
- ☎ 2234466 ext 297
- 📞 7174466
- ✉ finance@pb.edu.bn

Counter Opening Hours:

- Monday - Thursday:**  
8:00 am - 11:45 am  
1:45 pm - 3:00 pm
- Saturday:**  
8:00 am - 10:00 am
- Friday/Sunday/Public Holiday:**  
CLOSED

# General Fees Payment Guidelines

## 1] BIBD ONLINE APPS

3 From Account: BND 0593258 SA

4 Preferred Payees All Payees

4 From Account: POLITEKNIK BRUNEI

5 Bill/Reference No. 1: R001

6 Reference No. 2: Registration Fee & Alumni Fee

7 Reference No. 3: 00-123456

8 Amount: \$25.00

9 Next

Accounts Transfers Payments QuickPay

### Step 1:

Login to BIBD Online Mobile Apps and select **Payment Services/Donations**

### Step 2:

Select **Bill Payment**

### Step 3:

Select Transfer **From Account**

### Step 4:

Select **All Payees**

**POLITEKNIK BRUNEI** or **POLITEKNIK BRUNEI - MPP**

### Step 5:

Bill/Reference No. 1, key in **Payment Code**

### Step 6:

Reference No. 2, key in **Payment Description**

### Step 7:

Reference No. 3, key in **Student IC Number**

### Step 8:

Key in **amount** to be paid

### Step 9:

Select **Next** to complete your transaction

### Step 10:

Once payment is successful, Screenshot and keep a copy of the receipt and upload it to the link provided on Page 02

## 2] BIBD CASH DEPOSIT MACHINE (CDM)



### Step 1:

Select **CASH DEPOSIT**

### Step 2:

Select **SAVINGS/CURRENT ACCOUNT**

### Step 3:

Key in account number **Payees:**

**POLITEKNIK BRUNEI (000 150 1001 8946)**

**POLITEKNIK BRUNEI - MPP (000 150 1002 6783)**

### Step 4:

Please confirm the **Payee** and **Account number** are correct

### Step 5:

Insert notes and confirmation of the amount

### Step 6:

Once the receipt is issued, please write down the **Payment Code** and **Payment Description** on it

### Step 7:

Please take a picture of the receipt and upload it to the link provided on Page 02

# General Fees Payment Guidelines

## 3] CASH AT BIBD COUNTER

### Step 1:

Fill in **BIBD Slip Deposit**

### Step 2:

Fill in Politeknik Brunei **ACCOUNT NO.** and **ACCOUNT NAME**

For eg:

**000 150 1001 8946** for **POLITEKNIK BRUNEI HASIL**

**000 150 1002 6783** for **POLITEKNIK BRUNEI - MPP**

### Step 3:

Payment:

If Cash - Fill in the **amount in words** in **TUNAI/CASH** box

If Cheque - Fill in the **name of Issuing Bank** and **Cheque No.**

(Please ensure the cheque's payee name as **POLITEKNIK BRUNEI** or **POLITEKNIK BRUNEI - MPP**)

### Step 4:

Fill in **DEPOSITOR'S NAME, RESIDENTIAL ADDRESS, OCCUPATION** and **PURPOSE OF DEPOSIT** (Please refer to \*Payment Description in Page 02)

### Step 5:

Please take a picture of the receipt and upload it to the link provided on Page 02

# Tuition Fees

*Fee Payer Students (including in-service training (LDP) ONLY*

The following fees are tuition fees payable for **fee paying students (including in-service training [LDP])** at Politeknik Brunei. Initial payment of General Fees (stated above) must be completed in order to be successfully enrolled to the programme.

TYPE OF STUDENT	PROGRAMME	FEES PAYABLE
Brunei Citizen and Permanent Resident	Non-Laboratory Based Programme	B\$ 3,600.00 per year
Brunei Citizen and Permanent Resident	Laboratory Based Programme	B\$ 4,100.00 per year
International Students	Non-Laboratory Based Programme	B\$ 5,000.00 per year
International Students	Laboratory Based Programme	B\$ 6,000.00 per year

**For any inquiries regarding General Fees and Tuition Fee, please contact:**



## Finance Division

Politeknik Brunei  
Block 2E, Level 12, Room 12.04,  
Ong Sum Ping Condominium  
Jalan Ong Sum Ping



223 4466 ext 297



+673 717 4466



finance@pb.edu.bn

## Counter Opening Hours:

Monday - Thursday:

8:00 am - 11:45 am

1:45 pm - 3:00 pm

Saturday:

8:00 am - 10:00 am

Friday/Sunday/Public Holiday:

CLOSED

# Orientation Packs

PB Polo Shirt, Payment Receipt and ART Kits can be collected according to the schedule below:

**DAY / DATE :**

**THURSDAY, 12TH JANUARY 2023**

**SATURDAY, 14TH JANUARY 2023**

**MONDAY, 16TH JANUARY 2023**

**VENUE:** LEVEL 2, ONE STOP CENTRE  
POLITEKNIK BRUNEI  
BLOCK 2E, ONG SUM PING CAMPUS

**TIME:** 08:30 AM - 11:45 AM  
01:45 PM - 04:00 PM

**IMPORTANT NOTE:**

- Please collect your payment receipt at the Finance Counter
- Show proof of your payment (payment receipt) during the collection at the Collection Counter.

## Orientation Transportation

*School of Science & Engineering (SSE) / School of Petrochemical (SPC) Students ONLY on Saturday, 21st January 2023*

Students who require transportation service from **Brunei Muara District to Lumut Campus** for the Orientation activity on **21st January 2023** may register by filling in an online registration form by scanning the QR Code or via this link:

<https://bit.ly/JANSchoolorientation2023>



**FOR INFORMATION:**

The shuttle bus services for the School Orientation activity on **Saturday, 21st January 2023** are **complementary**. However, students would need to register via the link or by scanning QR Code above before **Monday, 16th January 2023**.

# Hostel



Politeknik Brunei currently does not have any student accommodation facilities available. However, if you wish to apply for one, there are student accommodations available that are managed by Universiti Brunei Darussalam (UBD). Terms and conditions apply.

For the application process, please visit the UBD Corporation website at: <https://ubdcorp.com/>.

Please note that the current accommodation service is only applicable to students who are:

1. Studying in Politeknik Brunei at Brunei-Muara District campuses (Main Campus at Ong Sum Ping Condominium and PAPRSB IHS UBD) and;
2. Residing outside of Brunei-Muara District.

For further enquiries,  
please contact:

UBD Corporation  
+673 2463001  
[reservation.ubdcorp@ubd.edu.bn](mailto:reservation.ubdcorp@ubd.edu.bn).

Upon hostel registration, students are also required to obtain an authorization stamps and verification from Politeknik Brunei. The documents required are as follows:

- UBD Hostel Application Form
- Copy of Offer/Acceptance Letter from Politeknik Brunei
- Copy of Student Identity Card (IC)

Kindly submit all the required documents to:

Unit 2.04, Level 2,  
Student Affairs Division,  
Ong Sum Ping Campus

Working hours:  
Monday - Thursday & Saturday:  
8.30am - 11.30am,  
1.45pm - 3.45pm

*\*Please do take note that the student accommodation and transportation are at the student's own expenses\**





# Transportation

Politeknik Brunei currently does not provide any home-to-institution transportation services. However, transportation by means of a shuttle bus facility is available for students of School of Science and Engineering and School of Petrochemical studying at Lumut Campus with a minimal fee chargeable to an appointed bus operator. The shuttle bus will transfer you straight from Politeknik Brunei, Main Campus, Ong Sum Ping in Bandar Seri Begawan, or any other designated pick-up points set by the company, to School of Science and Engineering and School of Petrochemical at Lumut Campus.

*\*Please do take note that the shuttle bus service is at the student's own expense and the bus services are independently run by the company appointed and monitored by Politeknik Brunei.*

## Shuttle Bus Services

Starting from **January 2023**, a shuttle bus service is available for students who live at the UBD hostel and The Core UBD. The shuttle bus will transfer you straight from the Core UBD to Politeknik Brunei Main Ping Campus, Jalan Ong Sum Ping.

Please take note of the following information if you are planning to use the shuttle bus services:

### SSE/SPC Students ONLY

**1** Transport from Brunei-Muara District to Lumut Campus.

#### CHARGES:

- BND 53.00 per month
- BND 7.00 per day

(For January 2023, Monday, 23rd - 31st January 2023)

[Payment can be made to Baiduri account below]

Please register online:



<https://bit.ly/PBLumut2022>

#### PICKUP/DROP OFF POINTS:

- A** Politeknik Brunei, Ong Sum Ping Campus
- B** Pantai Jerudong
- C** Dewan Kemasyarakatan Tutong, Tutong District
- D** Politeknik Brunei, Lumut Campus

• Disclaimer: Any changes will be updated accordingly



### SBS/SICT Students ONLY

**2** Transport from the Core UBD to Ong Sum Ping Campus, Politeknik Brunei.

#### CHARGES:

- BND 83.00 per month

[Payment can be made to Baiduri account below]

Please register online:



<https://bit.ly/PBubd2022>



For more information, you may contact the bus service provider:

### NEHA TRANSPORTATION SERVICES

📍 UNIT G3, 1ST FLOOR, SIMPANG 158,  
SUNGAI AKAR CENTRAL,  
KG. SG. AKAR BC3915

☎️ +673 8728172 / +673 7144594

✉️ [neha.transportation80169@gmail.com](mailto:neha.transportation80169@gmail.com)

BAIDURI BANK 🏦 0500110378569 (Syarikat Pengangkutan Neha)

# Insurance

All new students are required to have Life Insurance Policy that covers **at least three (03) years** duration of study in Politeknik Brunei.

A copy of the insurance policy must be **submitted to Student Affairs Division, Politeknik Brunei, before Saturday, 31st January 2023** via a link that will be shared to PB official student emails during **Orientation Week January 2023**.

Registration for Life Insurance can be done by visiting the nearest **BIBD Takaful Branch** or **TAIB Insurance** or any favorable insurance company.



## Insurans Islam TAIB General Takaful

Subscriptions can be made over the counter at the following Takaful counter

- Main Branch, Bangunan Suria Kiulap
- Kuala Belait Branch
- Perbadanan TAIB, Airport Mall
- Mail Processing Centre ( Berakas
- Perbadanan TAIB Tutong, Tingkat 1

For further enquiries on Insurance Islam TAIB General Takaful please contact 673 222 3004 or Whatsapp at 673 878 2003



## Insurans Takaful Brunei Am Sdn BHD (TBA )

For more information, please call TBA Call Centre at 224 4000, Whatsapp at +673 719 4000 or visit their branches

- TBA Head Office, Kg Beribi , Jalan Gadong
- Delima Branch
- Mail Processing Centre (MPC), Berakas

# Bank Account

All new scholarship students are required to have a bank account for allowance purposes.

A copy of bank account details must be submitted to the Student Affairs Division, Politeknik Brunei **before Saturday, 31st January 2023** via a link that will be shared via email to PB Official student emails **during the Orientation Week January 2023**.

The registration of the bank account can be done by visiting the nearest branches of BIBD, Baiduri, TAIB and Standard Chartered Bank.

Please note that students below 18 years old must have a joint account with the guardian and make sure that your names are stated on the copy to avoid any inconvenience caused.

# Orientation Schedule

The Orientation Week activities will commence on Tuesday, 17th January 2023 until Saturday, 21st January 2023, 7.45 am - 12.00 pm and 1.30 pm - 3.30 pm at **Politeknik Brunei, Ong Sum Ping Campus**.

DAY / DATE TIME	Tuesday 17/01/2023	Wednesday 18/01/2023	Thursday 19/01/2023	Saturday 21/01/2023
07:45 - 08:15	<b>Registration</b>			
08:30 - 08:45	Leadership & Team Building Activities	Divisional Briefing	Religious Activity (Bacaan Ratib Al-Attas)	School Orientation
08:30 - 09:00		Divisional Briefing		
09:00 - 09:30		Divisional Briefing	Social Awareness	
09:30 - 10:00				
10:00 - 10:30	<b>Break</b>			
10:30 - 11:00	Leadership & Team Building Activities	CSDI + HEP + MPP	Sexual Harrassment Talk	School Orientation
11:00 - 11:30				
11:30 - 12:00				
12:00 - 13:30	<b>Break</b>			
13:30 - 14:00	Enrichment Open Day	Divisional Briefing	Welcoming Address (2:30 pm - 3:30 pm) Venue: TBC	School Orientation
14:00 - 14:30		Divisional Briefing		
14:30 - 15:00		Divisional Briefing		
15:00 - 15:30		Divisional Briefing		

- *Orientation Week contents/activities may be subject to change.*
- *Breakfast and lunch are provided throughout all four (04) days of Orientation. However, students are advised to bring their additional water/drinks, especially during Leadership & Team building and Religious Activity slots.*

Tuesday, 17th January 2023 Saturday, 21st January 2023	<b>MALE:</b> PB Polo Shirt <b>FEMALE:</b> PB Polo Shirt & Black Tudong (Optional for Non-muslim)
Wednesday, 18th January 2023 Thursday, 19th January 2023	<b>MALE:</b> Casual Smart or MIB <b>FEMALE:</b> Baju Kurong / Casual Smart & Cream Tudong

**Important note:**

**For male students: Please make sure your hair is black and short. Male students with long hair and colored hair are not allowed to attend the orientation and attendance will be marked as 'absent'.**

**PREPARED BY:**

فجابهرس فندرفنر واد سدياوسها

**REGISTRAR & SECRETARY OFFICE**



POLITEKNIK BRUNEI  
Block 2E, Level 11, Room 11.04  
Ong Sum Ping Condominium  
Bandar Seri Begawan BA1311



223 4466 ext 277 / 223 4451



+673 733 5984



registrar\_office@pb.edu.bn  
admission@pb.edu.bn



www.pb.edu.bn



<https://t.me/RSOPB>

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