



قوليتيكنيك بروني
POLITEKNIK BRUNEI

13th Intake, July 2023

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

Politeknik Brunei:



+6732234466

For More Information:

www.pb.edu.bn

Dear Intake 13 (July 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, 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 13 July 2023 Session will be held for four days (**Monday, 17th July 2023, Tuesday, 18th July 2023, Thursday, 20th July 2023 & Friday, 21st July 2023**) at Banquet Hall, BRIDEX Jerudong.

Please keep a lookout for any updates!

<https://pb.edu.bn/politeknik-brunei/admission/>

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 or call us at **+673 2234466 ext 215/212**. We look forward to meeting you!

ORIENTATION WEEK CHECKLIST:

- Pay the General Fees via online and walk - in payment (cash payment) **starting Wednesday, 14th June 2023 until Wednesday, 5th July 2023** (refer to page 04-07)
- **Submit your payment receipt / screenshot** via link provided in the payment details.
- Collect **PB Official Receipt** and **Orientation packs** between **Tuesday, 11th July 2023 - Thursday, 13th July 2023**
- Register for bus service to Lumut Campus to attend **School Orientation on Friday, 21st July 2023** (SSE/SPC students ONLY, if applicable. Page 08)
- Register for **hostel accommodation** with UBD Corps Sdn Bhd via <https://ubdcorp.com/> (if applicable. Page 09)
- Register for daily **shuttle bus services** during the semester via online registration link (if applicable. Page 10)
- Purchase **Insurance Coverage** for the duration of your study (refer page 11)
- Open a **Bank Account** for your allowances (refer page 11)
- Attend the Orientation Week on **Monday, 17th July 2023 until Friday, 21st July 2023** (please refer to page 12 Orientation Week Schedule Information)
- Academic teaching and learning will commence on **Monday, 24th July 2023**.

General Fees Payment Procedure

Following fees are fees payable before commencing studies at Politeknik Brunei starting **Wednesday, 14th June 2023** until **Wednesday, 5th July 2023**.

IMPORTANT NOTE

- Online Payment ONLY. (**Wednesday, 14th June 2023 until Wednesday, 5th July 2023**)
- Walk-in payment only for Fee-Paying / LDP students. (**Wednesday, 14th June 2023 until, Wednesday, 5th July 2023**)
- Ensure your admission status - (Government Scholarship/Fee Paying) is **correct**.
- Please refer to **Online Payment Code** before you proceed for payment.
- Please refer to **General Fees Section** for total amount to be paid.
- Please refer to the **guidelines** shared in this slide.
- Fill in the google form after payment is made.
- Upload your proof of payment in the google form.

Screenshot and keep a copy of the receipt for reference once payment is successful. Please fill in the Google form provided below and upload the receipts Politeknik Brunei Official Receipt will be given along with a collection of orientation packs.

Fill in the Google Form
<https://tinyurl.com/3e39y3z2>



For further inquiries, please contact:

☎ 2234466 ext 297 (office)

📞 7174466 (whatsapp only)

or email to:

✉ finance@pb.edu.bn

Online Payment Code

PAYMENT CODE

(PAYMENT CODES ARE USED TO FILL IN BILL/
REFERENCE NO.1 (BIBD MOBILE APP))

Registration + Alumni
Fees+Orientation Pack R001

Programme Deposit R002

Student Association Fees MP002

PAYEES	PAYMENT CODE
POLITEKNIK BRUNEI	R001
POLITEKNIK BRUNEI	R002
POLITEKNIK BRUNEI - MPP	MP002

General Fees:

Government scholarship Students

Description	Payment Code	Brunei Government Scholarship Student		Online Payment
		Duration	Duration	
		2.5 years Programme	3 years Programme	
Registration Fees + Alumni Fees + Orientation Pack	R001	\$20.00 + \$5.00 + \$100.00		
*Student Association Fees (\$50.00 per year)	MP002	\$125.00	\$150.00	
TOTAL		\$250.00	\$275.00	

BIBD Online Mobile Apps OR BIBD Cash Deposit Machine (CDM) OR Cash Payment at BIBD Counter

*Refundable - terms and condition apply

- Payment codes are used to fill in Bill/Reference No.3 (BIBD Mobile App)
- Cash Payment can be done at the BIBD Counter (For those who don't have the BIBD account.)

Fee Paying Students / In-Service Training Students (LDP)

Description	Payment Code	Fee Paying Students Incl. In-service training Student (LDP)		Online Payment
		Duration 2.5 years Programme	Duration 3 years Programme	
Registration Fees + Alumni Fees + Orientation Pack	R001	\$20.00 + \$5.00 + \$100.00		BIBD Online Mobile Apps OR BIBD Cash Deposit Machine (CDM) OR Cash Payment at BIBD Counter
*Programme Deposit	R002	\$150.00		
*Student Association Fees (\$50.00 per year)	MP002	\$125.00	\$150.00	
Administrative Charges		\$100.00		Walk in Payment Cash Payment ONLY (At PB Finance Division Counter)
Acceptance Fees		\$100.00		
TOTAL		\$600.00	\$625.00	

*Refundable - terms and condition apply

- Payment codes are used to fill in Bill/Reference No.3 (BIBD Mobile App)
- Cash Payment can be made at:
Level 12, Finance Division, OSP, Politeknik Brunei (refer to the counter payment opening hours)

Counter Payment Opening Hours

Monday-Thursday : 8.00am - 11.30am
1.30pm - 3.00pm

Friday : 8.00am - 11.00am
2.00pm - 3.00pm

Saturday/Sunday/Public Holiday : CLOSED

General Fees Payment Guidelines

GUIDELINES:

1) BIBD MOBILE/ONLINE APPS

The screenshot shows the BIBD NEXGEN mobile app interface. It includes fields for 'From Account' (BND 0593258 SA), 'Preferred Payees' (POLITEKNIK BRUNEI), 'Bill/Reference No. 1' (R001), 'Reference No. 2' (Registration Fee & Alumni Fee), 'Reference No. 3' (00-123456), and 'Amount' (\$25.00). A 'Next' button is at the bottom. Numbered circles 1 through 9 indicate the sequence of steps for the payment process.

- 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 to the link

PAYEES	PAYMENT CODE
POLITEKNIK BRUNEI	R001
POLITEKNIK BRUNEI	R002
POLITEKNIK BRUNEI - MPP	MP002

PAYMENT CODE	
(PAYMENT CODES ARE USED TO FILL IN BILL/REFERENCE NO.1 (BIBD MOBILE APP))	
Registration + Alumni	R001
Fees + Orientation Pack	
Programme Deposit	R002
Student Association Fees	MP002

Note: Please upload the screenshot of the payment into the google form (link provided on the page 2.)

GUIDELINES:

2) BIBD CASH DEPOSIT MACHINE



- 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 amount
- Step 6:** Once receive the receipt, please write down the Payment Code and Payment Description on it

PAYEES	PAYMENT CODE
POLITEKNIK BRUNEI	R001
POLITEKNIK BRUNEI	R002
POLITEKNIK BRUNEI - MPP	MP002

PAYMENT CODE	
(PAYMENT CODES ARE USED TO FILL IN BILL/REFERENCE NO.1 (BIBD MOBILE APP))	
Registration + Alumni	R001
Fees + Orientation Pack	
Programme Deposit	R002
Student Association Fees	MP002

Note: Please upload the receipt into the google form. (link provided on the page 2.)

General Fees Payment Guidelines

GUIDELINES:

3) CASH PAYMENT 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

PAYEES	PAYMENT CODE
POLITEKNIK BRUNEI	R001
POLITEKNIK BRUNEI	R002
POLITEKNIK BRUNEI - MPP	MP002

PAYMENT CODE	
(PAYMENT CODES ARE USED TO FILL IN BILL/REFERENCE NO.1 (BIBD MOBILE APP))	
Registration + Alumni	R001
Fees + Orientation Pack	
Programme Deposit	R002
Student Association Fees	MP002

Note: Please upload the receipt into the google form. (link provided on the page 2.)

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	FEE PAYABLE (FULL-DURATION)
Brunei Citizen & Permanent Citizen	Non- Laboratory Based Programme	\$10,800.00 for 3 years \$9,000.00 for 2.5 years
	Laboratory Based Programme	\$12,300.00 for 3 years \$10,250.00 for 2.5 years
International Students	Non- Laboratory Based Programme	\$15,000.00 for 3 years \$12,500.00 for 2.5 years
	Laboratory Based Programme	\$18,000.00 for 3 years \$15,000.00 for 2.5 years

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

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

7/13

Orientation Packs

Collection For Orientation Packs

The PB Orientation packs can be collected between **Tuesday, 11th July 2023 – Thursday, 13th July 2023** at **Level 2, One Stop Centre, Politeknik Brunei, Ong Sum Ping Campus**.

Collection time: 8.30am – 11.30am
1.45pm – 3.45pm

Please show the screenshot of your payment receipt during collection.

Orientation Transportation

School of Science & Engineering (SSE) /School of Petrochemical (SPC) Students ONLY on Friday, 21st July 2023

<https://bit.ly/HEP-ORJul2023>

<https://bit.ly/BUS-pb-ubd>

Students who require transportation service from **Bandar to Lumut Campus for the School Orientation activity on Friday, 21st July 2023** may register by filling in an online registration form via this link: <https://bit.ly/HEP-ORJul2023>



FOR INFORMATION:

The shuttle bus services for School Orientation activity on 21st July 2022 is complimentary. However, students would need to register via the link above latest by **Tuesday, 18th July 2023**.

Hostel

Counter Closed on Friday,
Sunday and Public Holidays

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

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:
8.30am - 11.30am,
1.45pm - 3.45pm**

**Friday:
8.30am - 11.30am**

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



Transportation

Shuttle Bus Services

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 pickup 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.*

SSE/SPC Students ONLY

1 Transport from Brunei-Muara District to Lumut Campus.

CHARGES:

- BND 53.00 per month

[Payment can be made to Baiduri account below]

Please register Online:



<https://bit.ly/NehaPBLumut>

PICKUP/DROP OFF POINTS:

- A.** Politeknik Brunei, Ong Sum Ping Campus
- B.** Pantai Jerudong
- C.** Dewan Kemasyarakatan Tutong, Tutong District
- D.** Sunway Centre, Sungai Akar
- E.** The Core, UBD
- F.** Politeknik Brunei, Lumut Campus



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/BUS-pb-ubd>



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

BAIDURI BANK 0500110378569 (Syarikat Pengangkutan Neha)

Insurance

All new students are required to have Life Insurance Policy that covers duration of study in Politeknik Brunei.

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

The registration of the 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



Takaful Brunei Am Sdn BHD (TBA)

For more information, please call TBA Call Centre at 224 4000, or visit their branches.

- TBA Head Office, Kg Beribi , Jalan Gadong
- Delima Branch
- Takaful Brunei Mobile (Mobile Application)

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 August 2023** via a link that will be shared via email to PB Official student emails **during the Orientation Week July 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

PB Orientation Week Activities

The Orientation Week activities will continue from **Monday, 17th July 2023 until Friday, 21st July 2023, 7.45am - 12.00pm, 1.30pm - 4.00pm.**
The venue is **Banquet Hall, BRIDEX Jerudong.**

DAY/DATE TIME	Monday 17.07.2023	Tuesday 18.07.2023	Wednesday 19.07.2023	Thursday 20.07.2023	Friday 21.07.2023
7.45am - 8.15am	Registration		PUBLIC HOLIDAY - 1st DAY OF HIJRAH 1445	Registration	
8.30am - 8.45am (15 mins)	Leadership & Team Building Activities	Divisional Briefing		Sexual Harassment Talk	School Orientation (8.30am - 10.00am) Venue: Respective Campuses
8.45am - 9.00am (15 mins)					
9.00am - 9.30am (30 mins)				MPP	
9.30am - 10.00am (30 mins)					
10.00am - 10.30am	Break			Break	
10.30am - 11.00am (30 mins)	Leadership & Team Building Activities	Mental Health Talk		HEP	School Orientation (10.30am - 11.30am) Venue: Respective Campuses
11.00am - 11.30am (30 mins)					
11.30am - 12.00pm (30 mins)					
12.00pm - 1.30pm	Break			Break	
1.30pm - 1.45pm (15 mins)	CSDI + Enrichment Open Day	Divisional Briefing		Religious Activities (Bacaan Ratib Al-Attas)	School Orientation (2.00pm - 4.00pm) Venue: Respective Campuses
1.45pm - 2.00pm (15 mins)					
2.00pm - 2.30pm (30 mins)				Address By Acting Director (2.00pm - 3.30pm)	
2.30pm - 3.00pm (30 mins)					
3.00pm - 3.30pm (30 mins)					

- *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.*
- **Friday, 21st July 2023, there will a prayer break from 11.30am until 2.00pm. Activities will resume in the afternoon.*
- *Venue Respective Campuses: Will confirm the venue during the Orientation Day.*

Orientation Attire

PB Orientation Attire

ORIENTATION ATTIRE	
Monday, 17th July 2023 Friday, 21st July 2023	Male: PB Orientation Polo Shirt Female: PB Orientation Polo Shirt with Black Tudong (Optional for Non - Muslim)
Tuesday, 18th July 2023	Male: PB Orientation Polo Shirt Female: PB Orientation Polo Shirt with Black Tudong (Optional for Non - Muslim)
Thursday, 20th July 2023	Male: Casual Smart or MIB Female: Baju Kurong/Casual Smart with Cream Tudong (Optional for Non-Muslim)

Important Note:

- For male students with long hair and dyed hair are not allowed to attend the orientation, and their attendance will be marked as 'absent'.

PREPARED BY:

فجھابھر فئرفئر واء سئبائرسها

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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