



قوليتيكنيك بروني
POLITEKNIK BRUNEI

13th Intake January 2024

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ORIENTATION INFO

This booklet contains information to kickstart your journey at Politeknik Brunei.

Politeknik Brunei contact:

+6732234466

For more information:

 www.pb.edu.bn
 @politeknikbrunei

Orientation Week January 2024

Dear Intake 13 (January 2024) 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 programme 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 January 2024 Session will be held for four (04) days (**Tuesday, 16th January 2024 & Wednesday, 17th January 2024**) at Auditorium Balai Khazanah Islam Sultan Haji Hassanal Bolkuah, (**Thursday, 18th January 2024**) at Multi Purpose Hall, Lifelong Learning Centre Campus, and (**Friday, 19th January 2024**) at respective campuses.

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 bhep@pb.edu.bn or call us at **+673 2234466 ext 319**.

We look forward to meeting you!

ORIENTATION WEEK CHECKLIST:

- Pay the General Fees online or walk - in payment (cash payment) **starting Monday, 18th December 2023** until **Sunday, 7th January 2024** (refer to Page 04-07)
- **Submit your payment receipt / screenshot** via link provided in the payment details
- Collect **PB Official Receipt** and **Orientation Pack** on **Tuesday, 9th January 2024** or **Wednesday, 10th January 2024**
- Apply for hostel accommodation once you have received your Offer Letter (if applicable, refer to Page 09)
- Register for daily **shuttle bus services** during the semester via online registration link (if applicable, refer to Page 10)
- Purchase **Insurance Coverage** for the duration of your study (refer to Page 11)
- Open a **Bank Account** for your allowances (refer to Page 11)
- Attend the Orientation Week from **Tuesday, 16th January 2024** until **Friday, 19th January 2024** (refer to Page 12 & 13 Orientation Week Schedule Information)
- Academic teaching and learning will commence on **Monday, 22nd January 2024**

General Fees Payment Procedure

The following fees are payable before commencing studies at Politeknik Brunei starting **Monday, 18th December 2023 until Sunday, 7th January 2024.**

IMPORTANT

1. Online Payment only (**Monday, 18th December 2023 until Sunday, 7th January 2024**)
2. Walk-in payment only for Fee-Paying / LDP students (**Monday, 18th December 2023 until Sunday, 7th January 2024**) at Level 12, Finance Division, Politeknik Brunei, Ong Sum Ping Campus
3. **Ensure your admission status** (Local Government Scholarship/Fee Paying) is correct.
4. Please refer to page 3 for Online Payment Code before you proceed with payment.
5. Please refer to page 4 for General Fees Section for the total amount to be paid.
6. Please refer to page 5 for guidelines shared in this slide. (refer to page ...)
7. **Fill in the Google Form** after payment is made.
8. **Upload your proof of payment** in the Google Form.

1. Remember to: **Screenshot and keep a copy** of the receipt for reference once payment is successful.
2. Please fill in the online form using the link or scan the QR Code provided below and upload the receipt.
3. Politeknik Brunei Official Receipt will be given during the collection of Orientation Pack.

<https://bit.ly/ORIENTATIONINTAKE13JAN2024>

Fill in the Google Form



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

For further inquiries, please contact:

☎ **+673 2234466 ext 297 (Office)**

☎ **+673 7174466 (WhatsApp only)**

or email to:

✉ **finance@pb.edu.bn**

General Fees:

Local Government Scholarship Students

Description	Payment Code	Local Government Scholarship Student		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
*Student Association Fees (\$50.00 per year)	MP002	\$125.00	\$150.00	
TOTAL		\$250.00	\$275.00	

*Refundable - Terms and Condition may apply

- Payment codes are used to fill in Bill / Reference No.3 (BIBD Mobile App)
- Cash Payment can be made at BIBD Counter (For those who do not have BIBD account)

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

Description	Payment Code	Fee Paying Students 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 Cash Payment can be made at BIBD Counter (For those who do not have BIBD account)
*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 may 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, Politeknik Brunei, Ong Sum Ping (refer to the counter payment opening hours)

Counter Payment Opening Hours

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

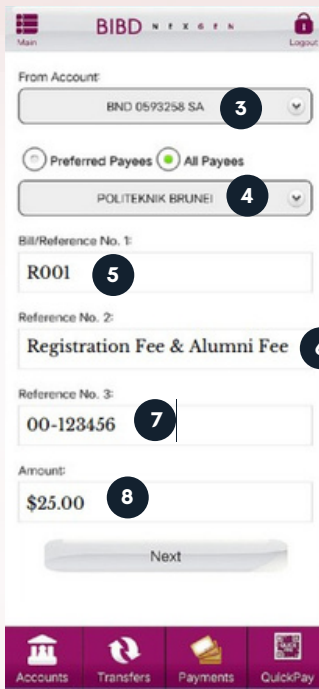
Friday : 8.00am - 11.00am
2.00pm - 3.00pm

Saturday / Sunday / Public Holiday : **CLOSED**

General Fees Payment Guidelines

GUIDELINES:

1) BIBD MOBILE / ONLINE APPLICATION



- 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:**
BILL/Reference No. 2, key in **Payment Description**
- Step 7:**
BILL/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 Fees	R001
+ Orientation Pack	R002
Programme Deposit	R002
Student Association Fees	MP002

Note: Please upload the screenshot of the payment into the Google Form (link provided on 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 Description** 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 Fees	R001
+ Orientation Pack	R002
Programme Deposit	R002
Student Association Fees	MP002

Note: Please upload the receipt into the Google Form (link provided on 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 Fees

+ Orientation Pack	R001
Programme Deposit	R002
Student Association Fees	MP002

Note: Please upload the receipt into the Google Form (link provided on page 2)

Tuition Fees

Fee Paying Students and In-Service Training (LDP) students

The following tuition fees are payable at Finance Division Politeknik Brunei. Initial payment of General Fees (page 4) must be paid 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

Payment can be made at:

Finance Division
Politeknik Brunei
Block 2E, Level 12, Unit 12.04
Ong Sum Ping Condominium
Jalan Ong Sum Ping
Bandar Seri Begawan



+673 2234466 ext 297



+673 7174466



finance@pb.edu.bn

Counter Opening Hours:

Monday - Thursday:

8.00 am - 11.30 am

1.30 pm - 3.00 pm

Friday:

8:00 am - 11:00 am

2.00 pm - 3.00 pm

Saturday / Sunday / Public Holiday:

CLOSED

For any inquiries regarding General Fees and Tuition Fee, please contact Finance Division.

Orientation Pack

Collection of Orientation Pack

Orientation Pack can be collected according to the schedule below:

○ ○ ○ ○ ○
DAY / DATE:
Tuesday, 9th January 2024
Wednesday, 10th January 2024
VENUE:
Level 2, One Stop Centre, Politeknik Brunei, Ong Sum Ping Campus
TIME:
8.30 am – 11.30 am
1.30 pm – 3.30 pm

IMPORTANT NOTE:

- Show proof of your payment (payment receipt) during Orientation Pack collection.
- Collect your payment receipt at the Collection Counter.

Accommodation



Politeknik Brunei currently does not have student accommodation facilities available. However, if you wish to apply, there are student accommodation available managed by **UBD Corporation Sdn Bhd** based in the area around Universiti Brunei Darussalam, Jalan Tungku Link. Terms and Conditions apply.

The current accommodation service is applicable to students who are:

1. Studying in Politeknik Brunei at Brunei-Muara District campuses [(i) Ong Sum Ping Condominium (ii) PAPRSB IHS UBD and (iii) Lifelong Learning Centre] and;
2. Residing outside of Brunei-Muara District

How to apply?

Fill up the online form to make a reservation:

<https://ubdcorp.servicedashboard.my/services/booking.php>

Ensure you have the following documents ready to be uploaded when completing the reservation:

1. Offer Letter from Politeknik Brunei
2. Copy of Student Identity Card (IC)
3. Passport Size Photo
4. Authorization Accommodation at UBD Campus Form***

Politeknik Brunei students intending to apply for accommodation with UBD Corporation Sdn Bhd is required to complete the **Authorization Accommodation at UBD Campus Form**, which requires verification process from Politeknik Brunei. Kindly print and submit the form together supporting documents (listed below) to:

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

Monday - Thursday:
8.30AM - 11.30AM & 1.45PM - 3.45PM
Friday:
8.00AM - 11.00AM

Supporting documents required are as follows:

- Authorization Accommodation at UBD Campus Form
- Copy of Offer/Acceptance Letter from Politeknik Brunei
- Copy of Student Identity Card (IC)

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

For further inquiries, please contact:

UBD Corporation Sdn Bhd
The Core Residential College,
Universiti Brunei Darussalam,
Tungku Link Gadong, BE 1410

Office Hours:
Monday – Thursday & Saturday
8.00AM – 4.00PM
Friday
8.00AM – 11.30AM
2.00PM – 4.00PM

Sunday and Public Holiday are **CLOSED**

Tel: +673 872 5688 (Front desk Hotline)
Email: reservation@ubdcorp.com

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 with a minimal fee chargeable to an appointed bus operator. Currently, there are two types of shuttle bus services, with routes as below:

***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]

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]

PICKUP/ DROP OFF POINTS:

- A. The Core, UBD
- B. Lifelong Learning Centre Campus
- C. Politeknik Brunei, Ong Sum Ping Campus


Students who require daily transportation service during the semester, please register by **filling in an online registration form** via this link:


<https://bit.ly/PBBUSJAN24>





For more information, please contact the bus service provider:

NEHA TRANSPORTATION SERVICES

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

 +673 8728172 (General Hotline) / +673 7144594
(Payment Hotline)

 neha.transportation80169@gmail.com

 0500110378569 (Syarikat Pengangkutan Neha)

Insurance

All new students are required to have a student insurance policy that covers duration of study in Politeknik Brunei.

A copy of the insurance policy must be submitted to the Student Affairs Division, Politeknik Brunei **before Friday, 1st March 2024** via a link that will be shared through PB Official student emails during the Orientation Week January 2024.

Purchase of the insurance policy can be done by visiting the nearest **BIBD Takaful Branch, TAIB Insurance** or any favorable insurance company.



Insurans Islam TAIB - General Takaful

For further enquiries on Insurance Islam TAIB General Takaful please contact +673 222 3004.

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

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

Purchase of insurance policy can also be done **online** via **Insurans Islam TAIB (Mobile Application)**



TAKAFUL BRUNEI

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

Purchase of insurance policy can also be done online via **Takaful Brunei Mobile (Mobile Application)**

Bank Account

All new Local Government Scholarship Students are required to have a local bank account for allowance purposes.

A copy of bank account details must be submitted to the Student Affairs Division, Politeknik Brunei **before Friday, 1st March 2024** via a link that will be shared through PB Official student emails **during the Orientation Week January 2024**.

For the opening of certain bank accounts involving an individual below 18 years of age, the account can be opened jointly with the individual's parent or guardian. **Please check the requirement of your respective bank.**

For Bank Account submission, please make sure that both student and parent/guardian's name are stated on the proof document to avoid any inconvenience caused (if joint account is used).

Orientation Schedule

PB Orientation Week Activities

Orientation Week for Intake 13 January 2024 Session will be held for four (04) days (**Tuesday, 16th January 2024 & Wednesday, 17th January 2024**) at **Auditorium Balai Khazanah Islam Sultan Haji Hassanal Bolkiah (BKISHHB)**, (**Thursday, 18th January 2024**) at **Multi-Purpose Hall, Lifelong Learning Centre Campus**, and (**Friday, 19th January 2024**) at **respective campuses**.

Time/Day	Monday, 18.12.2023 - Sunday, 07.01.2024	Tuesday, 09.01.2024 & Wednesday, 10.01.2024	Tuesday, 16.01.2024	Wednesday, 17.01.2024	Thursday, 18.01.2024	Friday, 19.01.2024	Monday, 22.01.2024	Monday, 22.01.2024 - Friday, 01.03.2024					
7.45am - 8.15am	REGISTRATION												
8.30am - 8.45am (15 mins)	PAYMENT OF: (i) GENERAL FEES (ii) ORIENTATION PACK Mode of Payment: Online (Government Scholarship) Walk-in to Finance Division, Level 12, Ong Sum Ping Campus (Fee-Paying and In-service Students)	COLLECTION OF (i) ORIENTATION PACK Venue: One Stop Centre, Level 2, Ong Sum Ping Campus Time: Morning (8.30am until 11.30am) and Afternoon (1.30pm until 3.30pm)	WELCOMING REMARKS Venue: Auditorium, BKISHHB	DIVISIONAL BRIEFING Venue: Auditorium, BKISHHB	RELIGIOUS ACTIVITY Venue: Multi Purpose Hall, L3C Campus	SCHOOL BASED ACTIVITY (8.30am - 10.00am) Venue: Respective Campuses	SEMESTER STARTS						
8.45am - 9.00am (15 mins)			DIVISIONAL BRIEFING Venue: Auditorium, BKISHHB		LEADERSHIP & TEAM BUILDING ACTIVITIES Venue: Multi Purpose Hall, L3C Campus								
9.00am - 9.15am (15 mins)			BREAK										
9.15am - 9.30am (15 mins)				AWARENESS TALK (INVITED SPEAKERS) Venue: Auditorium, BKISHHB	AWARENESS TALK (INVITED SPEAKERS) Venue: Auditorium, BKISHHB	LEADERSHIP & TEAM BUILDING ACTIVITIES Venue: Multi Purpose Hall, L3C Campus			SCHOOL BASED ACTIVITY (8.30am - 10.00am) Venue: Respective Campuses				
9.30am - 9.45am (15 mins)				LUNCH BREAK + AFTERNOON REGISTRATION									
9.45am - 10.00am (15 mins)				DIVISIONAL BRIEFING Venue: Auditorium, BKISHHB	DIVISIONAL BRIEFING Venue: Auditorium, BKISHHB	ENRICHMENT DAY Venue: Multi Purpose Hall, L3C Campus			SCHOOL BASED ACTIVITY (8.30am - 10.00am) Venue: Respective Campuses				
10.00am - 10.30am													
10.30am - 10.45am (15 mins)													
10.45am - 11.00am (15 mins)													
11.00am - 11.15am (15 mins)													
11.15am - 11.30am (15 mins)													
11.30am - 11.45am (15 mins)													
11.45am - 12.00pm (15 mins)													
12.00pm - 1.30pm													
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2.15pm - 2.30pm (15 mins)													
2.30pm - 2.45pm (15 mins)													
2.45pm - 3.00pm (15 mins)													
3.00pm - 3.15pm (15 mins)													
3.15pm - 3.30pm (15 mins)													



Orientation Schedule

- Orientation Week contents/activities are subject to change.
- Breakfast and lunch are provided throughout all four (04) days of Orientation. However, students are advised to bring additional drinks, especially during Leadership & Team building.
- Free Shuttle Bus will be provided for Friday prayers on **Friday, 19.01.2024**
- Venue for School Based Activity are as follows:
 - SBS & SICT - **Politeknik Brunei, Lifelong Learning Centre Campus**
 - SSE & SPC - **Politeknik Brunei, Ong Sum Ping Campus**



Orientation Attire

Attire during Orientation Week

Day/Date	Male	Female
Tuesday, 16.01.2024	- Long sleeve shirt / MIB / long dark pants (no jeans) - Shoes (No sandals and slippers)	- Baju kurung and Cream Tudong (Compulsory for Muslim and Non-Muslim) - Shoes (No sandals and slippers)
Wednesday, 17.01.2024	- Long sleeve shirt / MIB / long dark pants (no jeans) - Shoes (No sandals and slippers)	- Baju kurung and Cream Tudong (Compulsory for Muslim and Non-Muslim) - Shoes (No sandals and slippers)
Thursday, 18.01.2024	- PB Polo Shirt (Blue color) with long pants - Sports Shoes (No sandals and slippers)	- PB Polo Shirt (Blue color) with long pants - Black Tudong (Optional for Non-Muslim) - Sports Shoes (No sandals and slippers)
Friday, 19.01.2024	- PB Polo Shirt (Red color) with long pants - Sports Shoes (No sandals and slippers)	- PB Polo Shirt (Red color) with long pants - Black Tudong (Optional for Non-Muslim) - Sports Shoes (No sandals and slippers)

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'.

Venue for School-Based Activity

SBS	Politeknik Brunei, L3C Lambak Campus
SICT	Politeknik Brunei, L3C Lambak Campus
SSE	Politeknik Brunei, Ong Sum Ping Campus
SPC	Politeknik Brunei, Ong Sum Ping Campus

PREPARED BY:

فجاءبرج فندرفنر واد سبباوسها

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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