



قوليتيكنيك بروني
POLITEKNIK BRUNEI



ORIENTATION

info



INTAKE 14, JANUARY 2025

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Welcome to **politeknik Brunei**

We are thrilled to welcome you as part of our community.

The Orientation Committee has organised a variety of activities to ensure a smooth transition into campus life. These events are designed to help you connect with fellow students, discover campus resources, and fully embrace your new environment.

The Orientation Week will be held from Tuesday (7 January 2025) until Saturday (11 January 2025).

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 +673 223 4466 ext 319.

We look forward to meeting you!

NEW STUDENT CHECKLIST

- ☒ Pay the **general fees** via online and cash (*if applicable, please refer to page 5-9 for payment details*)
- ☒ Submit your **general fees payment receipt / screenshot** via link provided in page 5
- ☒ Register for **hostel accommodation** with UBD Corps Sdn Bhd (*if applicable, please refer to page 10*)
- ☒ Register for **daily shuttle bus services** during the semester via online registration link (*if applicable, please refer to page 11*)
- ☒ Purchase **insurance coverage** for your duration of study (*please refer to page 12*)
- ☒ Open a **Bank Account** for **Local Government Scholarship Students** (*if applicable, please refer to page 13*)
- ☒ Collect PB Official Receipt and Orientation Packs on Thursday, 2 January 2025 and Saturday, 4 January 2025 (*please refer to page 14*)
- ☒ Attend the **Orientation Week** from Tuesday, 7 January 2025 until Saturday, 11 January 2025 (*please refer to page 14*)



Academic teaching and
learning will commence on
Monday, 13 January 2025



GENERAL FEES

PAYMENT PROCEDURE

IMPORTANT

1. Fees payment will begin on **Thursday, 12 December 2024**, until **Friday, 27 December 2024**, for online payments, while walk-in payments will be until **Thursday, 26 December 2024**.
2. **Walk-in payment (by cash)** only for **fee-paying / in-service training (LDP)** students at **Level 12, Finance Division, Politeknik Brunei, Ong Sum Pink Campus**
3. Ensure your **admission status** (Local Government Scholarship/Fee Paying) is **correct**.
4. Please refer to **Online Payment Code** before you proceed for payment.
5. Please refer to page 6 for General Fees Section for the total amount to be paid.
6. Please refer to page 7 - 8 for payment guidelines.
7. **Fill in the Google Form** after payment is made and **upload your proof of payment** in the Google Form.



REMINDER

1. After successful payment, remember to **screenshot** and **keep a copy** of the receipt for reference.
2. Please fill in the google form using the provided link or scan the QR Code and upload the receipt.
3. Politeknik Brunei Official Receipt will be given along with the collection of orientation packs.

<https://bit.ly/OrientationPaymentJan-25>



Payment codes are used to fill in
Bill / Reference No. 1
in BIBD Mobile App



PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

Registration + Alumni Fees + Orientation Pack

Programme Deposit

Student Association Fees

GENERAL FEES


PAYMENT DESCRIPTION

Initial payment of General Fees must be made in order to successfully enroll in the programme.

For any inquiries, please contact the Finance Division, Politeknik Brunei.

Payment Description	Payment Code	Local Government Scholarship Students		Fee-Paying / In-Service Training Students (LDP)		Mode of Payment
Registration Fees	R001	BND 20.00		BND 20.00		BIBD Online Mobile Apps OR BIBD Cash Deposit Machine (CDM) OR Cash Payment at BIBD Counter
Alumni Fees		BND 5.00		BND 5.00		
Orientation Pack		BND 100.00		BND 100.00		
Programme Deposit	R002	-		BND 150.00		
Student Associations' Fees (BND 50.00 / year)	MP002	2.5 Years Programme BND 125.00	3 Years Programme BND 150.00	2.5 Years Programme BND 125.00	3 Years Programme BND 150.00	For those who do not have BIBD account, cash payments can be made at BIBD counter
Administrative Charges						CASH PAYMENT ONLY at Finance Division Counter, Politeknik Brunei
Acceptance Fees		-	-	BND 100.00 BND 100.00		
TOTAL		BND 250.00	BND 275.00	BND 600.00	BND 625.00	

POLITEKNIK BRUNEI COUNTER PAYMENT


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


 Counter Opening Hours:

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

Saturday
8.00 am - 10.00 am

For further inquiries, please contact us:

 + 673 223 4466 ext 297

 + 673 717 4466

 finance@pb.edu.bn

Friday / Sunday / Public Holiday
CLOSED

GENERAL FEES

PAYMENT GUIDELINES

1) BIBD MOBILE / ONLINE APPLICATION

The screenshot shows the BIBD NEXGEN mobile app interface. At the top, there are links for 'Main', 'BIBD NEXGEN', and 'Logout'. Below this, the 'From account:' section shows 'BND 0123456 SA' with a circular icon containing the number 3. There are two radio buttons for 'Preferred Payees' and 'All Payees'. Below this, a list of payees is shown, with 'TABUNG HASIL&RAMPAIAN POLITE...' selected, indicated by a circular icon with the number 4. The 'Bill / Reference No. 1:' field shows 'R001' with a circular icon with the number 5. The 'Reference No. 2:' field shows 'Registration Alumni Fees' with a circular icon with the number 6. The 'Reference No. 3:' field shows '00123456' with a circular icon with the number 7. The 'Amount (BND):' field shows '25.00' with a circular icon with the number 8. At the bottom, there is a 'Next' button with a circular icon with the number 9. At the very bottom, there are icons for 'Accounts', 'Transfers', 'Payments', and 'QuickPay'.

STEP 1:
LOGIN TO BIBD ONLINE MOBILE APP AND SELECT
PAYMENT SERVICES / DONATIONS

STEP 2:
SELECT **BILL PAYMENT**

STEP 3:
SELECT **FROM ACCOUNT**

STEP 4:
SELECT **ALL PAYEES**
FIND **TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI** OR
TABUNG MPP POLITEKNIK BRUNEI

STEP 5:
BILL / REFERENCE NO. 1: **PAYMENT CODE**

STEP 6:
BILL / REFERENCE NO. 2: **PAYMENT DESCRIPTION**

STEP 7:
BILL / REFERENCE NO. 3: **STUDENT IC NUMBER**

STEP 8:
KEY IN **AMOUNT (BND)**

STEP 9:
SELECT **NEXT** TO CONFIRM TRANSACTION

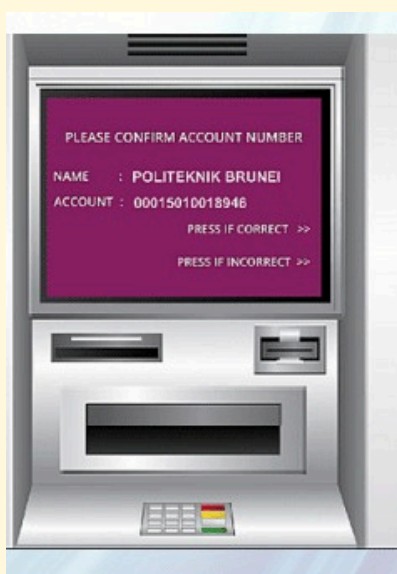
STEP 10:
SCREENSHOT THE PAYMENT AND **UPLOAD TO GOOGLE FORM** USING THE PROVIDED **LINK/QR CODE** PROVIDED IN
PAGE 5 OR EMAIL TO FINANCE

PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

Payment codes are used to fill in Bill / Reference No. 1 in BIBD Mobile App

Registration + Alumni Fees + Orientation Pack	R001
Programme Deposit	R002
Student Association Fees	MP002

2) BIBD CASH DEPOSIT MACHINE



STEP 1:
SELECT **CASH DEPOSIT**

STEP 2:
SELECT **SAVINGS / CURRENT ACCOUNT**

STEP 3:
KEY IN **ACCOUNT NUMBER PAYEES:**

TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI
(00015010018946) OR
TABUNG MPP POLITEKNIK BRUNEI (00015010026783)

STEP 4:
CONFIRM THE **PAYEE** AND **ACCOUNT NUMBER** ARE
CORRECT

STEP 5:
INSERT **NOTES** AND **CONFIRMATION** OF 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 **GOOGLE FORM** USING THE PROVIDED
LINK/QR CODE PROVIDED IN PAGE 5 OR EMAIL TO FINANCE

PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

Payment codes are used to fill in Bill / Reference No. 1 in BIBD Mobile App

Registration + Alumni Fees + Orientation Pack	R001
Programme Deposit	R002
Student Association Fees	MP002

GENERAL FEES

PAYMENT 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:**

**TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI (000 150 1001 8946) OR
TABUNG MPP POLITEKNIK BRUNEI (000 150 1002 6783)**

STEP 3:

PAYMENT IF CASH : FILL IN THE **AMOUNT IN TUNAI / CASH BOX**

PAYMENT IF CHEQUE - FILL IN THE **NAME OF ISSUING BANK AND CHEQUE NO.**

(PLEASE ENSURE THE CHEQUE'S PAYEE NAME IS **TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI OR TABUNG MPP POLITEKNIK BRUNEI**)

STEP 4:

FILL IN **DEPOSITOR'S NAME, RESIDENTIAL ADDRESS, OCCUPATION AND PURPOSE**

STEP 5:

PLEASE **TAKE A PICTURE** OF THE RECEIPT AND **UPLOAD IT TO THE GOOGLE FORM** USING THE PROVIDED LINK /QR CODE PROVIDED IN PAGE 5 OR EMAIL TO FINANCE

PAYEES	PAYMENT CODE
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R001
TABUNG HASIL & RAMPAIAN POLITEKNIK BRUNEI	R002
TABUNG MPP POLITEKNIK BRUNEI	MP002

**Payment codes are used to fill in Bill / Reference
No. 1 in BIBD Mobile App**

Registration + Alumni Fees + Orientation Pack R001

Programme Deposit R002

Student Association Fees MP002

TUITION FEES

Tuition fees are to be paid at Finance Division Counter, Politeknik Brunei (refer to page 6)

For any inquiries , please contact the Finance Division.

LOCAL / PERMANENT RESIDENT / IN-SERVICE TRAINING STUDENTS

Non-laboratory course		Laboratory course	
2.5 years (5 semesters) BND 9,000.00	3 years (6 semesters) BND 10,800.00	2.5 years (5 semesters) BND 10,250.00	3 years (6 semesters) BND 12,300.00
* BND 3,600.00 per year	BND 3,600.00 per year	BND 4,100.00 per year	BND 4,100.00 per year
BND 1,800.00 per semester	BND 1,800.00 per semester	BND 2,050.00 per semester	BND 2,050.00 per semester
BND 300.00 per month	BND 300.00 per month	** BND 340.00 per month	** BND 340.00 per month

* Payment for the first 2 years: BND 3,600.00 / year
Payment for the final semester: BND 1,800.00

** Payment for each semester

- Payment for the first month: BND 350.00
- Payment for the next 5 months: BND 340.00 / month

INTERNATIONAL STUDENTS

Non-laboratory course		Laboratory course	
2.5 years (5 semesters) BND 12,500.00	3 years (6 semesters) BND 15,000.00	2.5 years (5 semesters) BND 15,000.00	3 years (6 semesters) BND 18,000.00
* BND 5,000.00 per year	BND 5,000.00 per year	BND 6,000.00 per year	BND 6,000.00 per year
BND 2,500.00 per semester	BND 2,500.00 per semester	BND 3,000.00 per semester	BND 3,000.00 per semester
** BND 400.00 per month	** BND 400.00 per month	BND 500.00 per month	BND 500.00 per month

* Payment for the first 2 years: BND 5,000.00 / year
Payment for the final semester: BND 2,500.00

** Payment for each semester

- Payment for the first month: BND 500.00
- Payment for the next 5 months: BND 400.00 / month

ACCOMMODATION



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

Further information is available on UBD Corporation website at: <https://ubdcorp.com/>

The current accommodation service is only applicable to students who are:

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

**Please do take note that the student accommodation is at the student's own expense*

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) / Passport**
3. **Passport Size Photo**
4. **Authorization Accommodation at UBD Campus Form**


Authorization Form

Students intending to apply for accommodation are required to complete the **Authorization Accommodation at UBD Campus Form** (link: [Authorization-Accommodation-Form](#)), which requires authorization stamps and verification from Politeknik Brunei.

The documents required are as follows:

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

Kindly print and submit the documents above 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


Saturday
8.30am – 11.30am

// 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 & Public Holiday
CLOSED

 +673 872 5688 (Front desk Hotline)

 reservation@ubdcorp.com

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TRANSPORTION

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.

Students who require transportation service during the semester, please register by filling in an online registration form via the link below or scan the QR code provided

<https://bit.ly/PendaftaranPerkhidmatanBas>



More information about the bus service, including the fees and route, is available in the link provided.



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 Thursday, 30 January 2025** via the link below:

<https://bit.ly/14Jan25Insurance>



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)

Note:

If you have purchased insurance as a student at your previous institution and it is still active, you may contact your insurance provider directly to inquire whether the coverage can be used during your studies at Politeknik Brunei.

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 Thursday, 30 January 2025** via a link that will be shared through PB Official student emails after **the Orientation Week January 2025**.

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 INFORMATION

The Orientation Week activities will commence from **Tuesday, 7 January 2025** until **Saturday, 11 January 2025, 7.45am – 12.00pm and 1.30pm – 4.00pm.**

POLITEKNIK BRUNEI ORIENTATION WEEK FOR INTAKE 14 JANUARY 2025 SESSION

DAY/TIME	7.45am-8.15am	8.30am-8.45am (15mins)	8.45am-9.00am (15mins)	9.00am-9.15am (15 mins)	9.15am-9.30am (15mins)	9.30am-9.45am (15mins)	9.45am-10.00am (15 mins)	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	1.30pm-1.45pm (15mins)	1.45pm-2.00pm (15mins)	2.00pm-2.15pm (15mins)	2.15pm-2.30pm (15mins)	2.30pm-2.45pm (15mins)	2.45pm-3.00pm (15mins)	3.00pm-3.15pm (15mins)	3.15pm-3.30pm (15mins)	3.30pm-3.45pm (15mins)	3.45pm-4.00pm (15mins)
Tuesday, 07.01.2025	REGISTRATION	LEADERSHIP & TEAM BUILDING ACTIVITIES						BREAK	LEADERSHIP & TEAM BUILDING ACTIVITIES						LUNCH BREAK + AFTERNOON REGISTRATION	LEADERSHIP & TEAM BUILDING ACTIVITIES									
		Venue: MPH L3C							Venue: MPH L3C							Venue: MPH L3C									
Wednesday, 08.01.2025		TAKLIMAT PENGURUSAN BIASISWA			DIVISIONAL BRIEFING				DIVISIONAL BRIEFING			MPP ACTIVITY				CSDI		ENRICHMENT DAY							
		Venue: MPH L3C							Venue: MPH L3C							Venue: MPH L3C									
Thursday, 09.01.2025		WELCOMING REMARKS		RELIGIOUS ACTIVITY					DIVISIONAL BRIEFING			JENAYAH WANITA: TAKLIMAT GANGGUAN SEKSUAL				DIVISIONAL BRIEFING				MPP					
	Venue: KIV						Venue: KIV						Venue: KIV												
Saturday, 11.01.2025	REGISTRATION	SCHOOL ORIENTATION						BREAK	SCHOOL ORIENTATION						LUNCH BREAK + AFTERNOON REGISTRATION	SCHOOL ORIENTATION									
		Venue: Respective school							Venue: Respective school							Venue: Respective school									

The attire you should wear during Orientation Week, will be shared when you collect your Orientation Pack. You may collect your orientation pack according to the schedule below:



Thursday, 2 January 2025 & Saturday, 4 January 2025



**Level 2, One Stop Centre,
Politeknik Brunei, Ong Sum Ping Campus**



**8.30 am – 11.30 am
1.30 pm – 3.30 pm**

**IMPORTANT
MESSAGE**

- Show **proof of your payment (payment receipt)** during Orientation Pack collection.
- Collect your **PB Official Receipt** at the collection counter.

PREPARED BY:

فجاءبرج فندفتر واد سڤاوسها

REGISTRAR & SECRETARY OFFICE



POLITEKNIK BRUNEI

Block 2E, Level 11, Room 11.04

Ong Sum Ping Condominium

Bandar Seri Begawan BA1311



+673 223 4466 ext 277 / + 673 223 4451



admission@pb.edu.bn



www.pb.edu.bn



@politeknikbrunei

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