

Education Attaché Unit, Canberra - EAUC

The Education Attaché Unit, Canberra was established in 2007 and is committed to providing assistance and support to all Brunei students in Australia and New Zealand, EAUC is headed by the Director of Studies, at the High Commission of Brunei Darussalam. The principal officers are:

- Director of Studies : **Pg Muhd Noor Shah Pg Muhammad**
T - +61 026 284 500;208
F - +61 026 284 545
E - directorofstudies@brunei.org.au
- Academic Coordinator : **Pg Ahmad Masudwardi Aidil Fitri Pg Hj Mohd Daud**
T - +61 026 284 500;211
F - +61 026 284 545
E - students@brunei.org.au
- General Office Address : Education Attaché Unit
High Commission of Brunei Darussalam
10 Beale Crescent Deakin ACT 2600
Canberra, Australia

Important:

EAUC have provided the following forms and documents for student use. It is important for all students to submit forms in advance, with all the necessary documents required. The list may be found at the end of each form. Failure to provide sufficient documents and incomplete forms may lead to unnecessary delays or unprocessed applications.

GENERAL MATTERS

- **Brunei Student in Australia Number – BSA No.**

All Brunei government scholars and non-government and self-sponsored students are given an identification number once they arrive in Australia. For students in Australia, this is their BSA number while for students in New Zealand, this number starts with BSNZ. The identification number is unique to individual student and serves to help EAUC identify who you are and your scholarship history while studying in Australia or New Zealand.

All forms provided in this portal starts either with a BSA XXX or BSNZ XXX. Please replace the XXX with your unique identity number. You must use your individual BSA or BSNZ number in two ways, first as title for your emails when corresponding with EAUC and as file names. This makes it easier and quicker to search your files and process your applications or return your queries. For example:

- Example 1: BSA 121 STUDENT PARTICULARS FORM
- Example 2: BSA 055 EXAMINATION RESULT FORM
- Example 3: BSNZ 954 STUDENT ACADEMIC PORTFOLIO
- Example 4: BSNZ 777 APPLICATION FOR REIMBURSEMENT

• **Student Particulars Form - SPF**

All Brunei students (government/non-government/self-sponsored) are required to complete and return the SPF no later than **TWO (2) weeks** after arriving in Australia or New Zealand.

Please ensure you have attached the following documents below together with your email you are about to send.

- | | |
|--|--------------|
| 1. Picture (Inserted into Form) | |
| 2. Passport (Personal Details Page Only) | (pdf format) |
| 3. Scholarship ID Card* | (pdf format) |
| 4. Bank Account Details* | (pdf format) |
| 5. Student Visa and Certificate of Entitlement | (pdf format) |
| 6. Scholarship Award Letter* | (pdf format) |
| 7. Scholarship Financial Guarantee Letter* | (pdf format) |
| 8. Flight Ticket/ E-Ticket* | (pdf format) |
| 9. Advance Allowances Statement/Receipt Statement* | (pdf format) |
| 10. OSHC Policy and Membership Card | (pdf format) |

Important:

- Government funded scholars are advised to submit documents 1 – 10 early to avoid delays in payments of allowances and other entitlements.
- Non-government scholars and self-funded students are not required to submit documents marked with asterisk (*).

• **Information Disclosure Form – IDF**

For all MoE, MoRA, UBD, BAS, DANA scholars, and SBPP recipients to complete and submit back the IDF to EAUC within **TWO (2) weeks** after classes start.

This form will authorise your university or institution to provide EAUC with the following information.

- Full name and contact details
- Course attendance and progress
- Course results, academic statements and official transcripts
- Financial status

• **Information Disclosure Form (Private) – IDFP**

To be completed and emailed back to EAUC by all non-government scholars and self-sponsored students only within **TWO (2) weeks** after classes start. This form will allow your university or institution to provide EAUC (in emergency and health cases only) with the following information.

- Full name and contact details
- Student Welfare including medical and health coverage

• **Student (Back-to-Brunei) Reporting Form - BTB**

Upon completing their studies in Australia, all government, non-government, and self-sponsored students are required to complete and return the BTB form to EAUC within

THREE (3) days after receiving their final examination results and before leaving for Brunei. The BTB provides closure to students returning back and provides a checklist of current academic, financial (allowances), travel, and shipping status.

Completed BTB forms will be sent to the Scholarship Section, MoE for future reference. Students are required to ensure they have already attached the following documents below before sending the BTB to EAUC.

- | | |
|---|--------------|
| 1. Receipts | (pdf format) |
| 2. Tax Invoice | (pdf format) |
| 3. Academic Statement (If applicable) | (pdf format) |
| 4. Academic Records (If applicable) | (pdf format) |
| 5. Academic Transcripts (If applicable) | (pdf format) |

Important:

- Students whose scholarship are terminated early, and are intent on continuing their studies privately are also required to submit a BTB form.

• **Application to Extend Stay Period In Australia - ESP**

Upon completing their studies and release semester examination results, final year students are given about **FOUR (4) weeks** to settle all loose ends including submitting BTB forms before they return back to Brunei.

Some students might also decide to extend their stay. If this is so, they are well advised to apply to EAUC for a stay extension. Applications must reach EAUC at least **SIX (6) weeks** before the end of the university's normal semester teaching and learning period. Applicants will have to provide a strong reason for extending their stay and submit supporting documents to the purpose such as:

- | | |
|---|--------------|
| 1. Passport (Personal Details Page Only) | (pdf format) |
| 2. Visa | (pdf format) |
| 3. Employment Agreement - If applicable only. | (pdf format) |
| 4. Letter of Commendation - If applicable only. | (pdf format) |

Important:

- Students are advised not to over extend their student visa as this may complicate matters at airport immigration and makes re-entry into Australia difficult.
- Once final results are out, MoE will only provide about **FOUR (4) weeks** of allowances to students. Students extending their stay beyond this period will not receive further allowances.
- Students whose scholarship are terminated must return back to Brunei within **TWO (2) weeks** after the termination date.
- In order to settle all personal errands and students may apply for a few days extension to settle everything.
- Students are usually allowed to extend their stay if they continue their studies as private students.
- Please submit your ESP form if you plan to continue your studies privately.

ACADEMIC MATTERS

• **Student Academic Portfolio – SAP**

All Brunei students (government/non-government scholars and self-sponsored students) are required to complete and return this form back to EAUC no later than **FOUR (4) weeks** after arriving in Australia/New Zealand together with the following documents.

- | | |
|--|--------------|
| 1. Information Disclosure Form | (pdf format) |
| 2. Information Disclosure Form - Private | (pdf format) |
| 3. University Student ID Card | (pdf format) |
| 4. OSHC Policy and Membership Card | (pdf format) |
| 5. Program Brochure and Module Details | (pdf format) |
| 6. Academic Calendar* | (pdf format) |

Important:

- Students are also required to provide semester update of their academic portfolio.
- The SAP must reach EAUC within **FOUR (4) weeks** after the start of each new semester.
- Please ensure you have provide the contact details for your faculty or school academic team leader who will be responsible for preparing report on your academic progress as and when needed by EAUC.
- Government scholars with terminated scholarships are also required to update and submit their SAP form every semester.
- * Students are only required to submit this once for every academic year.

• **Examination Result Form – ERF**

The ERF must be completed by all MoE, MoRA, UBD, BAS, DANA scholars and SBPP recipients in Australia and New Zealand. Students are required to return the completed forms to EAUC no later than **ONE (1) week** after each semester/supplementary/resits/summer/winter examination results are released or published by the university. Students are also required to provide a copy of the latest Official Academic Statement/Record when submitting the ERF.

Outstanding or Excellent Results

- Students who have done really well throughout the academic year (by achieving outstanding or excellent results), may apply for student housing incentive.
- For more information, please look at Student Housing Incentive (SHI) for further details.

Failed one or several modules

- Students are required to complete the appropriate section(s) in the ERF accordingly.
- Indicate whether you will be doing resit or supplementary, repeating module(s), summer/winter courses or applying for program/course extension.
- Obtain a letter from the university either from the university support services/academic team coordinator stating whether you are required to do resit/repeat/summer course/program extension.
- Ask your lecturer(s) or academic team coordinator to provide you with progress report(s).

- Download and pass the Student Academic Progress Report – APR and pass it to your lecturer(s) or academic team coordinator.

Terminated Scholarships

- Students whose scholarships are terminated are required to update their academic status with EAUC until they have completed their studies.
- Please submit your ERF and academic record/transcript/statement every semester.

• **Student Academic Progress Report - APR**

The APR is a very important report that your lecturer(s) or academic team coordinator will need to write for you if you are planning to do either supplementary, resits, repeats, replacements courses or applying for program/course extension. The report basically requires a nominated faculty or academic team coordinator to provide feedback on the student's attendance, attitude, areas of difficulty, and intervention provided. This will draw a picture of your academic ability and capability to complete your program on schedule. If you have failed several modules, individual reports are expected from each of the lectures concerned.

Students may need to check with your nominated faculty or academic team coordinator if they have return the APR to EAUC. Any delay in submitting the APR to EAUC will affect your application in obtaining authorization from Ministry of Education (MoE) for any supplementary, resits, repeats, replacements courses or applying for program/course extension approval previously applied for.

Important:

- Please remember that approval takes time and may not be so forthcoming. Student are expected to initially pay for supplementary, resits, repeats, replacements courses or applying for program/course extension on their own and to expect a payment invoice from the university. Once approval is given, student can sent in a request for a reimbursement.

• **Application for Placement and Training - PTF**

Students planning to do industrial training, work experience, field trip, electives, and compulsory placements are required to submit their PTF early, at least **SIX (6) weeks** after semester opens. Your applications will be forwarded to MoE for approval.

Students are also expected to submit the following documents below. This will facilitate the processing of your applications in time for your /attachments industrial training, work experience, field trip, electives, and compulsory placements. The documents required are:

- | | |
|--|--------------|
| 1. University Authorization Letter | (pdf format) |
| 2. Offer or Acceptance Letter | (pdf format) |
| 3. Passport (Information page only) | (pdf format) |
| 4. Visa (If country applied is abroad/not Brunei | (pdf format) |
| 5. Examination Results (if applicable only) | (pdf format) |

Important:

- Please update EAUC once you receive any acceptance or offer letter from the institutions you have applied with.

• **Postgraduate Medical Training Application - PGMT**

Medical students and doctors planning to do further postgraduate medical training need to submit their PGMT form not later than **SIX (6) months** before commencing internship or training. Applicants are advised to provide the following documents listed below. Once complete, EAUC will submit the application to MoE. It is important to point out that MoE will then forward your applications to the Ministry of Health (MoH) for further feedback and clarification and will only make a decision based on these recommendations. Any missing documents will the outcome of your applications.

The documents required to facilitate the application for postgraduate medical training are

- | | |
|---|--------------|
| 1. Passport Picture (Please insert into form) | (pdf format) |
| 2. Letter of Intent For Training | (pdf format) |
| 3. Letter of References (At Least 3) | (pdf format) |
| 4. Latest Training Progress Report | (pdf format) |
| 5. Current Employment Contract | (pdf format) |
| 6. Supervisor Report From Previous Placements | (pdf format) |
| 7. Previous Employment Contracts | (pdf format) |
| 8. RACGP or Equivalent Registration | (pdf format) |
| 9. Examination Result (If Taken) | (pdf format) |

Important:

- Only completed forms will be forwarded to secretariat.pgatb@moh.gov.bn.

• **Application for Education Visit & Trip - EVT**

The EVT form is primarily for postgraduate students (masters and doctorates) planning to attend seminars, workshops, conferences or anything similar that is connected to their research or program of study. Students need to plan ahead and apply at least SIX (6) weeks after the university's teaching and learning period have started.

Completed EVT form must be forwarded to EAUC with the documents listed below.

- | | |
|-------------------------------------|--------------|
| 1. Program Acceptance Letter | (pdf format) |
| 2. University Authorization Letter | (pdf format) |
| 3. Passport (Information page only) | (pdf format) |
| 4. Visa (Destination Country) | (pdf format) |
| 5. Previous Examination Results | (pdf format) |

Students are also required to obtain additional endorsement from person in lecturer coordinating the program. Student may pass the Application for Special Program Registration (SPR) to the program coordinator.

Important:

- Once endorsed by MoE, successful applicants may receive the following facilities such as program fees including medicals, and security checks; accommodation; return air tickets; and travel expenses.
- Students are also advised to keep all payment receipts as these may be required for reimbursement of expenses incurred.

- Applicant may also be opt to support themselves when undergoing special programs but permission must also be sought beforehand.

• **Application for Special Program Registration – SPR**

Students who have sights on taking up special programs or modules organized by the university that involve time overseas, are required to apply early for approval. These specialised programs must be related to the student's field of study and is a compulsory component of either a core or an elective module. Applicants must provide substantial evidence that the program outcome supports or benefits the on-going undergraduate or postgraduate program followed by the student.

To apply, a student need submit the EVT directly to EAUC and pass a **SPR** form to the program coordinator to complete. The SPR form must reach EAUC at least **THREE (3) months** before the onset of the special program. Additionally the student is required to submit the following documents.

- | | |
|-------------------------------------|--------------|
| 1. Program Acceptance Letter | (pdf format) |
| 2. University Authorization Letter | (pdf format) |
| 3. Passport (Information page only) | (pdf format) |
| 4. Visa (Destination Country) | (pdf format) |
| 5. Previous Examination Results | (pdf format) |

SCHOLARSHIP FACILITIES

• **Student Allowance Housing Incentive - SHI**

This housing incentive facility is only provided to scholars who are under the MoE. To be eligible, a student must be academically apt throughout the year, achieving at a level determined by the university to be excellent or first class. Student can nominate themselves for this facility and to apply, he or she only have to complete and submit a **SHI** form to EAUC.

The timeframe for submission is **TWO (2) weeks** after the Semester 2 or Trimester results are out but before the start of the new academic year. Completed SHI form must be forwarded to EAUC with the documents listed below.

- | | |
|---|--------------|
| 1. Official Exam Result (Full academic year) | (pdf format) |
| 2. Official Academic Transcripts | (pdf format) |
| 3. Official Academic Statements | (pdf format) |
| 4. University Endorsement of Academic Achievement | (pdf format) |
| 5. University grading system | (pdf format) |

Important:

- To support the SHI application, the student is required to obtain a report from the faculty's academic team coordinator. The lecturer will need to complete an APR form which he or she could forward to EAUC for further action.

• **Application of Air Passage & Travel Note - APT**

All Brunei students (government/non-government scholars and self-sponsored students) intending to leave Australia for holiday, biennial or one way travel, are required to provide at least **TWO (2) months** advance notice. Biennial travels must be made before end of March which marks start of the new financial year.

Students intending to leave Australia may only be allowed to do so at least three days after results are announced. This will allow students time to submit their ERF (Examination Result Form) and BTB (Back-to-Brunei form) to EAUC.

Students can email their APT form to EAUC together with the documents listed below.

- | | |
|--|--------------|
| 1. Passport (Information page only) | (pdf format) |
| 2. Student Visa | (pdf format) |
| 3. Certificate of Enrolment | (pdf format) |
| 4. Examination Result (If applicable only) | (pdf format) |
| 5. Passport (Information page only) | (pdf format) |

Important

- Travel Route
All government scholars must exit Melbourne via Royal Brunei for biennial or one way travel. Students intending to do field trip, internship and work placements abroad must coordinate their travel plans with EAUC.
- Ticketing
All tickets arranged by EAUC for the purpose of field trip, internship and work placements, biennial or one way travel must be checked for spelling, name, and scheduling accuracy. Once issued, any expenses incurred resulting from the change will be paid by student.
- Extras
EAUC will not pay for preferential seat bookings and excess baggage. This will be borne by students.
- Purchasing Extra Bag
Students can buy extra bag allowance online or during check-in at the airport. Please check with individual airline for pricing.
- Baggage Allowance
For domestic flights, the normal baggage allowance is 23kgs and for international flights, this is 30kgs for students. All passengers are only allocated one carry-on luggage.
- Overstaying in Melbourne
Government scholars (from other parts of Australia) intending on overstaying in Melbourne for a day or more will only be provided with in/outbound ticket from Melbourne.
- Reimbursements
Please check with EAUC first before purchasing your own ticket. Keep all receipts and invoices

- Rescheduling Air Passage Entitlement
Students may be allowed to reschedule their air passage entitlement to a later date. However the new date proposed must be within current financial year which is normally between April, 1 and Feb, 28/29.

• **Application of Shipping Personal Items - SPI**

All Brunei government scholars are entitled to have their personal items shipped back to Brunei once they have completed their studies. This facility includes packing and material, collecting and door-to-port transfer of personal items measuring 1.13m³ (if singles) or 1.79m³ (if married).

To kick start this process, students are required to contact a reliable international shipper who can provide the services above. Once a potential company is identified, you can use the SPI form to note down the company details and arrange for packing and collection, and shipping details. The form can be emailed to EAUC for processing and usually the shipping company will contact EAUC to authenticate the student's identity before confirming the final packing and collection dates.

Before sending off the email, please ensure the following documents are also attached.

- | | |
|--|--------------|
| 1. Passport (Information page only) | (pdf format) |
| 2. Student Visa | (pdf format) |
| 3. Bill of Lading (Provided by company) | (pdf format) |
| 4. Examination Result (If applicable only) | (pdf format) |
| 5. E-Tickets (If applicable only) | (pdf format) |
| 6. Receipts/Tax Invoice | (pdf format) |

Important:

- Students are only entitled for door-to-port facilities and will bear all expenses incurred to have their personal items transported from port to the address provided in the SPI form.
- Charges may include port and custom fees, and transport delivery.
- Application for port and custom fees reimbursement can be made directly to the Scholarship Section, Ministry of Education.

• **Application for Reimbursement - AFR**

The AFR form can be used by Brunei government scholars to claim payment made for visa fees, travelling expenses, air passage (biennial, one-way ticket), project, dissertation, thesis, graduation robe, prescription glasses, dental treatment, emergency dental treatment, and medicals (program related). Students are advised to keep proper receipts and other supporting documents, without which EAUC will not be able to process any application.

Application for reimbursement can only be made for payments made between April, 1 and Feb, 28/29 in the next coming year to comply with existing government financial regulations. Before sending off your applications, please ensure the following documents are also attached.

- | | |
|-----------------|--------------|
| 1. Receipts | (pdf format) |
| 2. Tax Invoices | (pdf format) |

- | | |
|---|--------------|
| 3. Academic Reports/Statements/Transcripts | (pdf format) |
| 4. University Support Letter (If applicable only) | (pdf format) |

- **Final Year Student Claim Form - FYC**

The FYC is intended for use by Final Year Brunei government scholars, The form is use to claim back payments or expenses made for final year projects/dissertations expenses, education trip, travel expenses, air passage and graduation group.

EAUC prefers students to do a one-time claim application as this is easier to track and monitor. It is best to submit applications early and any receipts or invoices must be dated between April, 1 and Feb, 28/29 to facilitate payment processing. Anything later might risk not being paid on time or at all. Before sending your application, please check if the following documents are attached in your email.

- | | |
|---|--------------|
| 1. Receipts | (pdf format) |
| 2. Tax Invoices | (pdf format) |
| 3. Academic Reports/Statements/Transcripts | (pdf format) |
| 4. University Support Letter (If applicable only) | (pdf format) |

STUDENT ASSOCIATIONS & ACTIVITIES

- **Student Association Committee – SAC**

To be submitted within **TWO (2) weeks** by the new elected president once a new committee is elected by its members.

- **Student Association Student Membership – SAM**

To be submitted within **FOUR (4) weeks** by the new elected secretary once a new committee is elected by its members.

- **Proposal for Student Association Activities – PSA**

To be submitted **SIX (6) weeks** before the proposed activity starts