

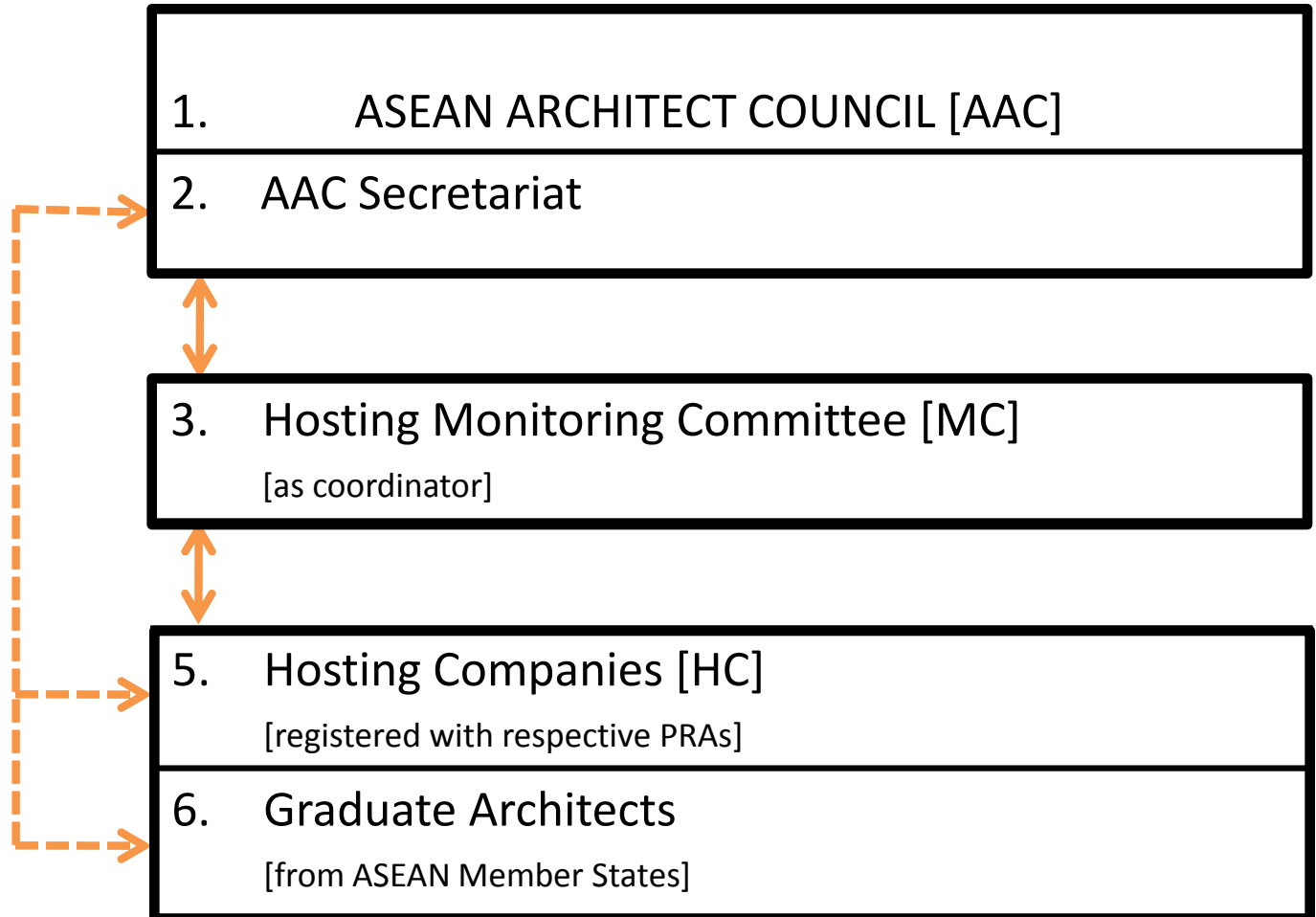
# **THE GRADUATE INTERNSHIP EXCHANGE PROGRAMME [GIEP]**

Under Auspices of  
**ASEAN ARCHITECT COUNCIL [AAC]**



Prepared by AAC SECRETARIAT

# PARTIES INVOLVED



# GUIDELINES

## 1.0 Preamble

- 1.1 Monitoring Committee (MC) of the hosting Member State [MS] is the coordinator of the Graduate Internship Exchange Programme [GIEP] offered by the companies in the respective MS.
- 1.2 The companies hosting the candidates are known as Hosting Companies (HCs), and are companies registered with the Professional Regulatory Authority [PRA] of the hosting MS.
- 1.3 Suggested minimum employment period is six (6) months with the options of extension up to one (1) year, subject to each country's immigrations regulations.
- 1.4 The flow charts, forms and checklist appear in the Appendix of this Guideline.
- 1.5 Other terms are as stipulated in the PEP Concept Paper.

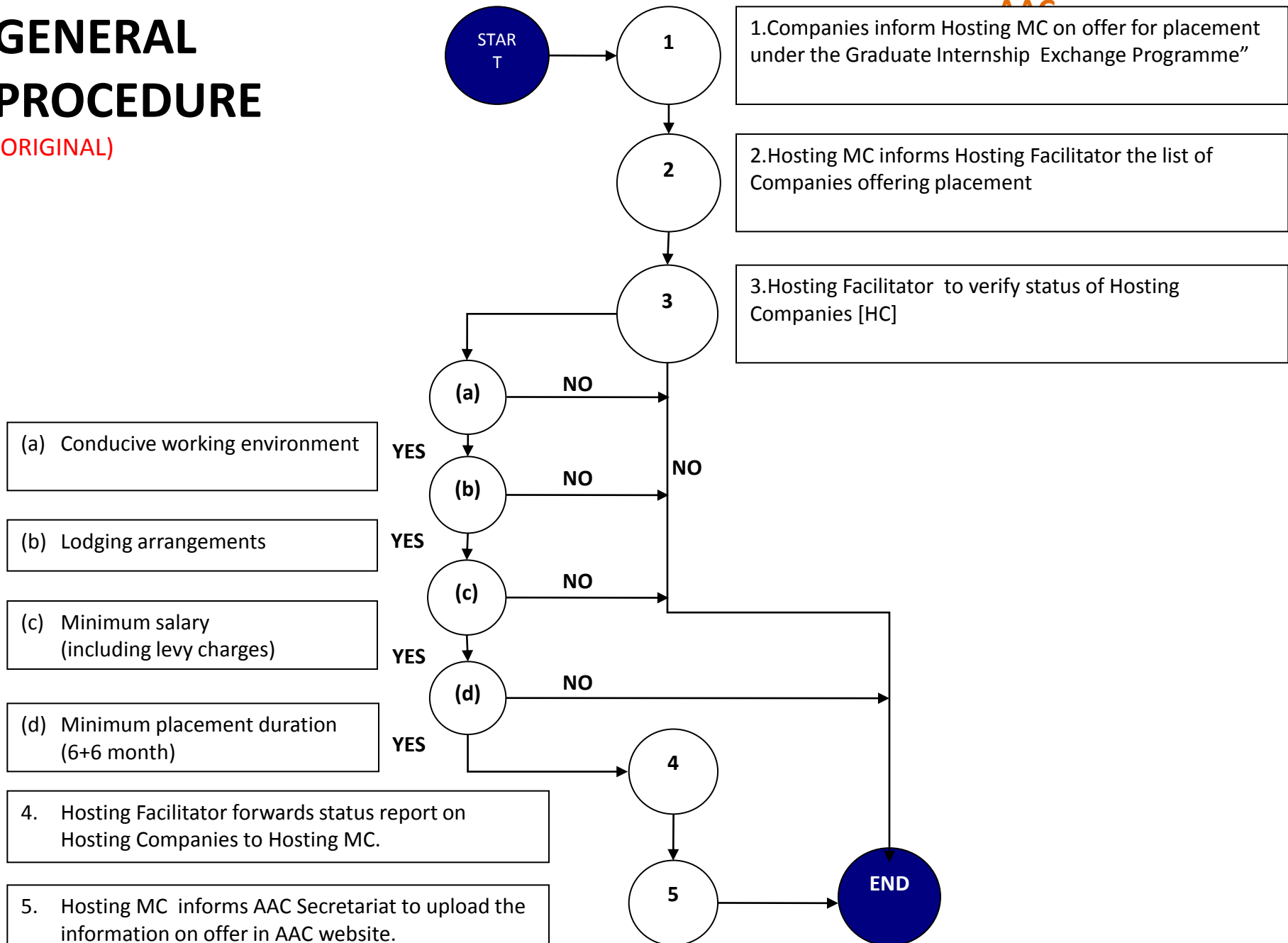
# **GUIDELINES** ...continue

## **2.0 Implementation Guide**

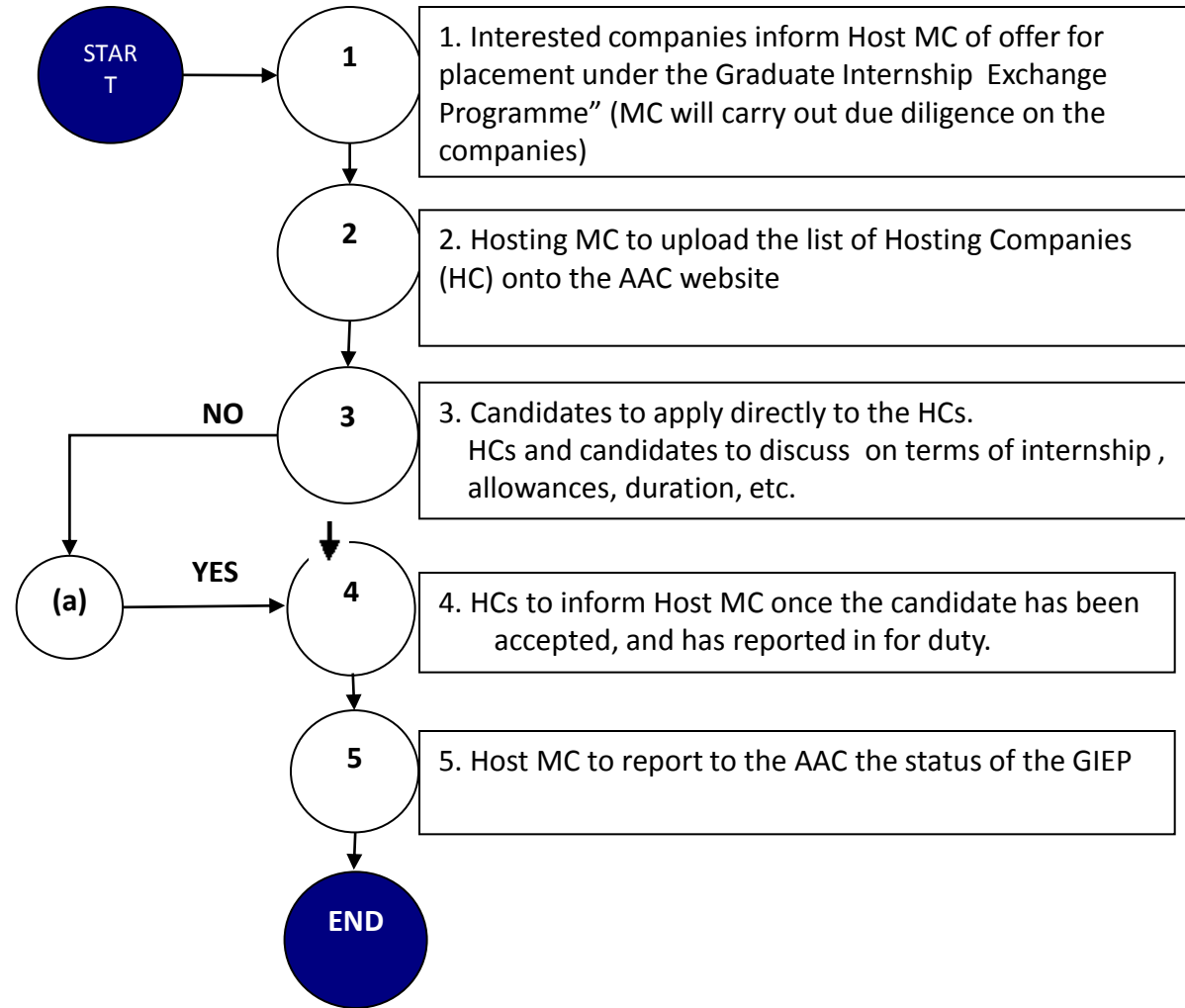
- 2.10 Monitoring Committee (MC) of each Member State (MS) invite companies in the respective MS to offer hosting of GIEP to Graduate Architects of ASEAN MS.
- 2.20 Hosting MC to conduct due diligence on the Hosting Companies [HCs], and recommend to AAC Secretariat to list the HCs in the AAC website.
- 2.30 Information on the recommended HCs to be made available at AAC website.
- 2.40 MCs from other MS to promote to their local graduates.
- 2.50 Applications to be submitted by the candidates directly to the HCs.
- 2.60 HCs to make offers directly to candidates, stating the arrangements on position, employment period, salary, relocation cost, immigration levy, taxation and other statutory subscriptions, boarding and other allowances, and advise Hosting MC accordingly once the offer is accepted by the candidate.
- 2.70 The HC to facilitate the required visa application.
- 2.80 HC to advise Hosting MC accordingly once the candidate has reported in as an intern.
- 2.90 HCs to advise Hosting MC on any modification to the terms of the internship of the candidates.
- 2.11 Hosting MC to report status of GIEP at AAC meetings.

# GENERAL PROCEDURE

(ORIGINAL)



# GENERAL PROCEDURE (revised)

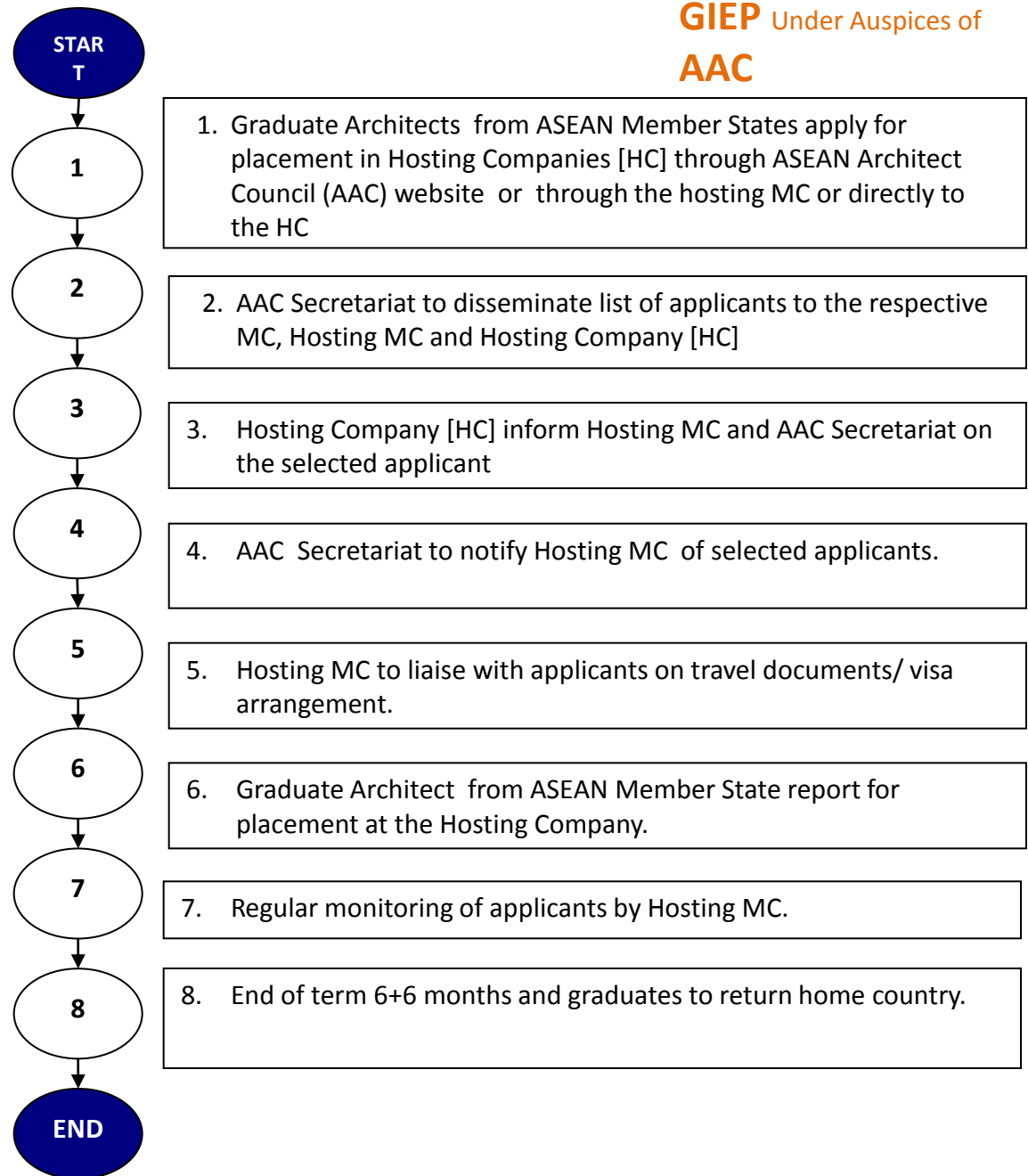


(a) HC and candidate to review and re-negotiate terms

# APPLICATION PROCEDURE FOR GRADUATES

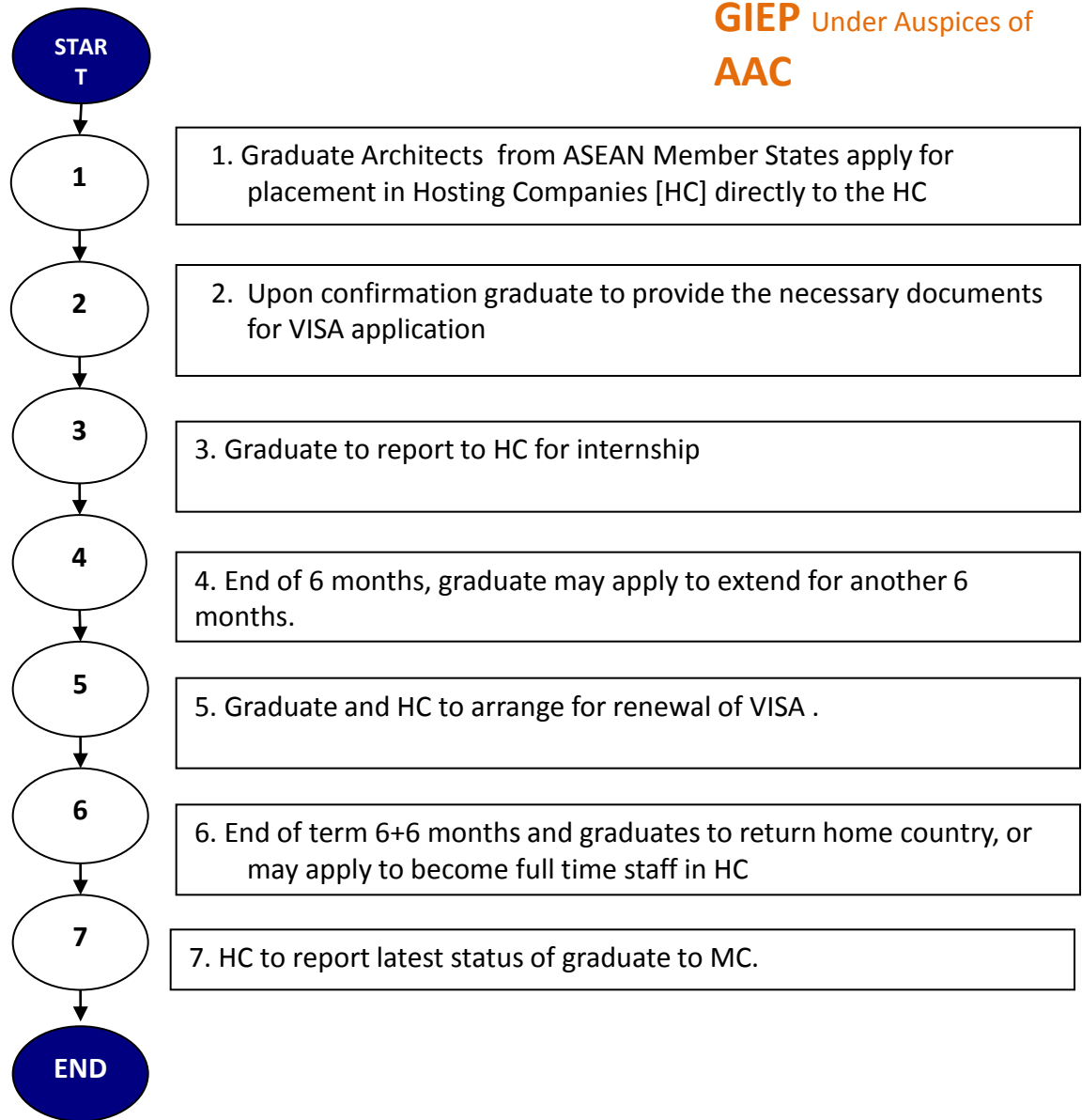
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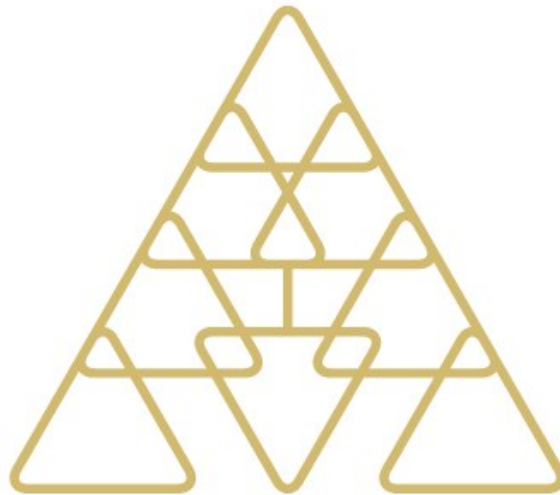


# APPLICATION PROCEDURE FOR GRADUATES (revised)

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Thank You



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