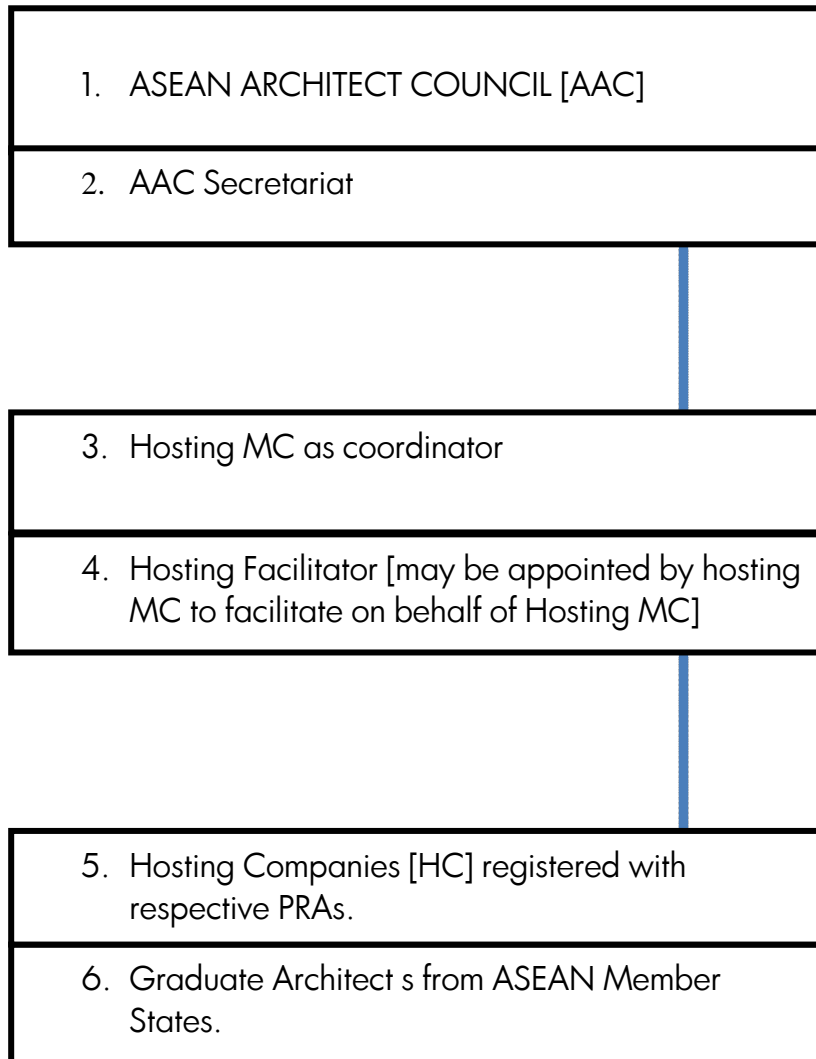


THE GRADUATE INTERNSHIP EXCHANGE PROGRAMME [GIEP]
Under Auspices of ASEAN ARCHITECT COUNCIL [AAC]
FLOW CHART ON PARTIES INVOLVED



THE GRADUATE INTERNSHIP EXCHANGE PROGRAMME [GIEP] Under Auspices of ASEAN ARCHITECT COUNCIL [AAC]

GUIDELINES

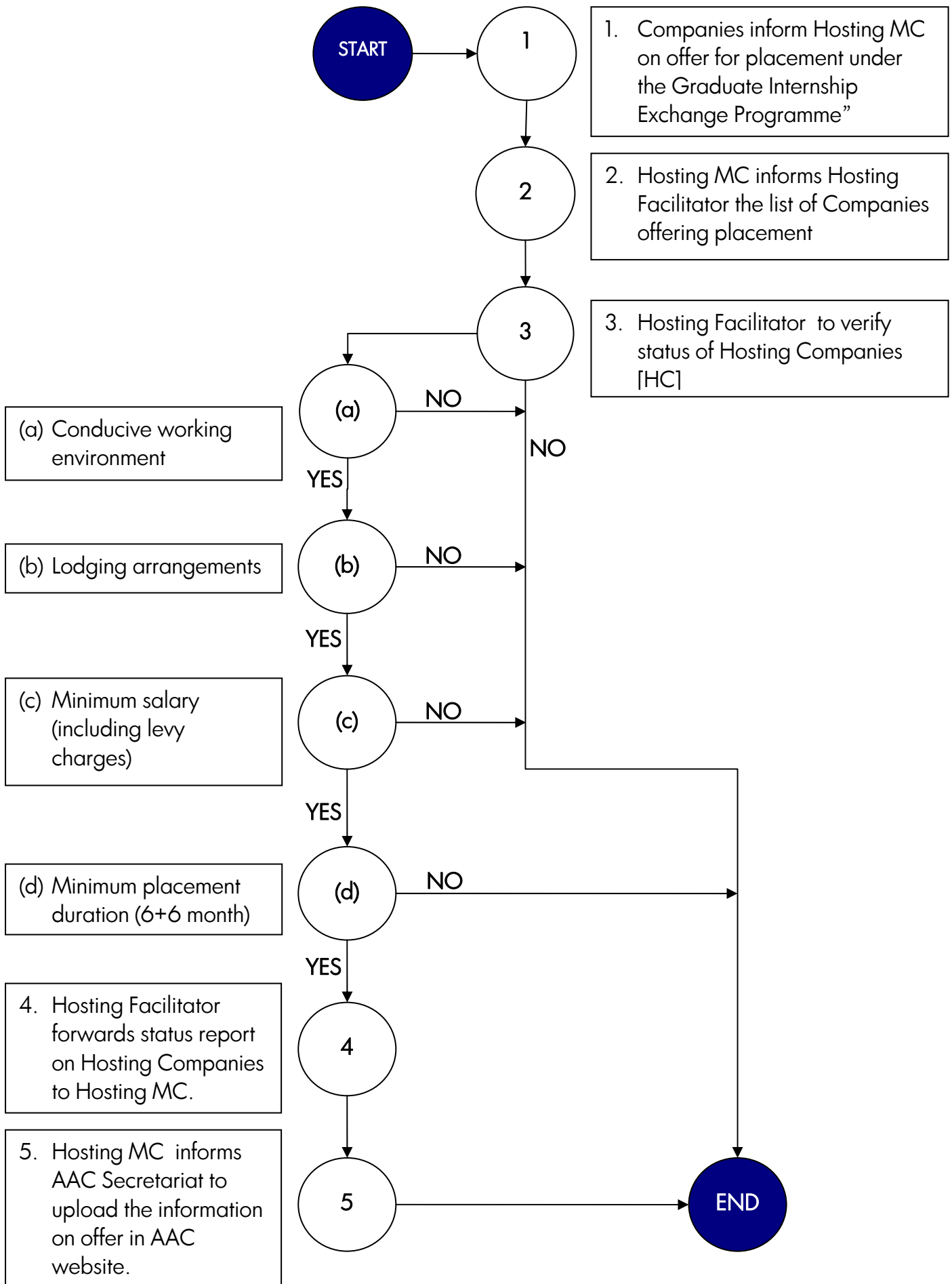
1. Preamble

- 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 two (2) years.
- 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.

2. Implementation Guide

- 2.1. MC of each MS invite companies in the respective MS to offer hosting of GIEP to Graduate Architects of ASEAN MS.
- 2.2. Hosting MC to conduct due diligence on the Hosting Companies [HCs], and inform to AAC Secretariat.
- 2.3. Information on the recommended HCs to be made available at AAC website.
- 2.4. MCs from other MS to promote.
- 2.5. Applications may be submitted by the candidates through Hosting MC or directly to the HCs.
- 2.6. HCs to make offers directly to candidates, stating the arrangements on position, employment period, remuneration, relocation cost, immigration levy, taxation and other statutory subscriptions, boarding and other allowances, and advise Hosting MC accordingly.
- 2.7. On the candidate's acceptance of the HC's offer, HC to report to the Hosting MC to facilitate the required visa application.
- 2.8. HC to liaise with the Hosting MC during the visa processing period and on success, to advise Hosting MC accordingly.
- 2.9. Hosting MC to schedule periodic reviews with the HCs and the candidates.
- 2.10. HCs to advise Hosting MC on any modification to the terms of the employment of the candidates.
- 2.11. Hosting MC to report status of GIEP at AAC meetings.
- 2.12. Hosting MC may liaise with another party to act on behalf of Hosting MC in facilitating the process of GIEP.

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FLOW CHART ON GENERAL PROCEDURE



THE GRADUATE INTERNSHIP EXCHANGE PROGRAMME [GIEP]
Under Auspices of ASEAN ARCHITECT COUNCIL [AAC]
FLOWCHART – APPLICATION PROCEDURE FOR GRADUATES

