



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

INTERNSHIP / PRACTICAL TRAINING PROGRAMME FOR THE YEAR OF 2025

Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs, Malaysia offers internship / practical training opportunities to Malaysian students who are currently pursuing Bachelor's Degree from Public / Private Institutions.

A. INTERNSHIP / PRACTICAL TRAINING ALLOWANCE: Subject To Financial Allocations

B. REQUIREMENTS:

1. Malaysian citizen;
2. A minimum of eighteen (18) years of age;
3. A **Bachelor or Degree** in a related field (International Relations / Linguistics / Economics or other related course)
4. Has excellent academic results (CGPA 3.00 and above) and shows high leadership qualities;
5. Able to work independently as well as part of a team and be able to perform any ad hoc tasks assigned by the supervisor;
6. Excellent command of English and Bahasa Malaysia (spoken and written);
7. Experienced in conducting research and having skills related to media is an added advantage; and
8. Creative and innovative.

C. HOW TO APPLY:

Interested candidates should send their applications to **vacancy@idfr.gov.my** by submitting the following documents:

1. **A complete resume with a passport size photo (includes qualifications and contact details);**
2. **A copy of the identification card;**
3. **A copy of the birth certificate;**
4. **A copy of the academic transcript; and**
5. **A letter of application from the university specifying the start and finish dates of the internship / practical training.**

Each application submitted by e-mail must be written as **"IDFR Internship / Practical Training Application"**.

Inquiries regarding this matter can be referred to the following officers at the Human Resource Management Unit, Management Services Division:

- | | |
|-----------------------------|--|
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**GUIDELINE FOR PLACEMENT OF STUDENTS
FROM INSTITUTIONS OF HIGHER EDUCATION
UNDERGOING INTERNSHIP / PRACTICAL TRAINING
AT THE INSTITUTE OF DIPLOMACY
AND FOREIGN RELATIONS (IDFR)**

**MINISTRY OF FOREIGN AFFAIRS MALAYSIA
INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MANAGEMENT SERVICES DIVISION
HUMAN RESOURCE MANAGEMENT UNIT**

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1. INTRODUCTION

The Institute of Diplomacy and Foreign Relations ("IDFR"), an agency of the Ministry of Foreign Affairs, is always open to receive applications for placement of students to undergo internship / practical training to fulfil a graduation requirement. These students will undergo internship / practical training according to the duration stipulated by their individual Higher Education Institutions ("IPT"). During this period, they will be exposed to authentic working experiences at IDFR and acclimate themselves to face various issues and challenges in the future.

2. OBJECTIVE

This guideline and explanation relate to the application of students from local and overseas IPT who intend to undergo internship / practical training at IDFR. In addition, this guide is meant to ease the process of selecting students based on criteria and conditions decided by the management of IDFR.

3. IMPLEMENTATION OF PROCEDURE

This guideline contains topics related to the implementation of procedures for internship / practical training for the relevant students as follows:

3.1 COORDINATOR AT IDFR

The Human Resource Management Unit (UPSM), Management Service Division (MSD) will coordinate applications for internship / practical training at IDFR.

3.2 PLACEMENT OF INTERNSHIP/ PRACTICAL TRAINING

- (i) Placement of internship / practical training will be managed by UPSM with the approval of the highest level of management at IDFR involved;

- (ii) Placement of internship / practical training is dependent on the relevant field and function of the Centre / Division involved. However, UPSM can determine placement from time to time based on the needs and vacancy of Centre / Division at IDFR;
- (iii) Available placements for undergoing internship / practical training are dependent on the infrastructural facilities, supervising suitability, and financial capability at IDFR;
- (iv) Based on Circular JPA(L)S.175/4/4-2 Klt.4 (21) dated 6 September 2019, the relevant Centre / Division must prepare a list and table of duties as well as work goals for the student undergoing internship / practical training;
- (v) Students may not be recruited to fill vacant positions, or to perform the duties of permanent officers; and
- (vi) Students are temporary workers fulfilling specific tasks or output. Work that can be carried out include projects, ad hoc or seasonal work.

3.3 CONDITIONS AND CRITERIA FOR SELECTION OF IPT STUDENTS

The selection criteria for students are as follows: -

- (i) Students are **Malaysian citizens**;
- (ii) A minimum of eighteen (18) years of age;
- (iii) Students undergoing studies at a local or overseas IPT with a Bachelor's Degree in a related field (International Relations / Linguistics / Economics or other related course) that **must** conduct their internship / practical training **as the student's graduation requirement**;
- (iv) **Excellent current academic results; with a minimum of CGPA 3.00 and above**;

- (v) Possess high leadership qualities and have active involvement in various extra-curricular activities;
- (vi) Excellent command of Bahasa Malaysia and English (spoken and written) as well as excellent interpersonal skills;
- (vii) Able to work independently as well as part of a team and be able to perform any ad hoc tasks assigned by the supervisor;
- (viii) Experienced in conducting research and having skills related to media is an added advantage; and
- (ix) Able to acclimate and work in a multicultural environment.

3.4 APPLICATION PROCESS TO UNDERGO INTERNSHIP / PRACTICAL TRAINING

The application process to undergo internship / practical training is as follows (summary in Diagram 1):

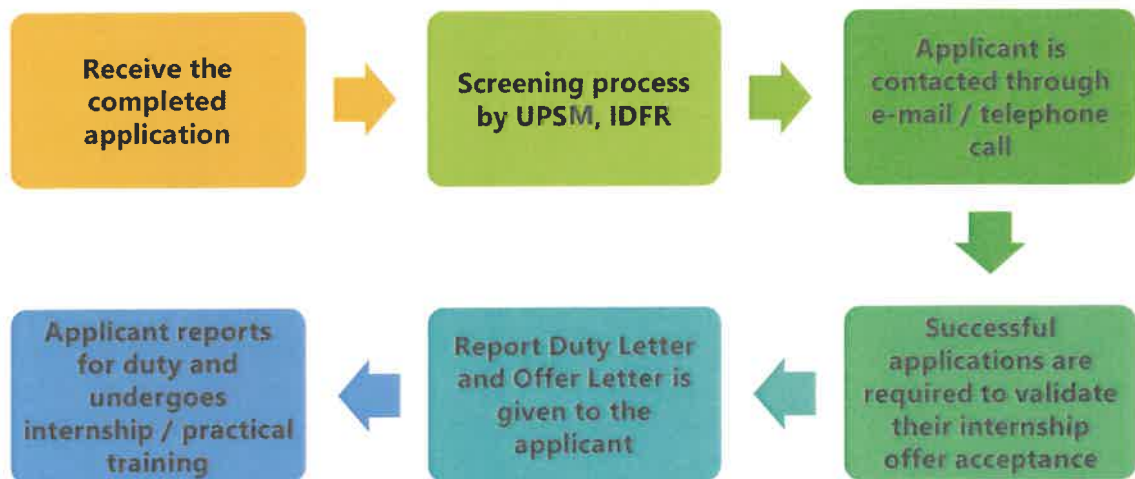


Diagram 1: Application process for Internship / Practical Training

- (i) The application must be presented (soft copy) through an e-mail addressed to **vacancy@idfr.gov.my** by the student. The content of the e-mail must validate the student's status as a student at a relevant educational institute currently undergoing a Bachelor's degree with an internship / practical training as a graduation requirement for applicants. Other documents that must be submitted with the aforementioned letter are as follows:
 - a) A **complete resume with a formal passport-size photo** (which includes academic qualifications and contact details such as phone number and e-mail address);
 - b) A copy of the **identification card**;
 - c) A copy of the **birth certificate**;
 - d) A copy of the **academic transcript**; and
 - e) A letter of application from the university specifying the start and finish dates of the industrial training.

Each application submitted by e-mail must be written as **"IDFR Industrial Training Application"**.

- (ii) Any failure to meet the document requirement as stated in Paragraph 3.4 (i) will result in hampering the intake as per this guideline;
- (iii) Applications that do not fulfil the conditions and criteria as stated in paragraph 3.3 will not be considered;
- (iv) IDFR has the right to not state any reasoning if the applications are not deliberated; and
- (v) Each successful application will be informed through e-mail or telephone call by UPSM. Applicants are required to give a confirmation of the offer

and the placement result will be informed through a Duty Report Letter and Offer Letter to undergo Internship / Practical Training at IDFR.

3.5 CONDITIONS AND RULES WHEN UNDERGOING INTERNSHIP/ PRACTICAL TRAINING

After receiving approval to undergo internship / practical training, students must obey the conditions and rules as follows:

3.5.1 REPORTING FOR DUTY

- (i) For students undergoing internship / practical training at the Institute, students must report for duty at UPSM, IDFR on the first day which has been stated in the Duty Report Letter and Offer Letter as address stated:

**UNIT PENGURUSAN SUMBER MANUSIA,
BAHAGIAN KHIDMAT PENGURUSAN,
INSTITUT DIPLOMASI DAN HUBUNGAN LUAR NEGERI,
TINGKAT 9, BLOK C,
JALAN WISMA PUTRA,
50460 W. P. KUALA LUMPUR.**

- (ii) Any postponement of the reporting for duty is not allowed. If the student is unable to report on the specified date, a request for postponement must be submitted via an official letter at least fourteen (14) days prior to the reporting date for consideration and approval by the Director of the Management Services Division, IDFR, at the address provided in paragraph 3.5 (i) of these guidelines. When reporting for duty, students are required to submit the following documents:
- (iii) Upon reporting for duty, the student is required to submit the following documents:
 - (a) A copy of the identification card; and

- (b) A copy of the bank statement.

Briefing Session

- (iv) Students must attend a briefing session which will be conducted by UPSM relating to the general rules that must be obeyed by every student throughout the duration of their internship / practical training at IDFR;
- (v) Every student will be scheduled to sign the Official Secrets Act 1972 and Agreement Letter; and
- (vi) Students will be given a tour of the IDFR complex together with a familiarisation session with the IDFR staff.

3.5.2 STUDENT DISCIPLINE

IDFR has the right to end the period of internship / practical training at any time for any student who does not obey the guidelines as follows:

- (i) Students must obey all orders and Government Regulations, the Official Secrets Act and the Safety Order that is used in IDFR;
- (ii) During the duration of the internship / practical training, students are beholden to the University Act and University College Act 191 (Amendment 2012); IPTS Act 1996 (Act 555) and the Education Act 1996 (Act 550) as well as all regulations;
- (iii) Students must obey working hours as outlined for civil servant working hours which is in effect based on the *Pekeliling Perkhidmatan Bilangan 5 Tahun 2019 – "Pelaksanaan Waktu Bekerja Fleksi (WBF) Di Agensi Kerajaan Persekutuan"*;
- (iv) Students must record their attendance through a punch card both before and after working hours, and obtain permission from

the Supervising Officer if leaving the office for any matter during working hours; and

- (v) Students must obey clothing etiquette as outlined in *Peraturan 6.(1) Peraturan-Peraturan Pegawai Awam (Kelakuan & Tatatertib) 1993*.

3.5.3 OTHER AMMENITIES

- (i) Students are responsible for managing their own accommodation, transportation, and other daily necessities throughout the duration of the industrial training / internship;
- (ii) Students are advised to bring adequate necessities/equipment, especially a personal laptop;
- (iii) IDFR is not responsible for providing financial aid to the students; and
- (iv) Students may apply for leave with the permission of the Supervising Officer, without pay.

3.5.4 ALLOWANCE FOR STUDENTS

- (i) Internship / practical training students will receive an allowance of RM5.00 per hour limited to a maximum of 90 days;
- (ii) The total working hours are nine (9) hours, including one (1) hour break and students will only be paid for the eight (8) working hours;
- (iii) Students are not eligible to be paid overtime;
- (iv) Students will receive their allowance based on working days only and will not include public holidays and weekends; and

- (v) For students who are undergoing internship / practical training at IDFR, the Allowance Claim Form must be filled out and reviewed before being submitted to UPSM, MSD to be processed, complete with all supporting documents (printed in colour).

3.5.5 PREPARATION OF INDUSTRIAL TRAINING / PRACTICAL REPORT

- (i) The student must prepare the industrial training / internship report as required by the university and submit it to the supervisor within the specified timeframe;
- (ii) All reports of the internship / practical training must be reviewed and receive the approval of the Supervising Officer first before submitting to the university;
- (iii) One (1) copy of the report must be submitted to UPSM / individual Supervising Officer as late as 14 days after terminating the practical training at IDFR; and
- (iv) The Industrial Training / Internship Certificate of Appreciation will be issued to the student after they submit one (1) copy of the report along with the related documents to UPSM.

4.0 SECRETERIAT

Inquiries regarding this matter can be referred to the following officers of UPSM:

- (i) YM Raja Azrin Raja Azman
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Prepared by:

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