

Name	Internship Policy and Procedures	Policy & Procedures	HR-
		Revision	
		Implementation Date	
Page	1 to 4	Update Date	
SOP Owner	A Bank's HR Department	Approval	Head of HR

SECTION 1: INTENTION

The aim of introducing internships is to create benefit for both parties – the Bank and the intern – by allowing recent university graduates to gain their first experience of working for the Bank and to ensure the completion of specific tasks, which are useful to the Bank.

The purpose of this Policy is to establish an approach to manage internships at the Bank and to create clear guidelines for planning, application, selection, processing evaluation and completion of. The responsibility for overall management and coordination of the internship program lays with the Human Resources Department.

1.1 Responsibilities of A Bank's Management and HOD

1.1.1 Set clear objectives for Intern position

1.1.2 Assign relevant tasks and duties

1.1.3 Assign mentor to evaluate the working activities of Intern

1.1.4 Intern feedback to Human Resources Department

1.2 Responsibilities of Intern

1.2.1 Follow Bank policies and procedures with regard to time, regulations, code of conduct and dress code

1.2.2 Write report of the internship placement at the end of internship

SECTION 2 : TYPE OF INTERNSHIP

The Internship Policy applies to the paid and unpaid internship unless specified otherwise.

2.1 Unpaid Intern

Normally, the intern shall not be entitled monthly salary and other privileges and benefits include Computer, Leave entitlement, Ferry arrangement, Bonus and allowances.

2.2 Paid Intern

In case, Management of the Bank decides to pay any to the intern, the following salary and benefit to be paid or other designated benefit.

Description	Paid Intern	Unpaid Intern
Salary	150,000 MMK	0
Transportation Allowance	25,000 MMK	0
ID card and Lanyard	Yes	Yes
Workspace	Yes	Yes
IT Equipment	No	No

SECTION 3 : ELIGIBILITY AND SELECTION CRITERIA

3.1 Myanmar Nationality Only

3.2 Completed Bachelor Degree or pursuing in Final Year of Undergraduate or Graduate Program

3.3 Good Academic record

3.4 Able to commit to internship for minimum 1 month or 2 months and subject to the project assignment

SECTION 4: PROCESS

4.1 Announcement

4.1.1 Announcement for the internship program shall be made with the approval of Senior Management but announcement shall not be mandatory. It shall be published on Internal Channel, A Bank Website, Job net and appropriate social media platforms.

4.1.2 A Bank shall consider the request from other Institutes or Universities or referral of colleagues.

4.2 Intern Requisition from Host Department or Branch

4.2.1 Host Department or Branch shall complete the Intern Requisition Form and submit to Human Resources Department. (Not Compulsory)

4.3 Submission of Application

4.3.1 Applicant must submit their application form with the attachment of resume, cover letter and if required provide a recommendation letter from the University or College to HR Department

4.4 Selection and Interview

4.4.1 Human Resources Department makes a selection of interns on the basis of received application forms and if necessary, an interview

4.4.2 Selection panel consist of at least one representative of Human Resources Department and one representative of the hosting Department. Upon deemed necessary, other experts can be added.

4.4.3 Selection panel shall assess the eligibility of the applications and each eligible application on the basis of the defined selection criteria.

4.4.4 The decision on intern's selection shall be based on the evaluation report carried out by the selection panel

4.4.5 The respective Head of Department or Unit, in which the internship position is to be hosted, makes the final decision concerning the selection of the applicant for the internship position.

4.5 Offer and Acceptance



4.5.1 Only successful candidates will be sent offer letter directly or through Universities or Colleges by Human Resources Department

4.5.2 The candidate shall accept or reject offer for intern position within 3 working days after receiving offer letter

4.6 Onboarding Process

4.6.1 Human Resources Business Partner shall notify to Enterprise Administration Department for Office Access Card and workplace

4.6.2 The selected intern shall be conducted an orientation by Human Resources Department and NDA and Code of Conduct shall be signed by selected intern

4.7 Reports and Completion Certificate

4.7.1 The host department shall submit progress report and evaluated report to Management through Human Resources Department. If the host department fail to submit, the intern shall not be received completion certificate.

4.7.2 The intern shall submit internship journey report to Management through Hosting Department and Human Resources Department. If the intern fails to submit report, the intern shall not be received a certificate of completion.

SECTION 5 : ROLES AND RESPONSIBILITIES

Process of the Internship Program	Step	Role and Responsibilities	
	Step-1	Internship Program Announcement	HR
	Step-2	Internship Requisition Form	Head of Host Department
	Step-3	Internship Application Form	Candidate

Application and Selection Process	Step-4	Selection and Interview	HR and Host Department
	Step-5	Offer and Acceptance	HR and Candidate
Onboarding	Step-6	Onboarding	HR , Admin and Candidate
Reports and Completion Process	Step-7	Reports and Completion Certificate	HR, Host Department and Candidate

SECTION 6: PRINCIPLES

6.1 The internship shall be beneficial for an intern by:

6.1.1 Providing an opportunity to put into practice the knowledge acquired during his/her studies and professional career.

6.1.2 Providing an opportunity to work in a multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance

6.2 The internship shall be beneficial for the Bank by;

6.2.1 The contribution of an intern performing specific tasks for the Bank

6.2.2 The Internship program helps the Bank's branding in reputed educational institutes.

6.3 A Bank reserves the right to terminate an internship without notice if the required standards of behavior and code of conduct are not met

6.4 Working Hours

Standard working hour: 9 AM to 5 PM (Monday to Friday)

6.5 The intern shall return all records, files, items and equipment which may have been issued by the Bank

SECTION 7: EMPLOYMENT RIGHT

Whether intern is entitled to employment rights depends on organizational requirement and shall go through existing recruitment procedures.

7.1 Proposal by Intern or Offer by Department for employment in A Bank

7.1.1 Requirement

(i) Vacant in relevant department

(ii) Conduct Interview by Head of Department and Human Resources

7.1.2 Employment Confirmation will be aligned with existing pay structure

(i) Associate Position for Local Degree Holder

(ii) Assistant Supervisor Position for Foreign Degree Holder (Local Campus)

(iii) Supervisor Position for Foreign Degree Holder (Foreign Campus)