

INTERNSHIP PROGRAMME AT THE ASIAN INTERNATIONAL ARBITRATION CENTRE (MALAYSIA) (AIAC)

Internship Period: Between January to December 2025

Overview

The internship programme at the Asian International Arbitration Centre (Malaysia) (“AIAC”) is designed to provide local and foreign undergraduate students with an opportunity to undergo institutional and practical experience in arbitration and other Alternative Dispute Resolution (ADR) mechanisms. We aim to expose our interns to the technicalities of arbitration and ADR from the institutional and industry perspectives while simultaneously equipping them with the necessary skillsets for building a career in this field.

Key Features

1. The internship programme is performed on a full-time basis where interns are expected to work five days a week from Monday to Friday during normal working hours between 8.30 a.m. and 5.30 p.m., to carry out tasks assigned within the AIAC Legal Services Department.
2. Interns are expected to undertake tasks in relation with the administration of ADR cases and ongoing projects of the AIAC, which include, amongst others:
 - a) assisting in research and preparation of legal and administrative texts or studies on international/domestic arbitration and other ADR mechanisms;
 - b) assisting in the analysis of ADR case laws;
 - c) undertaking *ad hoc* legal and administrative tasks as assigned;
 - d) assisting in drafting promotional materials, website and publication-related contents; and
 - e) assisting in the planning and execution of the AIAC’s projects and ADR-related events.
3. Where there are networking opportunities during the internship period, interns are encouraged to meet and engage with members of the ADR fraternity to enhance their knowledge and gain practical insights of this industry.

Completion of Internship Programme

Before completing an internship at the AIAC, interns will be required to submit a short report or presentation on arbitration and/or any ADR mechanism of their choice. The report or presentation should focus on the areas covered during the internship programme and

highlight specific insight in that particular area with the experience they have gained as an intern in respect thereof.

Interns are required to participate in a completion interview with their supervisor wherein the interns will be given a Certificate of Completion.

Submission of Applications

In line with our commitment to diversity and inclusion, the AIAC accepts application from local and foreign undergraduates in Malaysia and overseas. Applicants are required to submit the following documents (where applicable) to the AIAC's Head of Human Resources, Ms. Indira Naidu at careers@aiac.world:

- a) duly completed AIAC Internship Application Form;
- b) curriculum vitae with a passport-sized photograph;
- c) letter of reference from the applicant's University, College or higher learning institution;
- d) preferred internship period, duration (minimum 3 months internship for local candidates and minimum 6 months for foreign candidates is recommended) and commencement dates between January to December;
- e) areas of research interest;
- f) a one-page cover letter explaining the applicant's interest to participate in the internship programme at the AIAC; and
- g) a writing sample, preferably on arbitration or any other ADR-related topic.

Qualifications

- a) Second and final year undergraduate graduate law student with excellent academic records;
- b) Proficient in English (ability to communicate effectively in multiple languages is an advantage);
- c) Competent in computer literacy and IT navigation;
- d) Excellent organisational and communication skills;
- e) Knowledge of or exposure to ADR and the legal profession is valuable.

Outcomes

Throughout the internship period, interns will gain exposure to:

- a) the role of the AIAC as an ADR provider in Malaysia and globally;

- b) the various sources of law governing arbitration, adjudication, mediation and other ADR mechanisms, with a particular focus on the Malaysian context;
- c) an understanding of the procedural aspects of the different ADR mechanisms;
- d) opportunities to observe and experience the application of institutional knowledge in the conduct of arbitration, mediation and adjudication matters;
- e) potential opportunities, where available, to observe and participate in actual arbitration, mediation and adjudication proceedings;
- f) recent developments in the ADR industry;
- g) the role and work of law firms and parties involved in filing of with the AIAC;
- h) skills in drafting and advocacy;
- i) development of communication, analytical, problem-solving and organisational skills;
- j) active participation in projects carried out by the AIAC's Young Practitioners Group (YPG); and
- k) access to a broad global network of past and current AIAC interns and staff.