

No. 5(1) SEA/2012

Islamabad, the February 28, 2012

**OFFICE MEMORANDUM**

**SUBJECT: Developing Countries Scholarship Programme for the academic years 2012, Indonesia.**

The undersigned is directed to refer to the subject cited above and to state that the Ministry of Education and Culture, Republic of Indonesia has invited nominations for the **fully funded** subject Master Degree Scholarship Programme. The Kemitraan Negara Berkembang Scholarship is conducted in following Programme.

- i. Humanities
- ii. Engineering
- iii. Social Sciences
- iv. Multi-Disciplinary Studies
- v. Agriculture Sciences

The application form along with details is enclosed.

2. The eligibility criteria and objectives of the course are as under:

**Eligibility Criteria**

- Maximum age is 35 years old;
- Posses a bachelor degree or equivalent;
- Have a TOEFL score of 450 or equivalent;
- Prior to the departure to Indonesian, the successful candidates will be required to sign a statement letter provided by the KNB scholarship Management

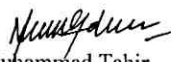
**Objectives**

- Promoting deeper cultural understanding among developing countries;
- Strengthening the relationship and mutual cooperation among the participating countries;
- Contributing to the development of human resource quality.

3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **April 16, 2012**, positively.

Incomplete / late submission of documents / nomination will not be entertained.

Moreover, deliberate provision of any wrong information on the part of the candidate shall be reviewed seriously.

  
Muhammad Tahir  
Section Officer (SEA)  
Ph: 9202084

**MOST IMMEDIATE**

No. 2(29)/2008-Admn-I  
Government of Pakistan  
Ministry of Commerce

<><><>

Islamabad, the 6<sup>th</sup> March, 2012

**C I R C U L A R**

Copy of EAD's O.M No. 5(1)Sea/2012 dated 28-02-2012 is forwarded with the request that nominations of suitable officers duly approved/recommended by their senior respective officers may kindly be forwarded to Admn-I Section latest by **06-04-2012**.

  
(MARIA KAZI)  
Section Officer (Admn-I)

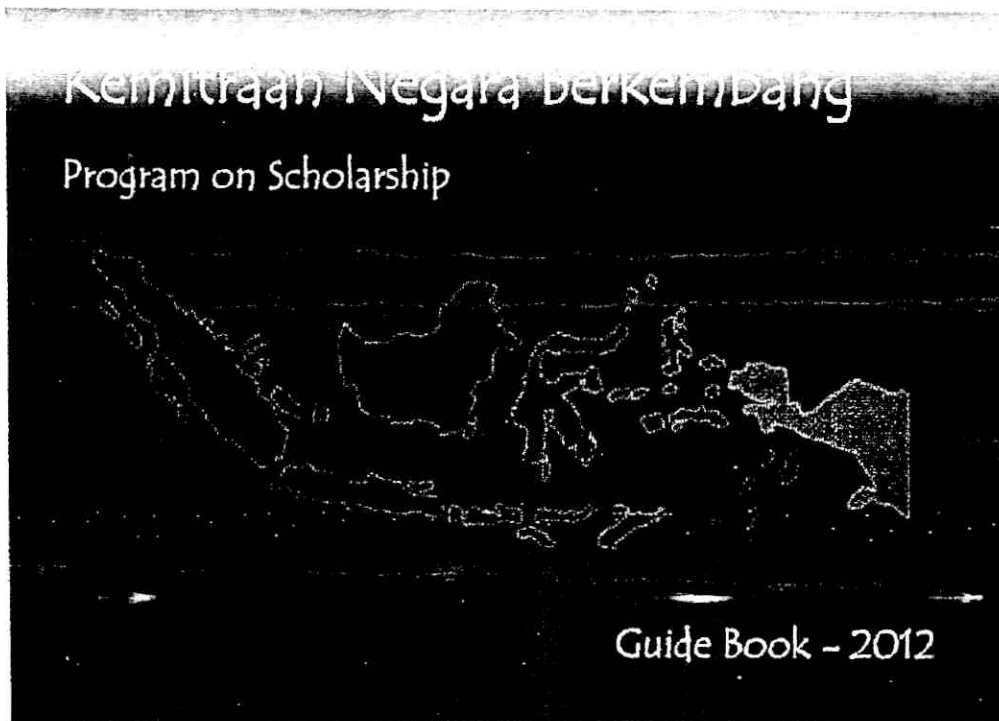
4. Secretary, Ministry of Defence, Rawalpindi.
5. Secretary, Defence Production, Rawalpindi.
6. Secretary, Establishment Division, Islamabad.
7. Secretary, Finance Division, Islamabad.
8. Secretary, Ministry of Foreign Affairs, Islamabad.
9. Secretary, Ministry of Housing & Works, Islamabad.
10. Secretary, Ministry of Information & Broadcasting, Islamabad.
11. Secretary, Ministry of Information Technology & Telecommunication, Islamabad.
12. Secretary, Ministry of Interior, Islamabad.
13. Secretary, Ministry of Kashmir Affairs & Northern Areas, Islamabad.
14. Secretary, Ministry of Law, Justice & Human Rights, Islamabad.
15. Secretary, Ministry of Narcotics Control, Islamabad.
16. Secretary, Ministry of Parliamentary Affairs, Islamabad.
18. Secretary, Planning & Development Division, Islamabad.
19. Secretary, Ministry of Ports & Shipping, Islamabad.
20. Chairman, Privatization & Investment Commission, Islamabad.
21. Chairman, Federal Board of Revenues, Islamabad.
22. Secretary, Statistics Division, Islamabad.
23. Secretary, States & Frontier Regions, Islamabad.
24. Secretary, Ministry of Textile Industry, Islamabad.
25. Secretary, Ministry of Industries, Islamabad.
26. Secretary, Ministry of Production, Islamabad.
27. Secretary, Capital Administration & Development Division CADD, Islamabad.
28. Secretary, Inter-Provincial Coordination Division (IPCD), Islamabad.
29. Secretary, Ministry of National Heritage and Integration, Islamabad.
30. Secretary, Ministry of National Disaster Management, Islamabad.
31. Secretary, Ministry of Human Resource Development, Islamabad.
32. Secretary, Inter-Provincial Coordination Division (IPCD), Islamabad.
33. Secretary, Ministry of National Food Security and Research, Islamabad.
34. Joint secretary (Admn), Prime Minister's Secretariat (Public), Islamabad.
35. Chairman, Higher Education Commission, Islamabad.

Copy forwarded for similar action to:-

1. Chairman, P&D Board. Govt. of Punjab, Lahore.
2. Additional Chief Secretary, P&D Deptt. Govt. of Sindh, Karachi.
3. Additional Chief Secretary, P&D Deptt. Govt. of Balochistan, Quetta.
4. Additional Chief Secretary, P&D Deptt. Govt. of KPK, Peshawar.
5. Chief Secretary, Govt. of AJK, Muzaffarabad.
6. Chief Secretary, Northern Areas, Gilgit.
7. Joint Secretary (Training), Establishment Division, Islamabad.
8. Section Officer (Admn), EAD.



Directorate of Institutional Affairs And Cooperation  
Directorate General of Higher Education  
Ministry of Education And Culture  
Republic of Indonesia





## Forewords

Directorate General of Higher Education Ministry of Education and Culture of the Republic of Indonesia has been running the Developing Countries Partnership program on April 1996 until 2006. The program has been providing various opportunities for students of developing countries including students of various Asian countries, Africa, and also South America have been awarded a Master Degree in various fields from 13 major universities in Indonesia.

The program is very important as not only to generate future leader in those specific regions but also tighten the relationship among developing countries. We in Indonesia believe that good relation among countries is started with good relationship among their people. To support the continuous success of the KNB scholarship program, we proudly publish this guide book. The book contains most useful information for every prospectus students interested in applying this program.

We also hope that this book will be in handy to assist the KNB Scholarship students who to understand and comply with the KNB scholarship policy and regulation.

Thank you

Achmad Jazidie  
Director of Institutional Affairs and  
Cooperation



## 1. Background

The Tenth Conference of Heads of States of Non-Aligned Movement (NAM) countries commenced in Bandung from 1<sup>st</sup> – 6<sup>th</sup> September 1992 concluded, among others, the idea of scholarships provided by the Ministry of Education and Culture. In 1993 the Government of the Republic of Indonesia started offering postgraduate (master degree) scholarships to students from the NAM countries.

Since 2002, after the cold war ended, the program had been offered not only to the NAM member countries, but also to the developing countries such as Thailand, Fiji, South Korea, Suriname, Guyana, Turkey, Vietnam, and Vanuatu. In fact, this program has attracted more applicants, and by 2009 was recorded that 476 students from 42 countries had been awarded this scholarship.

Due to the international political escalation, the use of the term "NAM" was considered irrelevant. Therefore, the program had been changed to *Beasiswa Kemitraan Negara Berkembang (KNB)* or Developing Countries Partnership program on Scholarship.

## 2. Objectives

The objectives of the scholarship are:

- Promoting deeper cultural understanding among developing countries;
- Strengthening the relationship and mutual cooperation among the participating countries;
- Contributing to the development of human resource quality.

## 3. Study Program

The scholarship is provided for foreign students to do their Master Degree program in one of 13 prominent universities in Indonesia on study programs as listed below:

### a. Fields of study

(Be advised that not every university offers the following fields of study)

HUMANITIES	
1. Literary studies	4. Philosophy
2. Linguistics	5. Anthropology
3. History	6. Cultural studies



### ENGINEERING

- |                                    |                            |
|------------------------------------|----------------------------|
| 1. Chemical Engineering            | 6. Geological Engineering* |
| 2. Civil Engineering               | 7. Informatics Engineering |
| 4. Electrical Engineering          | 9. Engineering             |
| 5. Naval Architecture & Marine Eng | 10. Mechanical Engineering |

### SOCIAL SCIENCES

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1. Public Administration       | 7. Communication & Media Studies |
| 2. Political Science           | 8. International Relations       |
| 3. Sociology                   | 9. Accounting                    |
| 4. Psychology                  | 10. Management                   |
| 5. Law                         | 11. Community Empowerment        |
| 6. Economics/Development Study |                                  |

### MULTI-DISCIPLINARY STUDIES

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| 1. Performing Arts & Arts Studies | 3. Comparative Religious Studies |
| 2. Tourism Studies                | 4. Bio Technology                |



### EDUCATION

- |   |  |
|---|--|
| 1. Indonesian Education                           | 7. Applied Linguistics                 |
| 2. Educational Science                            | 8. History Education                   |
| 3. Social Science Education                       | 9. Instructional Education             |
| 4. Natural Science Education                      | 10. Educational Management             |
| 5. Educational Research                           | 11. Educational Science and Technology |
| 6. Out of School Education/<br>Informal Education | 12. Vocational & Technology Education  |

### SCIENCES

- |                   |                           |
|-------------------|---------------------------|
| 1. Biology        | 8. Statistics             |
| 2. Physics        | 9. Environmental Sciences |
| 3. Geography      | 10. Public Health         |
| 4. Chemistry      | 11. Sports sciences       |
| 5. Remote Sensing | 12. Medical Studies *     |
| 6. Computer       | 13. Pharmacy Studies      |
| 7. Mathematics    | 14. Nursing               |

### Agricultural Sciences

- |                              |                                    |
|------------------------------|------------------------------------|
| 1. Plant Pathology           | 8. Veterinary Science              |
| 2. Agronomy                  | 9. Agricultural Engineering        |
| 3. Soil Sciences             | 10. Marine Science                 |
| 4. Forestry                  | 11. Fisheries                      |
| 5. Entomology                | 12. Animal Science                 |
| 6. Agricultural Economics    | 13. Estate Crop Product Technology |
| 7. Food Science & Technology |                                    |



b. Period of study

No.	Program	Period
1.	Indonesian Language	8 months
2.	Master Preparatory Programs	4 months
3.	Master Programs	24 months (4 semesters)

#### 4. Learning Process

a. Lecture

Language instruction in lectures is recommended in Bahasa Indonesia.

b. Thesis

Thesis should be written in Bahasa Indonesia unless the university suggested otherwise.

c. Research

Research should be carried out in Indonesia.

#### 5. Scholarship coverage

a. Financial Assistance

I. Settlement Allowance of Rp.1.000.000,- will be given upon arrival in Indonesia; **± 100 USD**

II. While taking the Indonesian language course and preparatory programs, a student will receive Rp. 1.650.000,-/month (cost of living only); **± 165 USD**

III. During their Master Programs in Indonesia, the students will receive monthly allowances as follows:

(1) Living Allowance	= Rp. 1.650.000,-	<b>± 165 USD</b>
(2) Research Allowance	= Rp. 400.000,-	<b>± 40 USD</b>
(3) Books Allowance	= Rp. 350.000,-	<b>± 35 USD</b>

IV. The scholarship will be provided for a maximum of 36 months period of study;

V. A round-trip international airfare (economy class) from the international airport of the student's home countries to Indonesia, including local transport to the host university;

\* Note: Other expenses beside those mentioned above will be borne by the students.

b. Health Insurance

I. The student is subjected to a health insurance;

II. Health Insurances shall cover selected medical services with a maximum of Rp.150.000,- monthly premi; **± 15 USD**

III. In case of the cost of medical services exceeded to those covered by the health insurance, the difference should be borne by the student.





## 6. Requirements

- a. Maximum age is 35 years old;
  - b. Posses a bachelor degree or equivalent;
  - c. Have a TOEFL score of 450 or equivalent;
  - d. Complete the on-line application form;
- statement letter provided by the KNB Scholarship management.

## 7. Application Procedure

### a. Required Documents:

- (1) Nomination letter from the Indonesian Embassy in the respective country;
- (2) Nomination letter from the respective government official;
- (3) 2 Academic Recommendation letters;
- (4) Scanned passport (personal data page only) or birth certificate;
- (5) Scanned bachelor certificate and academic transcripts (in English);
- (6) Scanned TOEFL score certificate obtained within the last 2 Years;
- (7) Scanned Medical Statement.

### b. Procedure:

- (1) Download Invitation letter from the KNB Scholarship website;
- (2) Bring the Invitation letter, Passport or Birth Certificate, Academic Certificates and Academic Transcripts to the Indonesian Embassy to acquire the nomination letter;
- (3) Complete the on line application process;
- (4) Selection process;
- (5) The Selection Results will be published in the KNB Scholarship Website and through the Indonesian Embassy Publication channel;

## 8. Schedule

- a. The application process must be completed no later than end of April;
- b. Selection will be conducted on May;
- c. The selection result will be announced by the end of May;
- d. The students should have arrived in Jakarta by the end of August;
- e. Orientation will be organized in September;
- f. The Indonesian language course will start in early September.



## 9. Arrival in Indonesia

### a. Visa Arrangement

#### (1) Short-Visit Visa (VITAS)

Prior to the departure to Indonesia, the successful candidates will be using a Short-Visit Visa (VITAS) for a maximum of 30 days from the date of the departure to Indonesia in the candidate's home country. Soon after the arrival in Indonesia, the visa should be converted to the Limited Staying Permit (ITAS) for 1 (one) year through a Local Immigration Office where the candidate will study.

Please be advised that the successful candidates must report to the Local Immigration Office within 7 days upon the time of arrival to get the Stay-Permit (ITAS).

#### (2) Social-Visit Visa (VKSB)

Social Visit Visa (VKSB) can also be used to entering Indonesia. It can be obtained from the Embassy of the Republic of Indonesia where the student lives. Soon after the arrival in Indonesia, the visa should be converted to get Limited Staying Permit (ITAS) for 1 (one) year.

While studying in Indonesia, students or KNB scholarship holders may go overseas as long as they obtain an Exit Re-Entry Permit (ERP) or Exit Permit Only (EPO) stamped on their passport by the Local Immigration Office.

Please be advised the successful candidates are prohibited to use the Tourist Visa to study in Indonesia, since it will cause a problem in processing the Stay-Permit.

(3) The student is expected to have a valid passport for a minimum of 2 (two) years.

### b. Departure to Indonesia

(1) The successful candidates are expected to depart to Indonesia by the end of August;

(2) As soon as the visa is obtained and the date of departure is confirmed, the Directorate General of Higher Education will manage to set up the travel arrangements for the successful candidate's departure to Indonesia;

(3) Ministry of National Education will deliver the necessary arrangements to meet all the arriving students at the Soekarno-Hatta International Airport;

(4) Students are strongly advised not to be accompanied by any family member since the KNB Scholarship monthly stipend is basically estimated for only one person for a proper living in Indonesia.



## 10. Returning Home

### a. Return home after finishing study

Student who has accomplished their study should contact the host university no more than 30 days prior to their departure so as to allow time for preparing necessary documents and travel arrangement. The day of departure should not exceed either the

### b. Excess baggage

The Indonesian government does not provide additional money for excess baggage and book transportations.

### c. Temporary return

When the student wishes to leave Indonesia temporarily for a personal reason, he/she must:

- (1) have a letter of recommendation from the host university;
- (2) have a round-trip international ticket;
- (3) cover cost of exit re-entry permit.

During the leave, he/she will not receive any monthly allowance.

### d. Drop-out / Aborting study

In case students return home due to personal reasons or because they cannot complete their study (e.g. inability to complete the study or violating the Indonesian government or university regulations), the following points apply:

- (1) Students should inform the Director of Graduate Program of the host university;
- (2) Students must inform their government official/representative in written to explain the nature of the problems that have forced them to quit from the study;
- (3) Students must bear the cost of the International airfares.

## 11. Other Matters

### a. Accommodation

The Government of the Republic of Indonesia will not provide any lodging or board for the KNB scholarship students. However, the host university will assist them in finding a suitable boarding house/accommodation.

### b. Holiday/Study Leave

The Indonesian government does not provide any funding, except the scholarship. Any other costs for personal reasons or vacations will be the responsibility of the student's responsibility.

### c. Dressing Decency

Students are advised to wear decent/appropriate clothes when they visit government offices and public places, and attend classes in campus.



## 12. Contacts

1. Directorate of Institutional Affairs and Collaboration  
Directorate General of Higher Education  
Ministry of Education and Culture of Republic of Indonesia  
Jalan Jenderal Sudirman, Senayan, Jakarta 10270  
Phone : +6221 57946063  
Fax : +6221 57946062  
Email : [beasiswaknb@dikti.go.id](mailto:beasiswaknb@dikti.go.id)
2. Bureau of Planning and International Cooperation  
Ministry of Education and Culture of Republic of Indonesia  
C Building, 7<sup>th</sup> Floor  
Jalan Jenderal Sudirman, Senayan, Jakarta 10270  
Tel/Fax : +6221 5738181, 5709446/45, 5724707
3. Director of Public Diplomacy  
Ministry of Foreign Affairs of The Republic of Indonesia  
Jalan Taman Pejambon No. 6, Jakarta  
Phone : +6221 3813480  
Fax : +6221 3858035



**MINISTRY OF NATIONAL EDUCATION**  
**THE GOVERNMENT OF THE REPUBLIC OF INDONESIA**  
 Jalan Jenderal Sudirman – Senayan  
 J A K A R T A 10270  
 Telp/Fax : 62 – 021 5724707 (direct), 5738181, 5709445  
 5711144 Ext. 2610

**APPLICATION FORM**  
**SCHOLARSHIP FOR MASTER DEGREE PROGRAMS**

Please answer each questions clearly and completely. Type or print in ink. Read carefully and follow all directions. If you more space, attach additional pages of the same size. Submit the completed form, duly signed, in three copies to the Indonesian Embassy/Diplomatic Representative in your country.

**A. PERSONAL DETAILS**

1. a. Family name : \_\_\_\_\_  
 b. First name : \_\_\_\_\_  
 2. Date of birth : \_\_\_\_\_  
 3. Place of birth : \_\_\_\_\_  
 4. Male/Female : \_\_\_\_\_  
 5. Nationality : \_\_\_\_\_  
 6. Religion : \_\_\_\_\_

affix photo here

4 x 6 cm

7. Paspor Number : \_\_\_\_\_ Validity of : \_\_\_\_\_

8. a. Marital status :  Single  Married

b. Do you have a husband/wife or any dependants ?  
 (Please give details of name, relationship and date of birth)

NO	NAME	RELATIONSHIP	AGE

9: Permanent address in home country :

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10. a. Employment (present)

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b. Name and address of organization :

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**B. EDUCATION**

Name and Location of Institution	Subject of Study	Dates	Qualifications Obtained

**C. LANGUAGE : State proficiency Good - Fair – Elementary**

SKILLS	Indonesian	English	Others
Speaking			
Understanding			
Writing			



**E. EMPLOYMENT DETAILS**

Years	Descriptions of Occupation	Employer

**F. OTHER**

Experience abroad

No	Country	Purpose	Year



**G. DECLARATION**

If accepted for the scholarship, I agree :

1. to abide by the rules of the university or college
2. not changing either subject of place study prior or upon arrival in Indonesia
3. to refrain myself from political activities or any form of employment for profit or gain
4. not involve in any misconduct and any form harassment
5. to refrain form being pregnant and being involved in drug traffic and abuses
6. to be sent back to home country if i violet the stay permit in Indonesia and the said regulations above.

I certify that the statement I have made in response to the foregoing questions are true,

Completed and correct to the best of my knowledge.

Date

Signature

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