

GUIDELINES FOR MAGISTER (S2) SCHOLARSHIP PROGRAM

**CORAL REEF REHABILITATION AND
MANAGEMENT PROGRAM – CORAL TRIANGLE
INITIATIVE (COREMAP - CTI)
ASIAN DEVELOPMENT BANK (ADB)**

**DIRECTORATE FOR MARINE AFFAIRS AND FISHERIES
MINISTRY OF NATIONAL DEVELOPMENT PLANNING/
NATIONAL DEVELOPMENT PLANNING AGENCY**

**INDONESIA CLIMATE CHANGE TRUST FUND
(ICCTF)**



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FOR MAGISTER (S2)
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PROGRAM – CORAL TRIANGLE INITIATIVE
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**Directorate for Marine Affairs and Fisheries
Ministry of National Development Planning/
National Development Planning Agency/Bappenas
Indonesia Climate Change Trust Fund
(ICCTF)
Jakarta**

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I. PREFACE

1.1 Background

Indonesia's coral reef is known having the richest biodiversity in the world and is considered as the center of marine biodiversity in the coral reef regions of the world (the Coral Triangle). Despite of the wealth and its biodiversity, Indonesian coral reef ecosystems are at risk of growing threat, derived from a combination of factors, ranging from local threats associated with the increasing of population and the development along the coast, destructive fishing practices, over-fishing, pollution, to climate change and the increasing of CO₂ in atmospheric which is causing warming and acidification of ocean waters

Concerned of the importance to sustainably protect natural resources, in 1998 The Government of Indonesia (GOI) started a program to conserve the coral reef. The program is called Coral Reef Rehabilitation and Management Program (COREMAP). The program is executed in three phases: (i) initiation; (ii) acceleration; and (iii) institutionalization. The third phase of the project has an objective "Sustainable management of coral reef ecosystems in Indonesia through enhanced capacity to manage coral reef ecosystems in three (3) Marine Protected Areas (MPAs) in Lesser Sunda Seascape". Emphasis on enhanced capacity in the objective is related to capacity building to produce qualified human resources in all levels as a vital key to build a good management practice. This is in line with Indonesia's National Medium-term Development Plan/*Rencana Pembangunan Jangka Menengah* (RPJMN) 2020-2024 development agenda to produce qualified and competitive human resources.

Sustainable coastal ecosystem management is related to coastal and sea zonation plan. Unfortunately, this effort has not been supported by sufficient human resources. Therefore, one of COREMAP-CTI phase III targets is to to strengthen the human resource capacity of key stakeholders from the district, provincial, and as needed, central government professionals on marine and coastal resources management through formal education. Human resource is believed to be a major key for sustainable ecosystem management in the future.

1.2 Legal Basis

To support the implementation of Linkage/Collaborative master degree program between IPB University and University of Queensland under the COREMAP-CTI ADB, the legal basis used on the bilateral agreement and project implementation guideline that are synergized and underpin the implementation of activities are:

1. Loan No, 3094-INO and Grant No. 0379-INO(EF) on Amendment to Loan and Grant Agreements of Coral Reef Rehabilitation and Management Program
2. Project administration manual of COREMAP-CTI ADB
3. *Nota Kesepahaman Bersama* (Memorandum of Agreement) between The Secretary of the Ministry of Planning Development/Bappenas and IPB's Rector

Number: NKB 06/SES/03/2020 on collaboration in national development planning through education, research and community service

4. International Memorandum of Agreement between The University of Queensland and IPB University dated on 05 May 2020

1.3 Purpose

The purpose of the master degree program is to improve qualified staff's capacity of the Ministry of National Development Planning/Bappenas, Ministry of Marine Affairs and Fishery, Provincial Marine & Fisheries Agency, Provincial Development Planning Agency (BAPPEDA) from Bali and West Nusa Tenggara Provinces, and State local universities, in the field of coral reef management, conservation and natural resource management at the target locations. The recipients are expected to contribute to the conservation and natural resource management effort upon the completion of the study.

The objectives of this documents is to provide guidelines to the candidates how to apply to this scholarship program.

1.4 Scope

The formal education offered is a scholarship award toward master degree program in Environmental Management or Conservation Biology in The University of Queensland. This will be done under a Linkage/Collaborative or Co-Supervisory arrangement program between The University of Queensland and IPB University.

1.5 Implementation

The scholarship program starts in August 2020 with a selection process including administrative documents and academic/ substantive capability of the candidates/scholars. The candidates will undertake a Pre-Departure course in IPB University for approximately 1 (one) month. The Scholarship Program will take place in The University of Queensland beginning in February 2021 until June 2022.

II. THE DESCRIPTION OF COREMAP-CTI HUMAN RESOURCE CAPACITY BUILDING

2.1 Program Description

COREMAP-CTI Capacity Building Program/Magister Scholarship Program is part of sustainable coral reef rehabilitation and management program. The details of this program are as follows.

- a. The candidates/scholars of this program will get magister education (S2) program Environmental Management or Conservation Biology in University of Queensland, Australia.
- b. This program is funded by grant from the Asian Development Bank (ADB)
- c. The number of candidates/scholars allowed is 4 candidates
- d. The scholarship per candidate/scholar is limited to 20 months

2.2 Scholarship Benefits

COREMAP-CTI Capacity Building Program/Magister Scholarship Program will provide fund to candidates/scholars to cover these components:

- a. Education cost/tuition fee
- b. Living cost based on Indonesia Government Rate (only for the candidates) for overseas study and domestic study
- c. Establishment allowance/relocation cost (only for the candidates)
- d. International/domestic transportation cost (only for the candidates)
- e. Student Visa (only for the candidates)
- f. Research allowance
- g. International Insurance

2.3 University and Courses

This scholarship program offers Master Course in Environmental Management or Conservation Biology. Candidates/scholars of this program will study in University of Queensland, Australia under co-supervision of IPB University. These university were appointed based on several qualifications such as:

1. The university's experience in executing a similar program in the past
2. Its excellent track record in providing programs related to marine and fisheries natural resource conservation and management
3. The university network with international universities and the availability of Memorandum of Understanding (MoU) with the University of Queensland.

III. SELECTION PROCESS

3.1 Invitation to Applicants

The invitation to join this scholarship program will be offered to employees of the Ministry of National Development Planning, Ministry of Marine Affairs and Fishery, Provincial Marine and Fisheries Agency, Provincial Development Planning Agency (BAPPEDA), from Bali and West Nusa Tenggara Provinces, and State Local Universities.

The invitation will be published in website ICCTF (www.icctf.or.id)

3.2 Eligibility and Application Procedures

3.2.1 Eligibility

- (i) To be eligible, applicants of this program must: Employees of Ministry of National Development Planning, Ministry of Marine Affairs and Fishery, Provincial Marine and Fisheries Agency, Provincial Development Planning Agency (BAPPEDA) from Bali and West Nusa Tenggara Provinces, and State Local Universities, and have worked at least 1 year.
- (ii) Hold a degree (S1) with GPA more than 2,75 prioritizing on the field of Marine, Fisheries, Oceanography, Biology/Marine Biology, Natural Resource Economics, Natural Science, and Environmental Science.
- (iii) Minimum TOEFL PB 570, IBT 88 or IELTS minimal 6,5
- (iv) Not older than 42 years
- (v) Permission permit to study from employer

3.2.2 Application Procedures

- (i) Download the *Guideline for Magister (S2) Scholarship Program* at ICCTF Website with the link <http://www.icctf.or.id/masterdegree-coremapctiadb>. Fill the application forms (see the attachment)
- (ii) Attach a copy of S1 certificate and a copy of S1 transcripts (both have to be legalized by the university or other authorized institution)
- (iii) Attach a copy of S1 certificate and a copy of S1 transcripts in English version (both have to be legalized by the university or other authorized institution)
- (iv) Attach a copy of valid TOEFL or IELTS certificate
- (v) Send the application (all forms and attachments) to:

COREMAP-CTI ADB Master Scholarship Program Committee

Secretariat ICCTF

Gedung Lippo Kuningan Floor 15th, Jl. Haji R. Rasuna Said Kav. B 12, Jakarta Selatan

Or Email: secretariat@icctf.or.id

3.3 Selection Process

Selection process will be undertaken by Selection Team, which will be authorized by Director of Marine Affairs and Fisheries Ministry of National Development Planning as Coordinator of PMU COREMAP CTI Asian Development Bank. Only eligible applicants will be invited to join interview phase.

3.3.1 Lingual Aspect

University of Queensland, Australia required all candidates to have minimum PB TOEFL score of 570, IBT 88 or minimum IELTS score of 6,5.

3.3.2 Administration Aspect

Applicants who pass the selection process will have to submit these documents:

- A copy of S1 certificates and transcripts. All documents should be legalized by authorized institutions. All documents should be submitted in both Bahasa Indonesia (copy of the real documents) and English (translated from the Indonesian version).
- Recommendation letters from superior officer/superintendent and university teachers
- A copy of TOEFL or IELTS certificate
- A copy of valid passport
- Filled online application form (University of Queensland website)
- Filled Personal Statement (on the period scheduled by the Selection Team)
- Surat Ijin Sekneg/Exit Permit

3.3.3 Registration and Selection Period

Once the applicants pass all the requirements, The COREMAP-CTI ADB Scholarship Program Committee will submit the application to the University of Queensland, Australia. The registration will be submitted in Januari 2021.

The Scholarship program will involve the following processes:

No	Activities	Duration
1.	Registration and Submission of administrative requirements	2 weeks
2.	Administrative selection process (Documents Verification)	1 days
3.	Substantive Selection Process (Interview)	1 days
4.	Announcement of selection result	1 days
5.	Apply for Permits and Visa	2 weeks

6.	Pre-Departure Course	3 weeks
7.	Departure to Australia *	
8.	Orientation at The University of Queensland	1 week
9.	Study period	1,5 years
10.	Monitoring and evaluation	

*Subject to travel restriction from the Australian Government during the Covid 19 Pandemic

IV. RIGHTS AND OBLIGATIONS OF COREMAP-CTI SCHOLARSHIP PROGRAM CANDIDATE

4.1. Rights of The Candidates/Scholars

- a. Get a tuition fee
- b. Get a living allowance

4.2. Obligations of The Candidates/Scholars

Related to his/her position as staff/apparatus of certain institution, during the scholarship program the applicants are obliged to:

- a. Hand over his/her daily duties to his/her superior officer or other personnel who is appointed before the Applicants depart to Australia.
- b. Report to the Embassy of Republic of Indonesia in Australia.
- c. Give his/her superior officer information about the address of the University and the dwelling place.
- d. Report the study task progress per semester to his/her supervisor. With cc to:
 1. Director of Marine Affairs and Fisheries, Bappenas
 2. Co – Supervisor in IPB University
 3. ICCTF – Bappenas
 4. Other related authority/officer
- e. Report the study task progress to Indonesian Embassy in Australia. This report will become main consideration for the authorized officer in determining score of *Public Servant Work Target Letter (Sasaran Kerja Pegawai/SKP)*.
- f. Report the presence card/form monthly to IPB University. This card/form should be signed by authorized personnel of the university.
- g. Ask for *Public Servant Work Target Letter (SKP)* to the Indonesian Embassy in Australia. This SKP letter has to be submitted to his/her superior officer on the end of December each year during his/her study task.
- h. Attend the course that has been specified in the Study Task Letter.
- i. Maintain the pride of Indonesian people and country, and his/her institution.
- j. Finish the course/scholarship program properly and on time.
- k. Obey all regulations applied in study task and in the university.
- l. Back to work in his/her institution after finishing the scholarship program. In this case, he/she must work in the institution for at least twice the duration of the study period in the scholarship program plus one year.

- m. Report to his/her superior officer in not more than 30 (thirty) days after finishing the scholarship program. He/she also has to submit his/her minor project report or thesis in soft copy and hard copy, with cc to Supervisor in IPB University.
 - 1. Director of Marine Affairs and Fisheries, Bappenas
 - 2. Co – Supervisor in IPB University
 - 3. ICCTF – Bappenas
 - 4. Other related authority/officer

4.3. Penalty for The Candidates/Scholars

Penalties that can be applied to the program candidates are as follows.

- a. The candidate will get disciplinary actions based on the regulation when he/she does not obey the obligations as mentioned above.
- b. The candidate will have to pay a fine to the state treasury pay the cost that have been expended for his/her task study if:
 - 1. He/she has submitted incorrect information that makes him/her ineligible for this scholarship program;
 - 2. He/she gets medium or heavy disciplinary penalty;
 - 3. He/she does not depart to the destined study task location as scheduled;
 - 4. He/she hands in resignation from the scholarship program;
 - 5. He/she does not report his/her study task progress for at least 1 (one) year;
 - 6. He/she works outside his/her study task.
- c. All payment related to the study task will be postponed if the candidate does not report his/her study task progress as mentioned on chapter 4.2 point (d).
- d. Penalties as mentioned above on point (b) can be applied to the applicant.

V. PROCEDURES OF DEPARTURE AND STUDY REPORTING

5.1. Procedures of Departure

5.1.1. Study Task Administration

The applicant has to sign Study Task Administration Procedures based on the applicant's institution regulation such as:

1. The applicant has to sign Study Task Agreement
2. If the applicant passed the selection process, he/she have to submit request for study task to his/her superior officer and attach these documents:
 - a) Affidavit/declaration letter
 - b) Request for continuing education
 - c) A legalized copy of academic certificate
 - d) Affidavit from Indonesian Ministry of Education and Culture about accreditation for educational institution related to study task in foreign universities/schools
 - e) A legalized copy of selection pass letter
 - f) Study task agreement that has been signed by the applicant
 - g) Declaration letter that the applicant:
 - 1) Never get medium and heavy disciplinary action
 - 2) Not currently in unpaid leave
 - 3) Not currently in the process of lawsuit related to disciplinary action
 - 4) Not currently in the process to be punished by disciplinary action
 - 5) Not currently punished by medium or heavy disciplinary action
 - 6) Not currently in the process of criminal case
 - 7) Not currently punished by the trial for criminal case
 - 8) Not currently attend any education and training for promotion
3. Health certificate from government doctor, which declares that the applicant is physically and psychologically healthy and free of narcotics or other illegal drugs and Covid-19.

5.1.2. Passport

To join this program, the candidate/scholar has to use Passport. In the case when an applicant has passed the selection and he/she does not have a passport, the applicant should inform the Selection Committee as soon as possible.

5.1.3. Visa

When an applicant has held a passport, he/she must take care of the visa. Documents needed in this process are as follows.

- (i) Curriculum Vitae (complemented with description of the parents)
- (ii) Soft file (JPG) of colored passport photo with white background. The size of the file must not larger than 240 KB (600 x 600 pixel)/51 x 51 mm/2 x 2 inch. In this picture, the applicant should not wear glasses and veiled female should show the ears.

5.1.4. Exit Permit

Documents needed in this process are as follows.

- (i) Letter from Director for Marine Affairs and Fisheries – Bappenas, which declares that he/she is a candidate in the COREMAP-CTI ADB scholarship program
- (ii) Study Task Permit Letter from the superior officer or other authorized officer
- (iii) Letter from University of Queensland, which declares that he/she has been accepted to attend study in that university

5.1.5. Airplane Ticket

Candidate/scholar will get round-trip ticket from/to his/her origin city/regency to/from the destination university location economy class or based on availability budget.

5.2. Departure

Candidate/scholar will be departed to the destination study location before the study begins so that the candidate/scholar has opportunity to adapt to the local culture and society

5.3. Reports

During the program, each candidate/scholar will have to submit 5 reports. Report must be submitted once at the end of each semester. The report must describe the progress of the study, which consists of:

1. Preliminary Report. This report contains preface, general concept of the course/lectures, course schedule, syllabus/curriculum and regulation in the university.
2. Progress Report I. This report should be submitted at after the first semester ends. It contains adaptation process and learning progress of the candidate/scholar in attending the course.
3. Progress Report II. This report should be submitted after the second semester ends. It contains evaluation result on the learning progress of the candidate/scholar.
4. Progress Report III. This report should be submitted after the third semester ends. It contains evaluation result on the learning progress of the candidate/scholar and must include explanation about the minor project or thesis completion.
5. Final Report. This report should be submitted after the completion of the study task and must include conclusion and recommendation.

VI. PROCEDURE OF REPATRIATION AFTER STUDY TASK COMPLETION

6.1. Submitting the Minor Project or Thesis

The Minor Project or thesis of each candidate/scholar has to be bound and signed by authorized personnel of the university and submitted to IPB University and Bappenas in not more than 1 (one) month after graduation.

6.2. Graduation Letter from The University

Each candidate/scholar will get a graduation letter/affidavit from the university declares that the candidate/scholar has complete the study in that university. The candidate/scholar has to submit that letter to IPB University and Bappenas in not more than 1 (one) month after graduation.

6.3. Repatriation

Each candidate/scholar who has complete the study task and get certificate and academic transcript will get repatriation in not more than 1 (one) month after graduation. IPB University will provide repatriation for the candidate/scholar to fly from the study location to his/her origin city/regency.

6.4. Equalization of The Certificate

The certificate from the university will have to be legalized by *The Indonesian Ministry of Research, Technology and Higher Education* (Kemen Ristekdikti), so that the certificate can be declared equalized with those applied in Indonesia.

For this equalization process, the candidate/scholar should provide certificate, transcript and other related documents.

VII. MONITORING AND EVALUATION

Monitoring and evaluation are meant to increase the quality and quantity of the program, based on the program objectives.

Monitoring and evaluation will be conducted by Supervision Team, which includes:

- Directorate of Marine Affairs and Fisheries, Ministry of National Development Planning/ National Development Planning Agency (Bappenas)
- ICCTF
- IPB University

Analysis, monitoring and evaluation are conducted to assess:

- Progress of the program execution
- Improvement of program and curriculum
- Student's performance
- Whether the program has achieved its objectives

Monitoring and evaluation will be conducted at least 3 times at the end of semesters. The goal of monitoring is to see whether the capacity building program execution has met the initial plan of the program. The monitoring and evaluation will assess both the output and the outcome of the program.

ATTACHMENTS

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I hereby declare that all the information above is true. If any false information is found on the information provided, I am willing to accept all sanctions set by the ICCTF-Bappenas.

.....date.....2020

Name,

STAMP Rp.6.000,-

Signature

(.....)

Note: Only forms with original signature and stamp will be processed. Please submit the form complete with all the documents required.

(INSTITUTION LETTER HEAD)
PERMIT FROM SUPERIOR OFFICER/SUPERINTENDENT

Number: _____

I, the undersigned:

Name : _____

NIP : _____

Job Title (Jabatan) : _____

Work Unit (Unit Kerja) : _____

Give permission to:

Name : _____

Job Title : _____

To apply to COREMAP-CTI ADB Magister Scholarship Program. If he/she passed the selection and accepted as scholar, we will give him/her a Study Task Letter (*Surat Tugas Belajar*) and will be temporarily discharged from his/her duty.

Rp 6.000
seal

AFFIDAVIT
APPLICANT OF COREMAP-CTI
MAGISTER SCHOLARSHIP PROGRAM

I, the undersigned:

Name : _____

Place & Date of Birth : _____

Hereby declare that I:

1. Will come back to Indonesia after the study;
2. Not currently accept/registered in scholarship from other sources;
3. Not involved in illegal activities nor involved in organization that contradict with Pancasila;
4. Never engaged and will never engage in activities that violate academic code of ethics;
5. Will always serve for the people of Indonesia;
6. Will always loyal to The Republic of Indonesia;
7. Willing to comply the scholarship guidelines from COREMAP-CTI ADB;
8. Will not ask to be transferred out from the University of Queensland;
9. Will give appropriate and correct documents, and if the documents were proven inappropriate or incorrect, I am willing to get legal sanction and get blacklisted by COREMAP-CTI ADB

I, the undersigned, certified that this affidavit is written on my own free will and in good conscience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal.

Rp 6.000 seal

RECOMMENDATION LETTER

I, the undersigned:

Name : _____
NIP : _____
Rank (Pangkat/Golongan) : _____
Job Title (Jabatan) : _____
Name of Institution : _____
Address of Institution : _____
Telephone Number : _____
Fax Number : _____
Email Address : _____

Give recommendation to:

Name : _____
NIP : _____
Rank (Pangkat/Golongan) : _____
Job Title : _____
Name of Institution : _____
Address of Institution : _____

(Please write description about the Applicant that includes these aspects)

1. How long have you known the Applicant?
2. In what position do you interact with the Applicant?
3. What activities and achievements of the Applicant that should be considered in the selection process?
4. For what reason do you recommend the Applicant?
5. Is the Applicant physically and psychologically fit?
6. Please appraise the Applicant by putting a check mark (√) under Poor, Fair, Good or Excellent for each aspect.

Assessed Aspects	Poor	Fair	Good	Excellent
Nationalism				
Leadership				
Professionalism				
Participation in community				
Emotional intelligence				
Ability to adapt				
Potential to self-development				

Assessed Aspects	Poor	Fair	Good	Excellent
Integrity				
Academic capability				
English capability				
Capability in other foreign language				

I, the undersigned, certified that to the best of my knowledge and belief, this recommendation letter correctly describes the Applicant. This letter is written to be used properly as intended.

Recommendor,

MOTIVATION LETTER/ STUDIED PLAN/STATEMENT OF PURPOSE

In no particular order of appearance, **these elements should exist somewhere in your statement:**

- a. Your professional or personal life goal
- b. Your reason for choosing this programme
- c. Why the selection committee should choose you for the programme