

**GUIDELINES  
FOR MAGISTER (S2)  
SCHOLARSHIP PROGRAM**

**CORAL REEF REHABILITATION AND  
MANAGEMENT PROJECT – CORAL  
TRIANGLE INITIATIVE**

**Research Center for Oceanography  
(Indonesian Institute of Sciences)**

**RCO LIPI**

**Jakarta**

## **1. PREFACE**

### **1.1. Background**

Indonesia is located inside the *Coral Reef Triangle*, which has the largest biodiversity in the planet. Such natural asset has given various opportunities in both goods production and service providing, which in turn contributes to the welfare of more than 60 million people living on the coasts of Indonesia.

Fishery sector supports food security and daily income for coastal communities. Marine tourism sector in Indonesia has been growing rapidly and there are still a lot of potential locations that can be developed to be popular tourism objects. If handled thoroughly, those sectors will provide major contribution to economic growths, sustainable development and poverty reduction in Indonesia.

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 Project* (COREMAP). The program is executed in three phases: (i) initiation; (ii) acceleration; and (iii) institutionalization. In the third phase, COREMAP aims to strengthen the capacity of institutions, which engage monitoring and research related to coastal ecosystem. Such monitoring and research should provide evidence-based information for natural resource management.

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 strengthen coastal ecosystem monitoring institution through human resource capacity building. Human resource is believed to be a major key for sustainable ecosystem management in the future.

Human resource capacity building, especially the magister program, is an instrument that will maintain sustainability in coastal and marine resource management. Capable human resources will be needed in both central and local level (particularly local governments). Local governments should have personnel who are capable in managing ecosystem holistically in integrative manner. Such capacity is needed especially in planning the coast and sea zonation. Human resource capacity building is expected to support decision making process by producing responsible personnel who can support coast and sea management.

### **1.2. Legal Basis**

1. Presidential Regulation (Perpres) Number 12/1961 regarding *Granting of Study Tasks*

2. Circular Letter from Minister of Apparatus Utilization and Bureaucratic Reform (*SE Menteri PAN-RB*) Number SE/18/M.PAN/5/2004 regarding *Granting of Study Tasks and Study Permit*
3. Loan Agreement Number 8336-ID amended and restated on 19 June 2017

### **1.3. Purpose and Objectives**

The purpose of this program is to build the capacity of human resources/staffs/apparatus of LIPI, Bappenas (National Development Planning Agency), Ministry of Marine Affairs and Fisheries (KKP), Bappeda (Local Development Planning Agency) and other related local government agencies (provincial and city/regency level) in COREMAP-CTI locations, which include:

- South Sulawesi Province: Makassar City, Pangkajene Islands Regency and Selayar Islands Regency
- South East Sulawesi Province: Buton Regency, Central Buton Regency, South Buton Regency, Kendari Regency and Wakatobi Regency
- West Nusa Tenggara Province: West Lombok Regency
- East Nusa Tenggara Province: Sikka Regency, Kupang Regency and Rotendao Regency
- Papua Province: Biak Numfor Regency
- Maluku Province: Aru Regency and Central Maluku Regency
- North Maluku Province: Ternate City, Tidore City and West Halmahera Regency
- West Papua Province: Raja Ampat Regency
- North Sumatera Province: Sibolga City, Central Tapanuli Regency, North Nias Regency
- Aceh Province: Sabang City
- West Sumatera Province: Mentawai Regency and Padang Pariaman Regency
- Riau Islands Province: Batam City, Bintan Regency, Lingga Regency, Natuna Regency and Anambas Islands Regency

At least 50 percent of the selected candidates are from local government agencies and technical implementation units (UPT) of MMAF and LIPI in COREMAP location.

The objectives of program are:

- To improve educational qualification of the participants to magister level (S2) with international qualifications in marine and coastal policy, planning and management.

- To improve professionalism of the participants in sustainable marine and coastal ecosystems policy, planning and management.

The guideline is composed as a guidance of human resource capacity building program of COREMAP-CTI.

#### **1.4. Target**

The target of guideline is to provide guidance for stakeholders in COREMAP-CTI program, which includes central government and local governments.

#### **1.5. Scope**

The scope of topics that can be taken by the participant/scholar as research topic/thesis/ dissertation should be related with marine and coastal study, with programs as follows: Marine Policy, Fisheries and Aquaculture, Environmental and Natural Resources/Marine Economics, Oceanography, Marine Biological and Environmental Science, Marine Biotechnology, and Integrated Coastal Management/ Marine Spatial Planning.

#### **1.6. Implementation**

The program begins in 2017 with selection process and preparation for the participants/scholars. The deployment of the participants will be carried out in 2 (two) phases: Q1 2018 and Q3-2018. If necessary, additional phase will be conducted in Q1 2019.

## 2. THE DESCRIPTION OF COREMAP-CTI HUMAN RESOURCE CAPACITY BUILDING

### 2.1. Program Description

COREMAP-CTI Human Resource 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 participants/scholars of this program will get magister education (S2) in overseas university
- b. This program is funded by loan from *The World Bank* (WB)
- c. The number of participants/scholars allowed is 20 participants
- d. The scholarship per participant/scholar is limited to 24 months

### 2.2. Scholarship Benefits

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

- a. Education cost/tuition fee
- b. Living cost
- c. Establishment allowance/relocation cost
- d. International transportation cost, including visa.

### 2.3. University and Courses

Participants/scholars of this program will study in overseas universities, particularly USA and Australia. The selected universities should have strong programs on ocean/marine and coastal programs, in order to produce competent professionals and staffs. Besides that, the universities should have experiences on working with GoI (LIPI/BAPPENAS/KKP) in Indonesia on sustainable marine, coastal or fisheries management.

The university is preferable to have agreement/Memorandum of Understanding (MoU) with Research Center for Oceanography – Indonesian Institute of Sciences (LIPI) or BAPPENAS (Executive Secretary for Ministry of National Development Planning). The universities also should provide funding for researchers/professors to travel to Indonesia to support the Coremap-CTI student learning/research in their agencies/local region.

Courses offered in this scholarship program are as follows.

1. Graduate School of Oceanography
2. College of Environment and Life Science, the course: Marine Affairs
3. College of Environment and Life Science, the course: Biological and Environmental Sciences, with specialization in Natural Resources Science,

Ecology and Ecosystems Science, Environmental and Earth Science or other relevant specialties

4. College of Environment and Life Science, the course: Environmental and Natural Resources Economics with relevant specialties
5. College of Environment and Life Science, the course: Environmental Science and Management, with relevant specialties
6. College of Engineering, the course: Oceanography, Ocean Engineering
7. Marine Biotechnology

## **2.4. Payment System**

### **a. Payment to The University**

All payments/expenditures for this program are funded by COREMAP-CTI Project of the years 2017-2020 (IBRD Loan Number 8336-ID) managed by Research Center for Oceanography - LIPI,.

Tuition fee that will be paid to the University in this program consists of:

- Registration fee
- Educational fee
- Insurance fee
- Student service fee
- Graduation fee

The payment will be transferred directly from KPPN (Indonesian Treasury Office) to the university's bank account.

### **b. Payment to The Participants/Scholars**

Payment to the participants/scholars of this program will include:

- The cost of obtaining visa
- Domestic and International transportation cost (round-trip)
- Establishment allowance/relocation cost
- Living cost (this item will be stipulated in later date)

The payment will be transferred from KPPN to student's through RCO – LIPI account.

### **3. SELECTION PROCESS**

#### **3.1. Invitation to Applicants**

The invitation to join this scholarship program will be offered to all staffs/apparatus of LIPI, Bappenas, KKP, Bappeda (provincial and city/regency level), and other related government agencies (provincial and city/regency level) from COREMAP-CTI locations (see chapter 1.3).

The invitation will be published in COREMAP-CTI's website (<http://coremap.oseanografi.lipi.go.id>) and Research Center for Oceanography - LIPI's website (<http://www.oseanografi.lipi.go.id>).

#### **3.2. Eligibility and Application Procedures**

##### **3.2.1. Eligibility**

To be eligible, applicants of this program must:

- (i) Permanent staffs/apparatus/public servants of LIPI, Bappenas, KKP, Bappeda (provincial and city/regency level) or other related local government agencies (provincial and city/regency level) from COREMAP-CTI locations (see chapter 1.3) with minimum service period of 2 years
- (ii) Hold a degree (S1) with GPA more than 2.70
- (iii) Have minimum TOEFL score of 540 or minimum IELTS score of 6, 5
- (iv) Not older than 42 years

##### **3.2.2. Application Procedures**

- (i) Fill the online application forms in <http://coremap.oseanografi.lipi.go.id>
- (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 valid TOEFL or IELTS certificate  
Attach other related documents (such as permit from superior officer, declaration letter/affidavit, recommendation letter, motivation letter, etc)

#### **3.3. Selection Process**

Selection process will be undertaken by Selection Team that consists of Bappenas (including Directorate of Marine and Fisheries) and LIPI (RCO including human resources division). The Selection Team will be appointed through Decree of The Head of Research Center for Oceanography – LIPI) as the project PMO

The Selection team will assess completeness of administrative requirements (see chapter 3.2.2). The selection team will verify the administrative

documents submitted by candidates based on the requirements. Only satisfactory candidates will be listed as shortlisted candidates (such as high toefl score, GPA, high motivation and experience, and recommendation from superior).

Only short-listed applicants will be invited for the interview phase, which will be funded by Research Center for Oceanography – LIPI (through COREMAP-CTI Project).

Applicants who are invited to interview process should bring these documents:

- A copy of certificates/diplomas and transcripts. All documents should be legalized by authorized institutions.
- Permit letter from superior officer/superintendent
- Declaration letter/affidavit and motivation letter (includes study plan, present duties/jobs and future plan)
- Recommendation letters from superior officer/superintendent (and university teachers, if any)
- A copy of TOEFL or IELTS certificate
- A copy of valid passport
- Letter of Acceptance from university, if any

In the interview process the short listed candidates should demonstrate their passion, motivation, capability to accomplish the program. The candidates should also elaborate their study plan (program) in the selected university and demonstrate their commitment in their future plan to develop marine and coastal sector.

The selection team will assess the technical aspect of the candidates' study plan based on the motivation letter and interview.

The selection team will report the result of the selection process to the head of RCO (PMO), Director for Marine and Fisheries Bappenas, and Steering Committee for capacity building (Bappenas).

#### **3.4. Registration and Selection Period**

Once the applicants pass all the requirements, The candidates will submit the application to the selected Universities. The registrations will be submitted in two phases: 2017 and 2018.



Step-by-step activities of this program are as follows.

No	Activities	Duration
1.	Online registration (Submission of administrative requirements)	4-6 weeks
2.	Administrative selection process	1 week
3.	Interview	1 week
4.	Announcement of selection result	1 week
5.	Apply for permits and visa	4-6 weeks
6.	Departure to overseas countries	
7.	Study period	1.5-2 years

#### 4. RIGHTS AND OBLIGATIONS OF COREMAP-CTI SCHOLARSHIP PROGRAM PARTICIPANT

##### 4.1. Rights of The Participants/Scholars

- a. Get a study task fee
- b. Apply for promotion
- c. Get salary increase periodically
- d. Get achievement point as public servant (PNS)
- e. Get performance allowance (the amount will be based on the regulation)

##### 4.2. Obligations of The Participants/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 applicants depart to overseas countries.
- b. Report to the Embassy of Republic of Indonesia.
- 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 superior officer, with cc to:
  1. The Head of Research Center for Oceanography LIPI
  2. Director of Marine and Fishery Bappenas; and
  3. Other related authority/officer
- e. Report the progress of study task to Indonesian Embassy. This report will become main consideration for the authorized officer in determining score of *Public Servant Work Target Letter (Sasaran Kerja Pegawai/SKP)*.
- f. Ask for *Public Servant Work Target Letter (SKP)* to the Indonesian Embassy. This SKP letter has to be submitted to his/her superior officer on the end of December each year during his/her study task.
- g. Attend the course that has been specified in the Study Task Letter.
- h. Maintain the pride of Indonesian people and country, and his/her institution.
- i. Finish the course/scholarship program properly and on time.
- j. Obey all regulations applied in study task and in the university.
- k. 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 (2N year).
- l. 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 thesis/dissertation in soft copy and hard copy, with cc to:
  1. The Head of Research Center for Oceanography LIPI;
  2. Directorate of Marine and Fisheries Bappenas, and
  3. Other related officer

- m. Report to Ministry of State Secretariat in not more than 30 (thirty) days after finishing the scholarship program.

#### **4.3. Penalty for The Participants/Scholars**

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

- a. The participant will get disciplinary actions based on the regulation when he/she does not obey the obligations as mentioned above.
- b. The participant will have to pay a fine to the state treasury once 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 participant does not report his/her study task progress as mentioned on chapter 4.2 point (d).

## 5. PROCEDURES OF DEPARTURE AND STUDY REPORTING

### 5.1. Procedures of Departure

#### 5.1.1. Study Task Administration

The applicant should follow study task administration procedures based on the applicant's institution regulation such as:

1. The applicant have to sign Study Task Agreement
2. The applicant have to submit a request letter to his/her superior officer
3. 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 public servant appointment letter (*surat pengangkatan PNS*)
  - d) A legalized copy of last promotion letter
  - e) A legalized copy of academic certificate
  - f) Affidavit from Indonesian Ministry of Education and Culture about accreditation for educational institution related to study task in foreign universities/schools
  - g) A legalized copy of selection pass letter
  - h) A legalized copy of DP3 for the last 2 (two) years
  - i) Study task agreement that has been signed by the applicant
  - j) Declares 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
4. Health certificate from government doctor, which declares that the applicant is physically and psychologically healthy and free of narcotics or other illegal drugs

#### 5.1.2. Passport

To join this program, the participant/scholar has to use Blue 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 from The Ministry of State Secretariat**

The applicant should get an exit permit from The Indonesian Ministry of State Secretariat. Documents needed in this process are as follows.

- (i) Letter from Research Center for Oceanography – LIPI, which declares that he/she is a participant in the COREMAP-CTI scholar program
- (ii) Study Task Permit Letter from the superior officer or other authorized officer
- (iii) Letter of Acceptance from the University, which declares that he/she has been accepted to attend study in that university

#### **5.1.5. Airplane Ticket**

Participant/scholar will get economy class round-trip ticket from/to his/her origin city/regency to/from the destination university location.

### **5.2. Departure**

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

### **5.3. Reports**

During the program, each participant/scholar will have to submit 7 reports. Report must be submitted once at the end of each semester. The report must describe the progress of the study, which consists of:

- a. Preliminary Report. This report contains preface, general concept of the course/lectures, course schedule, syllabus/curriculum and regulation in the university.
- b. Progress Report I. This report should be submitted at after the first semester ends. It contains adaptation process and learning progress of the participant/scholar in attending the course.

- c. Progress Report II. This report should be submitted after the second semester ends. It contains evaluation result on the learning progress of the participant/scholar.
- d. Progress Report III. This report should be submitted after the third semester ends. It contains evaluation result on the learning progress of the participant/scholar and must include description of the thesis plan.
- e. Progress Report IV. This report should be submitted after the fourth semester ends. It contains evaluation result on the learning progress of the participant/scholar must include explanation about the thesis completion.
- f. Final Report. This report should be submitted after the completion of the study task and must include conclusion and recommendation.

## **6. PROCEDURE OF REPATRIATION AFTER STUDY TASK COMPLETION**

### **6.1. Submitting The Thesis**

The thesis of each participant/scholar has to be bound and signed by authorized personnel of the university and submitted to Research Center for Oceanography – LIPI in not more than 1 (one) month after graduation.

### **6.2. Graduation Letter from The University**

Each participant/scholar will get a graduation letter/affidavit from the university declares that the participant/scholar has complete the study in that university. The participant/scholar has to submit that letter to Research Center for Oceanography – LIPI in not more than 1 (one) month after graduation.

### **6.3. Repatriation**

Each participant/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. Research Center for Oceanography – LIPI will provide airplane ticket for the participant/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 participant/scholar should provide certificate, transcript and other related documents.

## **7. MONITORING AND EVALUATION**

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

Monitoring and evaluation will be conducted by Special Team, consists of Steering Committee, Executing Committee and PMO Team of COREMAP-CTI, which includes:

- Indonesian Institute of Sciences (LIPI)
- National Development Planning Agency (Bappenas)
- PMO/NCU Team of COREMAP-CTI
- Executing 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 once a year and maximum 4 times during study period for each university. Monitoring and evaluation will be done by 2 (two) methods:

- (a) by report. There is a compulsory for each candidate to submit progress report per semester and final report (refer to 5.3). The technical team for capacity building program will assess and evaluate the report. The technical team will be appointed through PIU/PMO decree.
- (b) by visiting monitoring to selected universities at least once a year and maximum 4 times during study period for each university

## **8. Reporting of The COREMAP-CTI Capacity Building Program**

The result of the monitoring and evaluation will be included in the reports of the COREMAP-CTI Capacity Building Program.



# **ATTACHMENTS**

(INSTITUTION LETTER HEAD)

PERMIT FROM SUPERIOR OFFICER/SUPERINTENDENT

Number: \_\_\_\_\_

I, the undersigned:

Name : \_\_\_\_\_

NIP : \_\_\_\_\_

Rank (Pangkat/Golongan) : \_\_\_\_\_

Job Title (Jabatan) : \_\_\_\_\_

Work Unit (Unit Kerja) : \_\_\_\_\_

Give permission to:

Name : \_\_\_\_\_

NIP : \_\_\_\_\_

Job Title : \_\_\_\_\_

To apply to COREMAP-CTI 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 : \_\_\_\_\_  
NIK : \_\_\_\_\_

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;
8. Will not ask to be transferred out from the University;
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

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 : \_\_\_\_\_  
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				

<b>Assessed Aspects</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>
Potential to self development				
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**

**Describe what the candidate's duties at the moment, study plan and future plan once the candidate returning to home country**