



# **DARMASISWA SCHOLARSHIP CONTRACT**

**BUREAU OF PLANNING AND INTERNATIONAL COOPERATION  
MINISTRY OF EDUCATION AND CULTURE  
REPUBLIC OF INDONESIA**

**2014**

## **I. RIGHTS AND OBLIGATIONS**

### **Rights**

1. Students will get monthly stipend every month for Rp. 2.000.000 (two million rupiah) as details: Living cost (Rp. 1.200.000); Book allowance (Rp. 200.000); Local transport (Rp. 200.000), Medical/Health care (Rp. 200.000); Pocket money (Rp. 200.000).
2. Students will be provided with accommodation and transportation during the Orientation Program if time arrival in time with the schedule from the Ministry of Education and Culture.
3. Students will get settlement allowance when attending the Orientation Program.
4. Students legal permit arrangement with the help of the Host University will be supported by Ministry of Education and Culture.
5. Students may seek assistance from Host University in finding a house/room to rent which is included in monthly stipend.

### **Obligations**

1. Students must sign a statement letter provided by the Indonesian Embassy/Consulate General.
2. Students are requested to inform the Bureau of Planning and International Cooperation, Ministry of Education and Culture regarding date and time of arrivals to Indonesia for pick up arrangement.
3. Students must arrive in Indonesia a day before the Orientation Program.
4. Students will responsible for the accommodation arrangement and immigration expenses if time arrival is not in time with the schedule arranged by Ministry of Education and Culture.
5. Students must follow the study until the end of the program.
6. Students must write final report to the Host University and Ministry of Education and Culture after finishing the study in Indonesia.
7. Students must have International Insurance, in this case Ministry of Education and Culture provides medical/health care for Rp. 200.000,-/month/student (two hundred rupiah), which is included in the monthly stipend.

## II. ACADEMIC REGULATIONS

### 1. CLASSROOM RULES

- a. Students must dress courteously and with decency during their study in classroom and on campus (sleeveless tops, shorts and sandals are prohibited)
- b. Cell phones are to be turned off during study in the classroom.
- c. The allowable maximum lateness is 15 minutes.

### 2. CLASSROOM ATTENDANCE

- a. The minimum class attendance is 75% of the total class sessions per month. Any students who fail to meet the attendance requirement in a certain month are not entitled to the monthly allowance for the subsequent month.
- b. Only students with a minimum class attendance of 75% of the total class sessions for a semester are eligible to sit for the Final/Achievement test.
- c. Permission for not attending a class session are given to the DRI participants only for the following conditions:
  - illness (a doctor's written statement must be presented)
  - Parents/Family visit (allowable maximum class absence is 1 week)
  - Immigration matters
  - On duties assigned by the Host University
  - Other acceptable excuses.

### 3. ACADEMIC ACTIVITIES

- a. Altering the selected field of study or host university is not permitted
- b. Scholarship Program is granted to each participant only for 1 (one) time and therefore no extension of study at the same or different university is applicable.

- c. Participants arriving 1 week after the program has commenced in their host university are not entitled to their monthly allowance for the month of their arrival.
- d. Travelling out of Indonesia during academic period of study is not permitted, except for emergency, such as: unexpected death or severe illness of parents and completion of study/graduation ceremony in the origin country
- e. Travelling out of Indonesia is only permitted for 1 (one) time during the academic holidays (allowable maximum leave is 2 weeks)
- f. DRI participants must submit a written final report to the Host University and Ministry of Education and Culture upon their completion of study in Indonesia.

#### 4. ISSUANCE OF CERTIFICATES OR STATEMENTS OF STUDY COMPLETION

Only participants who meet the academic requirements and sit for the achievement test of their study are awarded a certificate of study or a statement of study completion by the Host University.

#### 5. SANCTIONS

DRI participants are subject to imposition of sanctions under the following conditions:

- a. Any participants who fail to meet the minimum attendance requirement of 75% of the total class sessions in the previous month are not entitled to the monthly allowance for the subsequent month
- b. Any participants who fail to meet the minimum attendance requirement of 75% of the total class sessions in 1 semester are not eligible to sit for an achievement test and/or receive a certificate.
- c. Any participants who commit a violation against the other academic regulations (exclusive of classroom attendance) for the first time will be given a spoken reprimand by the authority of the Host University. Upon the second violation, the participants will be given a Letter of Reprimand 1 (SP1). Upon the third violation, the participants will be given a Letter of Reprimand 2 (SP2). Upon issuance of Letter of

Reprimand 2 (SP2), the scholarship is terminated and the participants are not eligible to sit for the achievement test of the study.

- d. Host Universities with the approval from BPKLN may revoke the sponsorship letter for any participants upon any violation of regulations or upon the completion of term of study. The participants whose sponsorship letter is revoked must return to their origin country at their own expense.

### **III. NON- ACADEMIC REGULATIONS**

#### **1. LEGAL**

- a. Must comply with the prevailing laws and regulations of the Republic of Indonesia
- b. Must comply with the the existing regulations of the Host University
- c. Must not work/earn a living while studying in Indonesia.
- d. Must not engage in political and criminal activities
- e. Must not get involved with drug trafficking ( either as a drug abuser or trafficker)

#### **2. SOCIAL**

- a. Must not bring along any family members even if it is at their own expense during the study
- b. Must not perform immoral acts
- c. Must not in a state of pregnancy
- d. Must be able to adapt and interact with the surrounding people and culture
- e. Must not perform any activities related to certain indoctrination

#### **3. SANCTIONS**

- a. Any participants who commit a violation against the prevailing laws and regulation of the Republic of Indonesia are subject to imposition

of sanctions in accordance with the prevailing laws and regulations of the Republic of Indonesia.

- b. Any participants who commit a violation against the existing regulations of the Host University are subject to imposition of sanctions in accordance with the prevailing regulations of the Host University and/or Letter of Reprimand issued by the authority. Host University with the approval from BPKLN may repatriate any participants for their commission of a violation.
- c. Any participants who commit a violation against any social norms and values will be given a Letter of Reprimand. The second violation results in the student being deported.

#### **IV. ADMINISTRATIVE AND FINANCIAL REGULATIONS**

1. The scholarship granted to the participants conforms with the length of study program. For 6-month program, the scholarship is granted to the participants for a maximum of 6 months and a maximum of 12 months scholarship is granted to the participants of the 12-month program.
2. Any participants who intend to terminate their term of study before the program in the university ends are only entitled to the allowance for the month they are to leave for their origin country.
3. DRI participants receive their monthly allowance in the first week of each month providing that the participants meet the minimum attendance requirement of 75 % of the total class sessions in the previous month.
4. DRI participants will receive their monthly allowance providing that they remain in Indonesia during their academic period of study and academic holidays.
5. DRI participants must submit their original passport and other immigration documents upon their arrival in Indonesia to the Host University for safekeeping. The participants will be provided with a copy of the documents and a statement of document safekeeping by the Host University.

**Statement of Confirmation**

*I, the undersigned:*

*Name* : \_\_\_\_\_  
*Citizenship* : \_\_\_\_\_  
*Address* : \_\_\_\_\_  
*Phone/Email* : \_\_\_\_\_

Confirm to participate in Darmasiswa Scholarship Program of the Republic of Indonesia, academic year 2014/2015, in:

*University* : \_\_\_\_\_  
*Subject* : \_\_\_\_\_  
*Program* : \_\_\_\_\_

Date, \_\_\_\_\_

Student,

\_\_\_\_\_  
(Name.....)

**Approved by,**  
**Education Attaché/ Official in Charge**

**Coordinator,**  
Darmasiswa Scholarship Program

\_\_\_\_\_  
Name.....)

**Irwan Luswandi**