

**IMPLEMENTING ARRANGEMENT
BETWEEN
DIRECTORATE GENERAL OF HIGHER EDUCATION
THE MINISTRY OF EDUCATION AND CULTURE
OF THE REPUBLIC OF INDONESIA
AND
UK HIGHER EDUCATION INTERNATIONAL UNIT
UNITED KINGDOM (BEING PART OF UNIVERSITIES UK)
ON
THE ESTABLISHMENT OF AN INDONESIA–UK DIKTI SCHOLARSHIP
PROGRAMME**

The Directorate General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia (DIKTI) and the United Kingdom Higher Education International Unit (being part of Universities UK) (the IU) hereinafter referred to as “the Parties”:

RECOGNISING the growing bilateral relationship between the Republic of Indonesia and the United Kingdom;

REFERRING to the Memorandum of Understanding between the Ministry of Education and Culture of the Republic of Indonesia and the Department of Business, Innovation and Skills on behalf of the Government and Devolved administrations of the United Kingdom of Great Britain and Northern Ireland on Cooperation in the field of Education, signed in on London 28 May 2012;

DESIRING to jointly establish the Indonesia-UK Dikti Scholarship Programme (hereinafter referred to as the ‘Programme’)

PURSUANT to the prevailing laws and regulations of the two countries;

ACKNOWLEDGING the common interest to establish a long-term, mutually beneficial relationship;

HAVE AGREED as follows:

**ARTICLE 1
OBJECTIVE**

The objective of this Implementing Arrangement is to promote educational co-operation and to facilitate the enrolment and training of Indonesian students in participating UK universities and other higher education institutions (HEIs). It records the understanding between the Parties on the terms and conditions under which students receiving scholarships from DIKTI will study at the participating UK HEIs.

ARTICLE 2 ACTIVITIES OF PROGRAM

2.1 Study at PhD Level

The Parties agree to work together to promote opportunities for permanent faculty and/or prospective faculty members from Indonesian universities, and/or administrative staff in DIKTI or Indonesian state universities to undertake doctoral study at UK HEIs. The scholarship (to include tuition fees and stipend) will be provided for three (3) years funded under the DIKTI Scholarship. A scholarship extension for the stipend may be available up to six (6) months on a case by case basis and on the recommendation of the host university that the PhD student is making satisfactory progress. The candidates can apply to any academic discipline and research area, except those who are prospective faculty members or administrative staff. The latter should comply with the DIKTI's strategic policy on human resources development.

To support the process of the study, the participating UK HEIs will provide students with appropriate work space, with access to appropriate computing facilities while they are enrolled in the PhD programme.

2.2 Study at Masters Level

The Parties also agree to work together to promote opportunities for permanent faculty and/or prospective faculty members from Indonesian universities, and/or administrative staff in DIKTI or Indonesian state universities to study Master's programmes at participating UK HEIs. The scholarship (to include tuition fees and stipend) will be provided for one (1) years, and/or in special case provided up to two (2) years, funded under DIKTI Scholarship. The candidates can apply to any academic discipline area, except those who are prospective faculty members or administrative staff. The latter should comply with the DIKTI's strategic policy on human resources development.

ARTICLE 3 IMPLEMENTATION

3.1 Target:

The Parties agree that up to 150 postgraduate students per year will be covered by this implementing arrangement, subject to possible changes in any given year by mutual agreement.

3.2 Implementation:

The Parties agree to work together to promote the program both through website and some promotional activities in Indonesia, establish integrated entry criteria and selection process, and other related arrangement matters, as elaborated in the Annex

to this document.

3.3 English Language Proficiency

Students enrolling at any of the participating UK HEIs must meet the UKBA minimum language requirements. They must also meet the minimum requirements for English language proficiency of the host UK HEI for the relevant levels of study. Students who will apply for this scholarship program must also meet DIKTI minimum requirement of 5.5 IELTS scores or equivalent.

ARTICLE 4 RESPONSIBILITIES

4.1. Dikti's Responsibilities

- a. Dikti will provide scholarships in accordance with Annex 1 for each scholarship holder. This may be for one or two years in the case of Masters students, but it is suggested that the majority of Master programmes will be one-year. The scholarship will cover three years for doctoral students. A scholarship extension for the stipend may be available for the PhD students up to six (6) months on a case by case basis and on the recommendation of the host UK HEI that the PhD student is making satisfactory progress.
- b. Dikti will provide links to the Programme website about this scholarship program from its own website.
- c. Dikti will direct all eligible applicants to the Programme website for application.
- d. Dikti will make available relevant databases of contacts for the purpose of the IU activities to promoting the Programme in Indonesia and facilitate introductions where data protection and/or protocol laws permit.
- e. Dikti will be responsible for transferring the stipend directly to individual scholarship holders, and the tuition fee directly to the IU account to be paid for the host UK HEI.

4.2. IU's Responsibilities

- a. The IU will commit to administering scholarships for all students accepted on the programme. On behalf of Dikti, IU will administer a payment to the relevant host UK higher education institution to cover the tuition fees.
- b. The IU will enter into a service level agreement with each participating UK HEI and will be responsible for managing communications with the institutions and providing institutions with any support required in order to receive scholarship holders.

- c. The IU will use reasonable endeavours to secure the agreement of participating UK HEIs that they will waive tuition fees for the fourth and the final year of each doctoral student, where this extension has been agreed by the HEI and Dikti.
- d. The IU will design, develop and maintain a website for the Programme, presented in English with the main documents translated into Indonesia. Content will be agreed by Dikti and the IU. The Programme website will also provide information on other available opportunities, such as those referred to in Annex 3.
- e. To maximise the number of students applying for the Programme, the IU will undertake some promotional activities in Indonesia, either independently or through the British Council.
- f. To a reasonable extent, the IU will provide technical support for applicants to assist them with the application process.
- g. The IU will communicate to UK HEIs other Dikti programmes and opportunities, including those referred to in Annex 3.
- h. IU will administer payments and communications to the participating UK HEIs and it shall use its reasonable endeavours to require the participating UK HEIs comply with the obligations relating to participating UK HEIs under this agreement, but IU will have no further liability to DIKTI under this agreement to the extent permitted by English law. Each student on the Programme accepted and enrolled by a participating UK HEI will be required to enter in to the participating UK HEI's post graduate student contract from time to time.

ARTICLE 5 INTELLECTUAL PROPERTY RIGHTS

- 5.1 The Parties shall ensure appropriate and efficient protections of intellectual property rights obtained and/or used for the implementation of this Implementing Arrangement, in accordance with the laws and regulations in force with the respective countries and in accordance with the international legal standard or implementing arrangements to which they are Parties.
- 5.2 In case specific arrangements, programmes, or projects may result in intellectual property, such property shall be jointly owned and the Parties shall conclude a separate arrangement for the protection in accordance with their respective law and regulation.

**ARTICLE 6
AMENDMENT**

This Arrangement may be amended at any time by mutual written consent of the Parties. Such amendments shall enter into force on such date as determined by the Parties and shall form as integral part of this Arrangement.

**ARTICLE 7
SETTLEMENT OF DISPUTES**

Any dispute arising out of the interpretation or implementation of this Arrangement shall be settled amicably by negotiations or consultations between the Parties.

**ARTICLE 8
ENTRY INTO FORCE, DURATION AND TERMINATION**

8.1 This Arrangement shall enter into force on the date of its signing and shall remain in force for a period of 5 (five) years and can be extended for another period of 5 (five) years by mutual written consent of the Parties.

8.2 Either Party may terminate this Arrangement at any time by giving a written notice at least 6 (six) months in advance to other Party.

8.3 Termination of this Arrangement shall not, subject to each party complying with relevant obligations (e.g. payment of fess and payments) affect any activities, project or other cooperation until the completion of existing joint activities or projects as agreed by both Parties under this Arrangement.

IN WITNESS WHEREOF, the undersigned have signed this Arrangement.

DONE in duplicate at on this.....day of....., in the English language.

On behalf of
Directorate General of Higher
Education
Director of Institutional and
Collaboration Affairs

Prof. Achmad Jazidie

On behalf of the
UK Higher Education International Unit
(being part of Universities UK)

President

Professor Eric Thomas

Annex 1: Terms of Indonesia-UK Dikti Scholarship provision

Scope

1 **Numbers of students on the Placement Scheme**

- 1.1 The IU will endeavour to place 750 Indonesian students in total in participating host UK higher education institutions over a five year period. It is recognised by the Parties that numbers may vary year to year, but forecasts have assumed approximately 150 student applications per year.

2 **Eligibility of candidates**

- 2.1 Candidates must be able to demonstrate the necessary level of academic experience required by individual UK HEIs. This will vary according to institution.
- 2.2 Candidates must also be able to demonstrate sufficient English language skills to obtain a visa to study in the UK (set out by UKBA), and to satisfy the minimum English language proficiency levels set out by Dikti and the UK HEI. Where the UKBA, UK HEI and Dikti requirements are different, the highest level shall apply.
- 2.3 Candidates must be employed as lecturers at a university in Indonesia at the time of application, or be prospective lecturers, or be administrative staff in the Indonesian Ministry of Education or State Universities. Definitions of these categories are to be clearly defined by Dikti. Eligibility may be changed during the programme with the agreement of Dikti and the IU.

3 **Level and areas of study**

- 3.1 The Programme will provide scholarships (to cover tuition fees and living costs) at both Masters and Doctoral level.
- 3.2 The ratio of doctoral to Master's students accepted onto the Programme at each level will be determined on an annual basis by Dikti. For purposes of planning, it has been assumed that 90% of students will be Doctoral students and 10% Masters students.
- 3.3 Applications will be accepted across all academic disciplines and research areas for applicants who are lecturers or prospective lecturers. Applicants who are administrative staff must apply for programmes within Dikti priority areas, to be published on the Programme website.

4 **Eligible institutions**

- 4.1 All UK higher educational institutions will be invited to participate in the programme.
- 4.2 The IU will enter into a service level agreement with each participating UK HEI and will be responsible for managing communications with the institutions and providing institutions with any support required in order to receive scholarship holders.

Timescales

5 **Programme commencement**

- 5.1 The target date for launching the Programme website and accepting applications from candidates is 23 September 2013, at the latest.
- 5.2 The IU will endeavour to support candidates applying to begin their studies in academic year 2013/14. However both sides acknowledge that numbers will be smaller than in subsequent years.

6 **Programme duration**

- 6.1 The DIKTI Scholarship Programme comprises 3 phases over a total of 10 years:

Phase	Programme Year	IU Financial Year (1 August – 31 July)
1 – Start-up	Year 0 – First application round	2012/2013
2 – Open	Year 1 – First students arrive	2013/2014
	Year 2	2014/2015
	Year 3	2015/2016
	Year 4	2016/2017
	Year 5 – Final application round	2017/2018
3 – Closed	Year 6 – Final students arrive	2018/2019
	Year 7	2019/2020
	Year 8 – Final students complete 3-year PhD study	2020/2021
	Year 9 – Final students (granted additional period) depart	2021/2022

- 6.2 The IU and Dikti are free to extend this contract beyond the 2017/18 application round by mutual consent.
- 6.3 Doctoral students will enter on to a three year PhD programme. If required, subject to the agreement of the UK HEI and Dikti on a case by case basis, the scholar may continue for an additional period (see also Paragraphs 7.3 and 8.3).
- 6.4 Master's degrees will typically be one-year in length, however in some cases, with the agreement of Dikti, scholarships may be granted for Master's programmes of up to two years duration.

Finances

7 Payment of tuition fees (to include bench fee and administration fee)

- 7.1 It is proposed that Dikti will pay for all tuition fees for each scholarship holder up to and including their third year of study. This may be for one or up to two years in the case of Masters students, but it is assumed that the majority of Masters programmes will be one-year. This will cover three years for doctoral students.
- 7.2 Tuition fees are understood to include:
- 7.2.1 Research support fees, also known as 'bench fees' and other educational costs directly related to the degree.
- 7.2.2 An annual administration fee to be paid to the IU in Years 1 to 3 as a contribution to the ongoing operational costs of the programme. This fee will be charged on a per-student basis. The fee will be subject to annual review by both parties. The agreed fee for the 2013/14 and 2014/15 academic years is set out in Annex 2 below.
- 7.3 UK HEIs will waive tuition fees for the fourth and the final year of each doctoral student, where this extension has been agreed by the HEI and Dikti.
- 7.4 The IU will agree a payment schedule with Dikti. The IU will invoice Dikti for the tuition fees (as described above). On receipt of funds, to be paid in Pound Sterling, the IU will administer a payment to the relevant host UK HEI.

8 Payment of stipend

- 8.1 It is proposed that Dikti will provide a stipend to each scholarship holder to cover:
- 8.1.1 Living allowance

- 8.1.2 Settlement allowance (once on arrival)
- 8.1.3 Book allowance
- 8.1.4 Thesis-writing support allowance (once in the final year for Master's students and once in the third year for PhD students)
- 8.1.5 Special allowance (once in the final year for Master's students and once in the third year for PhD students)
- 8.1.6 International economy-class return air fare (one return ticket)
- 8.2 The total level of this stipend will be determined by Dikti, but must be at or above the minimum level for living costs published by UKBA. If this level is increased by UKBA, then the stipend provided by Dikti must also be increased accordingly.
- 8.3 Dikti commits to provide up to six months of additional stipend (calculated on a pro rata basis), where this extension has been agreed by the HEI and Dikti. If a further extension is still required, any stipend would need to be negotiated by the scholar with his/her home (Indonesian) university or organisation.
- 8.4 Dikti will be responsible for transferring the stipends directly to individual scholarship holders.

Processes

9 Website and promotion

- 9.1 The IU will design, develop and maintain a website for the Programme, presented in English with the main documents translated into Indonesian. Content will be agreed by Dikti and the IU.
- 9.2 The website will provide generic information regarding postgraduate study in the UK, and guidance for choosing a Master's programme or finding a supervisor for doctoral study.
- 9.3 Dikti will provide links to the Programme website from its own website.
- 9.4 To maximise the number of students applying for the Programme, the IU will undertake some promotional activities in Indonesia, either independently or through the British Council. Dikti will make available relevant databases of contacts for this purpose and facilitate introductions where data protection and / or protocol allows.

10 **Application process**

- 10.1 The Parties will agree a fixed application process, to be clearly communicated on the Programme website, the Dikti website and any other official communication channels.
- 10.2 Dikti and the IU will agree a set of clear eligibility criteria (including English-language proficiency, proof of status as a current or prospective lecturer or administrative staff member, proof of required academic experience).
- 10.3 The IU will not suggest specific supervisors or contact supervisors on applicants' behalf, but it will on request support and advise applicants (for example, by supplying a list of institutions which score highly on the Research Assessment Exercise [RAE] in a relevant subject). Where required, the IU will also provide technical support for applicants to assist them the application process.
- 10.4 Dikti will direct all eligible applicants to the Programme website for application information and forms.
- 10.5 The proposed application process is:

1	<p><u>Register</u></p> <ul style="list-style-type: none"> • Applicant contacts IU via programme website • IU confirms eligibility based on criteria previously agreed with DIKTI • IU provides information, advice & guidance about UK PHD and Masters applications
2	<p><u>Apply to UK HEI</u></p> <ul style="list-style-type: none"> • Candidate applies directly to UK HEIs with IU support where needed • If successful, candidate receives a letter of acceptance from UK HEI, setting out the candidate's acceptance on academic grounds, conditional on evidence of funding.
3	<p><u>Apply to Dikti</u></p> <ul style="list-style-type: none"> • Candidate applies to Dikti including their letter of acceptance. • If successful, candidate is granted Dikti scholarship.
4	<p><u>IU completes process</u></p> <ul style="list-style-type: none"> • Dikti informs IU • IU informs student • IU provides UK HEI with letter confirming scholarship eligibility • UK HEI sends Certificate of Acceptance for Studies directly to student for their visa application.
5	<p><u>Visa</u></p> <ul style="list-style-type: none"> • Student applies for visa with support for UK HEI • Student prepares to travel to the UK

10.6 Dikti and the IU shall take appropriate steps and have due regard to the need to ensure that no individual is unlawfully discriminated against on the grounds of his or her race, age, disability, marital status (or any civil partnership), pregnancy or maternity, religion or other philosophical belief, sex, sexual orientation, gender reassignment or political beliefs.

Annex 2: Schedule of administration fees (2013/14 and 2014/15)

- Ongoing operational costs will be divided between Dikti and the UK HE sector.
- Unforeseen costs related to the repatriation of monies from Indonesia to the UK, including fluctuations in the currency will be met by Dikti.
- The agreed fee for operational costs payable by Dikti (to form part of the total tuition fee) for students commencing studies in 2013/14 and 2014/15 academic years will be £135 per student, paid in three equal annual instalments.
- This fee will be subject to annual review by both parties.
- The UK government through the Department of Business, Innovation and Skills (BIS) will cover most of the start-up administration costs of the project, with the IU contributing a smaller proportion in-kind.

Annex 3

The Parties agree to work together to promote other Dikti programmes to UK HEIs. Namely:

1. Scheme for Academic Mobility and Exchange (SAME)

The Parties agree to work together to promote opportunities for academic exchange under the DIKTI-funded Scheme for Academic Mobility and Exchange (SAME). In particular, UK HEIs which have agreed to participate in the SAME programme will welcome visits from academics from Indonesian Universities to collaborate in research activities and to develop joint degree programmes, joint supervision, etc. The participating UK HEIs will encourage members of staff to take the opportunity of short-term visits to Indonesia under the SAME programme.

2. Enhancement of International Publication Programme

The Parties agree to work together to promote opportunities for Indonesian PhD candidates to conduct placements at UK HEIs under the DIKTI-funded Enhancement of International Publication programme (EIP). In particular, UK HEIs which have agreed to participate in the EIP programme will welcome visits from PhD students at participating Indonesian Universities. The participating UK Universities will encourage members of staff to take the opportunity of short-term visits to Indonesia under the EIP programme.

The Parties agree that the entry criteria and the selection of eligible candidates will be carried out in accordance with the Terms and Conditions for application and selection process of each Party.