

B. NATURE OF PROGRAM

The nature of Darmasiswa Program is a non-degree program in an inbound scheme and it is organized continuously in the following paradigm of the program.

1. Design of the Program

➤ Regular 1 (one) Year Term;

Regular one (one) year term program is a one-year scholarship program offered to foreign students who would like to undertake study of art and culture at ISI Denpasar under approval of the Ministry of Education and Culture of the Republic of Indonesia.

➤ Regular 6 (six) Month Terms;

Regular six month program is a six-month scholarship program offered to foreign students who would like to undertake study of art and culture at ISI Denpasar under approval of the Ministry of Education and Culture of the Republic of Indonesia.

2. Period of the Program

- Regular one year program is discharged from August-July the following year.
- Regular six month program is conducted August-January the following year.
- Students have to be in Indonesia a week prior to commencement of the courses for orientation program.

3. Eligibility

- Not more than 35 years of age.
- Completed secondary education or its equivalent.
- In good health as proven by medical certificate.
- To have as an excellent proficiency of English.
- To have a basic knowledge of the field you apply.

4. Application Procedure

- To apply the Darmasiswa scholarship program, participant must submit a complete application package that includes all of the following items;
 - Completed admission application form.
 - Copy of academic transcript and certificates
 - Copy of passport valid at least 18 months from time of arrival.
 - Curriculum Vitae/ Resume

- Passport size color photograph (5 pieces).
- The applicants can apply online by logging into the following address: www.darmasiswa.diknas.go.id along with attaching documents (all points) as above.
- The applicants should notify the Indonesian Embassy or Consulate General in applicant's home countries, in case of applying online.
- Applicant who has difficulties for internet access can be filling out the admission application form available at the Indonesian Embassy or Consulate General in applicant's home countries.
- The documents of applicants should be submitted by the Indonesian Embassy/Consulate General to:

Head of Bureau of Planning and International Cooperation,
 Secretariat General, Ministry of Education and Culture
 Jln. Jenderal Sudirman, Senayan
 Gedung C, Lantai 6, Jakarta 10270
 Phone/Fax: (62-21) 5724707
 Email: darmasiswa_kln@yahoo.com
 Web: www.darmasiswa.diknas.go.id

Directorate of Public Diplomacy,
 Ministry of Foreign Affairs
 Jl. Taman Pejambon No. 6 Jakarta
 Phone: (62-21) 3813480
 Fax: (62-21) 3858035

- The applicants' documents will be selected every March for program commencing in August the following year by the officials from;
 - Bureau of Planning and Cooperation.
 - Directorate General of Higher Education.
 - Directorate General of Public Diplomacy.
 - Higher Education Institutions.
- The results of selection will be communicated to the participants by the Indonesian Embassy or Consulates General or through website in April.

5. Rights and Obligations

1. Rights;

- Free of tuition fee.
- Monthly allowance.

- Participants may seek assistance from ISI Denpasar in finding a house/rental room.
- Participants 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.

2. Obligation;

- Willing to assist ISI Denpasar or educational institution to teach English or other academic activities.
- Signing a statement of declaration provided by the Indonesian Embassy/Consulate General before living for Indonesia and signing a contract letter provided by the ministry of Education and Culture when arriving in Indonesia, with substances as follows;
 - To abide by the regulation of ISI Denpasar during period of study.
 - Not to change either subject or place of study prior or upon arrival.
 - To refrain from engaging in political activities or any form of employment for profit or gain.
 - Not to involve in any misconduct and any form of harassments.
 - Not to be allowed to bring any member of family during period of study.
 - To refrain from being pregnant and being involved in drug trafficking and abuses.
 - Not to travel out of Indonesia during academic period and not to travel out of Indonesia more than once.
 - To be sent back to home country if violate the permit of stay during the period of study.

6. Arrangement of Allowance

Each participant will be exempted from tuition fee and he/she is given a monthly allowance of Rp 2.850.000,00 (two million rupiahs) that is considered to be used in proper manner by the participants to support their living needs during undertaking study at ISI Denpasar with the following brekdown:

No	Arrangement	Amount
1	Living cost	Rp. 1.500.000,00
2	Books allowance	Rp. 350.000,00
3	Local transport	Rp. 500.000,00
4	Medical/Health care	Rp. 200.000,00
5	Pocket money	Rp. 300.000,00
	Total (in rupiahs)	Rp. 2.850.000,00

The Bureau of Planning and International Cooperation, Ministry of Education and Culture transfers the allowances for the participants every month to ISI Denpasar.

The participant is advised to bring enough money for an unexpected additional expenses in Indonesia, roughly around US\$ 1.000.00 (a thousand US dollar) or its equivalent.

7. International Airfare

The Ministry of National Education and Culture is not responsible for participants' airfares as well as ISI Denpasar. Therefore, the participants should arrange their own international air fares prior to departure to Indonesia. Student should arrange their own international airfare based on the requirement and the period of study at ISI Denpasar. However, students should consider carefully that the arrangement of the airfare must be fitted to our leaning schedule.

8. Health Insurance

Ministry of Education and Culture will not provide for participants' health insurance, which it's already covered in the scholarship. Participants are expected to have their own international insurance.

9. Arrival in Indonesia

The Participants are requested to inform the Bureau of Planning and International Cooperation, Ministry of Education and Culture, Jakarta regarding the date and time of their arrivals to Indonesia for pick up arrangement one week in advance. During their arrival in Jakarta, all participants are gathering to join the orientation of the program and to be announced important information as mentioned bellow in detail breakdown;

- After completing their administrative arrangement in the Bureau of Planning and International Cooperation, the participants are scheduled to participate in the orientation program.
- Transportation of the participants to higher education institution will be organized by the Bureau of Planning and international Cooperation, in coordination with the person in charge of ISI Denpasar.
- The participants shall report to the police office at the place/ city where the participants will undertake their studies.
- The participant has to obey the regulation of the government of the Republic of Indonesia and higher education institution where they study.

10. Arrival in Bali

For arrival in Bali from Jakarta, a person in charge of ISI Denpasar is obligated to lead and guide the students for their departure from Jakarta to Denpasar-Bali as well as giving necessary assistance unto students/participants in connection with student orientation, settlement, immigration clearance, registration shortly after their arrival at ISI Denpasar.

➤ **Orientation;**

- ISI Denpasar arranges orientation program for inbound students (such as information regarding courses, registration, university's rules and regulations, student activities, culture, food, survival tips, tourist attraction, etc.).
- ISI Denpasar facilitates inbound students in obtaining student ID card, course registration, report to the embassy of home country, immigration and the local police office.
- ISI Denpasar shall provide buddy to assist inbound students in adapting to new environment.

➤ **Settlement;**

- The participants have to find their own settlement during their study.
- The participants may rent a house/room in accordance with the preference and financial affordability.
- The participants may seek assistance from person in charge of ISI Denpasar to find a house/room to rent.

The settlement organization for participants during undertaking education at ISI Denpasar is organized by considering of time and distance aspects. It means that student should find a close area of settlement from the campus in order to save the time and it is possible to reach the campus on foot in a very short distance. In addition, the settlement of the students is recommended to be discharged in a certain house/room in accordance with the preference and financial affordability.

➤ **Immigration Clearance;**

○ **Passport:**

Participant must hold a valid passport, for at least 24 months from time of arrival.

○ **Visa:**

- Participant must hold a valid and suitable visa to enter Indonesia.
- Participant should apply for visa after receiving Letter of Acceptance (LoA) from the Indonesian Ministry of Education and Culture.
- ISI Denpasar provides necessary assistance for applicant in obtaining the appropriate visa.
- Ministry of Education and Culture provides the primary assistance for visa application.

- Visa that is used for joining this program is a **Social Visit Visa(VKSB)** that can be obtained through the Embassy/Consulate General of the Republic of Indonesia where the participant lives. This visa should be converted to Temporary Stay-Permit for 1 (one) year upon arrival in Bali through the immigration office of Denpasar.
- The participants are **prohibited** to use the **Tourist or On- Arrival Visa** to study in Bali, since it will have effect in processing the Stay-Permit. ISI Denpasar will not responsible for the immigration process and its expenses.

➤ **Registration;**

Registration for participants of Darmasiswa Program at ISI Denpasar is discharged of both academically and administratively. It is done within the first week of September in every academic year or in other word in early of the first semester. Registration is including re-registration, and student card issuance. Every overseas student should follow this procedure in order to have services and information of the courses including academic counseling as well as access of the institute facilities.




○ **Re-registration;**

Re-registration is discharged for emphasizing the personal data and interest of study of Darmasiswa Program's participants, and to upload the accurate data of the students into academic and administrative system based on the applicable regulation. In addition, it is done in order to obtain student's register number and for the issuance of the student card. This is the prominent aspect of the program to make sure that everyone is obtaining proper services from the institute in terms of both academically and administratively. Student will be sent to each program of study based on interest shortly after this process of re-registration. This re-registration process is carried out in the first week of September in every academic year or in other word in early of the first semester.

○ **Student Card Issuance;**

A student card that is issued by ISI Denpasar for the participant of Darmasiswa Program is for a student identity card besides it functions to indicate that a person is a student of ISI Denpasar in a legal standing as an active student by adding the registration number of the student on it.

The purpose of this student card issuance is to make sure that a student will get a high accessibility to enter the institute central library, internet access, and necessary services that available on campus. An overseas student should keep this student card safe and it should always with the student of either inside or outside the campus. Student card is a very important part of the active student. Therefore, the student must make sure that he/she has obtained the correct data or identity detail on his/her student card.

 <p>KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN INSTITUT SENI INDONESIA (ISI) DENPASAR Jl. Nusa Indah Denpasar, Ph. (0361) 227316; Fax. (0361) 236 100 e-mail: darmasiswa@isi-dps.ac.id</p> <hr/> <p>KARTU TANDA MAHASISWA</p>  <table> <tr><td>Nama</td><td>: Mariana C. Castellanos</td></tr> <tr><td>NIM</td><td>: 2017.01.005</td></tr> <tr><td>Tempat/Tgl. Lahir</td><td>: Distrito, 25.10. 1986</td></tr> <tr><td>Warga Negara</td><td>: Meksiko</td></tr> <tr><td>Jenis Kelamin</td><td>: Wanita</td></tr> <tr><td>Program Studi</td><td>: Seni Tari</td></tr> <tr><td>Tahun Akademik</td><td>: 2017/2018</td></tr> <tr><td>Alamat</td><td>: Jl. Nusa Indah, Dps</td></tr> </table>	Nama	: Mariana C. Castellanos	NIM	: 2017.01.005	Tempat/Tgl. Lahir	: Distrito, 25.10. 1986	Warga Negara	: Meksiko	Jenis Kelamin	: Wanita	Program Studi	: Seni Tari	Tahun Akademik	: 2017/2018	Alamat	: Jl. Nusa Indah, Dps	<ul style="list-style-type: none"> - Kartu dibawa pada saat kuliah, seminar, dan urusan akademik. - Kartu ini tidak dapat dipindahtangankan - Kartu ini adalah milik Institut Seni Indonesia Denpasar. - Penggunaan kartu ini diatur oleh syarat dan ketentuan yang berlaku - Apabila kartu ini hilang atau ditemukan harap menghubungi: 0361-227316 <p>Denpasar, 22 September 2017 Rektor</p>  <p>Prof. Dr. I Gede Arya Sugiarta, S.S.Kar.,M.Hum NIP.196612011991031003</p>
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11. Regulation

- To abide the regulations of Indonesian Instujhyitute of The Art (ISI) Denpasar where I am Studying.
- Not to change major of study and place of education institution where I am studying.
- To attend all classes on regularized schedule with minimum attendance of totally 85 %.
- To submit the progress report at the end of the first semester, and final report (scientific form) shortly before the end of the program.
- To be always polite (words, attitude, dress, manner) when entering and during in the campus of Indonesian Institute of the Art (ISI) Denpasar.
- Not to ask for health insurance to Indonesian Government, however, all Darmasiswa participants must be covered by their own international health insurance.
- Not to work for profit or being involved in any political activities, drugs trafficking and drug abuses during my study at Indonesian Institute of The Art (ISI) Denpasar.
- All Darmasiswa students are allowed to travel out of Bali or Indonesia in the break season only (between January to February) 2 weeks maximum, or in an emergency case.
- Not to be allowed to claim monthly scholarship if Darmasiswa students violate any items of the rules in this declaration, or travel out of Bali/Indonesia during the academic period (1st semester: September to January, 2nd semester: February to July).
- To accept for being deported to my country if I violate the regulation and the stay permit procedures in Indonesia.

12. Lecturing System

ISI Denpasar apply a particular lecturing system for Darmasiswa Program. A semester lecturing system is a way of discharging education program in order to measure academic progress of students, teachers and the program itself. This lecturing system is flexible in a sense that a student can manage his/her time of study. One semester lecturing system consists of;

- 50 minutes scheduled class work
- 50 minutes structured academic activities
- 50 minutes independent study

At ISI Denpasar one semester is 16 weeks (including two weeks evaluation period).

- 50 minutes (1 class) X 16 weeks (1 semester) = 800 minutes
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- Total = 2.400 minutes (40 hrs.)

Lecturing process at ISI Denpasar for overseas students as participants of Darmasiswa Program is discharged proportionally based on each student's interest of study. Lecturing which is prominent part of learning is discharged rigidly about technique application with series phases and usability of accurate materials and equipment in order to achieve maximum result.

The emphasized of skill and psychomotor aspects is the main substance of lecturing in order to meet changes into explicitly skillful and knowledgeable as well as to form a good attitude. Within the lecturing process, there are several methods are used, namely;

- *Briefing and discourse* is a lecturing process to introduce the lecturing substances.
- *Demonstrative* is a lecturing process to demonstrate or showing detail application of means and techniques.
- *Participative* is a learning process where participants are actively participating to follow certain means and techniques are instructed and demonstrated.

13. Academic Activity

- Participant must follow the academic procedures and rules of ISI Denpasar.
- Participant must enroll for courses including final project in ISI Denpasar.
- Any changes in the enrolled courses, final project is rigorously not allowed.
- ISI Denpasar provides certificate of participation in Darmasiswa program for the participant by the end of the program.

o Bahasa Class;

Bahasa class is given to overseas students as a complimentary in order to introduce student for the usability of Bahasa in the daily life. Considering that the overseas students who are participating Darmasiswa Program are not yet being able to express themselves in Bahasa, they therefore are considered necessarily to be given an additional Bahasa class with a great expectation that they will gradually be able to communicate fluently and they have good proficiency of Bahasa. The class of Bahasa is discharged regularly in the institute central language laboratory.

o Excursion of Social Service;

Participants of Darmasiswa program are offered several memorable experiences to taste the atmosphere of Balinese life and belief in a package of school excursion of social service. In every temple festival ceremony in Balinese two main temples such as Batur and Besakih mother temple, ISI Denpasar is always given a chance to do a social service in the forms of presenting the ritual and art performances of dances, traditional music play, and dance drama. The participants of Darmasiswa Program are given broad opportunities to perform their skills, abilities, and expertise during the excursion of social service.

14. Evaluation and Assessment

- The evaluation and assessment for Darmasiswa Program at ISI Denpasar is carried out just shortly before the end of academic year, precisely on July.
- The evaluation and assessment is conducted through the lecturer's observations, lecturing, practices, and final art work assignments.
- The evaluation and assessment score is in written announcement.
- The results of both semester and one year term evaluation and assessment are given by using letters with understanding as follows;

Letter score	grade point (scores are not transferable to home university)
A	= 4 or value of 80 -100
B	= 3 or value of - 79
C	= 2 or value of - 64
D	= 1 or value of 40 - 54
E	= 0 or value of - 39

- Student who scored D or E should take another assignment till he/she can obtain the minimum score of C
- If a student cannot complete the task of one component of a course at the specified time, then the student is stated T (delay) for the course. Student is given the opportunity to complete the appropriate based on lecturer's policy. If during the stipulated time the component is not yet well completed, then the student is declared failed with the value of E in the course.

- Score of evaluation and assessment will be appeared on the student's participation certificate.
- Before the evaluation and assessment process, students are given sufficient time to complete their final assignment.

15. Monitoring and Evaluation

- Monitoring and Evaluation is the responsibility of ISI Denpasar and also the Bureau of Planning and International Cooperation.
- The objective of MonEv is to identify best practices, new opportunities for the development of the program, challenges, problems and obstacles, also to make sure the implementation of quality assurance.
- Monev is funded by the Bureau of Planning and International Cooperation.
- Monev is conducted at least once in a year.
- Monev team provides written report within one month using provided format.
- Format/outline of MonEv Report shall include:
 - Title.
 - MonEv Team.
 - MonEv Location and Date.
 - Result and Observation.
 - Conclusion.
 - Recommendation for Further Action.
 - Attachment.

16. Reporting

- ISI Denpasar will provide final report to the bureau of Planning and International Cooperation no longer than one month after program completion of the respective year.
- Final report shall include at least:
 - List of inbound students.
 - List of disciplines and courses.
 - Funding resources.
 - Lesson learned.
 - Benefit of the program.
 - Report from each outbound student.

17. Leave

If participant want to take a leave to his/her country of residence, he/she should consider the following conditions;

- The participant is required to report to the international office of ISI Denpasar where he/she is enrolled for this purpose.
- During his/her leave the participant will not get the monthly stipend.
- The participant must obtain the Exit Re-Entry Permit from the local immigration office of Denpasar. This is meant to facilitate the arrangement of his/her resident permit after undertaking his/her leave.

18. Finishing the Study and Returning Home.

- Upon the completion of their studies, the participants are required to submit a written report including the grades obtained from attending the Darmasiswa courses. This report must be addressed to and acknowledged by the Department Head of ISI Denpasar where the participant enrolled.
- The participants must return to their countries of residence before their stay permit expires.
- Before leaving for their countries of residence, the participant are required to make arrangement dealing with an Exit Permit Only (EPO) in the local immigration of Denpasar.
- To arrange Exit Permit Only, the participant has to bring and submit a recommendation letter obtained from ISI Denpasar where they study.
- The participants are strongly advised not to bring any excess baggage. Payment for any excess baggage shall be the sole responsibility of the participants.

19. Certificate

All participants are given a certificate as a token that they have finished their study at ISI Denpasar.

20. Fiscal Tax on Departure from Indonesia

In accordance w

ith the announcement of Directorate General on Taxation, Ministry of Finance, the Republic of Indonesia (**No. PENG.01/PJ.09/2009, No. 2 Point C, dated on January 13, 2009**) stated that every foreign student who depart from Indonesia is not required to pay for fiscal tax, otherwise they must be attaching a recommendation letter from higher education institution where they study.