



KEMENTERIAN SEKRETARIAT NEGARA REPUBLIK INDONESIA

Jalan Veteran No. 17-18, Jakarta 10110, Telepon (021) 3845627, 3442327
Situs: www.setneg.go.id

Nomor : B-19695/Kemensetneg/Setmen/KTLN/LN.03.00/10/2015 Jakarta, 21 Oktober 2015
Sifat : Segera
Lampiran : 1 (satu) berkas
Hal : Tawaran mengikuti pelatihan di Malaysia

Yth. Pusat Kerja Sama Luar Negeri
Kementerian Pendidikan dan Kebudayaan
di Jakarta

Sehubungan dengan surat *Second Secretary* Kedutaan Besar Republik Malaysia di Jakarta tanggal 12 Oktober 2015, dengan hormat kami sampaikan tawaran dari Pemerintah Malaysia untuk mengikuti pelatihan *21st Century Leadership for Educational Leaders of Rural and Indigenous Schools from ASEAN Member States*, yang akan diselenggarakan mulai tanggal 8 s.d. 20 November 2015 di Sarawak, Malaysia.

Seluruh biaya sehubungan dengan keikutsertaan pelatihan tersebut ditanggung Pemerintah Malaysia.

Kesempatan ini hendaknya dapat dipergunakan sebaik-baiknya dan sekiranya instansi Saudara akan memanfaatkan tawaran tersebut, agar dapat mengajukan 2 (dua) orang calon peserta yang memenuhi persyaratan kepada kami paling lambat tanggal 27 Oktober 2015, dengan melampirkan persyaratan sebagai berikut:

1. Pejabat eselon IV ke atas/setara yang terkait langsung dengan kebijakan terkait dengan pengambilan keputusan;
2. Formulir pencalonan *Malaysian Technical Cooperation Programme* rangkap 3 (tiga) diisi lengkap dengan diketik rapi serta disetujui oleh pejabat yang berwenang dengan dilengkapi buah foto berwarna ukuran 4x6 cm;
3. Daftar Riwayat Hidup;
4. Sehat jasmani dan rohani dilengkapi dengan surat keterangan sehat dari dokter yang berwenang untuk mengikuti pelatihan di Malaysia;
5. Memiliki kemampuan berkomunikasi dan menulis dalam bahasa Inggris.

Untuk lebih jelasnya, terlampir kami sampaikan informasi, persyaratan dan prosedur rinci mengenai program dimaksud.

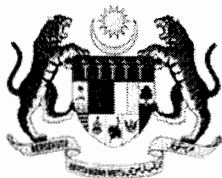
Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.

a.n. Sekretaris Kementerian Sekretariat Negara
Kepala Biro Kerja Sama Teknik Luar Negeri



Rika Kiswardani
Rika Kiswardani

Tembusan:
Sekretaris Kementerian Sekretariat Negara, sebagai laporan



Please affix
passport
photograph

APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave
any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

Family Name (surname) :	Date of birth : Day Month Year
First Name :	Nationality (citizenship) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No : Expiry Date:	Type of Passport: International P Religion :

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone Country Area Number	
Office telephone Country Area Number	Telefax Country Area Number	Email	
Person to be contacted in case of emergency :			
Name : _____			
Telephone : _____ Mobile Phone Number: _____			
Address : _____			
Email : _____			

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs
or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or
not endorsed will not be accepted

Course Overview:

This training programme aims to provide the participants with a platform to gain more insights in educational development through experiences shared by their colleagues from other countries. This training programme also enables the participants to build network and establish linkages among themselves to further enhance and improve the quality of education provided in rural and indigenous schools in their countries.

Course Objectives:

- To exchange ideas on different strategies for school improvement in educational leadership and management of rural and indigenous schools.
- To share best practices and innovations in Educational Leadership and Management (ELM).
- To establish linkages and networks between rural and indigenous schools in the ASEAN region.

Target Participants :

- Involved in educational leadership for more than 5 years dealing mainly with rural or indigenous schools.
- Nominated by the Ministry of Education of the respective countries.
- This is a specialised training programme offered to participants from among developing ASEAN Member States only.

Background of MTCP

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region in 1978. Since 1980, in line with the spirit of South-South Cooperation, Malaysia through the MTCP has been sharing in areas where we have development experience and expertise. The MTCP forms part of the strategy and commitment of the Government of Malaysia to promote technical cooperation among developing countries, strengthening regional and sub-regional co-operation, and nurturing a collective self-reliance among developing countries.

The Objectives of MTCP are:

- To share development with other countries;
- To strengthen bilateral relations Malaysia and other developing countries;
- To promote South-South cooperation (SSC) and Technical cooperation among developing countries

INSTITUT AMINUDDIN BAKI

Institut Aminuddin Baki (IAB) is at the forefront in the field of educational leadership and management (ELM) training in Malaysia. IAB provides quality training in educational leadership and management which helps to enhance the quality and delivery of educational management systems by local and foreign educational leaders.

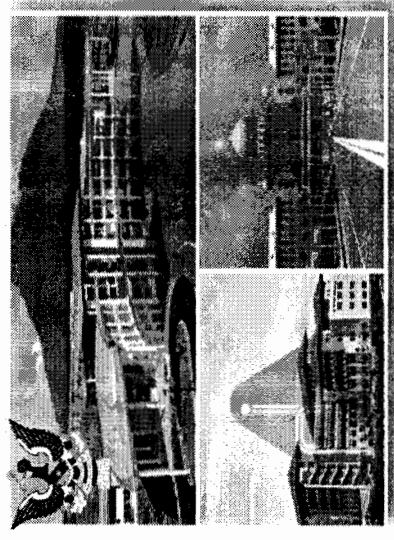


MALYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2015

21st CENTURY LEADERSHIP FOR EDUCATIONAL LEADERS OF RURAL AND INDIGENOUS SCHOOLS FROM ASEAN MEMBER STATES

08 – 20 NOVEMBER 2015

Kuching, Sarawak



APPLICATION DEADLINE: 20 OCTOBER 2015



INSTITUT AMINUDDIN BAKI (IAB)
NATIONAL INSTITUTE FOR EDUCATIONAL
MANAGEMENT AND LEADERSHIP
MINISTRY OF EDUCATION MALAYSIA

ENTRY REQUIREMENTS:

- Age between 26-56 years
- Had not participated in any course under MTCP
- Fairly good command of English Language
- Medically fit.

APPLICATION PROCEDURES:

- All participants will have to adhere to rules and regulations set by the training institution.
- All applicants are required to complete the MTCP application form available at www.mtcp.kln.gov.my/download and submit three (3) copies of the completed forms to the Malaysian Embassy / High Commission in the respective countries via the Ministry of Education of their respective countries.
- Participants should ensure that their **passports are valid for at least 6 months** after the end of the programme.

- All participants must arrange for their own visa and vaccination prior to their travel. The cost incurred for the visa and vaccination should be borne by the respective participants.
- All participants are required to have Visa-With-Reference (VDR) to enter Malaysia, including ASEAN Member States.
- After the interview, the respective Malaysian Embassy/Mission will provide IAB with their recommendation of the applicant for consideration by a Selection Committee (consisting of IAB and the Malaysian Ministry of Foreign Affairs officers)

Applicants will be notified of their acceptance to the programme either through the Malaysian Embassy/Mission or IAB

- **INCOMPLETE/OR UNENDORSED FORMS WILL NOT BE PROCESSED.**

TERMS OF AWARD:

MTCP is fully financed by the Malaysian Government. All expenses for return air ticket from the capital city of the respective countries to Malaysia as well as food, lodging, medical and tuition fees during the course are funded by the Malaysian Government.

PROGRAM MANAGER:

Mr. Gerald Kochappan
6016-6023032
gerald@iab.edu.my

JOINT PROGRAM MANAGER:

Ms. Beatrice Paul Diring
6013-5683768
beatrice@iab.edu.my

ADDRESS:

*Institut Aminuddin Baki.
Ministry of Education Malaysia
Nilai Education Complex,
71760 Bandar Enstek,Nilai,
Negeri Sembilan,Malaysia*

TEL: 606-7979266 / 6082-846671 (OFFICE)

FAX: 606-7979320/6082-846626

www.iab.edu.my

COURSE MODULE

Topics:

Educational Leadership

- Theories on Current Leadership Practices
- Moral Imperatives for Educational Leaders

Educational Management

- Strategic Thinking and Management
- Managing Rural and Indigenous Schools
- e-learning
- Building Educational Leaders' Capacity

Leading Change

- Managing Change
- Transforming Schools
- Leadership Coaching & Mentoring

Benchmarking and Educational Visits

- Benchmarking visits to selected rural and indigenous schools in Sarawak
- Working Visit to the Sarawak State Education Department & Ministry of Foreign Affairs Sarawak Branch, Kuching, Sarawak
- Educational Visits to Sarawak Cultural Village in Santubong, Sarawak
- Educational visit to the city of Kuching in Sarawak



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Email : _____			

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3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer :	Employer :
Years of service (from – to) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization : Government / Semi Government / Private / NGO #	Type of organization Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

Delete accordingly

Description of your work including your responsibility :

Please continue on supplementary pages if necessary

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Gender:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ()			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
<p>I certify that the applicant is medically fit to undertake a course in Malaysia.</p> <p>Name of Physician : _____</p> <p>Address of Clinic : _____ (printed) _____</p> <p>Telephone : _____ (printed) _____</p> <p>Email : _____ Date : _____</p> <p>Signature of Physician : _____ Seal of Clinic : _____</p>			

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8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20____

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

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10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
for the training course.

_____ Name and Designation	_____ Signature and Official Stamp
_____ Name and Organisation	_____ Country code - Area code - Office tel no.
_____ Email address	_____ Country code - Area code - Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

_____ Name	_____ Email Address
	(Ministry's Official Stamp)
_____ Designation	_____ Name of Organisation
_____ Signature	_____ Country code - Area code - Office tel no.
	_____ Country code - Area code - Office tel no.

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