Frequently Asked Question (FAQ)

1. *Where can I access the link to online application?*

Please access the following link

https://www.cognitoforms.com/AustraliaAwardsInIndonesia1/womeninleadershipinthesecuritysector or you can go to Australia Awards website at www.australiaawardsindonesia.org and go to Short Term Award Section to get more details on current short courses.

2. *What do Australia Awards cover if I am selected to participate in Short Term Awards?*

Australia Awards in Indonesia will cover Course fee, In-Indonesia Pre-Course and Post-Course Workshop including course fee, internet package for online course and incidental allowance.

3. *Should I complete the application in English or Bahasa Indonesia?*

Please complete the application in English.

4. *Why can't I type more sentences when I respond to the selection questions?*

The applicants' response to selection questions should be minimum of 750 characters and maximum of 2200 characters. This includes space and punctuation marks (not word counting but character counting).

5. *What are the types of documents I should prepare to apply for this course?*

Required Documents: Academic Certificate (Ijazah), Copy of Valid Identity Card (KTP), Endorsement Letter from Supervisor, English proficiency test results or participation in any overseas forum/seminar/training
Optional Document: Any additional relevant certificates (e.g. certificates of achievements, relevant training certificates, etc.).

6. *Should I translate the supporting documents, including academic certificate in English?*

No, you do not need to translate the documents. You can submit the documents in the original language. However, you are suggested to scan the original documents. If you can only scan the copy document, it should be legalised by the institution which published the document or a notary office.

7. *Can I use my expired TOEFL/ IELTS certificate?*

You can use your latest TOEFL/ IELTS certificate even if it has passed its expiry dates.

8. *Can I replace the TOEFL/ IELTS certificate with other document to prove my English?*

Yes, TOEFL/ IELTS certificate can be replaced with proof of studies or living in an English-speaking country or working in an English-speaking environment; completion of studies in English, language course or language tests; or proof of attendance or certificate of international conference.

9. *Is there any format for Endorsement Letter? What should be included in the Endorsement Letter?*

Endorsement letters are different with Nomination Letters or Permission/ Assignment Letters. Endorsement letters should include information about your professional competencies that are related to this Short Term Award. This document will support your application to the Short Term Award.

10. *Is there any template for Endorsement Letter?*

You can download the Endorsement Letter template on the third or the last page of the online form application. However, you may use your organisation's endorsement template if preferred. You should include the same information as stated in point 9.

11. *Who should sign the endorsement letter?*

The endorsement letter should be given (written and signed) by your current supervisor. However, if you hold the highest position in the organisation, the endorsement letter can be given by another organisation where you or your organisation is a member of or has cooperation with.

12. *Should my supervisor write the Endorsement Letter in English or Bahasa Indonesia? And does it need to be typed?*

The Endorsement Letter can be written in both languages and it does not need to be typed.

13. *Should I rename my documents before uploading?*

Yes, you should rename your documents with the below format:

"**Your FIRST AND LAST NAME_Name of documents**". (e.g: Budi Satria_KTP, Budi Satria_Academic Certificate, Budi Satria_Endorsement Letter, Budi Satria_TOEFL/IELTS).

File or Documents without "YOUR NAME" in the filename, may be successfully uploaded, but **COULD NOT** be read and stored in our system.

14. *Where should I send the documents to?*

The required documents should only be uploaded through the provided link for the course online application. Document submission via email is **Not Required.**

15. *Can I submit my application through email?*

No, you cannot. Application only will be accepted through online application, any application submitted through email will not be assessed.

16. *When is the deadline to submit the application?*

Application's deadline is on **Sunday, 28 November 2021 at 23:59 WIB**. Any late submission is
not accepted.

17. *What are the next steps after I submit my application?*

- If your application is received by AAI on time and it has passed all eligibility criteria, it will be reviewed by Independent Selection Panel.
- Approximately 2-3 weeks after the deadline of application, AAI will contact shortlisted candidates to invite them for the interview. At this stage, only shortlisted candidates will receive the interview invitation by e-mail and text message.
- Approximately 1 month after the deadline of application, all applying candidates, except late submission, will receive notification of their selection outcome by e-mail.

18. *Will the course be delivered in Australia?*

No. During the COVID-19 Pandemic, the 3 stages of the course will be conducted online.

19. *Who should I contact if there are any trouble in my application?*

Please send any inquiries through email to **shorttermawards@australiaawardsindonesia.org**

with subject heading for instance: **Queries – Women in Leadership in the Security Sector STA.**