ACCREDITATION SERVICE for INTERNATIONAL SCHOOLS, COLLEGES & UNIVERSITIES

Application for Accreditation by
ASIC
Accreditation Service for International
Schools, Colleges & Universities

APPLICATION FORM FOR INTERNATIONAL UNIVERSITIES

Applying to ASIC for Accreditation

Thank you for your interest in applying for accreditation through ASIC. Below are the steps an institution needs to undertake in order to complete the application process.

1. An institution needs to complete the Application Form and send this into the ASIC office with the application fee of £1,000. **Please note at this stage no other documentation is required.**

2. On its receipt, the application form will be checked by one of our assessors. ASIC will then make a request to the institution for the Stage 1 documents which can be found below in the section titled 'CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 1'. *(These documents are required to be sent into the ASIC office before any inspection visit takes place only if, the institution is intending to go for candidacy status. If an institution doesn't intend on gaining candidacy status then the Stage 1 documents can be viewed by the ASIC inspectors at the Stage 2 visit.)*

3. ASIC will then contact the institution to either discuss the Stage 1 documentation, or to organise the visit to the institution for the Stage 2 and/or Stage 3 inspection visit.

APPLICATION FORM

1. University Details
(State <u>all</u> places of operation and indicate which of these are to be accredited.)

Name of University:

Universitas Negeri Yogyakarta

Details of operation(s) to be accredited: Germany Education Study Program

Head of Institution (name and title): Dra. Lia Malia, M.Pd. Address: Jl Colombo No 1 Karangmalang Yogyakarta Indonesia Postcode: 55281 Telephone Number: 0274-550843 psw 519 Fax Number: +62-274548207 Email Address: s1pend_bahasajerman@uny.ac.id Website Address: fbs.uny.ac.id

Email Address of Head of Institution:

liamalia@uny.ac.id

Name & Email Address of person to whom all correspondence regarding the accreditation process should be addressed:

Adi Cilik Pierewan, Ph.D. & adicilik@uny.ac.id

Name & Email Address of Finance Manager/Account Manager:

Prof. Dr. Edi Purwanta, M.Pd & edipurwanta@uny.ac.id

Addresses of any other places the University operates:

-

Address of administrative headquarters (if different from above):

-

Where did you hear about ASIC?

From an information session about ASIC organized by the Office of International Affair and Partnership of our university. In this session, we had Dr. Tri Indri Hardini, M.Pd. from Universitas Pendidikan Indonesia as the speaker.

2. LEGAL STATUS & FINANCIAL DETAILS

Date of formation of the University:

21 May 1964

Details and dates of any recent (last 5 years) major re-structuring, such as change of ownership, change of University name, change of premises:

No change.√

Is the Institution publicly or privately owned?   (Public University)

If a private company, please list the names of the Owners, Directors, Governors, Trustees and Officers of the company:

> Owners: -
>
> Directors: -
>
> Officers: -
>
> Governors: -
>
> Trustees: -
>
> Officers: -

Is the University a subsidiary company of another organisation?	Yes		No	√

If so, give full details, including name, legal status, country in which the organisation was founded/incorporated etc:

> -

Is the University a **Limited Company**?	Yes		No	√

Company name:	-

Registration no:	-	Date of registration:	-

Is the company limited by shares or by guarantee?	-

If the University is not a limited company, please state the terms on which the business operates:

> We are one of higher education institutes focusing on three main aspects, which are teaching and learning, research, and community services. Our students are spread across seven faculties and one graduate school. Beside, we also have Institute of Research and Public Services to facilitate all of the research and community service activities conducted by students and lecturers of UNY.

> *The relevant documents from the list below authenticating the legal status of the University must be available for inspection:*
>
> - *If a Charity - the Charity Commission Registration Index.*
> - *If a Limited Company – the Certificate of Incorporation.*
> - *If a Partnership – the Partnership Agreement.*
> - *If a subsidiary of another organisation – such documentation of the parent organisation as may be applicable to its legal status.*

Name & address of the University bankers:

> Bank Negara Indonesia 46
> Jalan Kaliurang Km. 4 Bulaksumur Blok H No. 4 Yogyakarta, Indonesia

Name & address of the University accountants:

> Sukirjo, M.Pd.
> Jalan Colombo No. 1, Depok, Sleman, Yogyakarta, Indonesia

AREA OF OPERATION A

3 PREMISES

Are the premises owned or leased by the University?	State

If leased, please give expiry date(s) for the lease:	-

- *The lease agreement(s) must be available for inspection.*

Please give details of teaching accommodation (including number and capacity of classrooms, research laboratories/facilities, computer suites, practice rooms), library, student common rooms, counselling rooms etc:

No	Name of unit	Number	Capacity for Each Facility (Student)	Notes
1	Classroom	6	20	
2	Language laboratory	2	20	
3	Computer laboratory	1	20	20 computers
4	Micro teaching laboratory	3	20	
5	Practice room	2	20	
6	Library	3	50/200/300	
7	Reading corners	1/4/4	30/100/200	
8	Common room	8	312	
9	Counselling room	2	20	
10	Seminar room	3	300/200/30	

Please give details of resources and equipment to support teaching (e.g. LCD projectors, overhead projectors, IT equipment, interactive whiteboards, practice-related equipment, research resources etc):

No	Name of Resources/Equipment	Number	Condition
1	LCD projectors	12	Very Good Quality
2	Overhead projectors	1	Very Good Quality
3	IT	1	Very Good Quality
4	Interactive whiteboard	1	Very Good Quality
5	Practice-related equipment	3	Very Good Quality
6	Research resources	10	Very Good Quality
7	Air conditioner	40	Very Good Quality
8	Personal computer	6	Very Good Quality
9	LCD screen	12	Very Good Quality
10	Table	24	Very Good Quality
11	Chair	50	Very Good Quality

Please give details of resources available to students for independent study and research, either in the University or elsewhere. Please state any link with local libraries and/or on-line library support, research centers:

Students of German Education Study Program (GESP) are provided with the resources for independent learning. These resources are, for example, the E-Books center which is located in the university's digital library. Here, students can access different types of digital references that they can use to finish their assignments. In addition, they can access hard copies references from the university's central library. Reading corners are available in both libraries. GESP also has a limited number of German books collection stored at the Faculty's library. Furthermore, our campus is already connected to the internet. Students have wifi access so they can find study resources from the Internet anywhere in campus.

GESP students are also provided with links with local libraries and/or on-line library support research centers. These links are:

1. Web library.uny.ac.id;
2. Web library.ugm.ac.id;
3. Web library.uin.ac.id;
4. Web library.upnvyk.ac.id;
5. Web perpusda-diy.go.id;
6. Web portal garuda;
7. Web perpusnas.go.id;

Please give details of social/sporting facilities provided for students (e.g. common rooms or access to sporting facilities):

GESP students use shared social facilities (Faculty and University based). These social facilities include:

No	Name of Facility	Capacity for Each Facility (Person)	Width (m^2)
1	Auditorium	200	350
2	Food court	200	250
3	Mosque	600	700
4	Museum	100	250
5	UNY Plaza	500	1000
6	Rector's hal	100	533,5
7	Seminar room (RSU)	3x 200	3x350
8	Parking hall	200	500

As for the sporting facilities, GESP students can use:

No	Name of Facility	Capacity for Each Facility (Person)	Width (m^2)
1	UNY Sport hall	1500	1750
2	Tennis in door	800	1056
3	Tennis out door	400	528
4	Foot ball field	600	12800
5	Badminton hall	50	564,25
6	Swimming pools	500	98653.5
7	Athletic field	336	3897.6
8	Table tennis hall	50	181.5
9	Volley ball field	100	1677
10	Beach volley ball field	100	1677
11	Yudo hall	60	336

4 HEALTH & SAFETY

Do you have a letter of assurance or certificate from a relevant local body showing compliance with health/sanitary regulations or satisfactory reports by the Environmental Health Department or local equivalent (if food is prepared on the premises)?
(In some countries this may not be applicable)

Yes [√]   No [ ]

Name of the person responsible for health and safety:

Dr. dr. Rachmah Laksmi Ambardini, M.Kes.

Number of staff trained as first-aiders:
7 doctors
2 paramedics

Please ensure that you complete and enclose the following:
- *Appendix 3 – Health and Safety declaration*

> • *Appendix 4 – Fire Precautions declaration (unless you have a Fire Certificate).*

5 INSURANCE DETAILS

Do you have Employer's Liability Compulsory Insurance?   Yes [√]   No [   ]

AREA OF OPERATION B

6 STAFF

Vice Chancellor/CEO/Principal's name and title:

Prof.Dr. Sutrisna Wibawa, M.Pd.

Qualifications:

Doctor in Javanese Philosophy

Years in post: [2017-2021]

State the numbers of staff in the following categories:

Teaching staff		
	Full-time:	12
	Permanent part-time:	2
	Temporary/Occasional part-time:	1
	Research assistants	
Support staff	Administrative:	22
	Technical:	8

7 STUDENTS

Indicate the numbers of students attending the University in each of the last two years:

Full-time (according to local regulations):

2017	2018
67	72

Part-time (according to local regulations):

2017	2018
0	0

Indicate the numbers of students attending the University currently:

	International (visa req'd)	Local
Full-time (according to local regulations):	3	315
Part-time (according to local regulations):	0	0

8 COPYRIGHT & DATA PROTECTION

Do you adhere to copyright regulations?   Yes [√]   No [   ]

Do you have a registration certificate regarding data protection?   Yes [√]   No [   ]

AREA OF OPERATION D

10 ACADEMIC PROGRESS

How do you monitor and record students' progress, including progress of research students?

We monitor and record our students' progress through several means. In addition to the online attendance record system (www.presensikuliah.uny.ac.id), there are formative and summative assessment for each class. Assessment is also conducted through students' class participation, homeworks, field study, paper assignment, and language skills tasks. Students' grades are recorded in our online system <siakad2013@uny.ac.id>. When it is time for the students to write their undergraduate thesis, students' progress is recorded to the monitoring book that is signed by the thesis supervisor at the end of each consultation session.

Do you monitor student completion rates?   Yes √   No ☐

Do you have a staff development policy?   Yes √   No ☐

AREA OF OPERATION E

11 STUDENT WELFARE

Please identify services provided for students and whether they are included within overall fees:

	Provided (Y/N)	Included in fee (Y/N)
Accommodation	N	N
Recommended text books	Y	N
Teaching materials	Y	N
Internet access/e-mail	Y	Y
Printing facilities	N	N
Others (Health clinic, career centre, counseling centre)	Y	Y
Research documentation	Y	Y
Library	Y	Y
Digital Library	Y	Y
Sport Facilities	Y	N
Day Care	Y	N
Entrepreneur Lab	Y	N
Hotel	Y	N

Do you issue pre-arrival guidance to students advising on living in the campus   Yes √   No ☐

12 STUDENTS UNDER 18 YEARS

Current number of students under the age of 18:   0

Describe the accommodation arrangements for these students:

Generally, UNY students are not provided with on-campus accommodation. Indonesian students usually look for off-campus accommodation themselves prior to the commencement of their study.

Do you have a Child Protection Policy?   Yes √   No ☐

Number of staff police checked, if applicable: 0

13 SPECIAL NEEDS

Do you have a Disability Strategy?   Yes √   No ☐

AREA OF OPERATION F

14 ACADEMIC PROGRAMME

Please list ALL courses and Research activities, together with the awarding body, currently running at the University:

1. Courses leading to awards of other universities
    a. Indonesian Language
    b. English Language
    c. Nasional Ideology of Pancasila

2. Courses leading to awards of Professional Bodies
    a.   Tourism:
        1) German for Tourguiding
        2) German for Hospitality
        3) German for Tourism Industry
        4) German for Business
        5) Tourism Internship
    b.   Translation:
        1) Translation of D-I General Texts
        2) Translation of D-I Specialized Languages

3. Courses leading to awards of overseas organisations
    a. English Language
    b. Academic Writing Skill
    c. ZIDS

4. Courses internal to the University
    a. Enterpreunership
    b. English

5. Research Activities
    a. Research Proposal
    b. Academic Writing.

AREA OF OPERATION G

15 MARKETING

Name of Marketing Officer:

Dr. Setya Raharja and Dr. Anwar Effendi

Do you have an Ethics Policy?   Yes √   No ☐

Do you have agents?   Yes ☐   No √

Do your agents/staff receive training on marketing? Yes √   No ☐

Please note your website will be critically assessed during the Stage 1 process.

State when your prospectus and website were last updated:

uny.ac.id and 9 November 2018

16 SELECTION & ADMISSION OF STUDENTS

Please describe how the University initially assesses students' English Language and Study skills:

1. UNY initially assesses students' English Language skills since they did examination while admission test, which organized by the Ministry of Research, Technology, and Higher Education or UNY self. Then, when they are accepted in UNY, they need to sit for a TOEFL-like test organized by the UNY's language centre
2. UNY initially assesses students' Study skills since the students participate in the class. The lecture assess the study skill of the students.

Please state provision made for teaching English as a second/foreign language. Is this provision accredited, and, if so, by whom?

GESP students have to enroll in English language courses in the first year of their study. These classes are taught by some of our own lecturers or by lecturers from UNY's English Language and Education study program. The study program of these lecturers have been accredited by the Indonesia accreditation body under the Ministry of Research, Technology and Higher Education Republic Indonesia. If there are students who wish to improve their English language more, UNY has a language center who can provide them with English courses. The language center is not accredited yet.

AREA OF OPERATION H

17 a TRACKING & MONITORING OF LOCAL STUDENTS

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

At the start of the lesson or before the lesson ends, the lecturers must input students' attendance record to www.presensi-kuliah.uny.ac.id. The accumulation of their attendance is automatically recorded here.

What mechanisms do you have for contacting students about their absence?

The students must present in the class at least 75% in comparison to the total percentage. When their absences almost reach 25 % of the total meetings (16 meeting), the lecturer will contact the students by phone or email, or through their academic supervisor. The head of the study program will also be notified.

17b TRACKING & MONITORING OF INTERNATIONAL STUDENTS

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

Up till today, there is no international students in GESP. However, the policy from UNY to track student attendance and measure cumulative attendance is similar to our local students. The records of students' attendance are available at www.presensi-kuliah.uny.ac.id.

What mechanisms do you have for contacting students about their absence?

Because we currently do not have international students, this is not applicable at this stage, but according to the information from our Office of International Affairs and Partnership (OIAP), UNY's study program should report absences regarding international students to the OIAP whose immigration officer will then contact the international students by phone or email to find information about their absences and to remind them about their obligation as a student. If after the reminder there is no improvement, a report is then sent to the immigration office in Yogyakarta province.

How do you track applicants who have applied for visas then fail to enrol (no shows)?

> The immigration officer under the OIAP UNY tracks applicants who have applied for visas then fail to enrol by sending emails to the students to confirm. Then, the immigration officer will notify the academic department at the university that those students are not coming to study in UNY.

Please describe your procedures for informing the immigration office of no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed:

> The immigration officer under the OIAP UNY will send a report to the immigration office regarding no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed.

Documents relating to immigration reporting requirements will be inspected during inspection visit and may include the following:
- *sample letters to students about their absence*
- *sample letters to the immigration authorities about no shows, unsatisfactory attendance and unsatisfactory progress.*

CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 1

The checklist below shows those documents which will need to be sent to ASIC in order to help complete the Stage 1 process. Please mark the boxes with an "X" to show which documents you have available. If any of the documents do not apply to your institution, then insert N/A.

		Included with App Form
1.	Copy of the latest 3 years' audited annual Accounts	X
	A Premises and Health & Safety	
2.	Sketch of floor plans (3 copies)	X
3.	Health & Safety Declaration (Appendix 3)	X
4.	Fire Precautions Declaration (Appendix 4) and a fire risk assessment	X
	B Management and Staff Resources	
5.	Diagram of staffing structure (3 copies)	X
6.	List of names and designations of all staff	**X**
7.	CVs of management, academic , research and senior administrative staff	**X**
8.	Staff appointment procedures	X
9.	Sample staff contract	X
10.	Equal Opportunities Policy	X
11.	Staff Handbook (3 copies)	X
12.	Procedures for recording students' attendance	X
13.	Procedures for the conduct of examinations/tests	X
14.	Procedures for the production of examination/test papers	X
15.	Arrangements for secure storage of examination papers/scripts	X
	C Learning and Teaching; Course Delivery	
16.	Student application form (3 copies)	X
17.	Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment	X
18.	Student Handbook / Sample Course Handbook (3 copies)	X
	E Student Welfare	
19.	Pre-arrival information for students regarding living in the campus	X
	F Awards and Qualifications	
20.	Appendix 2 completed for each course currently running	**X**
21.	Guidance on academic misconduct	X
	G Marketing and Student Recruitment	
22.	Ethics Policy	X
23.	Criteria for the appointment of marketing agents	-
24.	Marketing Agent's agreement	-
25.	Briefing documents for marketing agents	-

26.	Prospectus (3 copies)	X
27.	Procedures for processing enquiries and applications	X
28.	Procedures relating to student admissions and enrolment	X
29.	Procedures for monitoring student records	X
30.	Procedures for the handling of deposits, fee payments and refunds	X

Appendix 1

Application for Accreditation by the
Accreditation Service for International Schools, Colleges & Universities
(ASIC)

Declaration: (To be made by the Principal)

1. I declare that to the best of my knowledge the institution, of which I am Principal, is financially stable and that I am able to meet my commitments in terms of both staff salaries and my advertised programme for the students.
2. I declare that the information provided in this application is correct and all supporting documents are genuine and accurate.
3. I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.
4. I am prepared to accept the final decision of ASIC as to the outcome of the inspection.
5. I agree to indemnify ASIC against all claims, demands, expenses and complaints arising from inaccuracies in the information given by me above.
6. I authorise ASIC to approach the institutions bankers (as shown on p3) and the two people I have nominated as referees (as shown on p11) to gain information relating to this application, on the understanding that this information will be treated in absolute confidence.
7. I agree to inform ASIC of any changes in the ownership of the institution or senior management, or significant variation in the academic programme, which occur more than three months before the scheduled date for submitting the annual report.
8. I accept that the term "Accredited by the Accreditation Service for International Schools, Colleges & Universities" means that my institution has been inspected by ASIC and found to be satisfactory, and I undertake not to represent my institution as enjoying this recognition before it has been granted nor after it has been withdrawn or suspended.
9. I understand that failure of continuing compliance with the accreditation criteria may lead to the removal of my institutions accreditation by ASIC.

Signed:

Date:

25th February 2019

25th February 2019

Name:

Sutrisna Wibawa

Position / Title:

Rector/ Prof., Dr., M.Pd.

For and on behalf of (name of institution):

Universitas Negeri Yogyakarta

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Literature Research Methodology
Entry qualifications	-
Maximum number in class	40
Average class contact hours per week	100 Minute
Examining body	The lecturer and the German Language Education study program
Academic level	Bachelor Degree
Certificate awarded, and by whom	-
Duration of course	16 Weeks
Teacher/Course Leader responsible for the course	Akbar K Setiawan, M. Hum.
Brief outline of the course content and its delivery	This theoretical course aims to equip students with knowledge of literary research methods related to the preparation of their final project (TAS/TABS). This is an elective course intended for students who will write their final project in the field of literature. The materials discussed include literary theories, methods, approaches, and steps of literary research. The learning activities include lectures, discussions (seminars), literature studies, and practices on proposal writing. This course is delivered in a balanced composition between theory and practice. The students are evaluated based on the research proposal they write, containing a minimum of Chapter I to Chapter III.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	*Zertifikat für Indonesische Deutsch-Studenten* (*ZIDS*)
Entry qualifications	*Hören 1-4, Sprechen 1-4, Lesen 1-4, & Schreiben* 1-4
Maximum number in class	20
Average class contact hours per week	100 Minute
Examining body	The lecturer and the German Language Education study program
Academic level	Bachelor Degree
Certificate awarded, and by whom	-
Duration of course	16 Weeks
Teacher/Course Leader responsible for the course	Dr. Sudarmaji, M.Pd.
Brief outline of the course content and its delivery	This is a practical course and provides mastery and German language competencies, both receptive and productive skills, in an integrated manner. The subject matter given consists of all language skills (*Hören, Sprechen, Lesen, und Schreiben*). The materials are taken from various references whose the *Niveau* is equivalent to B1. This is a compulsory course that students must take before they pass the thesis defense. The evaluation is carried out by referring to the provisions of the MoU between the Directorate General of Higher Education, Ministry of National Education, Indonesia and the Goethe-Institut Internationes.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	*Lesen fuer Mittelstufe*
Entry qualifications	*Lesen für Forschrittene*
Maximum number in class	20
Average class contact hours per week	100 Minute
Examining body	The lecturer and the German Language Education study program
Academic level	Bachelor Degree
Certificate awarded, and by whom	-
Duration of course	16 Weeks
Teacher/Course Leader responsible for the course	Dra. Retno Endah SM., M. Pd.
Brief outline of the course content and its delivery	This is a practical course aiming at providing knowledge and skills for understanding reading passages in German language level B2. Lectures are integratively conducted using the communicative approach, so students are capable of using German language comprehesively. The lectures develop students' German reading skill with appropriate reading strategies (*selektives, detailiertes, globales Lesen*) to understand the contents of explicit and implicit reading passages. The teaching learning processes are conducted in individual and group work. The supporting media are printed materials and videos. The assessment is carried out based on individual and group assignments, quizzes, final examination, and student participation during the lectures.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	*Schreib für Forschrittene Anfänger*
Entry qualifications	*Schreib für Anfänger*
Maximum number in class	20
Average class contact hours per week	100 Minute
Examining body	The lecturer and the German Language Education study program
Academic level	Bachelor Degree
Certificate awarded, and by whom	-
Duration of course	16 Weeks
Teacher/Course Leader responsible for the course	Dr. Sulis Triyono, M.Pd.
Brief outline of the course content and its delivery	This is a practical course aiming at providing writing knowledge and skill level II or equivalent to level A2. The lectures are integratively conducted with the communicative approach, so the students can use German language comprehensively. The students should do the assignments individually or in groups. The evaluation is carried out based on the student participations during the lectures, quizzes, and final examination.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

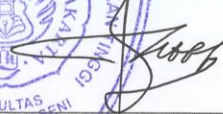|	
Course title	*Übersetzung Deutsch – Indonesisch allgemeiner Texte*
Entry qualifications	*Einführung in die Übersetzung*
Maximum number in class	20
Average class contact hours per week	100 Minuten
Examining body	The lecturer and the German Language Education study program
Academic level	Bachelor Degree
Certificate awarded, and by whom	-
Duration of course	16 Weeks
Teacher/Course Leader responsible for the course	Dr. Sufriati Tanjung, M.Pd.
Brief outline of the course content and its delivery	This course provides skills in translating texts that include language, culture, and literature from German into Indonesian. Translation materials are taken from German-language books, whose texts are in the form of descriptions and narratives, for example taken from the book *'Deutsche Texte zum Übersetzen`* by Günther Haensch. Evaluation is conducted by observing student participations in the class, giving quizzes and assignments, and administering final exams.

Appendix 3

HEALTH AND SAFETY DECLARATION

Declaration to be completed to comply with Health and Safety Executive requirements.

I confirm that the institution satisfies the ten basic requirements placed upon employers by the Health and Safety Executive, namely:

1. A <u>risk assessment</u> has been carried out, which has identified any areas of harm and precautions to be taken.
2. A <u>health and safety policy</u> exists for the institution.
3. The institution has current <u>Employer's Liability Compulsory Insurance</u> on display.
4. Named staff have received <u>health and safety training.</u>
5. The institution receives <u>competent advice</u> to assist in meeting health and safety requirements.
6. <u>Basic health, safety and welfare needs</u> of staff and students are met i.e. toilets, washing facilities, drinking water are provided on the premises.
7. <u>Staff are consulted</u> on health and safety issues.
8. The <u>health and safety law poster</u> is on display.
9. There is a facility for <u>reporting work-related accidents,</u> diseases and dangerous occurrences.

Signed (Principal/Owner):

Date:

25th February 2019

Name of Institution:

Universitas Negeri Yogyakarta

Addresses of premises to which this declaration applies:

Jalan Colombo No. 1 Depok, Sleman, Yogyakarta, Indonesia

Appendix 4

FIRE PRECAUTIONS

Declaration to be completed when no Fire Certificate is required (after 1 October 2006)

1 I certify that the premises identified below do **not** require a Fire Certificate in order to comply with statutory requirements. Instead, <u>a fire risk assessment</u> has been undertaken.
2 I am satisfied that adequate steps have been taken to ensure that:
   2.2 The means of escape with which the premises are provided are safe and efficient and that escape routes are unobstructed and clearly signposted.
   2.3 Fire detection equipment, fire extinguishers, fire alarms and emergency lighting within the premises are maintained in efficient working order.
   2.4 All employees and students receive instructions on what to do in the event of fire.
   2.5 Fire drills are held at appropriate intervals and that these are recorded.
3 I am satisfied that there is a minimal risk of danger from fire to the students in my care, and I understand that I am committing an offence if I do not provide the means of escape or the means for fighting fires.

Signed (Principal):   Date:

25th February 2019

Name of Institution:

Universitas Negeri Yogyakarta

Please give the addresses of all premises to which this declaration applies:

Jalan Colombo No. 1 Depok, Sleman, Yogyakarta, Indonesia