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 **all** 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: Javanese Education Study Program

Head of Institution (name and title): Prof. Dr. Suwardi, M. Hum.   Address: Jl Colombo No 1 Karangmalang Yogyakarta Indonesia   Postcode: 55281   Telephone Number: +62-274550843   Fax Number: +6274-548207   Email Address: pend_bahasa_jawa@uny.ac.id   Website Address: http://pbd.fbs.uny.ac.id/

Email Address of Head of Institution:

suwardi_fbs@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?

> The first time we heard about ASIC was from our Rector and Vice Rector IV when we were invited to an information session about ASIC with the main speaker Dr. Tri Indri Hardini, M.Pd. From Universitas Pendidikan Indonesia.

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:

> Our main business is higher education focusing on education, research, and community services. We have 7 faculties, 1 graduate school, and 2 institutes (a. Institute of Quality Assurance and Educational Development, and b. Institute of Research and Public Services).

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:

Teaching accommodations are explained as below.
1. Number of classrooms is 10 with the capacity of 20-40 students per class;
2. Number of laboratories is 5 with the capacity of 20-30 students per room;
3. Number of computer suites is 25 with the capacity of 25 students ;
4. Number of practice rooms is 6 with the capacity of 20-30 student per room;
5. Number of library is 3 with the capacity of 512 students (plus 3 reading corners with capacity 4-8 students per room);
6. Number of student common rooms is 3 with the capacity of 10-15 students per room;
7. Number of counselling rooms is 1 with the capacity of 15 students per room;
8. Number of microteaching laboratories is 4 with the capacity of 10 students per laboratory;
9. Number of seminar rooms is 4 with the capacity of 300-400 students per room.

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):

Resources and equipment to support teaching are explained as below.
1. Number of LCD projectors is 10 pieces with very good quality.
2. Number of overhead projectors is 0 pieces with good quality.
3. Number of IT equipment is 18 pieces with very good quality.
4. Number of interactive whiteboards is 10 pieces with very good quality.

5. Number of practice-related equipment is 200 pieces with very good quality.
6. Number of research resources is 2 pieces with very good quality.
7. Number of air conditions is 12 with very good quality.
8. Number of personal computer is 18 piece for online attendace record system with very good quality.
9. Number of LCD screen is 2 with very good quality.
10. Number of tables is 21 with very good quality.
11. Number of chairs is 42 with 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:

1. Resources available to students for independent study and research:
    a. UNY e-Books center;
    b. UNY Museum;
    c. UNY digital library;
    d. UNY central library;
    e. Reading corners each faculty and graduate school.
2. Links with local libraries and/or on-line library support research centers:
    a. Web library.uny.ac.id;
    b. Web library.ugm.ac.id;
    c. Web library.uin.ac.id;
    d. Web library.upnvyk.ac.id;
    e. Web perpusda-diy.go.id;
    f. Web portal garuda;
    g. Web perpusnas.go.id;

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

Social and sporting facilities provided for students:
1. Common rooms:
    a. Auditorium with capacity 600 persons and area 240 m^2;
    b. Food court with capacity 100 persons and area 58,5 m^2;
    c. Mosque with capacity 20 persons and area 24 m^2;
    d. Museum with capacity 200 persons and area 192 m^2;
    e. UNY Plaza with capacity 400 persons and area 480 m^2;
    f. Rector's hall with capacity 100 persons and area 523.13 m^2;
    g. Seminar room with capacity 200 persons and area 350 m^2;
    h. Parking hall with capacity200 persons and area 192 m^2.

2. Access to sporting facilities:
    a. UNY Sport hall with capacity 1500 persons and area 1750 m^2;
    b. Tennis in door with capacity 200 persons and area 264 m^2;
    c. Tennis out door with capacity 200 persons and area 264 m^2;
    d. Foot ball field with capacity 100 persons and area 6800 m^2;
    e. Badminton hall with capacity 50 persons and area 564.25 m^2;
    f. Swimming pools (in main campus and Wates campus with international quality) with capacity 300 persons

and area 1250 m^2;

g. Athletic field with capacity 336 persons and area 3897.6 m^2;

h. Table tennis hall with capacity 50 persons and area 181.5 m^2;

i. Volley ball field with capacity 50 persons and area 1056 m^2;

j. Beach volley ball field with capacity 50 persons and area 621 m^2.

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)?   Yes √   No

(In some countries this may not be applicable)

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:	18
	Permanent part-time:	0
	Temporary/Occasional part-time:	0
	Research assistants	
Support staff	Administrative:	27
	Technical:	6

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
86	83

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):	0	304
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?

1. These are how we monitor and record students' progress in the class.
    a. Online attendance record system in the class (maximum absence in the class 25% in compare with total);
    b. Class activities (question and answer, participation in the discussion);
    c. Quiz;
    d. Home works;
    e. Field study;
    f. Writing papers;
    g. Practice skill (in the laboratory);
    h. Mid semester examination;
    i. Semester examination;
    j. Evaluation for 2 semesters with minimum GPA 2.0 and total of courses equal with 20 credits semester;
    k. Evaluation for 4 semester with minimum GPA 2.0 with total of courses equal with 40 credits semester;
    l. Supervision by academic supervisor through the book controller (minimum 3 times consultation per semester).

2. These are how we monitor and record student's progress of research.
    a. Participating in the research methodology courses;
    b. Collecting topic of research;
    c. Proposal draft presentation;
    d. Proposal presentation;
    e. Presentation for collecting data instruments;
    f. Presentation of result of research;
    g. Writing thesis under supervision of 2 supervisors;
    h. Thesis examination with 4 examiners (some times with external examiner).

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:

We currently do not have the students under 18 years old, but we have already provided on-campus accomodation and procedures to get off-campus accomodation for them. These students can live in dormitories

arranged by the university in several different locations. If they prefer off-campus accomodation, they can rent a shared room or shared house which are located near the campus. The assistance to get off-campus accomodation includes a helpdesk in registration process and campus orientation.

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. National Ideology of Pancasila

2. Courses leading to awards of Professional Bodies
   a. Literary Criticism on Javanese
   b. Philology
   c. Psycholinguistics
   d. Pragmatics
   e. Comparative-Historical Linguistics
   f. Discourse Analysis

3. Courses leading to awards of overseas organisations
   a. English Language
   b. Javanese Journalism
   c. Javanese Manuscript Analysis
   d. Javanese Philosophy

e. Academic Writing Skill

4. Courses internal to the University
   a. Enterpreunership

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:

9 November 2018

16 SELECTION & ADMISSION OF STUDENTS

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

New students (who have been accepted in our university) are required to sit on a TOEFL-Like test organized by

our university's language center. As for the study skill, new students are given an orientation program that lasts for a week. The program includes improving study skills session.

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

In our study program, English language classes are given by the university's lecturers from the English Language and Education study program (ELESP). ELESP is accredited by the accreditation body under the Ministry of Research Technology and Higher Education Republic of Indonesia.

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?

To track student attendance and measure cumulative attendance, our university has an online sistem. All lecturers must input the data on students' attendance at www.presensi-kuliah.uny.ac.id before each class ends. The system automatically accumulate the students' attendance.

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

Each lecturer in our study program is in charge as the academic supervisor for a group of students. If a student has been absent for three times, the class lecturer will notify the student' academic supervisor who will then contact the student by phone, WhatsApp, or email.

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?

Our study program does not have international students. However, should we have one in the future, the mechanism will be the same as the local students. Their attendance will be recorded in www.presensi-kuliah.uny.ac.id by the class lecturer.

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

Our study program does not have international students. However, should we have some in the future,

international students who are absent three times will be contacted by their class lecturer by phone, WhatApps, or email. Their absences should be reported to the Office of the International Affairs and Partnership (KUIK) by the head of the study program. The KUIK will contact the student and remind them that their attendance is primary to ensure the validity of their visa.

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

UNY tracks applicants who have applied for visas then fail to enrol facilitated by international office, especially by immigration coordinator and Indonesian Language Training for Foreign Student

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

Our study program does not have international students. However, should we have one in the future, the mechanism will be the same as the local students. Their attendance will be recorded in www.presensi-kuliah.uny.ac.id by the class lecturer.

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

Our study program does not have international students. However, should we have some in the future, international students who are absent three times will be contacted by their class lecturer by phone, WhatApps, or email. Their absences should be reported to the Office of the International Affairs and Partnership (KUIK) by the head of the study program. The KUIK will contact the student and remind them that their attendance is primary to ensure the validity of their visa.

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 coordinator writes the report to the immigration office for following up this information. The information is not only sent to the Indonesian immigration office but also to the embassy where the student come from.

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 (<u>3 copies</u>)	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 (<u>3 copies</u>)	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 (<u>3 copies</u>)	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

References

Please give the names of two people willing to write in support of the institutions application for accreditation. At least one should be able to provide a personal reference for the Principal.

Person 1

> **Prof. Dr. Margana, M.A., M.Hum.**
> Vice Rector for Academic Affairs
> Address: Jl Colombo No 1 Karangmalang, Yogyakarta, Indonesia
> Phone : +62 274 586168 Psw. 1205
> Faks : +62 274 561634
> Email : wr1@uny.ac.id

Person 2

> **Dr. Imam Qalyubi, S.S., M.Hum.**
>
> English Education Study Program, Faculty of Teacher Training
>
> IAIN Palangkaraya, Kalimantan Tengah
>
> Address: Jalan G. Obos Komplek Islamic Centre, Palangka Raya, Kalimantan Tengah
>
> Mobile phone: +6285228056747
>
> Email: imamqalyubi@yahoo.com

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

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	Javanese Language Curriculum
Entry qualifications	-
Maximum number in class	40 students
Average class contact hours per week	2 x 50"
Examining body	The lecturer and the Javanese Language Education study program
Academic level	S1
Certificate awarded, and by whom	Lecturer
Duration of course	16 x 100"
Teacher/Course Leader responsible for the course	Dra. Siti Mulyani, M.Hum.; Nurhidayati, M.Hum.; Sri Hertanti Wulan, M.Hum.
Brief outline of the course content and its delivery	This course aims at providing competencies to students, so they are capable of understanding concepts, theories, structures, and the basic principles of the curriculum implemented in schools. This course provides knowledge of competence standards or core competencies, basic competencies, indicators, lesson plans, syllabus, and material development. The lecture focuses on student activity conducted in lecture, discussions, assignment completion, and presentation. The evaluation is carried out based on the mid-semester examination, portfolios, presentation activity, and the final examination.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Learning Strategies and Javanese Language, Literature, and Culture
Entry qualifications	-
Maximum number in class	40 students
Average class contact hours per week	2 x 50"
Examining body	The lecturer and the Javanese Language Education study program
Academic level	S1
Certificate awarded, and by whom	Lecturer
Duration of course	16 x 100"
Teacher/Course Leader responsible for the course	Nurhidayati, M.Hum.; Sri Hertanti Wulan, M.Hum.; Avi Meilawati, S.Pd., M.A.
Brief outline of the course content and its delivery	This course belongs to the Internship I course as the requirement of Internship II (Microteaching course). Students learn a variety of methods used for teaching the Javanese language. The lecture materials are teaching approaches, models, teaching-based learning, teaching scenarios, and class simulation in the form of peer teaching. The learning activities are conducted in lectures, discussions, the group works, and observations/field studies. The assessment is based on the mid-semester examination, tasks, the final semester examination, and portfolios.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Learning Media & Information Technology in the Javanese Language
Entry qualifications	-
Maximum number in class	40 students
Average class contact hours per week	2 x 50"
Examining body	The lecturer and the Javanese Language Education study program
Academic level	S1
Certificate awarded, and by whom	Lecturer
Duration of course	16 x 100"
Teacher/Course Leader responsible for the course	Nurhidayati, M.Hum.; Sri Hertanti Wulan, M.Hum.; Avi Meilawati, S.Pd., M.A.
Brief outline of the course content and its delivery	This course aims to provide competencies to students, so they are capable of understanding, planning, designing/developing learning media, and using the competencies in the learning processes. The substantial competences are the nature of media, types, and characteristics of media, media selection, design/development of media, the use of learning media to teach Javanese language, literature, and culture innovatively. The lectures focus on student activity in the forms of lectures, discussions, assignments, practices, and presentation. Students learning achievement is assessed in the mid-semester examination, portfolios, presentation, and the final examination.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Javanese Language Learning Evaluation
Entry qualifications	-
Maximum number in class	40 students
Average class contact hours per week	2 x 50"
Examining body	The lecturer and the Javanese Language Education study program
Academic level	S1
Certificate awarded, and by whom	Lecturer
Duration of course	16 x 100"
Teacher/Course Leader responsible for the course	Nurhidayati, M.Hum.; Sri Hertanti Wulan, M.Hum.; Avi Meilawati, S.Pd., M.A.
Brief outline of the course content and its delivery	This course aims at teaching students how to understand the concepts and theories assessment and students' learning achievement. The course includes the definition of assessment, purposes, and functions of assessment, assessment instrument development, criteria of instrument validity, criteria of instrument reliability, item analysis, test trials, score changes, and final scores. The teaching-learning processes focus on student activity in the forms of lectures, discussions, assignments, and presentation. The students' learning achievement is measured from the mid-semester examination, portfolio, presentation, and the final examination.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Research Methods in Javanese Language, Literature, and Culture
Entry qualifications	-
Maximum number in class	40 students
Average class contact hours per week	2 x 50"
Examining body	The lecturer and the Javanese Language Education study program
Academic level	S1
Certificate awarded, and by whom	Lecturer
Duration of course	16 x 100"
Teacher/Course Leader responsible for the course	Prof. Dr. Suwardi, M.Hum. Dra. Siti Mulyani, M.Hum.
Brief outline of the course content and its delivery	Students have knowledge on the nature and type of research in language, literature, and culture and develop a research proposal. The material includes the nature of research, type of research, research design, research data, and data analysis. The learning activities are conducted through face-to-face meetings, discussion, practices, assignments, and presentations. The evaluation is carried out by administering mid-semester examinations, final examinations, structured assignments, and portfolios.

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

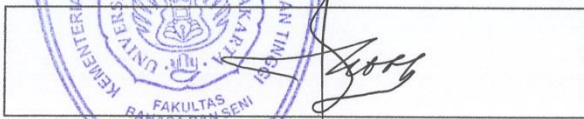| Signed (Principal Owner):	Date:
	25th February 2019

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

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