ASIC
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: Dance Education Study Program

Head of Institution (name and title): Dr. Kuswarsantyo, M. Hum.
Address: Pendidikan Tari, Fakultas Bahasa dan Seni, Universitas Negeri Yogyakarta
Postcode: 55281
Telephone Number: 0274-586168 Pesawat, 281
Fax Number: 0274-548207
Email Address: pend_seni_tari@uny.ac.id
Website Address: : http://www.senitari.fbs.uny.ac.id

Email Address of Head of Institution:

kuswarsantyo@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?

Ministry of Research Technology and Higher Education informed us about ASIC. Then, we tried to collect more information about it by browsing through the ASIC website and ask our colleagues within the university and in other universities.

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 6 with the capacity of 40 students per class;
2. Number of laboratories is 11 with the capacity of 40-100 students per room;
3. Number of computer suites is 4 with the capacity of 40 students (with 40 computers);
4. Number of practice rooms is 6 with the capacity of 40 student per room;
5. Number of library is 2 with the capacity of 30 students (plus 20 reading corners with capacity 40 students per room);
6. Number of student common rooms is 2 with the capacity of 40 students per room;
7. Number of counselling rooms is 2 with the capacity of 20 students per room;
8. Number of microteaching laboratories is 4 with the capacity of 20 students per laboratory;
9. Number of seminar rooms is 3 with the capacity of 300 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 4 pieces with very good quality.
2. Number of overhead projectors is 2 pieces with very good quality.
3. Number of IT equipment is 2 pieces with very good quality.
4. Number of interactive whiteboards is2 pieces with very good quality.
5. Number of practice-related equipment is 2 pieces with very good quality.
6. Number of research resources is 2 pieces with very good quality.
7. Number of air conditions is 6 with very good quality.
8. Number of personal computer is 21 piece for online attendace record system with very good quality.
9. Number of LCD screen is 4 with very good quality.
10. Number of tables is 10 with very good quality.
11. Number of chairs is 40 with 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:

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 capacity 200 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.
   k. Yudo hall with capacity 60 persons and area 336 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)?
(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:	21.
	Permanent part-time:	0
	Temporary/Occasional part-time:	0
	Research assistants	
Support staff	Administrative:	33
	Technical:	12

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		84

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	346
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?

Records on students' progress is monitored and checked through several means. Firstly, the lecturers will design a course syllabus which includes several types of assessment, such as formative assessment; summative assessment; students' participation in class; home works; field study. The lecturers then should upload students' mark to <https://siakad2013.uny.ac.id/user/login>. Secondly, students' academic supervisors in our study program will check their students' progress before new semester starts. The academic supervisors will report to the Head of the department at the end of semester 2 and semester 4 if their students' GPA is below the standard.

Senior students who are at the stage of writing their undergraduate thesis (as a requirement for graduation) are monitored by their undergraduate thesis supervisors. They have a monitoring book that should be signed by their undergraduate thesis supervisors. The undergraduate thesis supervisors have to contact their students if the students do not come several times for thesis consultation. In addition, the Head of the Department also checks the progress of the students' thesis by conducting regular meeting with the students and their thesis supervisor.

Our study program does not have research students.

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:

The study program does not provide on-campus accommodation, but we do facilitate students who are under 18 years old to find an off-campus accommodation. Campus orientation and assistance in registration events are administered to give information and guide them to find a private or shared room based on their preferences.

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. General Courses
      1) Religions (Islam, Catholic, Christian, Hinduism, Budhism. Konghuchu)
      2) Citizenship
      3) Pancasila (foundational philosophical theory of the Indonesian state
      4) Indonesian language
      5) Inclusion education
      6) English language.

   b. Courses on Education
      1) Education
      2) Educational psychology
      3) Educational management
      4) Educational sociology and anthropology
      5) Statistics
      6) Entrepreneurship
      7) Social service
      8) Inclusion education

   c. Learning and teaching methodology based courses
      1) Dance instructional strategies, Supervised practice (***),
      2) Curriculum development in dance education(**),
      3) Media in learning and teaching dance
      4) Learning assessment in dance
      5) Language (Javanese, Mandarin, German, French, Thai).

2. Courses Leading to Awards of Professional Bodies
   a. Skill based courses
      1) Body movement
      2) Kinesthetics
      3) Dance techniques (Yogyakarta style)
      4) Dance techniques (Surakarta style)
      5) Makeup for dancers
      6) Costume
      7) Solo classical dance (Yogyakarta style)
      8) Coupled classical dance (Yogyakarta style)

9) Coupled modern dance (Yogyakarta)
10) Grouped classical dance (Yogyakarta style)
11) Traditional ballet
12) Solo classical dance (Surakarta style)
13) Coupled classical dance (Suraakarta style)
14) Grouped classical dance (Surakarta style)
15) Sundanese dance
16) Balinese dance
17) Folk dance
18) Melayu dance
19) Theory on dance compositition
20) Choreography
21) Choreography for children dance
22) Stage management
23) Dance show management
24) Basic Karawitan (Javanese traditional music instrument)
25) Karawitan music for Surakarta dance style
26) Karawitan music for Yogyakarta dance style
27) Karawitan music for other dances
28) Singing Javanese style
29) Dance: An introduction
30) History of dances
31) Critics on dances
32) Academic writing
33) Research methodology in dances
34) Sociology in dances
35) Anthropology dances
36) Children dance arrangement
37) Public Relation
38) Art philosophy
39) Costume design for children dance
40) Event organizer
41) Kalimantan dance
42) Folklore analysis
43) Drama analysis
44) Indonesian ethnic dance
45) Children traditional games
46) Marketing management
47) Dance appreciation techniques
48) Dramaturgi
49) Puppeteer appreciation
50) Philosophy of art
51) Documenting dance performance
52) Psychology of young learners
53) Dance studio management
54) International dance
55) Micro teaching
56) Instructional design (dance)
57) Chidren dance music
58) Creative product development
59) Traditional ballet
60) Seminar

61) Undergraduate paper writing.

   b. Course on education development:
      1) Educational Research (Dance)

   c. Courses leading to awards of overseas organisations

   d. Course on profession
      1) Dance Costume
      2) Makeup
      3) Classical Dance (Surakarta Style)
      4) Classical Dance (Yogyakarta Style)
      5) Karawitan (Javanese Traditional Music)
      6) Body Movement
      7) Choreography.
      8) Courses internal to the University

   f. Students can take elective courses on entrepreneurship, Being professional dancers, Children choreography.

3. Research Activities
   Lecturers in our study program have been involved in Research Groups according to their expertise. They conduct research together. Sometimes, they also collaborate with their students in some research projects.

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:

UNY initially assesses students' English Language and Study skills through:
1. Students candidates must first sit on the UNY's entrance test. One section of the test is English. Once they are accepted as a full-time student in UNY, they have to join another test (TOEFL-like test) to assess their English language skills.
2. UNY provides new students with orientation program before the start of their first semester. One of the sessions in the program introduce students with study skills in university. Lecturers then assess students participation in the class.

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

Students of our study program are provided with an English class in their first year of study. The English classes are handled by the lecturers from The English language study program in UNY. All study programs in UNY are accredited by The Indonesian Ministry of Research, Technology, and Higher Education.

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?

University wide, www.presensi-kuliah.uny.ac.id is used as a platform to records and tracks student attendance and measure cumulative attendance. The lectures must input the data before, some time during, or after the lesson.

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

Our lecturers will notify the students' academic supervisor and the Head of study program regarding the students' absences. If the academic supervisor's action in contacting the students does not yield to a significant result, the Head of the study program will take further action by asking the students to come to see him.

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?

Tracking student attendance and measuring cumulative attendance of the International students follow the same procedure like the local students by using www.presensi-kuliah.uny.ac.id. However, our study program does not have an international student yet.

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

The mechanisms for contacting students about the international students absence is almost the same like the mechanism for the local students. The difference is, the Head of the study program will need to report the students absences to the office of international affair and partnership UNY. Then, the office will also contact the students via phone or email.

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

The immigration officers under the office of international affair and partnership UNY will track the applicants who have applied for visas then fail to enrol. They will submit the report to UNY's academic division and The Immigration office in Yogyakarta.

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 officers under the office of international affair and partnership UNY will write a report on no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed to The Immigration office in Yogyakarta.

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) <u>and</u> 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 (<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

> **Indra Yuda, Ph.D.**
> Classic Dance Study Program, Faculty of Languages and Arts
> Universitas Negeri Padang
> Address: Jalan Prof Dr. Hamka Air Tawar, Padang, Sumatera Barat, Indonesia
> Phone: +62 821 74343764
> Email: indrayudayusuf@yahoo.co.id

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	Kinaesthetics
Entry qualifications	-
Maximum number in class	40
Average class contact hours per week	100
Examining body	The lecturer and the Dance study program
Academic level	Bachelor
Certificate awarded, and by whom	-
Duration of course	16 weeks
Teacher/Course Leader responsible for the course	Marwanto
Brief outline of the course content and its delivery	This course provides knowledge and principles concerning types of body movement. The modules include Anatomy, Myology, Arthrology, Osteology, and its application in dance performance. This course is carried out in 16 x lectures, and is equipped with the discussion session and final assessments.

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Children Choreography
Entry qualifications	-
Maximum number in class	80
Average class contact hours per week	100
Examining body	The lecturer and the Dance study program
Academic level	Bachelor
Certificate awarded, and by whom	-
Duration of course	16 weeks
Teacher/Course Leader responsible for the course	Endang Sutiyati, M.Hum.
Brief outline of the course content and its delivery	Children choreography introduces and explores the competencies to create a single dance for Junior High School students, and/or Senior or Vocational High Schools. The module includes the basic concepts embodied in educational dances, floor design development, dance moves, fashion dressing, and property. Assessments were performed through practice test, and presentation of their work involving high school students as a model.

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Stage Management
Entry qualifications	-
Maximum number in class	40
Average class contact hours per week	100
Examining body	The lecturer and the Dance study program
Academic level	Bachelor
Certificate awarded, and by whom	-
Duration of course	16 weeks
Teacher/Course Leader responsible for the course	Wien Pudji Priyanto, M.Pd.
Brief outline of the course content and its delivery	In this course, knowledge and skills related to stage management are discussed. It comprises basic concepts about stage structuring technique and planning as well as types of stages. The course goes further than theories by providing practical modules like decoration, lighting, and sound system used in dance performances. Classroom activities within this course include lectures, appreciative observation, and practice tests. Assessments are conducted through written tests, individual assignments, appreciation reports, and final presentation about designing stage techniques.

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	Traditional Dances
Entry qualifications	-
Maximum number in class	40
Average class contact hours per week	100
Examining body	The lecturer and the Dance study program
Academic level	Bachelor
Certificate awarded, and by whom	-
Duration of course	16 weeks
Teacher/Course Leader responsible for the course	Ni Nyoman Seriati, M.Hum.
Brief outline of the course content and its delivery	This Traditional Dance course aims to provide the students with competences about traditional dances including those from Eastern Indonesia. The moduls comprise dances for males and females, dances in pairs, and dances in groups. The learning activities are conducted through studio practice, group work, individual assignment. Students are assessed using performance test and process-based assignment.

COURSE DETAILS

A separate sheet should be completed for each course.

Course title	International Dances
Entry qualifications	-
Maximum number in class	40
Average class contact hours per week	100
Examining body	The lecturer and the Dance study program
Academic level	Bachelor
Certificate awarded, and by whom	-
Duration of course	16 weeks
Teacher/Course Leader responsible for the course	Ni Nyoman Seriati, M.Hum.
Brief outline of the course content and its delivery	This course introduces a wide range of international dances especially those which are from ASEAN countries. The course attempts to provide knowledge on dances technique and cultural values embedded in those dances. The learning activities constitute practices and written assignments. Assessments are performed through practices test, written paper and presentation.

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