ACCREDITATION SERVICE *for* INTERNATIONAL SCHOOLS, COLLEGES & UNIVERSITIES

ASIC

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: Indonesian Languge and Literature Education Study Program

> Head of Institution (name and title): Esti Swatika Sari, M.Hum.
> Address: Jl Colombo No 1 Karangmalang Yogyakarta Indonesia
> Postcode: 55281
> Telephone Number: +62-274586168
> Fax Number: +62-274548207
> Email Address: pbsi@uny.ac.id
> Website Address: pbsi.fbs.uny.ac.id

Email Address of Head of Institution:

> esti_swastikasari@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?

> We know first time about ASIC from Ministry of Research Technology and Higher Education Republic of Indonesia, Universitas Pendidikan Indonesia, and ASIC website. After that we were hunting the information about the requirements of ASIC.

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 11 with the capacity of 50 students per class;
2. Number of language laboratories is 1 with the capacity of 30 students per room;
3. Number of theater laboratory is 1 with the capacity of 200 students per room;
4. Number or perfomance stage of art and dance is 1 with capacity of 800 audience;
5. Number of computer suites is 3 with the capacity of 30 students (with 30 computers);
6. Number of practice rooms is 2 with the capacity of 25 student per room;
7. Number of library is 3 with the capacity of 50-500 students (plus 6 reading corners with capacity 20-40 students per room);
8. Number of student common rooms is 1 with the capacity of 40 students per room;
9. Number of counselling rooms is 1 with the capacity of 5 students per room;
10. Number of microteaching laboratories is 2 with the capacity of 12 students per laboratory;
11. Number of seminar rooms is 2 with the capacity of 250 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 13 pieces with very good quality.
2. Number of IT equipment is 48 pieces with very good quality.
3. Number of practice-related equipment is 10 pieces with very good quality.
4. Number of research resources is 10 pieces with very good quality.
5. Number of air conditions is 39 with very good quality.
6. Number of personal computer is piece for online attendace record system with very good quality.
7. Number of LCD screen is 13 with very good quality.
8. Number of tables is 33 with very good quality.
9. Number of chairs is 360 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 http://e.library.uny.ac.id/;
   b. Web http://lib.ugm.ac.id/en/;
   c. Web https://lib.uin-suka.ac.id/;
   d. Web https://perpus.upnyk.ac.id/;
   e. Web http://jogjalib.com/#

f. Web http://e-resources.perpusnas.go.id/
g. Web http://www.pnri.go.id

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

Students at our study program use shared social facilities which are Faculty and University based. These social facilities include:

No	Name of Facility	Capacity for Each Facility (People)	Width (m^2)
1	Auditorium	600	350
2	Food court	200	250
3	Mosque	600	700
4	Museum	100	250
5	UNY Plaza	500	1000
6	Rector's hall	100	533.5
7	Seminar room (RSU)	600	1050
8	Parking hall	200	500

The sporting facilities that can be used by our students are:

No	Name of Facility	Capacity for Each Facility (People)	Width (m^2)	Notes
1	UNY Sport hall	1500	1750	
2	Tennis indoor hall	800	1056	
3	Tennis outdoor hall	400	528	
4	Football field	600	12800	
5	Badminton hall	50	564.25	
6	Swimming pools	500	98653.5	Located in main campus and Wates campus with international quality
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:	19
	Permanent part-time:	0
	Temporary/Occasional part-time:	0
	Research assistants	
Support staff	Administrative:	33
	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
120	117

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):	31	522
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 students' progress by conducting summative and formative tests. Class activities, quizzes, homework, field study, group or project work are also used to obtain the condition of the students' progress (whether the learning objectives have been met). In addition, we conduct evaluation on a regular basis (Evaluation for 3 semesters with minimum GPA 2.5 and total of courses equal with 30 credits semester and evaluation for 6 semester with minimum GPA 2.5 with total of courses equal with 60 credits semester). The progress of students' undergraduate thesis writing is done by the thesis supervisor by using a log book where students write the agenda of the thesis supervision meeting and the entry will be signed by the thesis supervisor.
The mechanism to monitor and record the progress of research students is not applicable at this moment since we do not have such program.

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 (copy printing machine)	Y	N
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 assists the students under 18 (if any) in several ways to find an accomodation. We help the students, especially the new ones, in a registration process. We also carried out campus orientation in the level

of university, faculty, and program study, for which students could attain information about a student-friendly accommodation. Added to this, the university provides student dormitories, which are located in Wates and next to Mandala Krida sport hall.

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
   d. Religion Education (Islam, Christian, Buddhist, Hinduism, Confucian, and Catholic)
   e. Microteaching
   f. Educational Internship
   g. Community Service

2. Courses leading to awards of Professional Bodies
   a. Linguistic
   b. Literature
   c. Teaching Language and Literature

3. Courses leading to awards of overseas organisations
   a. English Language
   b. Academic Writing Skill
   c. Journalistic
   d. Teaching Indonesian for Speakers of Other Languages

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:

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 skills during their entrance test which is organized by the Ministry of Research, Technology, and Higher Education or UNY itself. After they become a full student, UNY facilitates them with a toefl-like test which they need to take at UNY's Language Centre.

UNY assesses students' Study skills during the students' participation 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?

The provision made for teaching English as a second/foreign language for our study program is given by one of our own lecturers and the lecturers from UNY's English language study program. All the study programs at UNY have been given the accreditation status from The accreditation body from The Ministry of Reasearch, Technology, and Higher Education in 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?

Our lecturers input their students attendance to the http://presensikuliah.uny.ac.id/. This is performed ideally at the beginning of the class or right after the class ends.

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

Students must present in the class at least 75% in comparison to the total percentage. Those who fall behind this requirement will be contacted by the lecturers of each class by phone, WhatsApp or other social media.
The Head of study program will also contact the students (if there is no improvement after the initial contact made by the lecturers or the students' academic supervisor), and ask the students to come to see the Head of study program.

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?

UNY records and tracks regular international student attendance and measure cumulative attendance by online

system http://presensikuliah.uny.ac.id/. Our study program does not have international students (the regular program). However, we do have international students under the scholarship program given by the Ministry of Education and Culture Republic Indonesia. They are here to study Indonesian language and culture. We also have some international program under the Transfer credit program in partnership with Guangdhong University and Yunnan Minzu University, China. Their attendance system is done manually, by paper-based list of attendance. We report any students whose attendance are below 75% to our Office of International Affairs and Partnership who monitors international student's attendance in line with the rule from Darmasiswa Program of Ministry of Research, Technology and Higher Education.

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

The Office of International Affairs and Partnership of UNY has an immigration division. The officer in this division, upon receiving the report of students' absences by the Head of our study program will contact the students via email and instant text messages asking them to explain the reasons of their absences and remind them about their obligation to meet the required attendance. If nothing improves, then the Head of the Office of International Affairs and Partnership of UNY will send them an official reminder/warning.

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

The immigration coordinator of the Office of International Affairs and Partnership of UNY will check applicants who have applied for visas. If there are no shows, the immigration coordinator will report them to the UNY's Academic Department.

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 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 based on the procedure operating standard for international student. Immigration coordinator writes the report to the immigration office for following up this information.

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 (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

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: Jalan Colombo No 1 Karangmalang, Yogyakarta, Indonesia
Phone : +62 274 586168 Psw. 1205
Faks : +62 274 561634
Email : wr1@uny.ac.id

Person 2

Ida Nuraeni, M.Pd.
Senior lecturer in Faculty of Teacher Training and Education, Universitas Tadulako
Address: Jalan Soekarno-Hatta Km. 9, Tondo, Mantikulore
Kota Palu, Sulawesi Tengah, Indonesia
Phone: +6281341486519
Email: neng941@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:
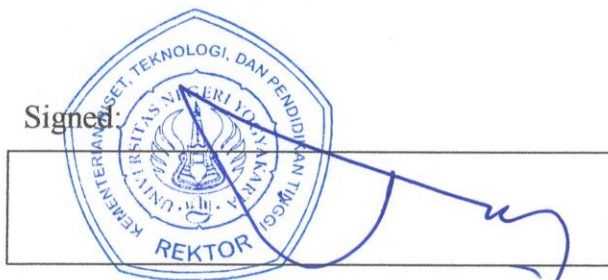
25th February 2019

Name:

Sutrisna Wibawa

Position / Title:

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

For and on behalf of (name of institution):

Universitas Negeri Yogyakarta

Appendix 2

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Traditional Grammar
Entry qualifications	-
Maximum number in class	40/class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Language Education study program
Academic level	Undergraduate
Certificate awarded, and by whom	-
Course Duration	100 minutes
Teacher/Course Leader responsible for the course	Siti Maslakhah, M.Hum.
A brief outline of the course content and its delivery	This course aims to develop students' competencies concerning traditional grammar. This course systematically discusses: (1) the definition and scope of traditional grammar, (2) the history of traditional grammar, (3) the components of traditional grammar, (4) traditional word formation, (5) traditional phonology, (6) traditional syntax, (7) traditional parts of speech, (8) the position of syntactic units in a sentence, (9) simple and compound sentences, and (10) types of compound sentences. The teaching and learning process is carried out through face-to-face meetings, discussions, and structured assignments. Meanwhile, the evaluation is carried out through written tests, individual or group assignments, and presentations.

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Structural Grammar
Entry qualifications	-
Maximum number in class	40/class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Language Education study program
Academic level	Undergraduate
Certificate awarded, and by whom	-
Course Duration	100 minutes
Teacher/Course Leader responsible for the course	Siti Maslakhah, M.Hum.
A brief outline of the course content and its delivery	This course aims to develop students' competencies concerning structural grammar. This course systematically discusses: (1) the definition and scope of structural grammar, (2) the history of structural grammar, (3) the components of structural grammar, (4) types of syntactic constructions, (5) analysis of the components of syntactic construction, (6) types of phrases, (7) types of clauses, (8) position of syntactic units in a structural sentence, (9) simple and compound sentences, (10) types of compound sentences, and (11) structural parts of speech. The teaching and learning process is carried out through face-to-face meetings, discussions, and structured assignments. Meanwhile, the evaluation is carried out through written tests, individual or in group assignments, and presentations.

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Language Planning
Entry qualifications	-
Maximum number in class	40/Class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Language Education study program
Academic level	Undergraduate
Certificate awarded, and by whom	-
Course Duration	100 minutes
Teacher/Course Leader responsible for the course	Prof. Dr. Zamzani
A brief outline of the course content and its delivery	This course aims to develop students' competencies concerning language codification, planning, and language community. The teaching and learning process is carried out through face-to-face meetings, discussions, and assignments. Meanwhile, the evaluation is carried out through written tests in both mid and final exam, and assignments.

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Comparative Literature
Entry qualifications	-
Maximum number in class	40/Class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Language Education study program
Academic level	Undergraduate
Certificate awarded, and by whom	-
Course Duration	100 minutes
Teacher/Course Leader responsible for the course	Kusmarwanti, M.Pd., M.A
A brief outline of the course content and its delivery	This course aims to develop students' competencies in understanding, explaining, and implementing comparative literature. The topics discussed include an introduction to, the concept and definition, the scope, nature, the forms, the fields, the examples, and the practice of comparative literature. The teaching and learning process is carried out through theory presentation, assignments, presentation, and discussions. Meanwhile, the evaluation is carried out through performance tests, a midterm exam, and a final exam.

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Sociology of Literature

Entry qualifications	-

Maximum number in class	40/Class

Average class contact hours per week	1

Examining body	The lecturer and the Indonesian Language Education study program

Academic level	Undergraduate

Certificate awarded, and by whom	-

Course Duration	100 minutes

Teacher/Course Leader responsible for the course	Dr. Wiyatmi, M.Hum.

A brief outline of the course content and its delivery	This course develops the students' competencies concerning the theories of sociology of literature as well as its implementation in Indonesian literature. The materials discussed include the definition, history and development of the theories of literature, various theories of the sociology of literature, and the implementation of these theories. The teaching and learning processes are carried out through theoretical lectures, discussions, assignments, and evaluations.

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, a fire risk assessment 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