



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: Indonesian Language and Literature Study Program

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

Email Address of Head of Institution:

wiyatmi@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 an information session organized by our university (UNY) in which the main speaker is 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).
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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 are 11 with the capacity of 50 students per class;
2. Number of language laboratories are 1 with the capacity of 30 students per room;
3. Number of theater laboratory are 1 with the capacity of 200 students per room;
4. Number of performance stage of art and dance is 1 with capacity of 800 audience;
5. Number of computer suites are 3 with the capacity of 30 students (with 30 computers);
6. Number of practice rooms are 2 with the capacity of 25 student per room;
7. Number of libraries are 3 with the capacity of 50-500 students (plus 6 reading corners with capacity 20-40 students per room);
8. Number of student common room is 1 with the capacity of 40 students per room;
9. Number of counselling rooms are 1 with the capacity of 5 students per room;
10. Number of microteaching laboratories are 2 with the capacity of 12 students per laboratory;
11. Number of seminar rooms are 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 are 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 are 8 pieces with very good quality.
5. Number of air conditioners are 39 with very good quality.
6. Number of personal computer for online attendance record system is 1 piece with very good quality.
7. Number of LCD screens are 13 with very good quality.
8. Number of tables are 33 with very good quality.
9. Number of chairs are 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):

Social and sporting facilities provided for students:

1. Common rooms:
 - a. Auditorium with capacity 600 persons and area 240 m²;
 - b. Food court with capacity 100 persons and area 58.5 m²;
 - c. Mosque with capacity 20 persons and area 24 m²;
 - d. Museum with capacity 200 persons and area 192 m²;
 - e. UNY Plaza with capacity 400 persons and area 480 m²;
 - f. Rector's hall with capacity 100 persons and area 523.13 m²;
 - g. Seminar room with capacity 200 persons and area 350 m²;
 - h. Parking hall with capacity 200 persons and area 192 m².
2. Access to sporting facilities:
 - a. UNY Sport hall with capacity 1500 persons and area 1750 m²;
 - b. Tennis in door with capacity 200 persons and area 264 m²;
 - c. Tennis out door with capacity 200 persons and area 264 m²;
 - d. Foot ball field with capacity 100 persons and area 6800 m²;
 - e. Badminton hall with capacity 50 persons and area 564.25 m²;
 - f. Swimming pools (in main campus and Wates campus with international quality) with capacity 300 persons and area 1250 m²;
 - g. Athletic field with capacity 336 persons and area 3897.6 m²;
 - h. Table tennis hall with capacity 50 persons and area 181.5 m²;
 - i. Volley ball field with capacity 50 persons and area 1056 m²;
 - j. Beach volley ball field with capacity 50 persons and area 621 m².

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:	12
	Permanent part-time:	0
	Temporary/Occasional part-time:	0
Support staff	Research assistants	
	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
80	80

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):	2	393
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?

- | |
|---|
| <p>These are how we monitor and record students' progress in the class.</p> <ol style="list-style-type: none"> 1. Online attendance record system in the class (maximum absence in the class 25% in compare with total); 2. Class activities (question and answer, participation in the discussion); 3. Quiz; 4. Home works; 5. Field study; |
|---|

- 6. Project;
 - 7. Writing papers;
 - 8. Practice skill (in the laboratory);
 - 9. Mid semester examination;
 - 10. Semester examination;
 - 11. Evaluation for 3 semesters with minimum GPA 2.5 and total of courses equal with 30 credits semester;
 - 12. Evaluation for 6 semester with minimum GPA 2.5 with total of courses equal with 60 credits semester;
 - 13. Supervision by academic supervisor through the book controller (minimum 3 times consultation per semester).
- Since we do not have research student program, the monitor and recording system of the students' progress is not applicable in our context.

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
Counselling services	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:

Describe the accommodation arrangements for these students:

The students under 18 years old could stay in a student-friendly accommodation. We do not directly provide accommodation for our students, but we provide assistance in searching off-campus accommodation around the campus. This is usually conducted in the beginning of academic year, where the new students can access information centre during registration events and orientation programs.

Do you have a Child Protection Policy? Yes No

Number of staff police checked, if applicable:

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. Functional Grammar
 - b. Structural Grammar
 - c. Transformational Grammar
 - d. Comparative-Historical Linguistics
 - e. Literary Theory
 - f. Comparative Literature
 - g. Sociology of Literature
3. Courses leading to awards of overseas organisations
 - a. English Language
 - b. Academic Writing Skill
 - c. Journalistic
 - d. Drama Writing
 - e. Poetry Writing
 - f. Fiction Writing
 - g. Skill Book Writing
 - h. Knowledge book Writing
 - i. 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:

1. UNY initially assesses students' English Language skills at the admission test (the English language section), which is organized by the Ministry of Research, Technology, and Higher Education or UNY. Those who are accepted as full-time students will have to take a TOEFL-like test at the UNY's language center.
2. UNY initially assesses students' Study skills since the students participate in the class. The lecture assess the study skill of the students.

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

The English language classes at our department are taught by the lecturers of The English Language and Education Department of our university. UNY's study programs/departments have been accredited by The Indonesian Accreditation Board for 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?

UNY records and tracks student attendance and measure cumulative attendance by online system. The lecturers input their students attendance to the <http://presensikuliah.uny.ac.id/> at every meeting of their class.

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

The lecturers first contacts the students, who are absence in the class by phone, WhatsApp or other social media. The lecturers can also notify the students' academic supervisor. If there is no positive response from the students, The Head of study program will ask the students to see her in person. The student must present in the class at least 75% in comparison to the total percentage.

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 student attendance and measure cumulative attendance by online system, like the local students. The lecturers input to the <http://presensikuliah.uny.ac.id/> at each meeting.

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

We do not have regular international students. However, UNY records and tracks international student attendance and measure cumulative attendance by online system <http://presensikuliah.uny.ac.id/> (for regular International students). Our Department have Dharmasiswa international students (who receive scholarship from Indonesian government). Those students' attendance is monitored and recorded by paper-based list of attendance which will be reported to the Office of International Affairs and Partnership in UNY.

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

The immigration coordinator in UNY (under the Office of International Affairs and Partnership in UNY) tracks applicants who have applied for visas then fail to enrol. The list is reported to the Academic Department in UNY.

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

The Immigration coordinator writes the report to the immigration office for no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed.

Documents relating to immigration reporting requirements will be inspected during inspection visit and may include the following:

- ***sample letters to students about their absence***
- ***sample letters to the immigration authorities about no shows, unsatisfactory attendance and unsatisfactory progress.***

CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 1

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

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

26. Prospectus (<u>3 copies</u>)	<input checked="" type="checkbox"/>
27. Procedures for processing enquiries and applications	<input checked="" type="checkbox"/>
28. Procedures relating to student admissions and enrolment	<input checked="" type="checkbox"/>
29. Procedures for monitoring student records	<input checked="" type="checkbox"/>
30. Procedures for the handling of deposits, fee payments and refunds	<input checked="" type="checkbox"/>

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	Comparative Literature
Entry qualifications	-
Maximum number in class	40/Class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Literature 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 Literature 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.

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Psychology of Literature
Entry qualifications	-
Maximum number in class	40/Class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Literature 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 in understanding, explaining, criticizing, and implementing literary psychology studies to literary phenomena. The materials discussed involve the definition, basic concept, scope, and implementation of the psychology of literature. The teaching and learning processes are carried out through theoretical lectures, discussions, assignments, and evaluations.

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Tagmemic Grammar
Entry qualifications	-
Maximum number in class	40/Class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Literature 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 tagmemic grammar. This course systematically discusses (1) the definition and scope of tagmemic grammar; (2) the history of tagmemic grammar; (3) tagmeme and slots in tagmemic grammar; (4) components of tagmemic grammar; (5) level of language in tagmemic grammar; (6) the functions, categories, roles, and cohesion in the analysis of clauses; (7) roles and meanings in tagmemic analysis. 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.

Appendix 2

COURSE DETAIL

A separate sheet should be completed for each course

Course Title	Comparative-Historical Linguistics
Entry qualifications	-
Maximum number in class	40/Class
Average class contact hours per week	1
Examining body	The lecturer and the Indonesian Literature 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 the diachronic concepts and theories of comparative linguistics. The materials discussed include (1) the genealogical classification of languages and diachronic comparison methods; (2) loanwords and the comparison methods; (3) language change and sound law; (4) theory and concept of the reconstruction of the proto-language and its reconstruction methods; (5) innovation and relics in relation to subgrouping; (6) methods in subgrouping; (7) language family tree and its development method; (8) lexicostatistics and glottochronology methods; and (9) theory of language migration, homeland, and its determination method. The teaching and learning processes are carried out through lectures, discussions, assignments, and field works. Meanwhile, the evaluation is carried out through written tests, assignments, and presentations.

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

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

