



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:

Details of operation(s) to be accredited: Applied Linguistics

Head of Institution (name and title): Prof. Dr. Pratomo Widodo
 Address: Jl Colombo No 1 Karangmalang Yogyakarta Indonesia
 Postcode: 55281
 Telephone Number: +062-274586168
 Fax Number: +062-274520326
 Email Address: pratomo@uny.ac.id
 Website Address: linguistik-terapan.pps.uny.ac.id

Email Address of Head of Institution:

rektor@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 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 (Institut of Quality Assurance and 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 with the capacity of students per class;
2. Number of laboratories is with the capacity of students per room;
3. Number of computer suites is with the capacity of students per ;
4. Number of practice rooms is with the capacity of student per room;
5. Number of library is with the capacity of students per;
6. Number of student common rooms is with the capacity of students per room;
7. Number of counselling rooms is with the capacity of students per room;
8. Number of microteaching laboratories is with the capacity of students per laboratory;
9. Number of seminar rooms is with the capacity of 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.... pieces with very good quality.
2. Number of overhead projectors is.... pieces with very good quality.
3. Number of IT equipment is.... pieces with very good quality.
4. Number of interactive whiteboards is.... pieces with very good quality.
5. Number of practice-related equipment is.... pieces with very good quality.
6. Number of research resources is.... pieces 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 centres:

1. Resources available to students for independent study and research:
 - a. UNY e-Books center;
 - b. UNY Museum;
 - c. UNY digital library.
2. Links with local libraries and/or on-line library support research centres:
 - 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 perpustakaan-diy.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;
 - b. Foodcourt;
 - c. Mosque;
 - d. Museum;
 - e. UNY Plaza.
2. Access to sporting facilities:
 - a. UNY Sport hall;
 - b. Tennis in door;
 - c. Tennis out door;
 - d. Foot ball field;
 - e. Badminton hall;
 - f. Swimming pools (in main campus and Wates campus with interational quality).

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:

State the numbers of staff in the following categories:

Teaching staff	Full-time:	<input type="text" value="7"/>
	Permanent part-time:	<input type="text"/>

Support staff	Temporary/Occasional part-time:	<input type="text" value="-"/>
	Research assistants	
	Administrative:	<input type="text" value="-"/>
	Technical:	<input type="text" value="-"/>

7 STUDENTS

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

Full-time (according to local regulations):

<input type="text" value="2017"/>	<input type="text" value="2018"/>
<input type="text" value="42"/>	<input type="text" value="41"/>

Part-time (according to local regulations):

<input type="text" value="2017"/>	<input type="text" value="2018"/>
<input type="text" value="0"/>	<input type="text" value="0"/>

Indicate the numbers of students attending the University currently:

Full-time (according to local regulations):

Part-time (according to local regulations):

International (visa req'd)	Local
<input type="text" value="2018"/>	<input type="text" value="2018"/>
<input type="text" value="-"/>	<input type="text" value="-"/>

8 COPYRIGHT & DATA PROTECTION

Do you adhere to copyright regulations? Yes No

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

AREA OF OPERATION D

10 ACADEMIC PROGRESS

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

1. These are how we monitor and record students' progress in the class.
 - a. Online attendance record system in the class;
 - b. Mid semester examination;
 - c. Semester examination;
 - d. Evaluation for 2 semesters with minimum GPA 2.0 and total of courses equal with 20 credits semester;
 - e. Evaluation for 4 semester with minimum GPA 2.0 with total of courses equal with 40 credits semester;
 - f. Supervision by academic supervisor through the book controller.
2. These are how we monitor and record student's progress of research.
 - a. Participating research methodology courses;
 - b. Collecting topic of research;
 - c. Proposal draft presentation;
 - d. Proposal presentation;
 - e. Presentation for collecting data instruments;
 - f. Presentation of result of research;
 - g. Writing thesis under supervision of 2 supervisors;
 - h. Thesis examination with 4 examiners (some times with external examiner).

Do you monitor student completion rates? Yes No

Do you have a staff development policy? Yes No

AREA OF OPERATION E

11 STUDENT WELFARE

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

	Provided (Y/N)	Included in fee (Y/N)
Accommodation	N	N
Recommended text books	Y	N
Teaching materials	Y	N
Internet access/e-mail	Y	Y
Printing facilities	N	N
Others (please specify)	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 accommodation arrangements for these students are explained below.

1. Helping for registration of the student, especially for new students;
2. New student orientation which facilitated by the university;
3. Soft skill development for the new students;
4. Campus orientation by program of study;
5. Dormitories hunting (UNY dormitories are located in Wates campus and near Mandala Krida sport hall).

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:

Courses leading to awards of other universities

Methodology of Language Research

Courses leading to awards of Professional Bodies

Translation Studies

Courses leading to awards of overseas organisations

Philosophy of Science

Courses internal to the University

Methodology of Educational Research

Research Activities

The lecturer collaborates with several students in conducting a research as part of the students' thesis

AREA OF OPERATION G

15 MARKETING

Name of Marketing Officer:

Dr. Setya Raharja and Dr. Anwar Effendi

Do you have an Ethics Policy?

Yes No

Do you have agents?

Yes No

Do your agents/staff receive training on marketing?

Yes No

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

State when your prospectus and website were last updated:

uny.ac.id and 9 November 2018

16 SELECTION & ADMISSION OF STUDENTS

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

1. UNY initially assesses students' English Language skills since they did exam while admission test, which organized by the Ministry of Research, Technology, and Higher Education or UNY.

2. UNY initially assesses students' Study skills since the students participate in the class. The lecture assesses 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?

Language Training Centre

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 lecture input to the www.presensi-kuliah.uny.ac.id before beginning the lesson.

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

Head of study program contacts the students, who are absence in the class by phone, WhatsApp or other social media. The student must presence 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. The lecture input to the www.presensi-kuliah.uny.ac.id before beginning the lesson.

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

Head of study program or head of international office contacts the students, who are absence in the class by phone, Whatsapp or other social media. The student must presence in the class at least 75% in comparison to the total percentage.

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

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

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

UNY records and tracks student attendance and measure cumulative attendance by online system, which developed by Computer Center. The lecture input to the www.presensi-kuliah.uny.ac.id before beginning the lesson.

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

Head of of international office especially imigration coordinator contact the students, who are absence in the class by phone, Whatsapp or other social media.

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 standart for international student. Imigration coordinator or Indonesian Language Training for Foreign Student writes the report to the imigration office for following up this information. We send the information not only to the Indonesian imigration office but also to the embassy where the student come from.

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

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

CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 1

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

	Included with App Form
1. Copy of the latest 3 years' audited annual Accounts	UNY
A Premises and Health & Safety	
2. Sketch of floor plans (3 copies)	FAKULTAS
3. Health & Safety Declaration (Appendix 3)	KLINIK DAN K3 FAKULTAS/PPS
4. Fire Precautions Declaration (Appendix 4) <u>and</u> a fire risk assessment	K3 FAKULTAS/PPS
B Management and Staff Resources	
5. Diagram of staffing structure (3 copies)	FAKULTAS/PPS DAN PRODI
6. List of names and designations of all staff	-
7. CVs of management, academic, research and senior administrative staff	-
8. Staff appointment procedures	UNY
9. Sample staff contract	UNY
10. Equal Opportunities Policy	UNY
11. Staff Handbook (3 copies)	UNY
12. Procedures for recording students' attendance	UNY
13. Procedures for the conduct of examinations/tests	FAKULTAS/PPS
14. Procedures for the production of examination/test papers	FAKULTAS/PPS
15. Arrangements for secure storage of examination papers/scripts	FAKULTAS/PPS
C Learning and Teaching; Course Delivery	
16. Student application form (3 copies)	ADMISI
17. Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment	ADMISI
18. Student Handbook / Sample Course Handbook (3 copies)	FAKULTAS/PPS
E Student Welfare	
19. Pre-arrival information for students regarding living in the campus	KEMAHASISWAAN
F Awards and Qualifications	
20. Appendix 2 completed for each course currently running	
21. Guidance on academic misconduct	UNY
G Marketing and Student Recruitment	
22. Ethics Policy	UNY
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>)	ADMISI
27. Procedures for processing enquiries and applications	ADMISI
28. Procedures relating to student admissions and enrolment	ADMISI
29. Procedures for monitoring student records	UNY
30. Procedures for the handling of deposits, fee payments and refunds	KEUANGAN UNY

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

WR I

Person 2

DEKAN/DIREKTUR PPS

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:

Name:

Position / Title:

For and on behalf of (name of institution):

Appendix 2

COURSE DETAILS

A separate sheet should be completed for each course.

Course title

Entry qualifications

Maximum number in class

Average class contact hours per week

Examining body

Academic level

Certificate awarded, and by whom

Duration of course

Teacher/Course Leader responsible for the course

Brief outline of the course content and its delivery

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:

Name of Institution:

Addresses of premises to which this declaration applies:

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:

Name of Institution:

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