

# INTRODUCTION

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The Academic Guide for the English Department of the Faculty of Cultural Sciences is designed to provide descriptions about various issues related to the learning activities in the Department. It adheres to the Academic Regulations of Universitas Gadjah Mada and the Procedure Manual of the Faculty of Cultural Sciences, and is aimed at assisting students complete their studies and enhancing the level of their study as well as facilitating the lecturers and staff in conducting their duties and providing academic services for the students.

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# 1 HISTORY OF THE ENGLISH DEPARTMENT

The English Department of the Faculty of Cultural Sciences Universitas Gadjah Mada was established on March 3, 1946, while the English Study Program was stipulated based on the Decree of Study Program Establishment Number: 221/DIKTI/KEP/1966 dated July 11, 1996. The following is the Decree of the Establishment of the English Department:

## THE DECREE OF ENGLISH DEPARTMENT/STUDY PROGRAM

<b>University</b>	:	UNIVERSITAS GADJAH MADA
<b>Implementation of Learning Process</b>		
Faculty	:	Cultural Sciences
Department	:	English
Program was accredited by	:	National Accreditation Board (BAN)
Grade	:	B
Year	:	2009
Accreditation Certificate Number	:	028/BAN-PT/AK-XII/S1/IX/2009
Institutional Accreditation (UGM)	:	A

Institutional Accreditation Number	:	Decree of BAN PT Number 019/BAN-PT/AK-I/INST/III/2008
Date of Accreditation	:	March 7, 2008
Degree of Graduate	:	Sarjana Sastra (S.S.)
Date of Collation	:	February 20, 2009
Address	:	Jalan Sosiohumaniora Bulaksumur, Yogyakarta 55281
Phone/Fax	:	0274-513096/ 0274-550451
<b>Department History</b>		
First Established	:	January 23, 1950
Establishment Decree Number	:	Decree of The Minister of Education and Culture of the Republic of Indonesia, Number 53579
Date of Decree	:	September 19, 1955
Signing the Decree	:	Minister of Education and Culture of the Republic of Indonesia

## 2 VISION, MISSION, OBJECTIVES & AIMS

### VISION

The vision of the English Department is to be an internationally qualified and recognized institution which cares about human interests and possesses cultural perspective based on *Pancasila*, the five basic principles of the Republic of Indonesia.

### MISSION

- a. to administer a highly qualified education, research and community service in English Language and Literature.
- b. to educate students to be professionals possessing three pillars, namely linguistics, literature and culture.

- c. to develop a learning process with multicultural perspective.
- d. to utilize a broad, basic and flexible competence-based curriculum which enables learners to develop themselves in line with social dynamics.
- e. to conduct community service based on the pillars of linguistics, literature and culture in order to help society in resolving social and humanitarian issues.
- f. to cooperate with national and international institutions in the field of English language, literature and culture to enhance education, research and community service.
- g. to continuously ensure a transparent, effective and efficient organization and management of the Department in accordance with the needs of development.

## OBJECTIVES

The objectives of the Department are to :

1. to be an internationally qualified and recognized institution which cares about human interests and possesses cultural perspective based on *Pancasila*, the five basic principles of the Republic of Indonesia;
2. produce graduates who possess a responsive openness of mind, the ability to learn independently and to engage in dialogue with past and present cultures and values related to the English language and literature, so that they are ready to deal with social and cultural issues and to compete nationally and internationally.

# **3** FORMULATION OF COMPETENCIES

## **THE FORMULATION OF COMPETENCIES OF THE UNDERGRADUATE PROGRAM OF ENGLISH DEPARTMENT**

### **A. Foundation of Personality**

#### **a. Core Competencies**

1. Have knowledge of and understand the values of Pancasila and practice them in the process of learning and social interaction.
2. Have knowledge of religion and practice its obligations.
3. Understand the Values of Universitas Gadjah Mada.

#### **b. Supporting Competency**

1. Possess leadership skills.

c. Other Competency

1. Able to interact positively and participate actively in the activities of the surrounding community.

**B. Knowledge and Skills**

a. Core Competencies

1. Able to master scientific foundations of Humanities and apply it according to the major field of study.
2. Possess knowledge of general framework of Indonesian and world culture.
3. Able to convey scientific ideas systematically in proper Indonesian.
4. Able to express ideas systematically in oral or written English.
5. Able to master basic theories and methodologies in linguistics and literature.



6. Able to master foundation of humanities research according to the major field of study and its application.
  7. Master basic theories of linguistic and literary teaching methodologies.
  8. Able to appreciate literature in line with the learned literary works.
- b. Supporting Competency
1. Able to write scientific work.
  2. Able to understand texts in foreign/local language as the source language of the discipline.
- c. Other Competencies
1. Possess skills other than the major field of study that may increase the understanding and application of the major field of study.
  2. Have creative skills in the field of science and arts.

## C. Practical skills

### a. Core Competencies

1. Apply the education results in in the context of work according to the major field of study.
2. Able to think systematically and act independently, professionally and honestly in carrying out the work.

### b. Supporting Competencies

1. Able to catch up with the development of technology and utilize it to support the field of work.
2. Possess the curiosity about potential development of the major field of study and have the will to utilize it to improve performance and standard of living(entrepreneurship).

3. Able to utilize research results and other works to support the field of work.
- c. Other Competency
  1. Increase performance by studying other sciences and skills in other scientific fields.

#### **D. Creative Attitude and Behavior**

- a. Core Competencies
  1. Able to work in a team/group.
  2. Able to adapt quickly to changes in the work environment.
  3. Have high moral and ethical standards.
- b. Supporting Competency
  1. Able to perform rights and obligations equally (act justly).
- c. Other Competency
  1. possess organizational knowledge and skills in the surrounding communities.

## **E. Values and understanding social norms**

### **a. Core Competencies**

1. Have knowledge of and understand the values of Pancasila and practice it in the process of learning and social interaction.
2. Have knowledge of and understand multiculturalism, tolerance and Human Rights.
3. Care about humanity, social and cultural issues.

### **b. Supporting Competency**

1. Possess social solidarity.

### **c. Other Competency**

1. Able to interact positively and participate actively in the activities of the surrounding communities.

# 4

## CURRICULUM OF THE ENGLISH DEPARTMENT

### SEMESTER 1

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP					
1	UNU-1101	UNU-1101	Islam	3	C		
	UNU-1102	UNU-1102	Catholicism				
	UNU-1103	UNU-1103	Protestantism				
	UNU-1104	UNU-1104	Hinduism				
	UNU-1105	UNU-1105	Buddhism				
	UNU-1106	UNU-1106	Confucianism				
2	BDU-1101	BDU-1101	Foundation of Humanities	3	C		
3		IED-1100	Bahasa Indonesia I **	3	C		
4	BDE-1101	IED-1101	General English I	6	C		
5	BDE-1102	IED-1102	Oral English I	6	C		
6	BDE-1103	IED-1103	Introduction to English Literature	3	C		
			<b>Total Credits</b>	<b>21</b>			

**\*\* For IUP Students only**

## SEMESTER II

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	UNU-2302	UNU-2302	Pancasila and Civics	3	C		
2	BDE-1204	IED-1204	General English II	6	C	BDE-1101	IED-1101
3	BDE-1205	IED-1205	Oral English II	6	C	BDE-1102	IED-1102
4	BDE-1206	IED-1206	Introduction to Linguistics	3	C		
5	BDE-1207	IED-1207	History of English Literature	3	C		
6	BDE-1208	IED-1208	Folklore & Mythology in English Literature	3	C		
			<b>Total Credits</b>	<b>24</b>			

## SEMESTER III

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	UNU-2303	UNU-2303	Bahasa Indonesia*/Bahasa Indonesia II	3	C		
2	BDU-2303	BDU-2303	Indonesian Arts and Culture	3	C		
3	BDE-2309	IED-2309	Introduction to Translation Studies	3	C		
4	BDE-2310	IED-2310	English Romantic Literature	3	C	BDE-1103	IED-1103
5	BDE-2311	IED-2311	Phonology & Morphology	3	C	BDE-1206	IED-1206
6	BDE-2329	IED-2329	Introduction to British & American Studies	3	E		
7	BDE-2330	IED-2330	Science Fiction	3	E		
8	BDE-2331	IED-2331	Children's Literature	3	E		
			<b>Total Credits</b>	<b>24</b>			

**\*\* For IUP Students only**

## SEMESTER IV

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	BDE-2412	IED-2412	Popular Literature	3	C	BDE-1103	IED-1103
2	BDE-2413	IED-2413	Elizabethan Literature	3	C	BDE-1103	IED-1103
3	BDE-2414	IED-2414	English-Indonesian Translation	3	C	BDE-2309	IED-2309
4	BDE-2415	IED-2415	English Realist and Naturalist Literature	3	C	BDE-1103	IED-1103
5	BDE-2416	IED-2416	Book Report I	3	C	BDE-1103	IED-1103
6	BDE-2417	IED-2417	Syntax & Semantics	3	C	BDE-1206	IED-1206
7	BDE-2432	IED-2432	English for Journalistic Writing	3	E		
8	BDE-2433	IED-2433	English Teaching Methodology	3	E		
<b>Total Credits</b>				<b>24</b>			

## SEMESTER V

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	BDE-3518	IED-3518	World Literature	3	C	BDE-1103	IED-1103
2	BDE-3519	IED-3519	Academic Writing	3	C		
3	BDE-3520	IED-3520	Linguistic Research Methodology	3	C	BDE-1206	IED-1206
4	BDE-3521	IED-3521	Literature Research Methodology	3	C	BDE-1103	IED-1103
5	BDE-3522	IED-3522	English Modern Literature	3	C	BDE-1103	IED-1103
6	BDE-3523	IED-3523	Indonesian-English Translation	3	C	BDE-2309	IED-2309
7	BDE-3524	IED-3524	Book Report II	3	C	BDE-1103	IED-1103
8	BDE-3534	IED-3534	Pragmatics	3	E		
<b>Total Credits</b>				<b>24</b>			

## SEMESTER VI

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	BDE-3625	IED-3625	Proposal Writing	3	C	BDE-3519	IED-3519
2	BDE-3626	IED-3626	English Literary Criticism	3	C	BDE-1103	IED-1103
4	BDE-3627	IED-3627	Neoclassical English Literature	3	C	BDE-1103	IED-1103
5	UNU-4500	UNU-4500	Community Service	3	C		
6	BDE-3635	IED-3635	Course Design	3	E		
7	BDE-3636	IED-3636	Creative Writing	3	E		
8	BDE-3637	IED-3637	Introduction to Sociolinguistics	3	E		
9	BDE-3638	IED-3637	International Relations	3	E		
			<b>Total Credits</b>	<b>24</b>			

## SEMESTER VII

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	BDE-4739	IED-4739	Introduction to Postcolonial Literature	3	E		
2	BDE-4740	IED-4740	Soft Skills	3	E		
			<b>Total Credits</b>	<b>6</b>			



## SEMESTER VIII

No	Code		Course	Credit	Status	Prerequisite	
	Regular	IUP				Regular	IUP
1	BDE-4828	IED-4828	Graduating Paper	6	C	BDE-3624	IED-3625
			<b>Total Credits</b>	<b>6</b>			

Note: Elective Courses : 30  
 Compulsory Courses : 117  
 Total Undergraduate Credits :147

# 5 COURSE DESCRIPTION

## **1. General English I (BDE-1101 / IED-1101)**

This course provides learners with various reading, writing, and grammar-related tasks through which they will acquire a solid foundation of the language and be able to deal with written materials as well as producing written texts relating to their personal and academic environments.

## **2. Oral English I (BDE-1102 / IED-1102)**

This course provides learners with various communicative tasks through which they will acquire a solid foundation of the language and maintain communication on topics relating to their personal and immediate environments. It also focuses on improving pronunciation.

## **3. Introduction to English Literature (BDE-1103 / IED-1103)**

This course introduces students to the three genres of literature – prose, poetry and drama. The first part looks at the distinctive nature of prose and the simple structural analysis (setting, plot,

characterization). The second part covers poetry and its relationship with figurative language, imagination, beauty, emotion and perception. It also analyses the form, structure and function of poetry. The final part focuses on the various dramatic types – classical and modern, tragedy, comedy and its various components. Both themes and styles of the various types will be examined.

#### **4. General English II (BDE-1204 / IED-1204)**

This course provides learners with a variety of interesting activities, which expose students to advanced reading texts and give opportunities to enhance their writing skill, among other things, with more complex grammar. They also have the opportunity to personalize the language they learn, make use of their knowledge and experiences, and express their ideas and opinions

#### **5. Oral English II (BDE-1205 / IED-1205)**

This course provides learners with a variety of interesting and enjoyable activities, which enable them to apply the language they learn for meaningful communication. They also have the opportunity to personalize the language they learn, make use of their knowledge and experiences, and express their ideas and opinions.

## **6. Introduction to Linguistics (BDE-1206 / IED-1206)**

This course introduces major branches of linguistics: phonology, morphology, syntax, semantics and pragmatics. It also covers the discussions of language, its origin and developments, and recent issues connected to the branches of linguistics.

## **7. History of English Literature (BDE-1207 / IED-1207)**

This course introduces an overview of English Literature, presents the social and historical background of each period and relates the emergence of literacy movements or schools with the spirit of the age.

## **8. Folklore and Mythology in English Literature (BDE-1208 / IED-1208)**

This course introduces the forms and functions of folklore and mythology in general. The first focus is on the genres of narrative oral literature, especially folk-tales, legends, and myths. The second is on the overview of folk beliefs, festival, music, and rituals.

## **9. Introduction to Translation Studies (BDE-2309 / IED-2309)**

This introductory translation course offers students an overview of translation theory while providing a variety of

example texts. Emphasis is given to rendering translations from English into Indonesian language and vice versa in different topics. Basic concepts and problems in the area of Translation Studies are identified and discussed. Various translation strategies and techniques are also discussed.

### **10. English Romantic Literature (BDE-2310 / IED-2310)**

This course provides an insight and an overview of the literary period known as Romanticism. It is designed as an introduction to writing in Britain during what is often called the 'Romantic' period, roughly 1780-1830, one of the most innovative periods in the history of literature. In this compulsory course learners explore texts which relate to ways of thinking that are characteristic of Romanticism, examine the major literary forms used by the Romantics and look into the major themes and ideas dominating the age.

### **11. Phonology and Morphology (BDE-2311 / IED-2311)**

This course introduces the articulatory system for language that leads to the production of vowel and consonant sounds in the sound system of English. The course also introduces students to general principles of phonological rules and representations. This course also focuses on the morphological structure of English words and the processes by which they are formed.

## **12. Introduction to British and American Studies (BDE-2329 / IED-2329)**

This course introduces British and American historical, social and cultural background. It also provides a comparison of the cultural differences between the two nations and their individuals and to project them against their own cultural background.

## **13. Science Fiction (BDE-2330 / IED-2330)**

The course presents literary works (written works) from science fiction genre supported by the movie version. It introduces the contents of the works including the elements, the characteristics of science fiction, the historical background and the various aspects found in the selected work.

## **14. Children's Literature (BDE-2331 / IED-2331)**

This course is designed to introduce and explore wonderful examples of children's literature. Students will be reading, discussing, and evaluating a wide array of outstanding children's literature, as well as authors, illustrators, and genres. This course will introduce you to examples of the various genres of children's literature, explore writing styles and techniques, enhance your understanding and enjoyment of children's literature and reading.

### **15. Popular Literature (BDE-2412/IED-2412)**

This course explores popular literature and its relations to other forms of popular culture. It also examines different modes of literature (novels, short stories, plays). It will trace the history of such popular genres as horror, science fiction, romance, and detective fiction, and offer a comprehensive introduction to contemporary theories of popular literature.

### **16. Elizabethan Literature (BDE-2413 / IED-2413)**

This course explores British Culture through literary works written during Elizabethan period. During the course students are encouraged to exercise their critical analysis in studying British literature and culture. Students are projected to be able to develop topics of discussion and encouraged to study British culture during the reign of Queen Elizabeth through reading literary works, watching movies as well as discussing various topics both in writing and presentation

### **17. English-Indonesian Translation (BDE-2414 / IED-2414)**

This course focuses on translation competence through the understanding and mastery of differences in grammatical structure and meaning between English and Indonesian and how these differences are applied in translation.

### **18. English Realist and Naturalist Literature (BDE-2415 / IED-2415)**

This course introduces significant texts from the Civil War to post-World War I. It examines literary responses to issues of race and violence, labor and commercial life, gender and family relations, immigration, and US class structure.

### **19. Book Report I (BDE-2416 / IED-2416)**

Book Report is an individual reading project for a learner of the English Department under the supervision of an academic consultant. It is designed to enable students to appreciate simplified and original literary works, write her/his analysis on the works and defend her/his statements and evaluation in an oral report.

### **20. Syntax and Semantics (BDE-2417 / IED-2417)**

This course looks at the syntactic devices available in English language, and how these devices work to convey meaning. It also looks at the semantic categories – word, sentence and utterance meaning; semantic relations – presupposition, entailment, implicature and inference.

### **21. English for Journalistic Writing (BDE-2432 / IED-2432)**

This course provides learners with various writing and editing tasks through which they will learn how to write and edit news articles, identify possible stories, and be



aware of issues of timelessness and objectivity in news stories.

## **22. English Teaching Methodology (BDE-2433 / IED-2433)**

This course provides a solid grounding to the understanding of EFL language teaching. This course introduces teaching approaches, techniques, methods, and learning styles. It is a mandatory that all the students enrolled in this course participate in a teaching practicum in institutions determined by the English Department.

## **23. World Literature (BDE-3518 / IED-3518)**

This course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of the Western and non-Western literary traditions. An important goal of this course is to promote an understanding of the works in their cultural/historical contexts and of the enduring human values which unite the different literary traditions.

## **24. Academic Writing (BDE-3519 / IED-3519)**

This course aims to develop an awareness of the theory and conventions of academic literacy, from structure to style, with an increasing focus on the academic essay. This course is designed for students, who are required to write academic articles during their study and a graduating

paper in the eighth semester. This course facilitates them to improve their academic writing skills.

### **25. Linguistic Research Methodology (BDE-3520 / IED-3520)**

This course discusses the principles and practices of language research methods associated with data collection techniques, tools for data analyses and the application of research methods in various areas such as research on sociolinguistics, structure/grammar, and pragmatics. In this course the students also learn how to design the bare essentials for a language research proposal which may be later developed into an essay for a linguistic seminar or further for the final graduating paper. Thus, this course moves from theory into practice to fulfill the needs and interests of the students.

### **26. Literature Research Methodology (BDE-3521 / IED-3521)**

This course comprises an explanation of the theories of the study of literature and its application in research practices. It also includes two important parts that are literary theory and literary criticism. There are two main components to this course; literary theory and literary criticism. The first half of the semester will focus on literary theory, where student will be provided with examples of its application.

### **27. English Modern Literature (BDE-3522 / IED-3522)**

This course aims at facilitating students to explore twentieth-century and contemporary literature with critical exploration of literary and cultural theory. Students will develop a detailed knowledge of themes and issues in modern literature as well as valuable research skills.

### **28. Indonesian-English Translation (BDE-3523 / IED-3523)**

This course assists learners in understanding the basic concept of translation and other related aspects in order to learn and be able to overcome difficulties in translation related to linguistic and cultural differences between Indonesian and English language.

### **29. Book Report II (BDE-3524 / IED-3524)**

Book Report enables students to explore and study various original written sources which will be used and/or applied for a (library) research project. It also familiarizes students with critical reading of English novels.

### **30. Pragmatics (BDE-3534 / IED-3534)**

This course explores ways of communicating ideas in English among members of community, analyzing the use of direct and indirect expressions, studying how maxims may be observed in an interaction, and observing how politeness principles are used in a conversation. It also

explores how research is done in the field of pragmatics.

### **31. International Relations (BDE-3638 / IED-3638)**

This course explores relationships among countries, the roles of sovereign states, inter-governmental organizations (IGO), international non-governmental organizations (INGO), non-governmental organizations (NGO), and multinational corporations (MNC).

### **32. Proposal Writing (BDE-3625 / IED-3625)**

This course explores ways of writing a research proposal which can be developed into the production of a graduating paper in the field of linguistics or literature. This course also arouses awareness that research for writing a graduating paper is a self-educating activity-a means to creative scholarship.

### **33. English Literary Criticism (BDE-3626 / IED-3626)**

This course focuses on critical theory as it applies to literature and culture, reviews classical Greek origins of issues concerning the nature of literature and criticism. It also examines major twentieth-century theories and applications: historical, formalist, archetypal, psychoanalytic, Marxist, reader-response, New Historicist, feminist, postcolonial, American multicultural, structuralist and various post-structuralist perspectives.

### **34. Neoclassical English Literature (BDE-3627 / IED-3627)**

This course explores Neoclassical period and the works written during this period. It presents a survey of British literature from its inception through the Age of Enlightenment. It also introduces the student to the origins and development of British culture as reflected in major works of English language from the Middle Ages to the Renaissance and through the eighteenth century.

### **35. Course Design (BDE-3635 / IED-3635)**

This course is intended to give a solid grounding to an understanding of course design. The course provides a practical guide to designing language courses by encouraging students to explore ways of planning and organizing content, and evaluating materials. It also provides a guideline for students to assess students' needs, to focus on their needs, and to adapt textbooks to serve their learning need more effectively.

### **36. Creative Writing (BDE-3636 / IED-3636)**

This course focuses on writing creatively and naturally in English. Spontaneity will be valued over grammar and structure. Through their own writing it is expected that the students will also discover a new appreciation of literature and the English language.

### **37. Introduction to English Sociolinguistics (BDE-3637 / IED-3637)**

This course explores empirical and theoretical knowledge about the relationship between language and society. It also enables students to use the knowledge for practical, as well as research, purposes in connection with language use.

### **38. Introduction to Postcolonial Literature (BDE-4739 / IED-4739)**

This course discusses, through the lens of postcolonial theories, major literary and filmic texts that, as John McLeod puts it, have been “produced by people from countries with a history of colonialism, primarily those concerned with the workings and legacy of colonialism, and resistance to it, in either the past or the present.” The course uses postcolonial theories to discuss the ways in which the literary forms of fiction both depict and question postcolonial realities.

### **39. Soft Skills (BDE-4740 / IED-4740)**

This course reviews the basics of character development as well as its application in society. It also prepares students to be able to apply theory related to soft skills, combined with their knowledge in a form of creativity by selling knowledge packaged in a business program. It also provides students with abilities like empathy, teamwork, leadership, good manners, negotiation and sociability to be practiced.

#### **40. Graduating Paper (BDE-4828 / IED-4828)**

The purpose of writing a graduating paper is for a student to produce a piece of writing that shows their competencies in language, literature, as well as culture.



## EDUCATIONAL ACTIVITIES

### Re-REGISTRATION

Students are obliged to re-register every semester in accordance with a schedule determined by the university and in accordance with the university regulations.

### SUPERVISION

An Academic Supervisor is a lecturer appointed by the department and stipulated by the Dean, who works as a directive guide and a counterpart for students during their study in the Faculty of Cultural Sciences UGM. The students in the Faculty of Cultural Sciences UGM have the rights and obligations to consult with their academic supervisor about academic issues. An academic supervisor should:

- guide and direct students to make a study plan and to develop their academic potential.
- give academic information and approve or reject subjects that students will take each semester.
- validate Study Plan Card (KRS) by signing it before it is submitted to the Academic and Student Affairs Office.



- guide and accompany students in their learning process.
- conduct periodic evaluation of the students' study progress and help to find solutions of academic problems encountered by students.
- give approval or reject academic leave, study reactivation, or study extension.

## MECHANISM OF ACADEMIC SUPERVISION

Selected by the head of the department, new students are divided into several groups. Each group is guided by one academic supervisor from the beginning of the study to the end of their study. The academic supervisor approves and legalizes students' Study Plan Card after examining the students' Study Result Card (KHS). The academic supervisor guides and assists students encountering academic problems.

## CREDITS

The total minimum number of credits needed to finish the study in the Faculty of Cultural Sciences, Universitas Gadjah Mada is 147 credits and the maximum is 148 credits. The number of credits that can be taken by the first semester students is adjusted to the prevailing regulation and curriculum in the department. The number of maximum credits that can be taken by students in the

following semester is defined by the Grade Point Average of the previous semester, that is:

0.00-1.49 = 12 credits

1.50-1.99 = 15 credits

2.00-2.49 = 18 credits

2.50-2.99 = 21 credits

3.00-4.00 = 24 credits

In the event that the student is on academic leave in the previous semester, the number of credits that can be taken is 12 credits. Students who take credits exceeding the number of credits that can be taken in accordance with their Grade Point Average in the previous semester must have a written permission from the Academic Supervisor stating the reason and this must be acknowledged by the head of the department.

## COMMUNITY SERVICE (KKN)

Community Service (KKN) is held based on the university regulations.

## DISPENSATION

Dispensation not to attend classes can be given to students who:

1. are sick by providing a letter of statement from a doctor.

2. are appointed by the faculty or university to participate in sports, arts, cultural events and other official assignments.
3. experience the death of a member of the nuclear family (father, mother, or siblings), proven with an official letter
4. have an accident proven with a letter.



## EXAMINATION

Examinations are held to measure the students' knowledge and skills. It consists of Midterm Examination and Final Examination. Students must take the midterm exams at the time and date specified by the Academic Section and/or the Lecturer. The Final Examination is scheduled by the Academic Section. Only students who have at least 75% attendance are eligible to sit for the final examination.

The examination could be in the form of a written test, an oral test, a seminar, a research paper, or a combination of these forms in accordance with the syllabus agreed upon in the class contract at the beginning of the course.

The format of a written test includes:

- a. Closed book examination
- b. Open dictionary examination
- c. Open book examination
- d. Take home examination

In sitting for an examination, students are obliged to:

- a. arrive 10 minutes before the examination starts
- b. bring Student Identity Card
- c. bring adequate stationery

A student who arrives late on the examination day must report to the examination committee to ask for permission to take the examination. A student who does not arrive as scheduled on the examination day due to an illness should report to the lecturer and give a letter of statement from a physician or hospital. There will be no make up examination for students who miss an examination, whatever the reason is.

## GRADING SYSTEM

The grading system consists of three components: midterm exam, final exam, and other types of assessments (such as class participation, structured assignments, and final project) in accordance with the syllabus. The following is a table of the grading system:

No	Grade Range	Converted Grade	Quality
1	90-100	A	4
2	86-89	A-	3.75
3	81-85	A/B	3.5
4	77-80	B+	3.25
5	73-76	B	3
6	69-72	B-	2.75
7	65-68	B/C	2.5
8	61-64	C+	2.25
9	57-60	C	2
10	53-56	C-	1.75
11	49-52	C/D	1.5
12	45-48	D+	1.25
13	41-44	D	1
14	<41	E	0

# 8

## BOOK REPORT

- a. The Department issues a list of works of approved major writers which is arranged in connection with the other literary courses.
- b. The students should select **six simplified works (for BOOK REPORT I) and five original works (for BOOK REPORT II)** from the list, but no more than one work from each major writer.
- c. After reading the works, the students should write a report of each of the works in their own words consisting of a brief description of the book as a whole and an in-depth and well developed discussion of one or two issues, themes, topics or other aspects of the book that are considered important.
- d. The reports should not simply retell what a critic says about the books but should show the students' understanding of the chosen works.
- e. At the beginning of each report, the students should give the standard bibliographical information on the book they are writing about: the author's name, the

book's title, the editor or translator (if any), the place of publication, the publisher, and the year of publication.

- f. The students should consult their supervisor regularly to report on their progress.
  - a. It is compulsory for the students and supervisors to arrange at least 3 meetings.
    - b. **Meeting 1:** Students and supervisor discuss the choice of books, reading and reporting strategies, and timeline.
    - c. **Meeting 2:** Supervisor monitors students' progress.
    - d. **Meeting 3:** Supervisor monitors students' progress.
    - e. **Meeting 4:** Examination as scheduled by the faculty.
  - b. The final report of each work should consist of four double-spaced pages.
  - c. Students should be able to communicate an informed personal response to what is read at the final assessment at the end of the semester.
  - d. The implementation of the project should be documented in a Progress Report Card.



# 9

## GRADUATING PAPER

A graduating paper is a final assignment after the student finalizes the learning process in the English Department. A Graduating paper, written in English, is meant to be an evidence of competency accomplishment of the student in the final period of the study.

### GRADUATING PAPER PROPOSAL

Graduating paper proposal is written in Proposal Writing Class offered in Semester VI. After receiving an evaluation from the lecturer(s), the proposal is submitted to the Department. The structure of the graduating paper proposal is as follows:

## Chapter I

1. Background of Choosing the Subject  
Describing the reasons for choosing the topic of the graduating paper
2. Objective and Scope of the Study  
Explaining the objectives and scope of the research that will be conducted
3. Theories  
Explaining the theoretical approach that will be applied to analyze the research data
4. Methods  
Describe the research methods including the method of collecting data and the method of analyzing data
5. Presentation  
Containing explanation of what will be in each chapter of the graduating paper, namely Introduction, Theoretical Background, Analysis and Conclusion.

## Chapter II

Theoretical Framework (for Linguistics, Language, Translation), or Background Information (for Literature)

## SCOPE OF GRADUATING PAPER

The graduating paper should focus on one of the following fields: literature, language/linguistics, and translation. The number of pages should be between 40-60 pages.

# STRUCTURE OF GRADUATING PAPER

## 1. Beginning Section

- a) Front cover page must include the title of the graduating paper, UGM logo, student name, student number, Department, Faculty and University, and year of writing the graduating paper
- b) The title page shall be the same as the front cover
- c) Validation Page
- d) Acknowledgment Page
- e) Abstract in Indonesian and English
- f) Table of Contents
- g) List of Tables (if there are any)
- h) List of Appendices
- i) List of Abbreviation and glossaries (if there are any)

## 2. Content or the Main Part

- a) Introduction
- b) Literature Review
- c) Theoretical Background
- d) Research Methods
- e) Results
- f) Conclusion and Suggestions

## 3. End Section

- a) Bibliography
- b) Appendices

## GUIDELINES FOR WRITING

- a. HVS 80 gram paper, A<sub>4</sub> size 210 x 297 cm
- b. Bind in black hard cover
- c. Title and other information on the cover written in Times New Roman 12pt font
- d. Chapter title written in Times New Roman 12pt font
- e. Subchapter title written in Times New Roman 12pt font
- f. Numbers are written with numerals, not with words, except at the beginning of a sentence
- g. Double-spaced
- h. The margins are 4 cm from the top, 3 cm from the bottom, 4 cm from the left, 3 cm from the right
- i. A new paragraph should be indented six spaces from the left margin
- j. Page numbering of the Beginning Section uses small Roman numerals
- k. Page numbering of the Content and the End Section uses Arabic numerals, put at the top right-hand corner of the page. The page numbering for chapter page is put on the bottom right-hand corner of the page.
- l. Page number is 3 cm from the right and 1.5 cm from the top or bottom
- m. Language of the graduating paper is standard written English
- n. Sentences shall be written as complete sentences
- o. Non-English words are italicized
- p. Translation is put in quotations (" ")
- q. The writing of names referred to in the reference must be consistent throughout the paper

- r. Graduating paper writing should refer to standard manuals, including MLA, APA or Chicago Manual Style.

## APPLICATION FOR GRADUATING PAPER EXAMINATION

In order to apply for Graduating Paper Examination, students should:

1. fill out the approval sheet signed by the graduating paper consultant
2. fill out the form for the graduating paper exam
3. submit three copies of the graduating paper that has been approved by the graduating paper consultant along with the admission sheet signed by the student
4. submit a copy of the Student ID card, receipt of tuition of current semester and three copies of recent photograph (3 x 4 size)
5. put all documents mentioned in point 3 and 4 in a clear blue plastic folder
6. check grades in the Academic Section (English Department subsection) by bringing Academic Grade Reports (KHS) from semester 1 to the last semester. The minimum total credits is 147, consisting of:

a. Department Compulsory courses	: 99 credits
b. Univ./Faculty Compulsory courses	: 18 credits
c. Elective courses	: 30 credits

7. drop course(s) if necessary. The course drop form is available in the academic section.

8. Submit their academic transcript, which has been approved, to the Secretary of the Department enclosed with the course drop form (if a course drop is requested).
9. copy the assignment letter and official report (five copies) provided by the department and return them to the department.

After all requirements are fulfilled, the Department will make a schedule for the graduating paper examination. The schedule will then be announced to the student.

## GRADUATING PAPER EXAMINATION

The examination takes approximately 2 hours including the opening and the closing. Sitting at the graduating paper examination, the student shall bring Student ID card, original receipt of tuition, text, and pen. The student should dress neatly and politely. The examination is conducted in English. It is opened by the chairperson of the board of examiners followed by administrative verification regarding a) suitability of student data and official exam report and b) Original Student ID and receipt of tuition. The student is then invited to a 10-minute presentation. The examination starts with the first examiner, the second examiner, and the third examiner. The first examiner is the Graduating Paper consultant, the second is the main examiner and the third is the chairperson of the Board of Examiners.

The result of the examination is discussed by the Board of Examiners after the examination ends. The

chairperson of the Board of Examiners announces the result of graduating paper whether the student has passed or not. The grade is announced at the Judicium. The student and the Board of Examiners sign the official report of the graduating paper examination. Finally, the chairperson of the Board of Examiners closes the examination.

## GRADING OF GRADUATING PAPER

The final grade of the graduating paper exam is determined by the average of three grading components including:

- Content (originality)
- Language (oral and written)
- Performance (manner and defense)

## SUBMISSION OF GRADUATING PAPER

After sitting for the graduating paper examination, a student should make revisions to the graduating paper in accordance with the suggestion of the Board of Examiners. Revision must be completed within 3 months after the date of examination. Otherwise, the student should take the graduating paper examination again. The revised paper is then re-submitted to the Board of Examiners to obtain approval.

Student shall provide one electronic text in PDF format saved in a CD for the library of the department, and 1 for the library of the faculty. One hardcopy of the graduating bound in black should also be submitted to the Faculty's library.

The graduating paper must be signed by the consultant and examiners and stamped by the Administration Office of the Faculty of Cultural Sciences.



# 10 PLAGIARISM

Plagiarism means representing other people's work and ideas as your own.

You have plagiarized if:

- a. You took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own
- b. While browsing the Web, you copied text and pasted it into your paper without quotation marks or without citing the source.
- c. You repeated or paraphrased someone's wording without acknowledgment.
- d. You paraphrased someone's argument or presented someone's line of thought without acknowledgment.
- e. You bought or otherwise acquired a research paper and handed in part or all of it as your own.

You can avoid plagiarism by:

- a. Making a list of the writers and viewpoints you discovered in your research and using this list to double-check the presentation of material in your paper.
- b. Keeping the following three categories distinct in your notes: your ideas, your summaries of others' material, and exact wording you copy.
- c. Identifying the sources of all material you borrow – exact wording, paraphrase, ideas, argument, and facts.
- d. Checking with your instructor when you are uncertain about your use of sources.

Source: *MLA Handbook for Writers of Research Papers, seventh edition. 2009. New York: The Modern Language Association of America.*



# JUDICIUM & GRADUATION

## JUDICIUM

Judicium is held periodically prior to the graduation period. To perform the Judicium, the management board of the department conducts a Pre-Judicium by organizing a complete evaluation of the study results of students who have completed all the requirements for the Judicium. The board of the department holds a pre-Judicium meeting by involving lecturers and administrative staff members.

## REQUIREMENTS OF GRADUATION

A student completes his/her study once he/she has acquired the minimum number of credits required by the curriculum, which are:

- Having finished all the required compulsory and elective subjects.
- Having passed the Graduating Paper examination and got a minimum of C grade.
- Having a GPA of 2.50 or more
- Having no E grade.
- Having 25% or less of the total credits with D grade

Graduation predicate is determined based on the GPA achievement with the following requirements:

GPA	PREDICATE
3.51 – 4.00	Cumlaude
2.76 – 3.50	Very satisfactory
2.50 – 2.75	Satisfactory

The maximum study period to determine the cumlaude graduation predicate is 10 semesters. The predicate of cumlaude is only given to graduates with an accumulation of study period that has been taken, including academic leave with the permission of the Dean/Rector which is not over the study period requirements. This does not apply to students who take special academic leave.

The University holds undergraduate graduation ceremony four times in one academic year, that is in February, May, August and November. To attend the graduation, students should:

- a. attend the Judicium held by the Faculty (Academic Section) to verify the graduation of the student in accordance with the completion of the academic requirements. The Judicium is scheduled in the Faculty Academic Calendar.
- b. submit a Graduating Paper that has been bound and signed by the board of examiners at least one month prior to the graduation day. Any change of the date of graduation will be announced separately by the academic office.

- c. complete and return graduation documents that have been received from the faculty academic office.
- d. submit the letter of evidence that states that he/she has returned any equipments and/or books borrowed from the library.

# 12 EVALUATION OF STUDY

An evaluation of the study is carried out to evaluate the development and quality of learning process. The evaluation consists of **Initial Evaluation and Final Evaluation**. The first evaluation is designed for the students who have attended the first four semesters consecutively. The evaluation is performed at the end of the fourth semester. In this evaluation, students should already have at least 30 Credits with a minimum Grade Point Average of 2.00. Otherwise, they will not be allowed to continue their study. A letter of warning will be given to students whose Grade Point Average is under 2.00 at the end of the third semester.

Final evaluation is performed at the end of the maximum study period. The students should have:

- credits between 147 and 148
- a minimum GPA of 2.00.
- no E grade.
- total D grade no more than 25% of the total credits taken.

A warning letter will be issued to the students at the end of semester 12, or two semesters before the end of the maximum study period.

## STUDY PERIOD

The study period is 8 semesters with a maximum study period of 14 semesters.

## STUDY PERIOD EXTENSION

Study period extension can be given to students who only need to finish their graduating paper. They must sign a stamped statement letter which declares that they will resign if they cannot finish their study in the allotted period of time. In addition, they are obliged to make a progress report of the graduating paper during the study period extension.

## ACADEMIC LEAVE

Academic leave is a state of being administratively unregistered as a student in an on-going semester with the permission from Dean or Rector, without losing status as a student of Faculty of Cultural Sciences, Universitas Gadjah Mada. Every undergraduate student has the right for academic leave for a maximum of 4 semesters.

The period of academic leave is not counted as active in relation to the final evaluation of the maximum study period, but it is used to determine the graduation predicate. During an academic leave, students do not need to pay tuition fee and other educational fees, but they are not allowed to follow academic activities or other activities that have been stipulated in the university and faculty

regulations. A continuous academic leave can only be taken for a maximum two semesters and then the students must reactivate their study.

Academic leave is rightfully proposed after students have passed the evaluation of the first four semesters. If students have not fulfilled the required credits and GPA of the first four semester evaluations, they are counted as inactive without permission. Students are allowed to propose an academic leave before the first four semesters for such reasons as pregnancy and maternity leave, prolonged illness and other acceptable reasons. However, the leave period is counted as active time in the final evaluation of the maximum study period.

Students who will take the academic leave have to submit a proposal which is addressed to the Dean of the Faculty of Cultural Sciences Universitas Gadjah Mada and that has been acknowledged by the academic supervisor and the board of department/study program. The request of leave is proposed at least one month before the re-registration period.

A special academic leave (for a maximum of 2 semesters) is regulated in the Decree of the Dean of the Faculty of Cultural Sciences for students who are active as the Faculty Student Executive Board or take a credit transfer class abroad with the permission from the Dean/Rector.



## DROP OUT

Suspension is a punishment given to students who violate the academic ethical code and other regulations that have been stipulated by the University and Faculty. The ethical code and procedures of suspension are available in the manual made by the Faculty. The state of suspension is considered equal to inactive without permission.

Students are stated as resigned from the Faculty of Cultural Sciences, Universitas Gadjah Mada because they:

- have not achieved 30 credits with a minimum GPA of 2.00 without any D grade in the first four semester evaluation.
- are not active without permission until the end of the maximum study period.
- have reached the maximum study period and their request for the study extension is not granted.
- have failed in the Graduating Paper examination twice.
- have been suspended more than once.

# 13 SANCTIONS

Sanctions are punishment that can be imposed upon students for violating the regulations regarding to the learning and teaching process in Universitas Gadjah Mada.

## PURPOSE OF SANCTIONS

1. To enforce discipline.
2. To maintain the quality of education and to encourage students to achieve optimum achievements.

## TYPES OF SANCTIONS

There are two types of sanctions: **Administrative Sanctions** and **Academic Sanctions**. Administrative Sanctions are related to the implementation of the administrative process, while Academic Sanctions is given in order to maintain academic quality. The implementation of the sanctions is adjusted to the level of the violation of the learning process in Universitas Gadjah Mada.

## IMPLEMENTATION OF ADMINISTRATIVE SANCTION

1. Students who take an unauthorized leave must pay the total amount of tuition fee for the entire period of leave.

2. Students who take an unauthorized leave of more than 4 semesters must pay the same amount of tuition fee as the new students in the ongoing academic year.
3. Students who postpone graduation until the following semester must pay 50% of the tuition fee.

## IMPLEMENTATION OF ACADEMIC SANCTIONS

1. Students who are late in filling in Study Plan Card in the defined period will not be allowed to take the maximum amount of credits in the ongoing semester.
2. Students who take excessive course load must drop the excess course in order to meet the limit of credits stated in the Study Result Card (KHS).
3. A Study Plan Card that is changed without the permission of the Academic Supervisor is declared null and void.
4. Students who are unable to meet a minimum of 75% class attendance shall not be able to take the final examination.
5. Students who cheat in the semester mid and final exam will receive a failing grade for the subject.
6. Students who cannot meet the requirements of the evaluation for the first four semesters shall be declared drop out.

# 14 LANGUAGE LABORATORY

The language laboratory is provided to support the learning process in the English Department. Users of the language laboratory should comply with the following procedures:

1. Respecting the language laboratory timetable.
2. Taking off shoes before entering the language laboratory.
3. Placing shoes neatly in the provided place.
4. Turning off cell phones or setting them to silent or vibrate mode during studying at the language laboratory.
5. Preparing writing stationery and other materials in accordance with the direction of the lecturers.
6. Using the booth number according to the distribution except if the lecturer says otherwise.
7. Using the facilities of the language laboratory in accordance with the needs of the subject and not using it for other purposes.
8. Using cassettes and other facilities provided by the language laboratory and not using cassettes or other equipments from outside except if it is an assignment from the lecturer.

9. Shutting down all tapes that have been used before leaving the room.
10. Maintaining the cleanliness of the booths, tapes, recorders, desks, chairs, walls and other facilities by not writing anything or leaving any marks.
11. Stopping the learning activity in the language laboratory in accordance with the schedule.
12. Leaving the room in a clean and neat condition.

# 15

## SELF ACCESS UNIT

The Faculty of Cultural Sciences UGM operates a Self Access Unit (SAU) by means of an open access system, in which users can use available materials without a librarian's assistance. The available materials include SRA Reading Box, cassettes, CDs and DVDs. All collections can only be used on site and cannot be borrowed.

### CLASSIFICATION

The users can choose reading materials according to their levels. The levels are indicated by colors, orange and yellow for basic, blue and green for preparatory, white for intermediate and red for advanced. Information regarding the meaning of the colors is placed on the bookshelves.

The users can also find information regarding book level and number of words on the front or back cover. In addition, the information also includes the availability of the movie version, which is accessible in the listening/movie shelves.

It is suggested that the users read the instruction before using SRA Reading BOX. The users can also access novel+cassette, so that they can read and listen the text simultaneously.

The users can enhance their listening skill through cassettes and CDs, which are classified into basic, preparatory, intermediate and advanced levels, as well as computers which contains TOEFL and SRA Reading Box. The users can also practice listening through internet such as Voice of America (VOA), BBC and ABC Australia.

The SAU also has satellite and DVD player-connected televisions. The users can watch many international channels and play DVD available in the SAU. The users should contact the librarian to use this facility in order to have headphone and remote controls for television, DVD player and decoder.

## **USERS**

The users consist of undergraduate, master and doctoral students and staff of the Faculty of Cultural Sciences, Universitas Gadjah Mada.

The users should fill in the guestbook in order to use the facilities of the SAU.



## BOARD, FACULTY MEMBERS & ADMINISTRATIVE STAFF

### BOARD OF THE DEPARTMENT

The English Department consists of:

1. Board : Head and Secretary of Department
2. Organizing Staff : Lecturers
3. Support Staff : Administration Staff

### FACULTY MEMBERS

In accordance with the prevailing regulations, lecturers in the English Department of the Faculty of Cultural Sciences at UGM should fulfill certain requirements, namely: be faithful and pious to God, having insight of Pancasila and the Constitution of 1945, possessing the qualification of a lecturer, having high standards of morality and integrity, and having strong feelings of responsibility towards the future of the nation and state. (Government Regulation Number 60 Article 104)

The main duty of lecturers in the English Department is regulated by the academic regulations that have been stipulated in the Decree of Coordinating Minister of Development and Empowerment of State Apparatus No.



38/Kep/MK. WasPAN/8/1999 and No 181 of 1999. The main duty is encompassed in the activity referred to as *Tri Dharma Perguruan Tinggi*, which includes the activities of teaching and learning, research and community service as well as other activities that support this practice.

Research conducted by lecturers is directed in a way that will give practical benefits to students and other lecturers. The existence and importance of interdisciplinary research is not questioned today (KPH Tejoyuwono Notohadikusumo, 2003; Teuku Jacob, 2003; Soenarto Sastrowijoto, 2003; Sudiby, Retno, S. 2003). Thereby, lecturers in the English Department agree to not only participate in research, but also to participate in many activities including attending workshops, scientific expos, local, national and international seminars, and actively playing a role in committees.

## ADMINISTRATIVE STAFF

The department has administrative staff whose duties are:

- a. Preparing data to make an academic schedule
- b. Preparing the lecturer meetings
- c. Helping the academic office to prepare midterm exams and final exams by providing adequate data for regular and non-regular semesters
- d. Helping with the implementation of the re-registration of students

- e. Helping with the administration and implementation of registration and admission test of prospective students
- f. Storing the data of the students
- g. Assisting to disseminate information and announcements to students
- h. Assisting to coordinate the learning process in the department
- i. Assisting the implementation and administration of the graduating paper of undergraduate students as a writing final written work of the students
- j. Receiving and process letters based on the procedure and completion of follow-up actions for the Head and Secretary of Department
- k. Assisting with the processing of making archives of letters
- l. Typing letters/ texts which will be used by the Head of Department
- m. Regularly organizing the archives of letters, texts, and files
- n. Serving students in matters related to the information of the department
- o. Assisting the preparation of the graduation of students

## Partnerships

In the implementation of academic activities, the English Department of the Faculty of Cultural Sciences at UGM establishes partnerships with other universities/institutions both domestic and foreign. The partnerships can include management of university, education, research, and community service. Such partnership can be in the form of management contract, faculty and student exchange, mutual utilization of resources in implementing Department's activities, mutual publication of scientific papers, implementation of seminar and other scientific activities, and other necessary activities. The implementation of such cooperative activities is made by the head of the department with the agreement of lecturers through a meeting and by considering prevailing legal regulations.

## FACULTY MEMBERS AND ADMINISTRATIVE STAFF

1. Drs, Adi Sutrisno, M.A.
2. Amin Basuki, S.S., M.A.
3. Aris Munandar, S.S., M.Hum.
4. Drs. Bernadus Hidayat, M.A.
5. Drs. Djoko Moerdiyanto, M.A.
6. Drs. Eddy Pursubaryanto, M.Hum.
7. Dra. Esmeraldayanti Sosronegoro, S.U.
8. Dr. Fransiscus Xaverius Nadar, M.A.

9. Dr. Ida Rochani Adi, S.U.
10. Dr. Juliasih, S.U.
11. Drs. Muh. Arif Rokhman, M.Hum.
12. Dra. Ni Gusti Ayu Roselani, M.A.
13. Nur Saktiningrum, S.S., M.Hum.
14. Rahmawan Jatmiko, S.S., M.A.
15. Dra. Rio Rini Diah Moehkardi, M.A.
16. Dra. Sharifah Hanidar, M.Ed.
17. Thomas J.P. Sembodo, S.S., M.A.
18. Drs. Tofan Dwi Hardjanto, M.A.
19. Agustin Nawang Wulan
20. Aida Minati Rohmah, S.S.