

PROSPECTUS
UNDERGRADUATE PROGRAMME (S1)
ENGLISH PROGRAMME
FACULTY OF HUMANITIES
UNIVERSITAS AIRLANGGA
2015/2016



SURABAYA

2015

PROSPECTUS

UNDERGRADUATE PROGRAMME (S1) : English Programme ME

FACULTY OF HUMANITIES

UNIVERSITAS AIRLANGGA

2015/2016

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FACULTY OF HUMANITIES

Universitas Airlangga

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PREFACE

This book contains general academic rules that should be adopted and adhered to by all elements of the academic in the Faculty of Humanities Universitas Airlangga. Specifically, this book includes a brief profile of the Faculty of Humanities, Universitas Airlangga, and the guide for the implementation of academic activities for Strata 1 (S1) programs. This book also includes the specifications of the program consisting briefly of the vision, mission, profile, and *learning outcomes* according to KKNI (Indonesian National Qualifications Framework), as well as supporting instruments for the achievement of competencies of graduates that need to be known by all parties.

Unlike the similar book of the 2014/2015 academic year, the Prospectus of 2015/2016 academic year contains a description of the *fast track* programme and some elements in the specification of the program that are more significant. This prospectus includes the curriculum of English Programme me as a result of the Curriculum Redesign program planned since 2009, which was followed by a Decree of the Rector of Universitas Airlangga in 2010 along with the code of Courses and which had been reorganized in 2013. In addition to the curriculum and codes of Courses, this book contains a description of each Course.

Therefore, the presence of the Prospectus is expected to further strengthen the organization of the academic process at the Faculty of Humanities aiming to improve the quality of the learning process, so that the quality of graduates may also increase. In relation to this, we share an obligation to carry out, obey, and monitor the implementation of the provisions in this book so that any emerging problems can be submitted and discussed with the leaders of the Faculty of Humanities to obtain a solution.

It is recognized that the quality of the content in this book still needs to be improved in accordance with the demands of the quality of the development of a dynamic academic environment. For that reason, it is expected that thoughts and constructive suggestions be given, especially from the experts and the lecturers who are in charge of the courses.

We express our gratitude to the Drafting Team of Prospectus, Academic Year 2015/2016 that has been working hard to revise and compile this book in the midst of many other tasks. Our thanks also go to all of the Programmes, Academic Section, the teachers, and those who participate either directly or indirectly so that the revision of this guide can be finished. Hopefully this book can provide sufficient information for all of us , especially the Academic Community at the Faculty of Humanities, Universitas Airlangga.

Surabaya, July 2015

Dean

Signed.

Aribowo, Drs., MS

Contents

PREFACE	i
CHAPTER I FACULTYY PROFILE	1
1.1 History.....	1
1.2 Purpose of Education	3
1.3 Faculty Leadership, Programme, and the Structural Officials	3
CHAPTER II IMPLEMENTATION OF EDUCATION	5
2.1 Definition of Semester	5
2.2 Credit system	5
2.2.1 Purpose of Credits System.....	5
2.2.2 Characteristics of Credit System.....	6
2.2.3 Values and Load of Semester Credit Unit.....	6
2.3 Student Transfer, Credit Transfer, and Procedures	7
2.3.1 Student Transfer.....	7
2.4 Study Plan	8
2.5 Academic Leave, College Dropout, and Continuation of Education	9
2.6 Evaluation of Students' Success of Study.....	10
2.6.1 Examination System	10
2.6.2 Types of Examination	10
2.6.3 Examination Requirements	11
2.6.4 Learning Outcomes Assessment System	11
2.6.5 Evaluation of Study Results	14
2.7 Academic sanctions.....	14
2.8 Graduate Candidacy Evaluation, Graduation, and Degrees.....	15
2.8.1 Graduate Candidacy Evaluation	15
2.8.2 Predicate of Graduation	16
2.8.3 Graduation.....	16
2.8.4 Degree	16
2.9 Limit of Study Time.....	16
2.9.1 General	16
2.9.2 Special.....	17
CHAPTER III CURRICULUM	18
3.1 Students' Study Load	18
3.2 Grouping of Courses	19

3.3 Description of Courses.....	19
3.4 Code of Courses.....	19
3.4.1 Meaning of Letter Codes	19
3.4.2 Meaning of Number Codes.....	20
3.5 Administration of the Credits System.....	20
3.5.1 Components of Administration	20
3.5.2 Implementation of Credit System Administration	21
CHAPTER IV UNDERGRADUATE PROGRAMS (S1) IN THE FACULTY OF HUMANITIES	23
4.2 English Programme	23
4.2.1 Introduction.....	23
4.2.2 Program Specifications	23
4.2.3 Vision, Mission, Profile, Expected Learning Outcomes, and Curriculum Structure	23
4.2.4 Profile for Graduates	Error! Bookmark not defined.
4.2.5 The Expected Learning Outcomes (ELO) with the Specific Learning Outcomes.....	Error! Bookmark not defined.
4.2.6 Indonesian National Qualification Framework (KKNI)	Error! Bookmark not defined.
4.2.7 Structure of Curriculum	26
4.2.7 Researches.....	268
4.2.7 Community Services	268
4.2.7 List of Academic Staff and Support Staff	269
CHAPTER V FAST TRACK PROGRAMME	74
Tabel 1. Mechanisms of Fast Track Programme	74
Tabel 2. Credit Matrices of Fast Track Programme	75
Tabel 3. Main Courses in Semester I and II of Fast Track Programme	75
Tabel 4. Courses in Semester III and Semester IV of Fast Track Programme.....	Error! Bookmark not defined.
5.1 Requirements and Terms for Admission to Fast Track Programme	77
5.1.1 Requirements for Candidates of Fast Track Programme	77
5.1.2 Terms for Fast Track Programme Participants.....	77
CHAPTER V FACILITIES 79	
6.1 Academic Facilities.....	79
6.1.1 Fields of Studies.....	79
6.1.2 Language Laboratory	80
6.1.3 Philology Laboratory.....	80
6.1.4 Computer Laboratory	80

6.1.5	Multimedia Room	80
6.1.6	Library	80
6.1.7	Journal Center	80
6.1.8	Self-Access Center	80
6.1.9	Wi-Fi Zone	80
6.1.10	Language Center	81
6.1.11	Scholarship	81
6.1.12	Student exchange	81
6.1.13	Information on Job Opportunity and Career Development	81
6.2	Other Facilities	81
6.2.1	Theater Room	82
6.2.2	Music Studio	82
6.2.3	Gamelan and Kulintang	82
6.2.4	Auditorium	82
6.2.5	<i>Visual Language Product (VLP) Laboratoy</i>	82
6.2.6	Praying Room	82
6.2.7	<i>Student Center (SC)</i>	82
6.2.8	Cafeteria	82
6.2.9	Seminar Room	83
6.2.10	Parking Area	83
6.2.11	East Javanese Cultural Studies Unit (UK2JT)	83
6.2.12	Joint Sectretariat Room	83
6.2.13	Student Administration Offices	82

LIST OF FACULTY HEADS, PROGRAMMES, AND STRUCTURAL OFFICIALS **Error! Bookmark not defined.**

CHAPTER I FACULTY PROFILE

1.1 History

Universitas Airlangga, established in 1954, originally had five faculties, including the Faculty of Letters located in Denpasar, Bali. But in 1962, the faculty seceded from Universitas Airlangga in Surabaya. Meanwhile, the determination to have the Faculty of Letters at Universitas Airlangga is still firmly entrenched among some academics. Dr. Ma'rifin Husin, dr., MA, the then Vice Rector of Universitas Airlangga, asked Maartni Biran, Dra. to pave the way for realizing such a determination. As the embryo, a Language Laboratory was established in 1975 in which its primary responsibility was to manage teaching English to the students at Universitas Airlangga. The next steps include completing the hardware and software, as well as the Language Laboratory. All the efforts to establish the Faculty of Letters actually start from a basic premise that national culture is an intellectual repertoire that should be preserved and developed, so that the national identity is maintained. In addition, the humanities is a field that is closely related to the transformation and application of science and technology. The Faculty of Letters is expected to become one of the centers of national cultural development in Indonesia.

The planned establishment of the Faculty of Literature for the first time was included in the Development Master Plan (RIP) of 1980-1990. This plan was followed by some concrete steps, among which are:

-) Staff recruitment of English Language and Literature faculty from various universities outside Universitas Airlangga since 1981. During preparations for the establishment of the Faculty of Letters, the faculty staff were housed in the Faculty of Social and Political Sciences (FISIP).
-) The formation of the Committee for the Establishment Assessment of the Faculty of Letters, resulted in recommendation to the Director General of Higher Education to open two programs, namely English Department and Indonesian Department in the FISIP .
-) On 13 November 1989 Indonesian Language and Literature Programme and English Language and Literature Programme which were officially established.
-) The opening of History Program, which was then formally established on 13 March , 1998.

Thanks to the grace of God Almighty and the hard work of the entire academic community of the three programs that had been established and in the direction of Dra. Siti Parwati Sumarto Danusugondho, M.Ed., as the Head of the Department of Language and Literature at the time, and under the last committee of the Establishment of the Faculty of Letters chaired by Sudijah Soeratno, Dra., MA, eventually Faculty of Literature was founded on 2 December 1998 by a Decree of Minister of Education number: 290 / O / 1998.

To meet the needs of middle-level professions in the service sector, public administration, education, and the teaching of English, the Faculty of Letters opened the English Diploma III Program (D3) in the academic year 2000/2001 by the Higher Education Decree number: 3105 / D / T / 2001 dated 26 September 2001 regarding the Provision of License for the English Diploma-III Program at Universitas Airlangga.

Furthermore, the Faculty of Literature's desire to continue to develop to become a faculty that is large, independent, and developed has underlied the formation of Committee for the Establishment of Japanese Department Program in 2000. In 2006, the Faculty of Humanities, Universitas Airlangga, received a permission to open a S1 Japanese Programme.

In connection with the development of the studies of Literature and History that lead to cultural studies along with the number of students taking Cultural Studies as their theme for theses, as well as the core of Literature and History studies which are more appropriately named Literary and Cultural Studies, the Faculty of Letters changed its name to Faculty of Humanities (FIB) (Faculty of Humanities) BHMN Universitas Airlangga with the Rector's Decree no. 3292 / J03 / OT / 2008 dated on 10 April 2008. The change of name also has been adapted to the development direction of Universitas Airlangga-BHMN which was manifested in the development of two towers namely the science - health sciences tower and social sciences-humanities tower.

In 2010, according to the Decree of the Rector of Universitas Airlangga number: 08 / H3 / KR / 2010, dated on 4 January, 2010, Postgraduate Programme in Literature and Cultural Studies Faculty of Humanities Universitas Airlangga was established. This program will put the study of literature in the context of culture that thrives on boundaries and meetings of various discourses that have been institutionalized, especially in literature, sociology, and history; also in linguistics, semiotics, anthropology, and psychoanalysis. As a part of the result, and part of the intellectual and political upheaval of the 1960s (which is characterized by the rapid development and expansion of structuralism, semiotics, Marxism, and feminism), cultural studies entered a period of intensive theoretical developments. The goal is to find out how culture (social production of meaning and consciousness) can be explained in itself and in relation to economics (production) and politics (social relations). In 2013, Postgraduate Programme in Linguistics Faculty of Humanities Universitas Airlangga was opened.

All programs have been accredited (English Programme me, History Programme, Postgraduate Literature and Cultural Studies Programme obtained their accreditation with the score of A; Indonesian and Japanese Programme obtained an accreditation of B; the Postgraduate Program in Linguistics in the process of accreditation). In addition, the Faculty of Humanities is already integrated in the AIMS program (*Airlangga Integrated Management System*) since the beginning, adhering to the external accreditation by Bureau Veritas with ISO 9001: 2008, IWA (*International Workshop Agreement*) 2: 2007, as well as MBNQA (*Malcolm Baldrige National Quality Award*). In 2012 the faculty obtained a final score of 616.5 (*Emerging Industry Leader*).

Since the Faculty was founded, the names of the Deans from the beginning (1999) to the present (2013) are as follows:

1. Prof. Wahjoedi, SH, CN, term 1999-2003 (Faculty of Letters)
2. Drs. Heru Supriyadi, term 2003 - 2007 (Faculty of Letters)
3. Drs. Aribowo, MS, term of office 2007-2010 and 2010-2015 (Faculty of Humanities)

1.2 Vision and Mission

Vision: to become an independent, innovative and outstanding faculty in national and international levels, as well as the pioneer in developing the humanities and arts based on religious beliefs and morality

Mision: 1) to organize academic and professional education on the basis of modern learning,
2) to pursue innovative, basic and applied research as well as research on policies to support education development and good community service,
3) to devote the faculty's expertise in the humanities and art to the community,
4) to strive to be an autonomous institution in conducting the *Tri Dharma Perguruan Tinggi*.

1.3 Purpose of Education

The purpose of education at the Faculty of Humanities Universitas Airlangga is to produce qualified graduates who are able to develop the humanities and arts as well as to compete in the national or international market based on religious morals. Specifically, the purpose of education Universitas Airlangga Faculty of Humanities is to produce graduates who:

1. have the spirit of Pancasila and have a high personal integrity of national identity;
2. master the basics of science and knowledge and their methodologies so as to discover, understand, explain and formulate a way of solving problems through planning, implementation and evaluation;
3. produce innovative research that encourages the development of the humanities and the arts;
4. be able to implement and manage knowledge and technology in the field, able to develop arts and cultural activities and community services, able to realize the independence of departments and programs that are adaptive, creative, and proactive towards the demands of the development of the strategic environment.

1.4 Faculty Leadership, Programmes and the Structural Officials

The Faculty of Humanities is headed by a Dean assisted by three (3) Deputy Deans (WD), namely the Vice Dean of Academic and Student Affairs (WD I), the Vice Dean for Finance and Resources (WD II), and the Vice Dean for Information Technology and Partnership (WD III). The Faculty of Humanities has four department heads and two heads programs assisted by their respective secretaries and heads of the laboratory (Kalab). There is also the Chairman of the BPF (Faculty Advisory Board), Chairman of the Language Center and the Head of Quality Assurance which is assisted by a secretary, and ranking officials such as the Kabag (Head of Division) and Kasubag (Head of Sub-Division).

FACULTY

Dean : Drs. Aribowo, M.S.

Vice Dean I : Puji Karyanto, S.S., M.Hum.

Vice Dean II : Diah Ariani Arimbi, S.S., M.A., Ph.D.

Vice Dean III : Dra. Nur Wulan, M.A., Ph.D.

Quality Assurance Unit

Head : Rizki Andini, S.Pd., M.Litt., Ph.D.

Secretary : Dadung Ibnu Muktiono, S.Hum., M.C.S.

FACULTY ADVISORY BOARD

Head : Drs. Muryadi, M.IP.

Secretary : Dra. Sudar Itafarida, M.Hum.

Language Center

Head : Drs. Jurianto, M.Ed.

English Programme me (S1)

Head : Dra. Lilla Musyahda, M.Pd.

Secretary : Rina Saraswati, S.S., M.Hum.

Coord. (Linguistics Major): Deny Arnos Kwary, S.S., M.Hum., Ph.D.

Coord. (Literature and : Dra. Christinawati, M.Si.

Culture)

1.5 Education Programs

Until the academic year 2015/2016 the Faculty of Humanities operates programs of S1 (Undergraduate) and S2 (Postgraduate). The new student admissions were done through several entrance tests as follows:

1. National Selection of State Universities (SNMPTN), Joint State University Entrance Examination (SBMPTN), and independent pathways (organized by PPMB UNAIR) for S1 Indonesian Department, English Department, History Department, and Japanese Department;
2. Extension S1 English Programme me through PPMB UNAIR;
3. Independent Selection (held PPMB UNAIR) for the Postgraduate Programme in Literature and Cultural Studies (S2) and Postgraduate Program in Linguistics (S2).

CHAPTER II IMPLEMENTATION OF EDUCATION

2.1 Definition of Semester

Semester is a time unit of activity consisting of 14 to 18 weeks of lectures or other scheduled activities, as well as accompanying activities including midterm and final exams in a specific education level / program specific education. The education system in one semester consists of the activities of lectures, seminars, lab work, and job training in the form of face-to-face meetings, as well as structured and independent academic activities.

In each semester, a number of courses are offered and each course has a load that is expressed in semester unit (credits), as determined in the curriculum of each programme.

2.2 Credit system

Credit system is a system of providing education related to the study load of students, the faculty load, and the load of the programme implementation of education institutions which is expressed in the units of credit. Semester Credit System (SKS) is a system for the provision of education by using semester credit units (credits) to declare the study load of students, faculty workload, learning experiences, and the burden of program implementation.

2.2.1 Purpose of Credits System

- (1) The general objective of the implementation of the credit system in the Faculty of Humanities, Universitas Airlangga, is to better meet the demands of development since in its implementation, the presentation of educational programs and more varied and flexible learning events are made possible, giving a wider range of possibilities for the students to select programs towards a kind of academic or professional / expert level that is demanded by the development through planning learning events from semester to semester.
- (2) The special purposes of the adoption of Semester Credit System are to:
 - a. provide opportunities for the students capable and keen to learn to complete the study within a relatively short time, in accordance with their capabilities and plans;
 - b. provide an opportunity for the students to take courses appropriate to their talents, interests, and abilities;
 - c. open possibilities for the execution of education system with more pluralistic inputs and outputs;
 - d. facilitate an adjustment of the curriculum from time to time, in accordance with the development of science and technology and the rapidly changing needs of the community;
 - e. give the possibility for the system of evaluation study of students' learning progress to be organized in a manner that is more accurate and more objective; and
 - f. enable the transfer of credits across faculties/programs in Universitas Airlangga

2.2.2 Characteristics of Credit System

Characteristics of the Credit System are as follow:

- (1) The number of students' study load in a course is expressed in a unit called the semester credit unit;
- (2) Semester Credit Unit (SKS) is a unit of appreciation of the learning experience gained during 1 (one) semester through scheduled activities per week, consisting 1 (one) hour of lecture / tutorial, or 2 (two) hours of practicum, or four (4) hours of field work, each of which is accompanied by about 1-2 hours of structured activities that are not scheduled and approximately 1-2 hours of independent activity. One face-to-face hour is equivalent to 50 minutes;
- (3) The amount of credit for each course is determined on the basis of the amount of effort that according to estimates is needed to complete the tasks related to the subject, and declared in a program of lectures, lab work, field work and other tasks; and
- (4) The amount of credits for each course is not required to be the same.

2.2.3 Values and Load of Semester Credit Unit

Determining the value and load of semester credit units, 1 (one) credit, is done as follows:

- (1) The value of 1 (one) credit hour of lectures for students is determined based on the load of activities per week for 1 (one) semester, consisting of:
 - a. 1 (one) hour event of scheduled face to face meeting with the lecturers, for example in the form of lectures;
 - b. 1 (one) hour of unscheduled and structured academic activities but planned by the lecturers, such as homework, working on problems, and other tasks outside the classroom;
 - c. 1 (one) hour of independent academic activities i.e. activities that must be performed by the students independently to explore, prepare or other purposes than academic, such as reading a reference book.
- (2) The value of 1 (one) credit hour of lectures for students is determined based on the load of activities per week for 1 (one) semester, consisting of:
 - a. 1 (one) hour event scheduled face to face with the students;
 - b. 1 (one) hour event planning and evaluation of structured academic activities;
 - c. 1 (one) hour course material development event through reading and writing.
- (3) The learning activities include seminars that require the students to create and present a paper, 1 (one) credit being equivalent to a structured academic activitie is not scheduled for as many as 42 hours in one (1) semester;
- (4) Learning activities in the form of group discussions, 1 (one) credit, is equal to the task load for as many activities as 2 (two) hours per week in one (1) semester;
- (5) The learning activity in the form of a field study/work practice and the like, 1 (one) credit, is equal to the load of field work for as much as (4) hours per week, or the equivalent of 80-90 hours accumulatively within one (1) semester;

- (6) The learning activity in the form of research or thesis, 1 (one) credit, is equal to 3-4 (three to four) hours a day in a month that has 25 working days;
- (7) The learning activity in the form of a practice, 1 (one) credit, is equal to 2 (two) hours per week in 1 (one) semester.

2.3 Students Transfer, Credit Transfer, and Procedures

The transfer students from outside Universitas Airlangga, from similar programs at Universitas Airlangga, and programs in the Faculty of Humanities itself are closely related to the transfer procedures and credit transfer.

2.3.1 Transfer of Students

Possible transfer of students from outside Airlangga, from a similar program at Universitas Airlangga and a program in the Faculty of Humanities.

2.3.1.1 Moving from outside Universitas Airlangga

- (1) The Faculty of Humanities, Universitas Airlangga may consider acceptance of transfer students from other universities / institutes in accordance with applicable regulations;
- (2) The terms of acceptance of transfer students include:
 - a. The transfer students are previously enrolled in public university programs, and not state-owned, teaching-specialized, and religious colleges;
 - b. The programs of the public universities referring to item (a) has the same or higher accreditation;
 - c. The transfer students should have followed undergraduate program in home higher education institution for at least 4 (four) semesters continuously and have accumulated at least 48 credits with a GPA of at least 2.50;
 - d. The courses taken at the college of origin shall correspond to the courses in the Faculty of Humanities Universitas Airlangga;
 - e. The transfer students never violated the orders/regulation in the college of origin as evidenced by a valid letter of statement;
 - f. They obey all the regulations at Universitas Airlangga;
 - g. The capacity of faculty / program intended is still adequate; and
 - h. They meet the special requirements of the faculty/program in question.
- (3) Transfer of credit transfer students is based on the recognition of credit (*credentials*) which has been owned by the students of the intended program and implemented based on a specific Procedures Manual.
- (4) The time of study that has been taken at the college of origin is included in the calculation of the permitted time limit of study.

2.3.1.2 Transfer from Inside Universitas Airlangga

- (1) Students moving from a similar and aligning undergraduate program in Universitas Airlangga can be done by:
 - a. submitting a written request to the dean of the faculty of origin based on the proposal by the head of the program, then the dean of origin proposes the student to the rector;
 - b. moving to an undergraduate course similar and aligning in Universitas Airlangga that can be done with the approval of the Rector on the proposal of the Dean of the Faculty of destination based on the proposal of the head of destination program.
- (2) Transfer of students from undergraduate courses to diploma courses into course similar and aligning in Universitas Airlangga can be done by:
 - a. submitting a written request to the dean of the faculty of origin based on the proposal by the head of the program, then the dean of origin propose the student to the rector;
 - b. moving to an undergraduate course similar and aligning in Faculty of Vocational Studies Universitas Airlangga that can be done with the approval of the Rector on the proposal of the Dean of the Faculty of destination based on the proposal of the head of destination program.
- (3) Moving courses can only be done 1 (one) time and it is not allowed to return to the original study program or other study programs including moving to a diploma program at the Faculty of Vocational Studies;
- (4) Time of study taken in the course of origin is included in the calculation of the limit of the study period;
- (5) The transfer procedures determined by the university are as follows:
 - a. Students who intend to switch courses within the Universitas Airlangga must first ask a permission in writing to the dean of their faculty;
 - b. If they then pass the public college entrance exam (SNMPTN and SBMPTN) and are received at the faculty / study program of interest, they shall submit a notification letter to the Rector with a copy to the dean of the faculty stating their resignation from the former faculty/program since they have been admitted to the new faculty/program;
 - c. They meet the special requirements of the faculty/program in question.

2.4 Study Plan

In planning studies, students should consider the following steps:

- (1) making tuition payments through banks which have been appointed by Universitas Airlangga;
- (2) students under the guidance of Academic Supervisor prepare their study plan with the study load corresponding with their latest Grade Point (IPS), except new students whose study load is already provided in one package;

- (3) students program their Study Card Plan (KRS) in UACC (Universitas Airlangga Cyber Campus) *on line* via the website *cybercampus.unair.ac.id*;
- (4) students who have not programmed KRS at a predetermined time are not allowed to participate in curricular activities or are not registered in lectures in the semester in progress;
- (5) students are responsible for the filling of KRS. If there is an error (e.g., course code, course name, etc.) courses that are programmed become inaccessible;
- (6) students must make sure that the courses can be taken and not in conflict with other courses;
- (7) students can make improvements through a study plan KPRS program according to the schedule of the Faculty;
- (8) after the period of KPRS program is closed, students can only do a course cancellation and no replacement of courses;
- (9) students must ensure that the courses taken in KRS *on line*/ KPRS have been approved by their academic supervisor, as evidenced by the printed KRS / KPRS from *cyber campus* before the expiration of KRS / KPRS period.

2.5 Academic Leave, College Dropout, and Continuation of Education

Academic leave, dropping out of college, and continuing education are related to the activities of students in the teaching-learning process in college.

2.5.1 Academic Leave

- (1) Academic leave is the status of students who are legally authorized by the Rector not to follow the academic activities for one (1) semester;
- (2) During their education, students are allowed to take academic leave a maximum of two (2) semesters but not consecutively;
- (3) Students provide a specific reason; the Chancellor may allow academic leave for two (2) consecutive semesters;
- (4) Academic leave is only given to students who have been studying for four (4) consecutive semesters to S-1, and two (2) consecutive semesters for S-2;
- (5) During the academic leave, students must be in a registered status;
- (6) The period of academic leave is not taken into account in the evaluation of the study period.

2.5.2 Not Studying Due to Penalty

Students unable to attend college due to academic sanctions, upon re-registration, should apply for a permit from the Rector. Study completion time limit remains unchanged and still be considered relevant since the student first registered as a student at the Faculty of Humanities.

2.5.3 Termination of Study

Students who do not attend classes for two (2) consecutive semesters without notice to the Faculty of Education Subdivision will automatically be considered dropping out.

2.5.4 Failure in Continuing Education Administration

Students who do not pay tuition fee for 1 (one) semester or more cannot make study plan.

2.6 Evaluation of Students' Success of Study

Evaluation on the success of students is made to obtain information about the success of students in achieving the learning objectives as defined in the curriculum through an evaluation mechanism consisting of exams, assignments, quizzes, report writing, and various other types of evaluation.

2.6.1 Examination System

The objectives of examination are:

- (1) assessing whether students have understood or mastered the material presented in the lecture;
- (2) classifying students into categories based on their ability to criteria set by the University with a letter grade of A, AB, B, BC, C, D, and E.

Exams can be implemented in various ways, such as written examinations, oral examinations, examinations in the form of a seminar/essay, exam in the form of assignments and practical work.

2.6.2 Types of Examination

Types of examination include course examination and thesis examination.

2.6.2.1 Course Examination

Course examination is a measurement of result of the learning process for one (1) semester performed in writing/oral examination/structured tasks scheduled according to the Academic Calendar of Faculty of Humanities, Universitas Airlangga.

2.6.2.2 Thesis Examination

Thesis is the final project intended to provide a learning experience to the students in writing scientific papers by applying a scientific attitude, thinking, and method in solving the problem of knowledge through research, and to be able to present and defend the results in writing and speech in order to complete the study load for obtaining the undergraduate degree.

Thesis oral examination is administered by a team of examiners to students concerning the abstract, content, research methods, and techniques of writing the thesis, as well as other scientific fields related to the content of the thesis. The examinations are conducted after approval by the head of the program. The implementation of the examination is set with regard Thesis and Scientific Article Writing Guideline.

2.6.3 Examination Requirements

Requirements of the examinations cover courses and thesis examination. The requirements of each examination are as follow.

2.6.3.1 Course Examination

Students are allowed to attend course examination after completing a minimum of 75% attendance in lectures. The dean may allow students who are not allowed to take the examination to take the examination for the following reasons:

- a. illness, as evidenced by a notice from a doctor;
- b. performing curricular activities outside the campus, as evidenced by a letter from the Dean/Rector;
- c. conducting extra-curricular activities, as evidenced by a letter from the Dean/Rector;
- d. holding a specific purpose with the approval of the Dean/Head of the Faculty.

2.6.3.2 Thesis Examination

Thesis examination can be held after the student has completed their thesis writing in accordance with the Thesis and Scientific Article Writing Guideline, as well as fulfilling the following requirements:

- a. They have completed a course of at least 110 credits with a GPA \geq 2.0 without a score of E;
- b. The number of Grade D is not more than 20% of the number of credits taken;
- c. They submit four (4) copies of thesis to the Division of Education no later than 7 (seven) days prior to the day / date of the examination set by the program (refer to Thesis and Scientific Article Writing Guideline).

) For the English Programme , students have obtained a score of ELPT (*English Language Proficiency Test*) of at least 550.

2.6.4 Learning Outcomes Assessment System

In the scoring system, information of the achievement level of students is obtained. Based on this assessment system, students will be categorized as excellent, good, fair, lacking, and very lacking. The score of student achievement on a course at the end of the semester will be expressed in symbols of letters, namely A (4), AB (3.5), B (3), BC (2.5), C (2), D (1), and E (0).

2.6.4.1 Assessment of Student Learning Outcomes in a Certain Taken Course

The Implementation of learning outcomes assessment to determine a student in a particular course that the student has taken is conducted through the following ways:

- (1) Course lecturers set score numbers (spread between the value of 0 to 100) with the intent to show the assessment of the results of student learning in subjects that lecturer is in charge;
- (2) The lecturers make a relative assessment on student learning outcomes that have been calculated in accordance with the following provisions:

Score in letter	Range of Score	Score
A	75-100	4
AB	70 – 74,9	3,5
B	65 – 69,9	3
BC	60 – 64,9	2,5
C	55 – 59,9	2
D	40 – 54,9	1
E	0 – 39,9	0

- (3) The final score of the semester on each course must be submitted in the UACC by the lecturer in charge of the course (PJKM) no later than two weeks after the final examinations are conducted. *Print out* of the scores is delivered to the administration of the program.

2.6.4.2 Conversion of *Student Exchange Scores, Courses, and Credits*

In connection with the *student exchange* program, the Faculty of Humanities define matters related to the recognized conversion of grades, courses, and credits.

1. Conversion of Scores

Grade	ACTS	FIB	Conversion
A	80-100		A
A-	75-79	> 75	A
B+	70-74	70-74.9	AB
B	65-69	65-69.9	B
B-	60-64	60-64.9	BC
C+	55-59	55-59.9	C
C	50-54	50-54.9	C
C-	45-49	45-49.9	C
D+	40-44	<45	D

D	35-39		D
F	<34		E

2. Conversion of Courses

Conversion is based on:

1. Similarities in the content and the name of the course;
2. Competencies including the course name, course code, load, semester, course prerequisites, competence, description, methods, media, references;
3. *Document Standard*.

3. Conversion of Credits

1. As far as possible, the number of credits earned in the destination college will be fully recognized by converting to the course on the same competence;
2. In case of course taken not having the same number of credits with the course in the program of origin, the number of credits will be recognized according to the number of credits in course that is converted into; e.g. 4 credits is turned into 2 credits;
3. In case of courses taken having no similar competence in the program of the origin, the program will be recognized as *document supplement*.

2.6.4.3 Grade Point

Semester Credit System recognizes two types of grade point, namely the grade point (IPS) and a grade point average (IPK). The IPS is a measure of a student's success in taking courses in one semester, while the IPK is a measure of the success of students who are counted starting from the beginning of the study until the latest semester of study.

The amount of IPS and IPK can be calculated as follows:

$$\text{IPS} = \frac{\sum (Ks \times N)}{\sum Ks}$$

$$\text{IPK} = \frac{\sum (Kk \times N)}{\sum Kk}$$

under the condition:

Ks = the number of credits of courses taken at the semester;

Kk = the number of credits of the courses that have been taken from the first to the corresponding semester

without failed scores (letter score E)

N = the weight of scores for each course

Based on IPS obtained in previous semesters, students' study loads are considered for the next semester.

2.6.4.4 Improvement of Grade Point

Students whose grades are E to the compulsory subjects should improve its value by attending the same course in the next semester or academic year. The improvements of grade point can be done by the students by way of repeating course. Students reprogramming the course are still required to perform coursework and examinations of these courses.

2.6.5 Evaluation of Study Results

Evaluation of the results of the study of the students is conducted in the following manner:

- (1) Evaluation of the results of a study conducted at the end of each half of the semester for courses programmed by the students on the semester which is stated with their grade points (IPS);
- (2) Study of S1 level evaluation is conducted at the end of the second year, the end of the fourth year, and at the end of the seventh year if the student does not pass;
- (3) The results of evaluation are used as the basis for determining whether the student is allowed to continue their studies;
- (4) Students are allowed to continue their studies if they have accumulated at least half of the number of credits programmed in the curriculum with a minimum IPK of 2.00;
- (5) If a student has accumulated more than a minimum number of credits with a IPK of less than 2.00, then the evaluation of study is conducted by calculating the best scores as minimal credits;
- (6) The number of minimum credits for each of the courses is listed in the curriculum of each program;
- (7) Students are declared to have completed their studies if they have collected at least the minimum credits (144 credits) with a minimum GPA of 2.00, no score of E, gets the score of D as much as 20% of the total credits taken maximum, have completed their thesis with a minimum score of C, and have attended judicium;
- (8) If the GPA is less than required, the student may improve the score obtained during the study time limit allowed as long as it has not been exceeded;
- (9) For the courses that are retaken, the highest score achieved is used in the evaluation.

2.6.6 Total Credits that have to be Obtained by Students:

The number of credit for S1 English Programme is 144-160 credits

2.7 Academic Penalty

Students are prohibited from the following acts:

- a. cheating, which is the action undertaken by the students consciously (deliberately) in using or attempting to use information materials or tools of study without the permission of the Supervisors or Examiners;

- b. counterfeiting, which is the action undertaken by the student of deliberately changing or modifying scores or academic transcripts, diplomas, student identity card, tasks within the framework of the lecture / tutorial / lab / test, Certificate, report, or a signature within the scope of academic activities;
- c. committing plagiarism, which is the action undertaken by the student of deliberately using the phrase, data or other people's work as their own work (without mentioning the original source) in an academic activity;
- d. giving gifts and / or threatening, which is the act committed by a student to influence or attempt to influence another person with the intent of affecting the assessment of academic achievement;
- e. breaking academic facility for any purpose;
- f. taking the place of others in academic activities, namely acts committed by students by replacing the position or performing a task or activity for the benefit of others on the student's own will;
- g. encouraging others to also replace his or her position in academic activities, which is the action undertaken by the students by asking someone else to take the place or perform a task or activity, either for themselves or the benefit of another person;
- h. Cooperating without a permission during examinations both oral and written, with gestures or electronic devices; or
- i. Taking the examination papers without permission.

Any violation of the above provisions may be subject to the following sanctions:

- a. stern warning verbally and in writing;
- b. cancellation of test scores for the course or academic activity in question;
- c. failure on the course or academic activity in question;
- d. failure on all courses in the semester in progress;
- e. prohibition to follow the academic activities for a certain time; or
- f. dismissal or terminated from Universitas Airlangga.

2.8 Graduation candidacy, Graduation, and Degrees

Graduation candidacy and graduation are related to the student status. Students who have graduated and attended graduation candidacy are considered eligible for graduation. In addition, students are entitled to a degree corresponding to the type / level taken by students.

2.8.1 Graduation Candidacy

Graduation Candidacy or determination of graduation is held immediately after the student meets the requirements of IPK and number of credits that have been set, the value ELPT at least 450 for the Bachelor (S-1) in accordance with the Rector's Decree number: 5601 / J03 / PP / 2008 dated July 3, 2008 on Standard Scores of ELPT (*English Language Proficiency Test*), and scientific articles in scientific journals. In addition, S1 Students are obliged to follow non-academic activities (SKP) with at least 100 credits in accordance with the Rector's Decree number: 7 / H3 / PR / 2009 dated on August 18, 2009.

2.8.2 Predicate of Graduation

- (1) Students who have passed are given the title of graduation based on the IPK as follows:
 - Graduated with satisfaction, if IPK: 2.00 to 2.75
 - Graduated with honors, if IPK: 2.76 to 3.50
 - Graduated with praise, if IPK: 3.51 to 4.00
- (2) IPK is calculated from the first semester until the end of the study; specific to predicate with praise (*cum laude*), it is given an additional requirement, namely the maximum study period of 5 (five) years for S1.

2.8.3 Graduation

- (1) Any student who has passed the mandatory graduation candidacy is required to attend the graduation ceremony;
- (2) Students who attend the graduation referred to in subsection (1) obtains Charter of Graduation and Diploma;
- (3) Students who do not attend the graduation referred to in paragraph (1) cannot take their diploma;
- (4) For certain matters / reasons, the Rector can grant permission to the students who do not attend the graduation referred to in paragraph (1), to be able to take a diploma.

2.8.4 Degree

Students who pass receive a diploma, transcript, and information about the achievement or predicate of accomplishment, as well as the right to use the title Bachelor of Humanities (S.Hum.) For graduates of S1.

2.9 Limit of Study Time

The limit of study is the limit for students to complete their coursework in obtaining Bachelor degree.

2.9.1 General

The calculation of time limits the study used was $2n-1$: n is the normal study period that is planned and determined by the Faculty of Humanities Universitas Airlangga, namely: for S1 is 4 (four) years so that the time limit of the study is $(2 \times 4) - 1 = 7$ (seven) years.

2.9.2 Special

- (1) For transfer students, study period being taken on the College / Faculty of origin is included in the calculation of study time limit.
- (2) For students transferring from another program, study that has been taken in the program of origin is included in the calculation of study time limit.

CHAPTER III CURRICULUM

The curriculum in general terms is an overall implementation of education that includes a number of components, which is the purpose of education, faculty, administrative staff, academic facilities, and materials of lectures, while in specific terms curriculum is understood as the written guidelines of the implementation of education plan. In this sense, the curriculum is the course instrument that includes curriculum objectives, content, activities, and evaluation programmed and implemented under an educational institution. Both senses of curriculum are used as the basis for the curriculum in the Faculty of Humanities Universitas Airlangga.

The curriculum is applied by Semester Credit System (SKS) measured by semester credit units that support the achievement of objectives of the educational program. Curriculum for Bachelor Program (S1) consists of 40-80% core curriculum and 20-60% of institutional curriculum from the total credits of the Bachelor Program. The review of the curriculum can be undertaken according to developments in science, technology, and art, as well as by taking into account the duration of the programmed study period and community needs.

3.1 Students' Study Load

Based on normal ability, a student can perform learning activities inside and outside the classroom for 8-10 hours per day or 48-60 hours per week. Therefore, the normal study loads every student can reach is between 16-20 credits per week if a credit score of semester is calculated equivalent to 3 hours of study per week. However, the study load of students in one (1) semester is determined by grade point of the previous semester. The better their grade point, the more number of credits they can take in the following semester. Thus, students achieving high IPS will be given the opportunity to take 24 credits in the following semester. Student study load per semester is regulated by the Rector's Decree number: 5 / H3 / PR / 2012 with the following provisions.

Grade Point	Maximum Credits Allowed in the Following Semester
3,01 – 4,00	24 sks
2,51 – 3,00	20 sks
2,01 – 2,50	18 sks
0,00 – 2,00	15 sks

No matter how high the IPS obtained by a student in one semester, the minimum study load is 9 credits. Taking study load less than the minimum load must be done with the approval of the Vice Dean I, except for the students who just write a thesis and / or simply fulfill the number of credits entirely.

3.2 Grouping of Courses

In accordance with the Decree of the Minister of Education No. 232 / U / 2000 on Guidelines for Higher Education Curriculum Development and Assessment of Student Learning Outcomes and No. 045 / U / 2002 on Higher Education Core Curriculum, the grouping of courses for undergraduate education program (S1) is used in Indonesian Program, English Programme , History Program, and Japanese Program. In general, grouping of these courses is as follows:

- a. **Courses on Character Building (MPK)**, which is the group of study or lesson materials to develop the Indonesian human which is faithful and pious toward the Almighty God having a noble character, a steady personality, an independent person, and a responsible citizen to the community and country;
- b. **Courses on Skills and Knowledge (MKB)**, which is the group of study and lesson materials intended primarily to provide the fundamental knowledge and mastery of certain skills;
- c. **Courses on Work Skills (MKB)**, which is the group of study and lesson materials that aims to produce experts with the workmanship based on the mastered basic knowledge and skills;
- d. **Courses on Work Ethics (MPB)**, which is the group of study and lesson materials that aims to shape the attitudes and behaviors needed by someone in the work according to skill level based on the mastered basic knowledge and skills;
- e. **Courses on Community Involvement (MBB)**, which is the group of study and lesson materials that is required for someone to be able to understand the rules of society in accordance to the choice of expertise in work.

Further details of the courses can be seen in Program Specifications listed in this book.

3.3 Description of Courses

Course description contains a short description of the content or subject matter to be studied. List and course descriptions can be found in Chapter IV Specification and Description of Program Courses

3.4 Code of Courses

Each course in the Faculty of Humanities is accompanied by course code that is placed in front of the course name for the ease of administration. Course code has always been characterized by three capital letters and three Arabic numerals.

3.4.1 Meaning of Letter Codes

Letter code consists of three different letters by the division of knowledge (the first two letters) and subdivisions science (third letter). Especially for university mandatory courses and faculty mandatory courses, letter codes are the same for all courses. For other courses, the letter code is tailored to courses in each program. Consider the following example.

University Main Courses:

NOP103 Pancasila

NOP104 Civics Education

Faculty Main Courses:

BUK101 Introduction to Cultural Studies

English Programme :

SSE201 Introduction to English Literature

LIE201 Introduction to General Linguistics

3.4.2 Meaning of Number Codes

The undergraduate program (S1) uses number codes 101-499. The first digit of code marks course program levels, while the second and third digit of code marks the identity and order of the course. Therefore, in the study plan of each student should first pay attention to the first digit so that mastery of the material progresses through the proper process of levelling. An explanation of the meaning of the first digit of the code is as follows:

<u>Number</u>	<u>Codes mark</u>
1	introductory course that provides basic concepts.
2	advanced introductory course that presents a general overview of a language, culture, and literature, as well as history.
3	advanced courses that suggest the problem of culture, language, and literature as well as history.
4	advanced courses that focus on the discussion on approaches to problem solving.

3.5 Administration of the Credits System

The implementation of credits system administration is centrally managed under the responsibility of Division of Education and under the surveillance of the Vice Dean of Academic and Student Affairs. In order for the implementation of the credit system to perform smoothly, the coordination between the components within the faculty is developed on the basis of solid work schedule.

3.5.1 Components of Administration

To implement the credit system smoothly, the necessary facilities / components are as follows:

3.5.1.1 Instruction Brochures

Instructive brochures are issued in the form of announcements and *softcopy* at fib.unair.ac.id website before the activity of plan of study by students (when KRS starts) that lists the Dean's announcements regarding:

- (1) Academic Calendar
Academic Calendar Faculty of Humanities is the overall implementation of the activities of learning organized in one academic year. Academic Calendar of the Faculty of Humanities serves as the implementation guideline for learning activities that the learning process can take place effectively and efficiently.
- (2) Middle Semester Examinations Final Examinations Schedule
- (3) Community Service Program
- (4) Schedule of Graduation Candidacy
- (5) List of Courses
A list of courses offered in the semester is presented complete with captions regarding variety of learning experiences developed in it, the names of the lecturers responsible for the course (PJMk), and the schedule of implementation of the activities.

3.5.1.2 Academic Supervisor

Academic supervisor plays an important role not only for the orderly work for administration of the academic, but also to give guidance and advice to the students, both in the problems of academic and non-academic in matters that directly or indirectly result in the continuity of the academic process. Academic Supervisors are determined by the Heads of the respective Departments.

Academic supervisors periodically guide students. Students are expected to be willing to put forth their difficulties to the academic supervisor. Academic supervisor will help the students to overcome their difficulties during their learning process. Routine tasks of academic supervisors are, among others:

- (1) Provide advice to the students on study plan that includes courses that will be selected/taken the next semester and large in credit load;
- (2) follow through the development of the advised student, monitor their successes, difficulties and failures, as well as providing advice and counsel;
- (3) Approve the courses that have been programmed by the students through *Universitas Airlangga Cyber Campus* (UACC).

3.5.2 Implementation of Credit System Administration

Credit System Administration in the Faculty of Humanities Universitas Airlangga is implemented in several stages of programmed activities from semester to semester. Once the student re-registers by paying the tuition fee through the bank that has been designated, the student:

- (1) under the guidance of Academic Supervisors arranges Study Plan Card (KRS) *on line*/ Revision Study Plan Card (KPRS) with load of study according to their last grade point (IPS);
- (2) is obliged to fill the KRS *on line*/ KPRS according to the courses listed in *cyber campus*;
- (3) who do not fill KRS *on line*/ KPRS in the predetermined time is not allowed to participate in curricular activities.

3.5.2.1 Preparation of Registration

What is meant by registration is signing up to attend the teaching and learning activities in the ongoing semester. Registration is done by filling KRS / KPRS *on line*. Before registration opened, the Faculty through *cyber campus* prepares the necessary facilities namely, among others:

- (1) A notice which contains the Dean's announcements about the schedule of lectures;
- (2) Study Results Card (KHS) of the previous semester that can be viewed through *cyber campus*;
- (3) KRS *on line* along with the instructions of filling.

3.5.2.2 Preparation and Registration of Study Plan

The study plan is made by the students themselves with consideration and advice from the academic supervisor. Study plan has been completed (in the printed form of *on line* KRS approved by the

academic supervisor). Since the *on line* KRS system is processed centrally using *cyber campus* according to a predetermined schedule, a delay in *on line* KRS filling by the student will be detrimental to the student concerned.

3.5.2.3 Attendance and Face-to-Face Activities

Each student is required to attend at least 75% of all teaching and learning activities that have been scheduled and planned in the course outlines. Students who cannot qualify this attendance requirement are not allowed to take final examinations. For students whose attendance is less than 75%, the *cyber campus* system will automatically disallow the lecturer to give the final score. Lectures and face-to-face classroom activities are conveyed in the daily schedule of lectures.

3.5.2.4 Examinations and Announcement of Examinations

The execution of examinations is adjusted to the academic calendar of the Faculty of Humanities. Examinations can be implemented in various forms, such as written examinations in essay form, objective tests, oral exams, exams in the form of a seminar / essay, exam in the form of assignments, and so forth. The practical examination can be carried out by way of practice that can be accompanied by a written or oral exam. The form of the examination is adapted to the learning objectives that can be implemented within a specific range.

The examination results are announced through *cyber campus* at the end of the semester so that by next semester, students can customize their study plan. The results of individual learning achievement and the calculation results in the form of a grade point is announced *on line* through the account of *cyber campus* owned by each student.

3.5.2.5 Administration of Scores

The score retrieved student is an assessment of the lecturer of the course concerned which is given *on line* through *cyber campus*. Students can see the scores of the courses taken through *cyber campus* directly. By itself the students' score data is already stored in the *database* of the Academic Subdivision Faculty of Humanities.

CHAPTER IV UNDERGRADUATE PROGRAMS (S1) IN THE FACULTY OF HUMANITIES

4.2 English Programme

4.2.1 Introduction

Currently, technology and information flow is growing very fast and has implications for the pace of development in the social, cultural, economic and business domains. The development and advancement requires skilled individuals who are ready to compete. These readiness and skills will help to access information quickly so that Science, Technology and the Arts can soon be controlled and utilized for the benefit of daily life in this modern era.

In an effort to realize the motto "*Excellence with Morality*" of Universitas Airlangga, S1 English Programme Faculty of Humanities Universitas Airlangga's vision is to produce skilled and well-qualified graduates at the theoretical and applied level, responsive to the development of science and technology, and have the required *soft skills*. The desire can be reached by making a competency-based curriculum the *core* of learning. S1 English Programme has two majors, namely (1) *Linguistics* and (2) *Literature and Culture*. With the two majors, it is expected that there will be graduates that have competence in English, analytical capabilities in the study of language and literature that are indispensable in the global and modern era, as well as self-reliance, creativity, cooperation, and other *soft skills* supporting the success of graduates in the working world.

Competence is not enough if not accompanied with practical knowledge. Therefore, the S1 English Programme equips students with some applicable and appreciative courses as *Business Correspondence, Introduction to public Relations, Translation for General Purposes, cyber Culture, Youth Culture, English Drama* and *Teaching English as a Foreign Language*. The aim is that its graduates can be readily absorbed in the job market, especially in the field of media/journalism industry, education, tourism, information business, and multinational corporations.

4.2.2 Program Specifications

University	: Universitas Airlangga
Faculty	: Faculty of Humanities
Name of Programme	: English
Degree Awarded	: Sarjana Humaniora (Bachelor of Arts)
Accreditation Status	: A (No: 002 / BAN-PT / Ak-XIV / S1 / V / 2011) by the National Accreditation Board of Indonesia
Date of Accreditation	: 13 May 2011

4.2.3 Vision, Mission, Profile, Expected Learning Outcomes, and Curriculum Structure

Vision

To be an independent, innovative and leading programme in national and international levels and to be the pioneer in the development of arts and humanities based on moral and religious values, by contributing significantly to the development of knowledge and professionalism in linguistics, literature and cultural studies.

Mission

1. To offer academic education in linguistics, literature, and cultural studies, based on modern learning technology.
2. To conduct basic research and applied research in linguistics, literature, and cultural studies in order to support the development of education and community service.
3. To dedicate the expertise in linguistics, literature, and cultural studies to the society.
4. To strive to be self-support in executing *Tri Dharma* (i.e. education, research, and community services) by developing modern institutional management that focuses on quality and competitive advantage.

4.2.4 Profile for Graduates

Upon the completion of their study, the graduates must be able to be: (a) adaptive, (b) accountable, (c) critical, and (d) professional.

- a. Adaptive: Graduates are able to adapt and anticipate all changes occurring in their job fields and environment.
- b. Accountable: Graduates are able to be morally and intellectually responsible for their choices and decisions.
- c. Critical: Graduates are able to rationally identify and analyse phenomena or situations according to scientific principles.
- d. Professional: Graduates are able to apply their English skills professionally in their profession related to language, literature, and culture.

4.2.5 The Expected Learning Outcomes (ELO) with the Specific Learning Outcomes

The following ELO and specific learning outcomes are in accordance with the qualification of KKNI Level 6. The students are;

1. Able to analyse problems and produce scientific work related to the studies of language, literature, and culture, using the right method creatively, comprehensively, and contextually;
 - 1.1. Using technology as a method to analyse linguistic, literary, and cultural texts in order to produce accurate and reliable research
 - 1.2. Using technology and cyber world as research objects on contemporary culture
 - 1.3. Able to write linguistic criticism in English by applying current linguistic approaches, theories and methods
 - 1.4. Able to write literary and cultural criticism in English by applying current literary approaches, theories and methods
 - 1.5. Able to communicate effectively in spoken English in accordance with the context
 - 1.6. Able to communicate effectively in written English in accordance with the context
2. Able to comprehend the theoretical concepts related to studies on linguistics, literature, and culture in order to solve procedural problems related to the studies of language, literature, or culture;
 - 2.1 Able to offer solution based on identification of linguistic issues
 - 2.2 Able to offer solution based on identification of literature and cultural issues
 - 2.3 Able to offer alternative understanding and solution based on identification of the strengths and weaknesses of existing linguistic texts
 - 2.4 Able to offer alternative understanding solution based on identification of the strengths and weaknesses of existing literature and cultural texts
 - 2.5 Able to write linguistic criticism in English by applying linguistic approaches, theories, and methods relevant to issues in concern

2.6 Able to write literature and cultural criticism in English by applying literature and cultural approaches, theories, and methods relevant to the issues in concern

3. Able to use the English language appropriately based on the context of communication;

3.1 Able to speak English well in academic field, such as presentation, discussion, seminar and debate

3.2 Able to speak English well in non-academic field both formally and informally

3.3 Able to write various argumentative essays well in English in accordance with the conventions of writing English

3.4 Able to write academic scientific articles well in English in accordance with the conventions of writing English

3.5 Able to apply complex English grammar verbally and non-verbally

4. Able to make right decision independently and professionally, on issues related to English language research, teaching, and translation;

4.1 Able to make the right decision based on situation and condition, as well as the nature of the object/phenomena of language, literature, and culture being discussed

4.2 Able to identify both general and specific messages in fictional or non-fictional texts and make a reliable translation

4.3 Able to write official letters in English well

4.4 Able to evaluate scientific articles and use them to produce scientific works well

4.5 Able to write scientific essays and articles in the field of language in English on current issues

4.6 Able to write scientific essays and articles in the field of literature and culture in English on current issues

4.7 Able to conduct a study on literature and culture in English independently and to write a report well

4.8 Able to conduct a study of language in English independently and to write a report well

5. Able to take responsibility for the analysis of language, literature, and culture, to complete the analysis on time, and to conduct the analysis with full integrity;

5.1 Being morally responsible for each assumption and decision made

5.2 Being responsible for his/her writings on language issues by giving reliable sources in compliance with writing standards and free from plagiarism.

5.3 Being responsible for his/her writings on literature and cultural issues by giving reliable sources in compliance with writing standards and free from plagiarism

5.4 Able to analyse the signification of various forms of speech (conversation, lecture, speech) in English well

5.5 Able to speak in English in non-academic field and to provide logical argumentation

4.2.6 Indonesian National Qualification Framework (KKNI)

KKNI Qualifications	Expected Learning Outcomes
<p>Able to apply expertise and to utilize the right method in solving problems.</p> <p>Able to adapt to the current situation.</p>	<p>Able to analyse problems and produce scientific work related to the studies of language, literature, and culture, using the right method creatively, comprehensively, and contextually.</p>
<p>Able to comprehend general and specific theoretical concepts of a particular discipline.</p> <p>Able to formulate the solution for procedural problems.</p>	<p>Able to comprehend the theoretical concepts related to the studies of linguistics, literature, and culture in order to solve procedural problems related to the studies of language, literature, or culture</p> <p>Able to use English language appropriately based on the context of communication.</p>
<p>Able to make right decision based on analysis on information and data.</p> <p>Able to provide guidance, individually and in groups, in selecting a variety of alternative solutions.</p>	<p>Able to make right decision independently and professionally, for issues related to English language research, teaching, and translation.</p>
<p>Able to take responsibility for individual and group work.</p>	<p>Able to take responsibility for analysis on language, literature, and culture, to complete the analysis on time, and to conduct the analysis with full integrity individually and in groups.</p>

4.2.7 Structure of Curriculum

To complete the study, the student must

1. Collect 144 credits to 160 credits including community service (KKN) and thesis.
2. Obtain at minimum the score C for Skill Courses, the courses are in the following:
 - a. Listening
 - Factual Listening
 - Effective Listening
 - Analytical Listening
 - Critical Listening
 - b. Speaking
 - Interactional Conversation
 - Institutional Talk
 - Academic Discussion
 - Public Speaking and Academic Presentation
 - c. Reading
 - Factual Reading
 - Effective Reading
 - Analytical Reading
 - Critical Reading
 - d. Writing
 - Paragraph Writing
 - Basic Essay Writing,

- Argumentative Writing
- Academic Writing
- e. Grammar
 - Basic English Grammar I
 - Basic English Grammar II
 - Complex English Grammar I
 - Complex English Grammar II
- 3. Take one (1) course of Area *Studies* of one of the following courses
 - a. Japanese Studies
 - b. American Studies
 - c. British Studies
 - d. Southeast Asian Studies
 - e. Australian Studies
- 4. Take one (1) course Foreign Languages in sequence (for a total of 4 credits) for one of the following Foreign Languages
 - a. Arabic I & Arabic II
 - b. Dutch I & Dutch II
 - c. Japanese I & Japanese II
 - d. French I & French II

Courses offered in English Programme consist of mandatory courses and elective courses. Mandatory courses are related to language skills, linguistics, literature, and cultural studies courses. In addition, there are also elective courses that focus students to concentration interests they choose so they can write the thesis according to their interests.

Here is the structure of curriculum in the English Programme . English Programme has two majors, namely *Linguistics* and *Literature and Culture*. Specialization starts in the 5th semester

No	Code	Course	credits	Type of Competence	Element of Competence
SEMESTER I					
<i>MANDATORY COURSES</i>					
1.1.	AGB101	BUDDHISM I	2	Special	MPK
1.2.	AGC101	CONFUCIANISM I			
1.3.	AGH101	HINDUISM I			
1.4.	AGI101	ISLAM I			
1.5.	AGK101	CATHOLICISM I			
1.6.	AGP101	PROTESTANTISM I			
2	BAE101	FACTUAL LISTENING	2	Primary	MKK
3	BAE102	FACTUAL READING	2	Primary	MKK
4	BAE103	INTERACTIONAL CONVERSATION	2	Primary	MKK
5	BAE104	BASIC ENGLISH GRAMMAR I	2	Primary	MKK
6	BAE105	PARAGRAPH WRITING	2	Primary	MKK
7	BAI101	INDONESIAN	2	Special	MPK
8	BUK101	INTRODUCTION TO CULTURAL STUDIES	3	Primary	MKK
9	NOP103	PANCASILA	2	Special	MPK
NUMBER OF MAIN COURSES			19 credits		

SEMESTER II					
<i>MANDATORY COURSES</i>					
10	BAE106	EFFECTIVE LISTENING	2	Primary	MKK
11	BAE107	EFFECTIVE READING	2	Primary	MKK
12	BAE108	INSTITUTIONAL TALK	2	Primary	MKK
13	BAE109	BASIC ENGLISH GRAMMAR II	2	Primary	MKK
14	BAE205	BASIC ESSAY WRITING	2	Primary	MKK
15	NOP104	CIVICS EDUCATION	2	Special	MPK

16	PHB102	INTRODUCTION TO PHILOSOPHY AND DIALECTICS OF THINKING	3	Auxiliary	MKK
17	PNB201	INTRODUCTION TO CULTURAL RESEARCH AND THEORY	3	Auxiliary	MKK
18	SOK102	CCC (CROSS CULTURAL COMMUNICATION)	2	Primary	MBB
ELECTIVE COURSES					
19	MNW205	I ENTREPRENEURSHIP	2	Special	MPB
20	SOK201	INTRODUCTION TO PUBLIC RELATIONS	2	Special	MPB
NUMBER OF MAIN COURSES			20		
NUMBER OF ELECTIVE COURSES			4		

SEMESTER III					
MANDATORY COURSES					
21	BAE201	ANALYTICAL LISTENING	2	Primary	MKK
22	BAE202	ANALYTICAL READING	2	Primary	MKK
23	BAE203	ACADEMIC DISCUSSION	2	Primary	MKK
24	BAE204	COMPLEX ENGLISH GRAMMAR I	2	Primary	MKK
25	BAE210	ARGUMENTATIVE WRITING	2	Primary	MKK
26.	BUK203	INTRODUCTION URBAN CULTURAL STUDIES	3	Primary	MKK
27	LIE201	INTRODUCTION TO GENERAL LINGUISTICS	2	Primary	MKK
28	PHB101	PHILOSOPHY OF SCIENCE	2	Primary	MPK
29	SSE201	INTRODUCTION TO ENGLISH LITERATURE	2	Primary	MKK
FREE ELECTIVE COURSES					
30	MNW206	ENTREPRENEURSHIP II	2	Special	MPB
LIMITED ELECTIVE COURSES					
31	BAA202	ARABIC I	2	Special	MKK
32	BAB201	DUTCH I	2	Special	MKK
33	BAJ201	JAPANESE I	2	Special	MKK
34	BAP206	FRENCH I	2	Special	MKK
NUMBER OF MAIN COURSES			19		

NUMBER OF ELECTIVE COURSES	10 credits		
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SEMESTER IV					
<i>MANDATORY COURSES</i>					
35	BAE206	CRITICAL LISTENING	2	Primary	MKK
36	BAE207	CRITICAL READING	2	Primary	MKK
37	BAE208	PUBLIC SPEAKING AND ACADEMIC PRESENTATION	2	Primary	MKK
38	BAE209	COMPLEX ENGLISH GRAMMAR II	2	Primary	MKK
39	BAE302	ACADEMIC WRITING	2	Primary	MKK
40	BUK304	WESTERN CULTURAL CIVILIZATION I	2	Supporting	MKK
41	LIE202	ENGLISH MORPHOLOGY-SYNTAX	3	Primary	MKB
42	LIE203	ENGLISH PHONETICS-PHONOLOGY	3	Primary	MKB
43	SSE204	ENGLISH PROSE I	2	Primary	MKB
<i>FREE ELECTIVE COURSES</i>					
44	SSE202	INTRODUCTION TO FEMINISM	2	Supporting	MKB
<i>LIMITED ELECTIVE COURSES</i>					
45	BAA203	ARABIC II	2	Special	MKK
46	BAB202	DUTCH II	2	Special	MKK
47	BAJ202	JAPANESE II	2	Special	MKK
48	BAP207	FRENCH II	2	Special	MKK
NUMBER OF MAIN COURSES			20 credits		
NUMBER OF ELECTIVE COURSES			10 credits		

SEMESTER V					
<i>ALL MAJORS</i>					
<i>MANDATORY COURSES</i>					
49.	BAE301	TRANSLATION FOR GENERAL TEXT	2	Primary	MKB
50.	LIE304	ENGLISH SEMANTICS-PRAGMATICS	3	Primary	MKB

51	SJD303	HISTORY OF ENGLISH LANGUAGE	2	Primary	MKK
52	SJD304	HISTORY OF ENGLISH LITERATURE	2	Primary	MKK
53	SSE205	ENGLISH POETRY I	2	Primary	MKB
50s	SSE306	ENGLISH DRAMA I	2	Primary	MKB
FREE ELECTIVE COURSES					
55	BUK305	WESTERN CULTURAL CIVILIZATION II	2	Supporting	MKK
LINGUISTICS MAJOR					
COMPULSORY COURSES IN LINGUISTICS MAJOR					
56.	LIE208	SOCIOLINGUISTICS	3	Primary	MKB
57	LIE407	SECOND LANGUAGE ACQUISITION	2	Primary	MKB
ELECTIVE COURSES IN LINGUISTICS MAJOR					
58	MAS402	STATISTICS FOR LINGUISTICS	2	Supporting	MKB
LITERATURE AND CULTURE MAJOR					
COMPULSORY COURSES IN LITERATURE AND CULTURE MAJOR					
59	SSE309	INTRODUCTION TO THEORY OF LITERATURE	3	Primary	MKB
60	BUK303	INTRODUCTION TO MEDIA STUDIES	2	Primary	MKB
ELECTIVE COURSES IN LITERATURE AND CULTURE MAJOR					
61	BUK301	INTRODUCTION TO FILM STUDIES	2	Supporting	MKB
62	BUK306	YOUTH CULTURE	2	Supporting	MKB
63	LIE401	SEMIOTICS	2	Supporting	MKB
64	SSE302	ENGLISH PROSE II	2	Supporting	MKB
65+	SSJ301	JAPANESE LITERATURE IN TRANSLATION	2	Supporting	MKB
66	SSP301	FRENCH LITERATURE IN TRANSLATION	2	Supporting	MKB
67	SST301	SOUTHEAST ASIAN LITERATURE IN TRANSLATION	2	Supporting	MKB
NUMBER OF MAIN COURSES IN LINGUISTICS MAJOR			18		
NUMBER OF MAIN COURSES IN LITERATURE & CULTURE MAJOR			18		
NUMBER OF ELECTIVE COURSES			18		

SEMESTER VI

ALL MAJORS					
<i>MANDATORY COURSES</i>					
68	BAE304	BUSINESS CORRESPONDENCE	2	Primary	MPB
69	BAE305	TRANSLATION FOR SPECIFIC PURPOSES	2	Primary	MKB
<i>LIMITED ELECTIVE COURSES</i>					
70	BUK102	JAPANESE STUDIES	2	Supporting	MKK
71	BUK201	AMERICAN STUDIES	2	Supporting	MKK
72	BUK202	BRITISH STUDIES	2	Supporting	MKK
73	BUK204	SOUTHEAST ASIAN STUDIES	2	Supporting	MKK
74	BUK302	AUSTRALIAN STUDIES	2	Supporting	MKK
LINGUISTICS MAJOR					
<i>COMPULSORY COURSES IN LINGUISTICS MAJOR</i>					
75	EDB402	TEFL	3	Primary	MKB
76	LIE303	DISCOURSE ANALYSIS	3	Primary	MKB
77	LIE307	PSYCHOLINGUISTICS	3	Primary	MKB
78	PNB412	METHODS OF LINGUISTIC RESEARCH	3	Primary	MKB
<i>ELECTIVE COURSES IN LINGUISTICS MAJOR</i>					
79	EDB404	LANGUAGE TESTING AND ASSESSMENT	2	Supporting	MKB
80	LIE301	ANTHROPOLOGICAL LINGUISTICS	2	Supporting	MKB
81	LIE302	DIALECTOLOGY	2	Supporting	MKB
82	LIE305	LANGUAGE AND GENDER	2	Supporting	MKB
83	LIE306	LANGUAGE AND MEDIA	2	Supporting	MKB
LITERATURE AND CULTURE MAJOR					
<i>COMPULSORY COURSES IN LITERATURE AND CULTURE MAJOR</i>					
84	SSE311	ADVANCED THEORY OF LITERATURE	3	Primary	MKB
85	SSE310	LITERARY CRITICISM	3	Primary	MKB
86	PNB302	METHODS OF LITERARY RESEARCH	3	Primary	MKB
<i>ELECTIVE COURSES IN LITERATURE AND CULTURE MAJOR</i>					
87	PNB301	METHODS OF CULTURAL STUDIES RESEARCH	3	Supporting	MKB
88	SSE401	CONTEMPORARY CRITICAL AND CULTURAL STUDIES	3	Supporting	MKB
89	SSE304	CHILDREN'S LITERATURE	2	Supporting	MKB

90	SSE305	ENGLISH POETRY II	2	Supporting	MKB
91	SSE307	ENGLISH DRAMA II	2	Supporting	MKB
NUMBER OF MAIN COURSES IN LINGUISTICS MAJOR			16		
NUMBER OF MAIN COURSES IN LITERATURE & CULTURE MAJOR			13		
NUMBER OF ELECTIVE COURSES			32		

SEMESTER VII					
ALL MAJORS					
<i>MANDATORY COURSES</i>					
57.2	AGB401	BUDDHISM II	2	Supporting	MPK
92.2	AGC401	CONFUCIANISM II			
92.3	AGH401	HINDUISM II			
57.4	AGI401	ISLAM II			
92.5	AGK401	CATHOLICISM II			
57.5	AGP401	PROTESTANTISM II			
93	ETB201	ETHICS AND AESTHETICS	3	Supporting	MPB
94	KNB401	COMMUNITY SERVICE	3	Primary	MBB
95	PNB413	THESIS WRITING DESIGN	3	Primary	MKB
<i>FREE ELECTIVE COURSES</i>					
96	LIE404	INTRODUCTION TO TRANSLATION STUDIES	2	Supporting	MKB
<i>ELECTIVE COURSES IN LINGUISTICS</i>					
97	LIE402	COMPUTER-ASSISTED LANGUAGE LEARNING	2	Supporting	MKB
98	LIE403	FIRST LANGUAGE ACQUISITION	2	Supporting	MKB
99	LIE406	LEXICOLOGY-LEXICOGRAPHY	2	Supporting	MKB
<i>ELECTIVE COURSES IN LITERATURE AND CULTURE</i>					
100	BUK402	CYBER CULTURE	2	Supporting	MKB
101	SSE404	POSTCOLONIAL WRITINGS	2	Supporting	MKB
102	SSE405	GENDER, LITERATURE AND CULTURE	2	Supporting	MKB
NUMBER OF MAIN COURSES			11		

NUMBER OF ELECTIVE COURSES	2 credits		
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SEMESTER VIII					
ALL MAJORS					
<i>MANDATORY COURSES</i>					
103	PNB499	THESIS	6	Primary	MPB
<i>FREE ELECTIVE COURSES</i>					
104	BAE401	INTERPRETING	2	Supporting	MKB
LINGUISTICS MAJOR					
<i>MANDATORY COURSES IN LINGUISTICS</i>					
105	PNB407	INDEPENDENT STUDIES ON LINGUISTICS	3	Primary	MKB
<i>ELECTIVE COURSES IN LINGUISTICS</i>					
106	LIE405	LANGUAGE AND URBAN SOCIETY	2	Supporting	MKB
LITERATURE AND CULTURE MAJOR					
<i>MANDATORY COURSES IN LITERATURE AND CULTURE</i>					
107	PNB408	INDEPENDENT STUDIES ON LITERATURE	3	Primary	MKB
<i>ELECTIVE COURSES IN LITERATURE AND CULTURE</i>					
108	PNB414	INDEPENDENT STUDIES ON CULTURAL STUDIES	3	Supporting	MKB
109	BUK401	CELEBRITY CULTURE	2	Supporting	MKB
110	SSE403	COMPARATIVE LITERATURE	2	Supporting	MKB
111	SSE407	SHAKESPEAREAN STUDIES	2	Supporting	MKB
NUMBER OF MAIN COURSES IN LINGUISTICS			9 credits		
NUMBER OF MAIN COURSES IN LITERATURE & CULTURE			9 credits		
NUMBER OF ELECTIVE COURSES			13 credits		

Note**MAIN COURSES**

Courses that must be taken by all students of English Programme

MAIN COURSES OF MAJOR

Courses that must be taken by students who take a certain major

ELECTIVE COURSES OF MAJOR

Elective courses taken by students in a major

LIMITED ELECTIVE COURSES

Compulsory courses chosen by students based on some condition as follows

1. Foreign language: mandatory selection of at least 1 (one) foreign language continuously (foreign language I and foreign language II)
2. Study of the areas: mandatory selection of at least one (1) Course of study area

FREE ELECTIVE COURSES

Courses that are free to be programmed or not

Note:

1. While attending the Courses **Thesis Writing Design**, students who **have not yet reached** the value of 550 ELPT **are required** to follow **the Intensive Course ELPT (IC ELPT)**.
2. If a student is absent for more than 25% of the total meeting IC ELPT, then the student **is prohibited from** attending the TWD proposal defense.

Description of the Elements of Competence

- a. **Courses on Character Building** (MPK), which is the group of study or lesson materials to develop the Indonesian human which is faithful and pious toward the Almighty God having a noble character, a steady personality, an independent person, and a responsible citizen to the community and country;
- b. **Courses on Skills and Knowledge** (MKK), which is the group of study and lesson materials intended primarily to provide the fundamental knowledge and mastery of certain skills;
- c. **Courses on Work Skills** (MKB), which is the group of study and lesson materials that aims to produce experts with the workmanship based on the mastered basic knowledge and skills;
- d. **Courses on Work Ethics** (MPB), which is the group of study and lesson materials that aims to shape the attitudes and behaviour needed by someone in the work according to skill level based on the mastered basic knowledge and skills;
- e. **Courses on Community Involvement** (MBB), which is the group of study and lesson materials that is required for someone to be able to understand the rules of society in accordance to the choice of expertise in work.

Study Load on Competences

No	Semester	Study load on competence			Total
		Primary	Supporting	Special	
1	Semester 1	13	0	6	19
2	Semester 2	12	6	6	24
3	Semester 3	19	0	10	29
4	Semester 4	18	4	8	30
5	Semester 5	23	18	0	41
6	Semester 6	25	32	0	57
7	Semester 5	6	19	0	25
8	Semester 8	12	13	0	25
Total		128	92	30	251
		51%	37%	12%	
Terms		40-80%	20-40%	0-30%	

Study Load on Learning Activities

No	Semester	Study Load on Learning Activities			
		Lecture	Tutorial	Practical work	Total
1	Semester 1	19	0	0	19
2	Semester 2	24	0	0	24
3	Semester 3	29	0	0	29
4	Semester 4	30	0	0	30
5	Semester 5	41	0	0	41
6	Semester 6	57	0	0	57
7	Semester 7	25	0	0	25
8	Semester 8	25	0	0	25
Total		250	0	0	250

Course Chart of Linguistics Major

SEMESTER 7		SEMESTER 8	
(Thesis) 6 sks			
(Independent Studies on Linguistics) 3 sks			
Etika & Estetika 3 sks	Lexicology-Lexicography 2 sks		
Thesis Writing Design* 3 sks	First Language Acquisition 2 sks		
Kuliah Kerja Nyata* 3 sks	Computer-Assisted Language Learning 2 sks	Independent Studies on Linguistics* 3 sks	Language and Urban Society 2 sks
Agama II 2 sks	Introduction to Translation Studies 2 sks	Thesis* 6 sks	Interpreting 2 sks
SEMESTER 5		SEMESTER 6	
Sociolinguistics 3 sks		Language Testing and Assessment 2 sks	
Second Language Acquisition 2 sks		Language and Gender 2 sks	Southeast Asian Studies 2 sks
History of English Literature 2 sks		(Thesis Writing Design) 3 sks	British Studies 2 sks
History of English Language 2 sks		Methods of Linguistics Research* 3 sks	American Studies 2 sks
English Semantics-Pragmatics 3 sks		Psycholinguistics 3 sks	Australian Studies 2 sks
Translation for General Text 2 sks		TEFL 3 sks	Japanese Studies 2 sks
English Drama I 2 sks	Western Cultural Civilization II 2 sks	Discourse Analysis 3 sks	Language and Media 2 sks
English Poetry I 2 sks	Statistics for Linguistics 2 sks	Business Correspondence 2 sks	Anthropolinguistics 2 sks
		Translation for Specific Purposes 2 sks	Dialectology 2 sks
SEMESTER 3		SEMESTER 4	
Analytical Reading 2 sks		Critical Reading 2 sks	
Academic Discussion 2 sks		Public Speaking & Academic Presentation 2 sks	
Analytical Listening 2 sks		Critical Listening 2 sks	
Argumentative Writing 2 sks		Academic Writing 2 sks	
Complex English Grammar I 2 sks	Bahasa Arab I 2 sks	Complex English Grammar II 2 sks	Bahasa Arab II 2 sks
Introduction to English Literature 2 sks	Bahasa Belanda I 2 sks	English Prose I 2 sks	Bahasa Belanda II 2 sks
Introduction to General Linguistics 2 sks	Bahasa Jepang I 2 sks	English Phonetics-Phonology 3 sks	Bahasa Jepang II 2 sks
Filsafat Ilmu 2 sks	Bahasa Perancis I 2 sks	English Morphology-Syntax 3 sks	Bahasa Perancis II 2 sks
Pengantar Kajian Budaya Urban 3 sks	Entrepreneurship II 2 sks	Western Cultural Civilization I 2 sks	Introduction to Feminism 2 sks
SEMESTER 1		SEMESTER 2	
Factual Reading 2 sks		Cross Cultural Communication 2 sks	
Interactional Conversation 2 sks	Pengantar Ilmu Budaya 3 sks	Effective Reading 2 sks	Kewarganegaraan 2 sks
Factual Listening 2 sks	Agama I 2 sks	Institutional Talk 2 sks	Pengantar Filsafat dan Dialektika Pemikiran 3 sks
Paragraph Writing 2 sks	Pancasila 2 sks	Effective Listening 2 sks	Pengantar Penelitian dan Ilmu Kebudayaan 3 sks
Basic English Grammar I 2 sks	Bahasa Indonesia 2 sks	Basic Essay Writing 2 sks	Entrepreneurship I 2 sks
		Basic English Grammar II 2 sks	Introduction to Public Relation 2 sks
MATA AJAR WAJIB	- Mata Ajar Studies (American, Australian, Japanese, Southeast Asia, British) hanya wajib dipilih satu saja)		
PILIHAN TERBATAS	- Mata Ajar Bahasa Asing hanya wajib dipilih satu bahasa saja, tetapi harus kontinyu (cth: Bahasa Arab I & Bahasa Arab II)		
PILIHAN BEBAS	- Mata ajar yang memiliki tanda kurung () hanya bisa diambil oleh mahasiswa yang sudah memenuhi syarat		
WAJIB MINAT	- Mata ajar yang memiliki tanda bintang * ditawarkan di setiap semester		
PILIHAN MINAT			

Course Chart of Literature and Culture Major

SEMESTER 7		SEMESTER 8	
(Thesis) 6 sks	(Independent Studies on Literature) 3 sks	Interpreting 2 sks	Independent Studies on Cultural Studies* 3 sks
Etika & Estetika 3 sks	Postcolonial Writings 2 sks	Independent Studies on Literature* 3 sks	Comparative Literature 2 sks
Thesis Writing Design* 3 sks	Cyber Culture 2 sks	Thesis* 6 sks	Celebrity Culture 2 sks
Kuliah Kerja Nyata* 3 sks	Gender, Literature, and Culture 2 sks		Shakespearean Studies 2 sks
Agama II 2 sks	Introduction to Translation Studies 2 sks		
SEMESTER 5		SEMESTER 6	
Introduction to Media Studies 2 sks	Western Cultural Civilization II 2 sks	(Thesis Writing Design) 3 sks	Southeast Asian Studies 2 sks
Introduction to Theory of Literature 3 sks	Introduction to Film Studies 2 sks	Contemporary Critical and Cultural Studies 3 sks	British Studies 2 sks
History of English Literature 2 sks	English Prose II 2 sks	Methods of Cultural Studies Research* 3 sks	American Studies 2 sks
History of English Language 2 sks	Sastra Jepang dalam Terjemahan 2 sks	Methods of Literature Research* 3 sks	Australian Studies 2 sks
English Semantics-Pragmatics 3 sks	Sastra Asia Tenggara dalam Terjemahan 2 sks	Advance Theory of Literature 3 sks	Japanese Studies 2 sks
Translation for General Text 2 sks	Sastra Perancis dalam Terjemahan 2 sks	Literary Criticism 3 sks	Children's Literature 2 sks
English Drama I 2 sks	Semiotics* 2 sks	Business Correspondence 2 sks	English Poetry II 2 sks
English Poetry I 2 sks	Youth Culture 2 sks	Translation for Specific Purposes 2 sks	English Drama II 2 sks
SEMESTER 3		SEMESTER 4	
Analytical Reading 2 sks	Bahasa Arab I 2 sks	Critical Reading 2 sks	Bahasa Arab II 2 sks
Academic Discussion 2 sks	Bahasa Belanda I 2 sks	Public Speaking & Academic Presentation 2 sks	Bahasa Belanda II 2 sks
Analytical Listening 2 sks	Bahasa Jepang I 2 sks	Critical Listening 2 sks	Bahasa Jepang II 2 sks
Argumentative Writing 2 sks	Bahasa Perancis I 2 sks	Academic Writing 2 sks	Bahasa Perancis II 2 sks
Complex English Grammar I 2 sks	Entrepreneurship II 2 sks	Complex English Grammar II 2 sks	Introduction to Feminism 2 sks
Introduction to English Literature 2 sks		English Prose I 2 sks	
Introduction to General Linguistics 2 sks		English Phonetics-Phonology 3 sks	
Filsafat Ilmu 2 sks		English Morphology-Syntax 3 sks	
Pengantar Kajian Budaya Urban 3 sks		Western Cultural Civilization I 2 sks	
SEMESTER 1		SEMESTER 2	
Factual Reading 2 sks	Pengantar Ilmu Budaya 3 sks	Cross Cultural Communication 2 sks	Kewarganegaraan 2 sks
Interactional Conversation 2 sks	Agama I 2 sks	Effective Reading 2 sks	Pengantar Filsafat dan Dialektika Pemikiran 3 sks
Factual Listening 2 sks	Pancasila 2 sks	Institutional Talk 2 sks	Pengantar Penelitian dan Teori Kebudayaan 3 sks
Paragraph Writing 2 sks	Bahasa Indonesia 2 sks	Effective Listening 2 sks	Entrepreneurship I 2 sks
Basic English Grammar I 2 sks		Basic Essay Writing 2 sks	Introduction to Public Relation 2 sks
		Basic English Grammar II 2 sks	

- MATA KULIAH WAJIB** - Mata Ajar Studies (American, Australian, Japanese, Southeast Asia, British) hanya wajib dipilih satu saja
- PILIHAN TERBATAS** - Mata Ajar Bahasa Asing hanya wajib dipilih satu bahasa saja, tetapi harus kontinyu (cth: Bahasa Arab I & Bahasa Arab II)
- PILIHAN BEBAS** - Mata ajar yang memiliki tanda kurung () hanya bisa diambil oleh mahasiswa yang sudah memenuhi syarat.
- WAJIB MINAT** - Mata ajar yang memiliki tanda bintang * ditawarkan di setiap semester
- PILIHAN MINAT**

Course Descriptions

1.1. BUDDHISM I (AGB101)

Prerequisite: -

This course describes the Essence of God within the Holy Book of Udana VIII, Birth of Prince Siddharta in Six Years and Attaining Perfect Enlightenment (of becoming) a Buddhist, Exposition of Dhamma at Isipatana Park, Formation of the Sangha, Law of *Sunyata* (Emptiness) applied in the Thirty-One Planes of Existence, the Immaterial World (*Arupa-Loka*), the Fine-Material World (*rupa-loka*) and the Sensuous World (*Kama-loka*), and the law of Karma.

1.2. CONFUCIANISM I (AGC101)

Prerequisite: -

This course explains about a). Knowledge, Fundamental Ideas and Values of Confucianism Practices, b). Encouragement to become a *Junzi* (the noble person) who harmonizes the relationship between *Tian* (God), *Di* (Nature), and *Ren* (Human); c). Eulogy on Five Cardinal Relationship (Wu Lun), Application of the Zhi Ren Yong Principles (Wisdom, Love and Courage) as a Realization of Eulogizing *Tian*, d). Honoring the Past Ancestors, e). Authentic Values of Benevolence in Life.

1.3. HINDUISM I (AGH101)

Prerequisite: -

This course focuses on a). The Concept of God (Brahma Vidya), b). Four Paths of Yoga, c). Principles of Hindu Community I, d) Principles of Hindu Community II, d). Ethics and Morality I, e). Ethics and Morality II, f.) Science and Technology in Hinduism Perspective I, II, g). Religious Harmony, h). Working Community of *Jagadhita*, i). Culture as Hinduism Teaching Practice, k). Politics in Hinduism Perspective, Hinduism as a Framework to Reform Justice.

1.4. ISLAM I (AGI101)

Prerequisite: -

The course of Islam I discusses about the Concept of God in Islam, b) Belief, Faith, and its Implementation in Life, c). Essence of Human according to Islam, d). Law, Human Rights, and Democracy in Islam, e). Islamic Law and Contribution of Muslim Community in Indonesia, f). Ethics, Morality and Good Characteristics, g). Science and Technology in Islam, h). *Madani* Community, i). Religious Harmony, j). Islamic Economy and Muslim Prosperity, k). Culture and Arts in Islam, and l). Islamic Political System.

1.5. CATHOLICISIM I (AGK101)

Prerequisite: -

The course of Catholicism I outlines:

1. God Almighty
2. Humans
3. Moral Ethics
4. Dialogues and Religious Harmony
5. Science and Technology and Catholic Belief
6. Catholic Culture and Belief
7. Belief and Social Politics
8. Law, Human Rights and Democracy

1.6. PROTESTANTISM I (AGP101)

Prerequisite: -

Protestantism outlines Protestant as a teaching practice which puts religion as the source of value and principle in developing Christian personality with respect to human essence and dignity. This course is designed in reference to the components of Competency Based Curriculum (KBK), consisting of Competencies, Teaching Substance, Sub-Competencies, and overall teaching processes including the methodology and evaluation. Teaching substance is a topic established by DIKTI through Decree No. 38/Dikti/Kep/2002.

2. FACTUAL LISTENING (BAE101)

Prerequisite: -

The learning process in the course of Factual Listening is to listen to these following themes: 1. Introduction; 2. Ordering Food; 3. Housing Issues; 4. News; 5. Hospital Issues; 6. Reporting to the Police; 7. Telephone Recording; 8. College.

3. FACTUAL READING (BAE102)

Prerequisite: -

This course describes the improvement of vocabularies, sentence structures, and pronouns in short readings, specifically short stories and short scientific articles by applying strategies in reading i.e. (1) previewing, (2) scanning, (3) skimming, (4) vocabulary knowledge, (5) inferences, (6) finding topics, and (7) understanding main ideas.

4. INTERACTIONAL CONVERSATION (BAE103)

Prerequisite: -

This course focuses on the ways of greetings, accepting/declining offers, giving opinion, suggestion, and recommendation in English by performing precise grammar, vocabularies, and pronunciations.

5. BASIC ENGLISH GRAMMAR I (BAE104)

Prerequisite: -

This course is the first section of English Grammar courses. This course provides an explanation on Grammar in English, particularly on tenses and aspects, questions, modals, nouns/pronouns and articles.

6. PARAGRAPH WRITING (BAE105)

Prerequisite: -

This course covers these following sub-topics: 1. Understanding the Sentence: Basic Sentence and Expanding Sentence; 2. Identification of Fragmented and Run-on Sentences; 3. Parts of Paragraph: Topic Sentence, Supporting Sentences; 4. Types of Paragraph: Descriptive, Narrative, Classification, Comparison-Contrast and Contrast.

7. ACADEMIC INDONESIAN (BAI101)

Prerequisite: -

This course provides an explanation on these following topics: a). History, Function and Position of Indonesian language, b). Language Varieties, c). Perfected Spelling System, Effective Sentences, and Paragraph Development, d). Writing Scientific Articles (scientific article systematics, techniques of citation and writing a reference list, and layout in scientific articles, e). Academic Presentation.

8. INTRODUCTION TO CULTURAL STUDIES (BUK101)

Prerequisite: -

The learning process of Introduction to Cultural Studies outlines: 1. The Scope of Introduction to Cultural Studies; 2. Philosophy of Culture; 3. Cultural Concepts; 4. Human and Culture; 5. Human and Civilization; 6. Cultural Content and Realization; 7. Cultural Regulation; 8. Maps of East Javanese Arts.

9. PANCASILA (NOP103)

Prerequisite: -

This course consists of explanations on, a). Pancasila in Indonesian Historical Teaching; b). Pancasila as the State Philosophy (the position of Pancasila in Indonesian law system, philosophical aspect of Pancasila, the values of Pancasila as an opened ideology and Pancasila as the source of all law sources in Indonesia, c). Pancasila as the State Ideology, d). Pancasila as the Philosophical System, e). Pancasila as the Ethics and Moral System, f). Pancasila as the Fundamental Value of Knowledge Development.

10. EFFECTIVE LISTENING (BAE106)

Prerequisite: FACTUAL LISTENING (BAE101)

The learning process of Effective Listening is to listen to these following themes: 1. Ice-Breaking; 2. Buying goods in stores; 3. Explaining symptoms to a doctor; 4. Damaged Objects; 5. Airport; 6. Traveling; 7. Office Situation; 8. English as a Global Language.

11. EFFECTIVE READING (BAE107)

Prerequisite: FACTUAL READING (BAE102)

This course describes the techniques to identify paragraph patterns, writing styles, differentiate facts and opinions, and draw out conclusions in reference to the articles on high intermediate level.

12. INSTITUTIONAL TALK (BAE108)

Prerequisite: INTERACTIONAL CONVERSATION (BAE103)

This course outlines the ways to communicate through telephone i.e. starting, making, and ending a conversation, giving suggestion, talking to build a friendship, re-telling past events upon reading, reporting back news which has been seen (observed), and results of interview.

13. BASIC ENGLISH GRAMMAR II (BAE109)

Prerequisite: BASIC ENGLISH GRAMMAR I (BAE104)

This course is the continuation of Basic English Grammar I which provides knowledge and comprehension on English grammar in a higher level. In this course, the materials which are discussed are as follow: connecting ideas, the use of adjective as a comparison, passive sentences, types of nouns, noun clause and adjectives, as well as gerunds and infinitives.

14. BASIC ESSAY WRITING (BAE205)

Prerequisite: PARAGRAPH WRITING (BAE105)

This course guides students to write a variety of types of essays which cover these following topics of discussions: 1. Grammars for Writers: Tenses, Punctuation and Capitalization.; 2. Parts of Essay: Introductory Paragraph including Thesis Statement, Body Paragraphs, and Conclusion; 3. Essay Outline; Drafting an Essay; 4. Types of Essay: Process, Division and Classification, Comparison and Contrast, and Cause-Effect.

15. CIVICS EDUCATION (NOP104)

Prerequisite: -

This course contains the concept and description of situations in relation to strengthen characteristics of society in living in a nation, attitudes towards actual situations regarding the conditions within society in a discussion covering: Civics Education which orientates as the characteristic reinforcement, National Identity, State and Constitution, Rights and Obligations of Society, Indonesian Democracy, Law State and Human Rights, the Archipelago Concept as Indonesian Geopolitics, Indonesian National Defense, and National Integrity. The framework of discussions are related to the globalized phenomena, Human Rights and Democracy (politics and economy), and actual Indonesian dynamics such as Education of Anti-Corruption.

16. INTRODUCTION TO PHILOSOPHY AND DIALECTICS OF THINKING (PHB102)

Prerequisite: -

1. Approaches in learning Philosophy: the origins of modern thinking traditions, systematics and figures; 2. Approaches in learning Philosophy: systematics and figures (2); 3. Karl Marx, Marxism, and their Influences; 4. Existentialism and Phenomenology (Heidegger, Camus, Sastre, Husserl, etc.); 5. Deconstructed Philosophy (Nietzsche and Derrida); 6. Hyperreality and J. Baudrillard; 7. Feminism; 8. Bourdieu: Habit, Capital and Field; 9. Foucault and Discourse Analysis; 10. Critical Philosophy as a Discourse: Habermas and Neo-Marxism; 11. Post-Modernism and Post-Colonialism.

17. INTRODUCTION TO CULTURAL RESEARCH AND THEORY (PNB201)

Prerequisite: -

The course of Introduction to Cultural Research and Theory focuses on: 1. Issues and Characteristics of Cultural Research and Theory; 2. Epistemology of Cultural Research and Theory; 3. Cultural Research Models: Ethnography and Folklore; 4. Cultural Research Models: Symbolic Interaction, Grounded Theory; 5. Cultural Research Models: Case Studies and Content Analysis; 6. Cultural Research Models; 7. Cultural Research Varieties: Religion and Ritual; 8. Cultural Research Varieties: Political Culture and Cultural Policy; 9. Theories of Culture: Cultural Structuralism and Cultural Interpretation; 10. Research Application and Theories of Culture.

18. CCC (CROSS CULTURAL COMMUNICATION) (SOK102)

Prerequisite: -

This course explains the fundamental concepts in cross cultural communication which cover the cultural concepts and cross cultural communication, cultural patterns and communication, cultural identity and bias, cross cultural communication in verbal and non-verbal forms, and cross cultural communication in a variety of contexts (family and friends, education, economics and business). To rise the cross cultural awareness, in this course, students are given exercises to analyze a variety of case studies on cross cultural communication.

19. ENTREPRENEURSHIP I (MNW205)

Prerequisite: -

This course focuses on the concepts and fundamental aspects of entrepreneurship, covering ideas, concepts, competition, product, market and management.

20. INTRODUCTION TO PUBLIC RELATIONS (SOK201)

Prerequisite: -

1. Definition, Roles, and Functions of Public Relations; 2. History and Development of Public Relations; 3. The Personality of Public Relation Officers; 4. Ethics and Professionalism of Public Relations; 5. Research of Public Relations; 6. Action Planning of Public Relations; 7. Communication Process; 8. Evaluation of Public Relations; 9. Public Opinion and Persuasion; 10. Ways in Reaching the Public Sector; 11. Tactics and Strategies in Public Relations; 12. Application of PR practices.

21. ANALYTICAL LISTENING (BAE201)

Prerequisite: EFFECTIVE LISTENING (BAE106)

This course is designed to perform exercises on students to listen to variety of conversation forms (lectures, speech, etc.) in English, particularly in academic background with a duration of 5-10 minutes. To increase the listening skill, students are guided to analyze conversations to comprehend main ideas (listening for gist) and details (listening for details), and comprehend literal and inferential meaning out of the observed conversation. This course provides knowledge on note-taking skill which covers a comprehension on lectures, basics in note-taking and taking numbers and statistics. This course also guides students to listen to various forms of organizations in lectures i.e. chronology, process, classification, comparison and causal effect analysis. Students are also introduced to forms of TOEFL tests (short conversation) as the exercises to apply basic note-taking skill being learned.

22. ANALYTICAL READING (BAE202)

Prerequisite: EFFECTIVE READING (BAE107)

This course teaches the techniques to express topics, main ideas, and supporting details on reading texts in low-advanced level.

23. ACADEMIC DISCUSSION (BAE203)

Prerequisite: INSTITUTIONAL TALK (BAE108)

This course explains the ways to discuss news headline issues in both printed and electronic media, to debate on news headline issues in media, and to perform a play by using appropriate and fluent English.

24. COMPLEX ENGLISH GRAMMAR I (BAE204)

Prerequisite: BASIC ENGLISH GRAMMAR II (BAE109)

This course is the third section of English Grammar Courses. This course focuses on English grammar in forms of more complex sentence structures which cover Tenses Aspects, Subject–Verb agreement, Nouns and Pronouns, and Modals. Further, this course also introduces students to exercises adopted from English Proficiency Tests; such as TOEFL and IELTS.

25. ARGUMENTATIVE WRITING (BAE210)

Prerequisite: BASIC ESSAY WRITING (BAE205)

This course covers these following sub topics of discussions: 1. Definition of Argument and its Structure; 2. Logical Fallacies; 3. Order of Reasons on Argument; 4. Citing; 5. Paraphrasing/Summarizing; 6. Statistics; 7. Writing, Revising, Editing, and Proofreading.

26. INTRODUCTION TO URBAN CULTURAL STUDIES (BUK203)

Prerequisite: -

This course outlines: (1) Urban Cultural Concept, (2) Urban Cultural Forms and Realization as a Living Practice (Urban Communities) and Popular Cultures (films, soap operas, and advertisements), (3) Ideological Aspects in Urban Culture, (4) Theoretical Analysis in Urban Culture (Structuralism).

27. INTRODUCTION TO GENERAL LINGUISTICS (LIE201)

Prerequisite: -

This course describes language and science of language, language aspects, and the implementation on science of language aspects in general which have to be comprehended by students before starting to conduct studies and analysis on language.

28. PHILOSOPHY OF SCIENCE (PHB101)

Prerequisite: -

The course of Philosophy of Science explains about: a) History of Scientific Philosophy, b) Relationship between Philosophy, Philosophy of Science, and Science, c) Roles on Philosophy of Science in the development of knowledge; d) Role on scientific thinking flows towards a variety of sciences, e) Studies in Philosophical Field (Ontology, Epistemology, and Axiology), f) Scientific thinking method, g) Notion of Truth, h) Relationship between Culture and Science and Technology.

29. INTRODUCTION TO ENGLISH LITERATURE (SSE201)

Prerequisite: -

I. Introduction, Contract; II. Literary Text vs. Non-literary Text; III. Short Story: Kate Chopin's "The Story of an Hour"; IV. Elements of Fiction: Plot, Character, Short Story: Alice Walker's "Everyday Use"; V. Elements of Fiction: Point of View, Setting, Short Story: Amy Tan's "A Pair of Tickets"; VI. Narrative Poetry: "The Three Ravens"; VII. Lyric Poetry: "The Road Not Taken" (Robert Frost); VIII. Drama: as Literature; IX. Drama: A Doll's House (Henrik Ibsen), Elements of Drama: Plot; X. Elements of Drama: Character, Setting; XI. Drama: as Performance; XII. Elements of Performance.

30. ENTREPRENEURSHIP II (MNW206)

Prerequisite: ENTREPRENEURSHIP I (MNW205)

This course outlines the advisability of business plans in reference to the aspects of profitability and sustainability. Further, this course also guides students to turn their business ideas to become a real business.

31. ARABIC I (BAA202)

Prerequisite: -

The course of Arabic I describes: 1. Roles of Arabic in International scale; 2. Short Conversation; 3. Reading Qur'an; 4. Kinship System in Arab; 5. Structure in Arabic housing; 6. Numeric in Arabic; 7. Verbal Sentences; 8. Friendship in Arabic; 9. Presentation by using Arabic; 10. Daily Conversation.

32. DUTCH I (BAB201)

Prerequisite: -

The course of Dutch I outlines: 1. Introduction to Dutch; 2. Explanation on Figures and Actions in Dutch; 3. Listening short texts; 4. Introductory Techniques in Dutch; 5. Listening and Understanding Conversation in Dutch;

6. Subjects and Verbs in Dutch, sentence arrangement; 7. Asking directions; 8. Listening, Understanding and Starting Conversation in Dutch; 9. *Hebben, zijn, gaan, komen*, basic necessities, questioning and inverse sentence; 10. Acknowledging daily habits of Dutch; 11. Listening, Understanding and Starting Conversation in Dutch; 12. Negative Sentence, Auxiliary Verbs, Sentences with more than one verbs; 13. Understanding Grammar, Basic Conversation and Texts in Dutch.

33. JAPANESE I (BAJ201)

Prerequisite: -

The course of Japanese I outlines: 1. Sentence Patterns of ~wa ~desu, ~wa desu ka; 2. Sentence Patterns of ~mo~desu, ~wa~no~desu, ~wa~sai desu; 3. Demonstrative Pronouns: kore, sore, are; 4. Kore wa (hito) no~desu; 5. Demonstrative Pronoun Patterns of koko, soko, asoko; 6. Kuni/kaisha wa ~desu; 7. ~ji~fun desu; 8. ~kara ~made ~masu; 9. Sentence Patterns by using verbs (place) e ikimasu; 10. Sentence Patterns of (day/date); 11. Sentence Patterns of ~o ~masu; 12. Ishoni ~masenka.

34. FRENCH I (BAP206)

Prerequisite: -

This course explains the usage of French in a variety of verbal and written forms of language. French structures and patterns, which are different from Indonesian and English, become one of the topic discussions beneficial for students to compare foreign language structures.

35. CRITICAL LISTENING (BAE206)

Prerequisite: ANALYTICAL LISTENING (BAE201)

This course is designed to improve students' listening skill and develop academic note-taking skill through extensive exercises. In this course, students are given listening exercises in forms of a variety of conversation, by focusing on academic lectures in a 10 to 15-minute duration. This course also introduces students to forms of TOEFL test (long conversation and long talks), and the listening part of IELTS to review and examine students' listening skill which has been learned.

36. CRITICAL READING (BAE207)

Prerequisite: ANALYTICAL READING (BAE202)

This course outlines the contents of journal articles in English which are categorized into three majors i.e. Literature, Linguistics and Cultural Studies.

37. PUBLIC SPEAKING AND ACADEMIC PRESENTATION (BAE208)

Prerequisite: ACADEMIC DISCUSSION (BAE203)

This course describes the ways to convey speech in English both in informal and formal situation, ways to serve and present a research article in formal English, and ways to create and perform a short play in English.

38. COMPLEX ENGLISH GRAMMAR II (BAE209)

Prerequisite: COMPLEX ENGLISH GRAMMAR I (BAE204)

This course is the last section of English Grammar courses. This course describes English grammar in a more complex sentence structure compared to grammatical structures in Complex English Grammar I course. This course explains further on the types of sentences and clauses in English as well as the problems in writing e.g. sentence fragments, run-on sentences, and stringy sentences. Further, this course also provides a series of practice and test in a more advanced level adopted from English Proficiency Tests; such as TOEFL and IELTS.

39. ACADEMIC WRITING (BAE302)

Prerequisite: ARGUMENTATIVE WRITING (BAE210)

This course covers these following topics of discussions: 1. Research and Non-research Articles; 2. Abstract: its structure; 3. Summary, Paraphrase, Citation/Quotation; 4. Referencing style: APA, MLA, and Harvard; 5. Writing, Revising/Editing Literature Review.

40. WESTERN CULTURAL CIVILIZATION I (BUK304)

Prerequisite: -

Students will learn about Western Civilization (Greek and Rome), Mythology (myth and its influence, and mythology in films), Development of western sports as cultural products, and early history of popular cultures.

41. ENGLISH MORPHOLOGY-SYNTAX (LIE202)

Prerequisite: INTRODUCTION TO GENERAL LINGUISTICS (LIE201)

This course outlines: (1) Introduction to English Morphology; (2) Word Parts; (3) Word Formation of Inflection process; (4) Word Formation of Derivation Process; (5) Word Formation of Compounding, Blending, and Phrasal Words; and (6) Word Structures; (7) Introduction to English syntax; (8) Word Classes; (9) Phrases; (10) Clauses; (11) Grammatical Functions; (12) Thematic Roles; (13) Grammatical Features. Topics number 1-6 are English Morphology discussion and topics number 7-13 are the English Syntax discussion.

42. ENGLISH PHONETICS-PHONOLOGY (LIE203)

Prerequisite: INTRODUCTION TO GENERAL LINGUISTICS (LIE201)

This course describes the relation and difference between phonetics and phonology, mechanism of sound production, place of articulation (consonant sounds), manner of articulation (consonant sounds), the production of vowel sounds, phonetic transcriptions (RP and GA), supra-segmental features, phonemic analysis, phonological features, the syllables and English phonotactics, and the phonological alternations, processes, and rules.

43. ENGLISH PROSE I (SSE204)

Prerequisite: INTRODUCTION TO ENGLISH LITERATURE (SSE201)

This course introduces English literature texts which are classified into these following categories; 1) Fable, Parable, and Tale; Teaching Intrinsic Approaches to examine fictional elements in English short stories including: 2) Characters, 3) Plots, 4) Settings, 5) Themes, 6) Point of Views, 7) Symbols, 8) Tones and Styles, and 9) Short Story Evaluation, both in forms of 10) Research Paper and 11) Group Presentations.

44. INTRODUCTION TO FEMINISM (SSE202)

Prerequisite: -

This course introduces students to the meaning and definition of feminism in a specific and expanding scope, as well as focuses on the primary issues within feminism and its development.

45. ARABIC II (BAA203)

Prerequisite: ARABIC I (BAA202)

The course of Arabic II outlines: 1. Roles of Arabic in International scale; 2. Reading and Remembering Qur'an; 3. The Usage of Arabic in Daily Life; 4. The Usage of Arabic in Public Space; 5. Arabic Structures; 6. Reading Arabic Texts; 7. Arabic Text Translation; 8. Roles of Technology on Arabic; 9. Arabic Culture emerging in Language; 10. Reading Practice on Arabic Texts.

46. DUTCH II (BAB202)

Prerequisite: DUTCH I (BAB201)

The course of Dutch II discusses: 1. Asking Condition, Making an Appointment; 2. Listening and Understanding Texts, Identifying Time, Giving Reasons and Contradictions; 3. Making a Conversation, Negative Sentences, Subjective Pronouns, Learning on Dutch's Habits (1); 4. Expressing a Congratulation, Condolence, and Family Genealogy; 5. Listening and Understanding Conversation, Identifying Family Genealogy; 6. Sentence Structure with more than one verb, Learning on Dutch's Habits (2); 7. Ways of Communicating in shopping center; 8. Listening and Understanding Conversation, terms to do shopping; 9. Singular and Plural Nouns, om...te + infinitive, Learning on Dutch's Habits (3); 10. Addresses in Netherland; 11. Understanding Texts and Advertisements, Describing Address, Stating a Comparison; 12. Stating Ownership, Pronouns for Nouns, Communicating through telephone; 13. Understanding Grammar, Conversation and Texts in Dutch in a more advanced level and Learning on Dutch's Habits (4).

47. JAPANESE II (BAJ202)

Prerequisite: JAPANESE I (BAJ001)

The course of Japanese II describes: 1. Sentence Patterns of ~de (tool); 2. Renshu A and B Practices; 3. Explanation on adjectives *i* and *na*; 4. Explanation on adjectives *i* and *na* combined with nouns; 5. Sentence patterns of ~ga; 6. ~kara~; 7. Explanation on ~ga imasu/arimasu; 8. Explanation on the patterns of ~ni arimasu/imasu; 9. Explanation on Numeric; 10. Explanation on numeric in sentences; 11. ~deshita/~kana; 12. ~yori~desu; 13. ~ga ichiban ~ desu.

48. FRENCH II (BAP207)

Prerequisite: FRENCH I (BAP206)

This course covers the usage of French in variations of written and verbal forms of language. This course is the continuation of French I course. Translating from French to Indonesian, and vice versa, is one of the learning materials.

49. TRANSLATION FOR GENERAL TEXT (BAE301)

Prerequisite: -

1) Introduction; - Course Contract; - Class Rule Arrangement 2) Definition and Methods of Translation; 3) Strategies of Translation; 4) Types of Texts and Steps in Translation; 5) Translating Informative Texts; 6) Translating Informative Texts; 7) Translating Operative Texts; 8) Translating Operative Texts; 9) Translating Expressive Texts; 10) Translating Expressive Texts; 11) Translating Audio-Medial Texts; 12) Translating Audio-Medial Texts; 13) Review of Lectures.

50. ENGLISH SEMANTICS-PRAGMATICS (LIE304)

Prerequisite: INTRODUCTION TO GENERAL LINGUISTICS (LIE201)

This course focuses on the types of meanings, meaning dimensions, lexical meanings, analysis of components, metaphors, sentence relations and truth, deixis, references and inferences, implicatures, speech act and language politeness. The relation between semantics and pragmatics also becomes one of the topic discussions.

51. HISTORY OF ENGLISH LANGUAGE (SJD303)

Prerequisite: -

This course covers materials on: 1) Origins of English; 2) The History of English or Englishes; 3) Language Contact in Middle English; 4) From Middle English to Early Modern English; 5) Process of Standardization; 6) Colonialism, Imperialism, and the Spreading English; 7) Moves toward Present Day English; 8) Global English and Beyond; 9) Understanding Old English and Varieties of Old English; 10) Emergence of Middle English and Sound Shift; 11) Writing in an Early Modern English; 12) The Development of American English; and 13) International English.

52. HISTORY OF ENGLISH LITERATURE (SJD304)

Prerequisite: -

This course outlines the history of English and American literature, and provides a short explanation on the development of philosophies as the background.

53. ENGLISH POETRY I (SSE205)

Prerequisite: INTRODUCTION TO ENGLISH LITERATURE (SSE201)

This course discusses British poetries from the Victorian age until XX age, and American poetries from XIX—XX ages through elements and values contained in the poetries, covering the contents and prosodies.

54. ENGLISH DRAMA I (SSE306)

Prerequisite: INTRODUCTION TO ENGLISH LITERATURE (SSE201)

I. Introduction, Course Contract; II. Significance of Drama: Definition of drama, Drama as an art form, Drama as a means of self-expression, Drama as a means of communication, Drama as a collective experience; III. History of Drama (the convention of drama); IV. Comedy: The Importance of Being Ernest (Oscar Wilde) Elements of Drama: Plot; V. Comedy: The Importance of Being Ernest (Oscar Wilde) Elements of drama: Character, etc.; VI. Tragedy: Oedipus the King, Elements of Drama: plot; VII. Tragedy: Oedipus the King Elements of Drama: Character, etc.; VIII. Elements of Drama: Plot, The Mother of Us All (Gertrude Stein); IX. Elements of Drama: Plot; Waiting for Lefty (Clifford Odets); X. Elements of Drama: Character; XI. Elements of Drama: Setting, Point of View, Tone, etc.; XII. Planning the Performance, Paper Outline/Rehearsals.

55. WESTERN CULTURAL CIVILIZATION II (BUK305)

Prerequisite: WESTERN CULTURAL CIVILIZATION I (BUK304)

Students will learn the concept of “western” ideology, conflicts between cultural imperialism and cultural democracy, church reformation, enlightenment age and its influence, conflicts between bourgeois and proletarian class, contemporary culture figures, and structuralist and post-structuralist development.

56. SOCIOLINGUISTICS (LIE208)

Prerequisite: INTRODUCTION TO GENERAL LINGUISTICS (LIE201)

This course focuses on the multilingual speech community which covers the language choices in multilingual communities, linguistic varieties and multilingual nations; Language variation focusing on its users which covers regional and social dialects, gender and age, ethnicity and social networks; language variation focuses on its uses which cover style, context, and register, speech functions, politeness, and cross cultural communication, politeness and stereotypes, attitudes and applications.

57. SECOND LANGUAGE ACQUISITION (LIE407)

Prerequisite: -

This course discusses the fundamental theories of second language acquisition and various fundamental researches on SLA. This course also explains how second language acquisition can become the reference to language learning process, and therefore, is important to be learned.

58. STATISTICS FOR LINGUISTICS (MAS402)

Prerequisite: -

This course provides explanations to students on how to collect samples, determine measurement level, central tendency calculation, variability measurement, and statistical tools which are commonly utilized in linguistic research. This course also contains materials regarding the usage of Excel and SPSS programs to conduct statistical analysis, particularly chi-square, T-test, correlation, and annova.

59. INTRODUCTION TO THEORY OF LITERATURE (SSE309)

Prerequisite: ENGLISH PROSE I/ ENGLISH POETRY I/ ENGLISH DRAMA I

This course introduces students to 6 (six) fundamental theories in literature which are utilized in analyzing literary texts i.e. (1) Structuralism, (2) New Criticism, (3) Marxism, (4) Psychoanalysis, (5) Feminism, and (6) Reader-Response Criticism.

60. INTRODUCTION TO MEDIA STUDIES (BUK303)

Prerequisite: -

(1) What is Media? (2) Media Industry: Political Economy and Media Industry, (3) Language of Media, (4) Media Representation, and (5) Media Audience.

61. INTRODUCTION TO FILM STUDIES (BUK301)

Prerequisite: -

Students will gain an understanding of film studies and theories, narrative and non-narrative theories in film, films as popular cultural products in the world, animation film and its influence, films with themes on psychoanalysis, gender, post-colonialism, queer, post-modernism, African American films, horror film and its influence, and theory of adaptation in films.

62. YOUTH CULTURE (BUK306)

Prerequisite: -

In this course, students will learn about the definition of youth culture, examine varieties of contemporary youth culture and its development including music (hip hop, rock, and pop), youth community, fans culture, sports and religious movements. Moreover, students are also introduced to theories and methods of youth culture research which later will be focusing more on urban youth culture in accordance with the characteristics of Faculty of Humanities.

63. SEMIOTICS (LIE401)

Prerequisite: -

(1) The Outline of Semiotic History and Theory, (2) Models of Signs, (3) Semiotics of Roland Barthes, and (4) Social Semiotics of Theo Van Leeuwen.

64. ENGLISH PROSE II (SSE302)

Prerequisite: ENGLISH PROSE I (SSE204)

This course introduces students to: 1) Complexity of interaction between sexes, crucial relationship in relation to racial, identity, social class conflicts and positional exploration between those who are powerful and powerless through classical and contemporary novels, techniques to analyze novels by adopting theories of 1) Feminisms, 2) Psychoanalysis, 3) Marxism, 4) Post-Colonialism, 5) Queer, 6) Deconstruction, and 7) Literary Sociology, and 8) Making a research paper.

65. JAPANESE LITERATURE IN TRANSLATION (SSJ301)

Prerequisite: -

This course outlines the historical development and Japanese literary works in the translations of English and Indonesian.

66. FRENCH LITERATURE IN TRANSLATION (SSP301)

Prerequisite: -

This course outlines the development of Classical to Contemporary French Literature through translated scripts in Indonesian/English. Analyzing adapted French novel in film media also becomes one of the topic discussions.

67. SOUTHEAST ASIAN LITERATURE IN TRANSLATION (SST301)

Prerequisite: -

This course outlines the development of literatures/movies in the area of Southeast Asia, particularly in Indonesia, Malaysia and Singapore by discussing specific issues e.g. on multiculturalism, gender/sexuality issues, etc. The discussion will be conducted in forms of individual/groups by applying theories of literature obtained from the course of theory of literature.

68. BUSINESS CORRESPONDENCE (BAE304)

Prerequisite: -

• Course Contract + General Introduction; • Letters, Faxes, Emails; • Contents and Styles; • Miscellaneous Correspondence; • Memos and Reports; • Personnel Appointments; • Enquiries; • Replies & Quotations; • Orders; • Payment.

69. TRANSLATION FOR SPECIFIC PURPOSES (BAE305)

Prerequisite: TRANSLATION FOR GENERAL TEXT (BAE301)

1. Introduction, - Course Contract, - Class rule arrangement; 2. Translating non-fictional texts (technical and scientific); 3. Translating non-fictional texts (literary works); 4. Practice in Translating Abstract; 5. Practice in Translating Manuals; 6. Practice in Translating Prose; 7. Practice in Translating Poetry; 8. Entrepreneurship in Translation; 9. Practice in Translating Official/Legal Script; 10. Practice in Translating Official/Legal Script; 11. Practice in Translating Literary Works; 12. Practice in Translating Literary Works; 12. Review of Lectures.

70. JAPANESE STUDIES (BUK102)

Prerequisite: -

The course of Japanese Studies outlines: 1. Geographical condition of Japan; 2. *Matsuri* and Rites of Passage; 3. Japanese Social Structure; 4. *Ie* as a Japanese traditional kinship system; 5. Japanese Characteristics;

6. Samurai; 7. Japanese Pop Cultural Products; 8. Japanese Traditional Drama; 9. Japanese Movies; 10. Japanese Modern Literatures; 11. *Kawaisaa* in Manga and Anime; 12. Japanese Food Culture.

71. AMERICAN STUDIES (BUK201)

Prerequisite: -

This course discusses a variety of primary issues regarding the regulation, culture and lives of Americans which cover American Cultural Identity, Geographical Condition, Colonization and Immigration, Frontiers, Minority groups (Native/Asian/African-American/Latinos/Women), Politics and Government System, Foreign Policies, Military and War, Media, Americanization, and the latest issues on American position in the world post 9/11 event.

72. BRITISH STUDIES (BUK202)

Prerequisite: -

This course explains the histories and matters related to British governmental system and community regulations.

73. SOUTHEAST ASIAN STUDIES (BUK204)

Prerequisite: -

1. Indonesian and Southeast Asian Culture; 2. National Identity; 3. Nationalism; 4. Nationalism in Literature (Pramoedya Ananta Toer); 5. Democratization; 6. Gender and Sexuality in modern Southeast Asia; 7. Film and Contemporary Literatures.

74. AUSTRALIAN STUDIES (BUK302)

Prerequisite: -

This course introduces students to social and cultural histories and development in Australia. Students are also invited to discuss cultural issues emerged since the establishment of Australia until the contemporary Australian cultural issues.

75. TEFL (EDB402)

Prerequisite: SECOND LANGUAGE ACQUISITION (LIE407)

This course outlines: (1) Development of language teaching methodologies in 20th to early 21st centuries, (2) Development of English language teaching in Indonesia, and (3) Procedures on teaching vocabularies and grammar, and teaching four language skills i.e. listening, speaking, reading, and writing.

76. DISCOURSE ANALYSIS (LIE303)

Prerequisite: -

This course focuses on discourse studies and analysis. In this course, students are introduced to forms of discourse analysis and its approaches which can be utilized to analyze both verbal and written discourse. This course is theoretical and practical in which students are involved in lectures, discussion, presentation and analytical practices.

77. PSYCHOLINGUISTICS (LIE307)

Prerequisite: ENGLISH MORPHOLOGY-SYNTAX, ENGLISH PHONETICS-PHONOLOGY

This course outlines: (1) Introduction to Psycholinguistics; (2) Communication, Language, Speech; (3) Fundamentals of Neurobiology in speech behaviors; (4) Speech Perception; (5) Verbal and Written Language Comprehension Process; (6) Memorize, Recall, Store, and Retrieve Words; (7) Verbal and Written Language Production Process; (8) First and Second Language Acquisition; and (9) Language Disorder.

78. METHODS OF LINGUISTIC RESEARCH (PNB412)

Prerequisite: SECOND LANGUAGE ACQUISITION, SOCIOLINGUISTICS

This course provides students explanations on the characteristics of qualitative, quantitative and mixed approaches, including the techniques to create questionnaires, conduct interviews, and take notes or transcribe research data. This course also provides explanations on the implementation on research projects in Linguistic field of study, including the writing of research report and presentation of research results.

79. LANGUAGE TESTING AND ASSESSMENT (EDB404)

Prerequisite: SECOND LANGUAGE ACQUISITION (LIE407)

This course provides lectures on the application of fundamental concepts of English as foreign language Tests in the scope of micro skill. The materials being taught cover the functions of language testing and the making of acceptable English language tests. On the last few meetings, the types of language tests utilized in an international scale will be discussed.

80. ANTHROPOLOGICAL LINGUISTICS (LIE301)

Prerequisite: SOCIOLINGUISTICS (LIE208)

This course explores language in the perspective of anthropology (culture); the “meaning” behind language usage. This course also describes the study of language as a part of culture which shows how language contains social action, as well as introduces students to the socio-cultural perspective and method in linguistics by focusing on the anthropologic linguistics.

81. DIALECTOLOGY (LIE302)

Prerequisite: ENGLISH PHONETICS-PHONOLOGY (LIE203)

This course focuses on the relation of language and dialects; types of dialectal studies which cover dialect geography, urban dialectology, and social dialectology; the methods of dialect study; varieties of standard English, features of British English dialects; and features of American English dialects.

82. LANGUAGE AND GENDER (LIE305)

Prerequisite: -

This course outlines the definition of gender, sexuality and its relation with language. This course also mediates facts, theories as well as analytical tools which can be utilized to study issues related to the relations between gender, sexuality and language.

83. LANGUAGE AND MEDIA (LIE306)

Prerequisite: -

(1) What is media discourse?, (2) Media Discourse: Reconfiguration, Text, and Positioning, and Dialogism, (3) Histories and Theories of Media, (4) Discourse of Identity and Community, (5) Discourse of Sex and War, (6) Language and Media Representation: Evaluating Semantics and Ideological, (7) Global Genres: Framing, (8) Global Genres: Narratology, (9) Global Languages: Singlish Discourse, (10) Global Image: Icons as Ideologies

84. ADVANCED THEORY OF LITERATURE (SSE311)

Prerequisite: INTRODUCTION TO THEORY OF LITERATURE (SSE309)

This course offers an explanation on fundamental concepts and the latest theories on literature and culture, covering: 1) Post-Structuralism/Post-Modernism, 2) Deconstruction, 3) Queer, 4) Post-Colonialism, 5) Eco-Criticism, and 6) Sociology of Literature, as well as focuses on how these theoretical perspectives can be applied to analyze literary works.

85. LITERARY CRITICISM (SSE310)

Prerequisite: INTRODUCTION TO THEORY OF LITERATURE (SSE309)

This course describes how a variety of theories and critical literary approaches can be adopted to analyze literary works.

86. METHODS OF LITERARY RESEARCH (PNB302)

Prerequisite: INTRODUCTION TO THEORY OF LITERATURE (SSE309)

I. Introduction to Literary Research; II. Formulating Research Problem(s); III. Collecting Data: Finding Primary Electronic Information, Assessing Authority and Reliability, Evaluating Secondary Sources; IV. Guidelines on Presentation/Style, Plagiarism and How to Avoid It; V. Writing Background of the Study and Statement of the Problem(s); VI. Writing Literature Review: Theoretical Framework; VII. Writing Literature Review: Related Studies; VIII. Methodological Issues in Feminist Literary Criticism; IX. Methodological Issues in Queer Literary Criticism; X. Methodological Issues in Deconstruction; XI. Methodological Issues in Postcolonial Criticism; XII. Methodological Issues in Eco Criticism; XIII. Overall Review

87. METHODS OF CULTURAL STUDIES RESEARCH (PNB301)

Prerequisite: INTRODUCTION TO THEORY OF LITERATURE (SSE309)

This course teaches students the methods of research in cultural studies. This course also introduces students to a variety of methods in analyzing occurring cultural phenomena. Students also learn to identify, utilize and evaluate a number of electronic resources, bibliographics, indices, scientific journals and other publications as references in analyzing cultural phenomena. Students will also be able to perform the skills obtained from this course on other related courses.

88. CONTEMPORARY CRITICAL AND CULTURAL STUDIES (SSE401)

Prerequisite: INTRODUCTION TO THEORY OF LITERATURE, INTRODUCTION TO FILM STUDIES, INTRODUCTION TO MEDIA STUDIES, ACADEMIC WRITING

This course outlines the contemporary cultural issues and analyzes them by adopting critical theories which cover Post-structuralism (Derrida, Foucault), Post-Colonialism (Said), Feminism, Psychoanalysis, Post-Modernism, Techno-Culture, Convergence Culture and Fandom.

89. CHILDREN'S LITERATURE (SSE304)

Prerequisite: -

1. Hidden Maturity; 2. Ideology, Politics and Children's Literature; 3. Reading *Si Doel*; 4. Moral and Instructional Stories; 5. Fairy Tales and their Tradition; 6. Reading Fairy Tales; 7. Adventures in Children's Literature; 8. Reading Adventure Genres; 9. Feminist Criticism in Children's Literature; 10. Analyzing texts in the perspective of feminists.

90. ENGLISH POETRY II (SSE305)

Prerequisite: ENGLISH POETRY I (SSE205)

This course is the continuation of English Poetry I, emphasizing more on the comprehension of values, philosophies, and genres as the background of literary work creations in the time range of Puritan Age until Romantic Period by applying relevant approaches and theories.

91. ENGLISH DRAMA II (SSE307)

Prerequisite: ENGLISH DRAMA I (SSE306)

I. Introduction, Course Contract; II. Modern drama: Expressionism and the Epic Theater; III. Convention of the Epic Theatre; IV. Dramatic Theater vs. Epic Theatre; V. Text: The Good Woman of Setzuan (Brecht), Elements of Drama; VI. Text: The Good Woman of Setzuan (Brecht), Elements of Drama; VII. Text: The Good Woman of Setzuan (Brecht), Elements of Drama; VIII. Modern Drama: Absurdism; IX. Text: The Zoo Story (Edward Albee); X. Convention of the Absurd, Text: The Zoo Story (Edward Albee); XI. Contemporary Drama, Texts; XII. Contemporary Drama, Texts: Ghost (Henrik Ibsen); XIII. How to Write about Drama.

92.1. BUDDHISM II (AGB401)

Prerequisite: BUDDHISM I (AGB001)

This course discusses the moral principles (Good Deeds), *Tiratama* (Three Jewels), *Brahma Vihara* (Brahman Ways of Living), *Devas*, *Bodhisattva*, *Pārāmitā* (Perfection of Life), *Punarbhava* (Grandeur), *Dasa*

Punna-kiriya Vatthu (Ten Meritorious Deeds), *Dasa Kusala-kammapatha* (Ten Wholesome Actions), Meditation/*Samadhi*, and *Ariya-puggala* (holy person).

92.2. CONFUCIANISM II (AGC401)

Prerequisite: CONFUCIANISM I (AGC101)

92.3. HINDUISM II (AGH401)

Prerequisite: HINDUISM I (AGH001)

This course generally provides motivation and early provision on thoughts and: Functions of Knowledge, Mind and Divine Revelation; Hindus Personality and the meaning of Excellence with Morality (Ethics, Religious Moral and Hindu Law), Science and Technology in accordance with Hindu as well as challenges faced by scientists in the development of period; Hindu Problems and their Solutions: Hindu as a holistic life order, ways of Hindu community in responding problems at present times.

92.4. ISLAM II (AGI401)

Prerequisite: ISLAM I (AGI101)

This course, in general, provides motivation and provision on physical, intellectual, emotion and spiritual intelligence regarding: Function of Knowledge, Mind, and Divine Revelation; *Akhlakul Karimah* (good behavior) and the meaning of Excellence with Morality; Science and Technology (*tsaqofah*) in accordance with Islam as well as challenges faced by scientists towards development of period; Muslim Problems and their Solutions; Islam as a holistic life order as well as Knowledge, Good Deeds and Profession.

92.5. CATHOLICISM II (AGK401)

Prerequisite: CATHOLICISM I (AGK101)

This course, in general, provides direction in implementing science in accordance with values of Christianity; a) Module 1: Principles of Inside Voices, Ethics and Morals of Catholicism, b) Module 2: Implementation of Church Social Teaching in accordance with science and profession; c) Module 3: Intellectual Spirituality in facing issues within the society; Module 4: Societal Issue and its Solution: Catholics as the answer of Universal order of life.

92.6. PROTESTANTISM II (AGP401)

Prerequisite: PROTESTANTISM I (AGP101)

The course of Protestantism II is served through lectures by using learning media, consisting of series of discussion/sharing and case studies (problem-based learning) to explore on issues related to Moral Ethics in reference to Christian faith teaching and its implementation in the life of the people of the state and nation. There are four main topics as the lecture materials: 1) Individual self-identity and integrity, 2) Leadership, 3) Social Ethics, and 4) Ethics in Science and Profession, elaborated into sub-topics or these following topics: (1) introduction to self-characteristics and others', (2) Values of Christian Life, (3) Implementation of life values in Christian faith in facing global culture, (4) Emotional, Social and Spiritual Intelligence, (5) Effective Leadership and Communication, (6) Interpersonal Relation Ethics, (7) Family Ethics, (8) Ethics of Christianity.

93. ETHICS AND AESTHETICS (ETB201)

Prerequisite: -

1. Scope of Ethics and Aesthetics (Cultural Axiology); 2. Human, Ethics and Aesthetics; 3. Freedom, Responsibility, and Aesthetic Experiences; 4. Theories in Ethics; 5. Theories in Ethics; 6. Theories of Aesthetics and Shapes; 7. Theories of Modern Aesthetics; 8. Post-modern Aesthetics (Jacobson, H. Robert Jaus, Roland Barthes, Umberto Eco, Lyotard, Michel Foucault, Derrida); 9. Aesthetics as art criticism and appreciation (literature); 10. Ethics and Aesthetics on Literary Works.

94. COMMUNITY SERVICES (KNB401)

Prerequisite: Currently taking 110 on-going credits

95. THESIS WRITING DESIGN (PNB413)

Prerequisite: METHODS OF LINGUISTIC RESEARCH/ INTRODUCTION TO THEORY OF LITERATURE

This course introduces topic selections in forms of brainstorming, areas or research fields which are possible to observe, proposal structure and documentation system, writing of background of the issue, writing references, research problem formulation, research objectives and significances, and writing method of research.

96. INTRODUCTION TO TRANSLATION STUDIES (LIE404)

Prerequisite: TRANSLATION FOR SPECIFIC PURPOSES (BAE305)

1. Introduction, - Course Contract, - Class Rule Arrangement; 2. History of Translation Studies pre cultural turn; 3. History of Translation Studies post cultural turn; 4. Translation Studies and Linguistics; 5. Translation Studies and Literature; 6. Translation Studies and Culture; 7. Presentation; 8. Theory of Correspondence in Translation Studies; 9. Theory of Correspondence in Translation Studies; 10. Functional theories in Translation Studies; Functional theories in Translation Studies; 12. Presentation; 13. Review of Lectures.

97. COMPUTER-ASSISTED LANGUAGE LEARNING (LIE402)

Prerequisite: SECOND LANGUAGE ACQUISITION (LIE407)

1. Introduction to the course (Course Contract and what is CALL?); 2. SLA, Language Teaching and Technology: An Overview; 3. Online Discussions on topic 2; 4. Web Pages for L2 Learning; 5. Online Discussion on Topic 4; 6. CALL and the Evaluation; 7. Online Discussions on Topic 6; 8. Computer-Mediated Communication; 9. Online Discussions on Topic 8; 10. Distant Learning for Languages; 11. Online Discussions on topic 10; 12. Review of all topics; 13. Project Presentations.

98. FIRST LANGUAGE ACQUISITION (LIE403)

Prerequisite: PSYCHOLINGUISTICS (LIE307)

This course focuses on: (1) Introduction to First Language Acquisition; (2) Language Input; (3) A Variety of Approaches in Language Acquisition; (4) Stages in First Language Acquisition; (5) Bilingualism; (6) First Language Acquisition on Children with Special Needs; (7) Research Methods in First Language Acquisition.

99. LEXICOLOGY-LEXICOGRAPHY (LIE406)

Prerequisite: ENGLISH MORPHOLOGY-SYNTAX (LIE202)

This course offers an explanation to students regarding the history of English vocabularies, including word formation, lexical relation and changing of meanings on English vocabularies. This course also provides an explanation on the making of dictionaries, starting from theme selection, definition writing and dictionary entry analysis which covers monolingual and bilingual dictionaries.

100. CYBER CULTURE (BUK402)

Prerequisite: -

(1) Cultural Studies in Cyberspace, (2) History of Cyber Culture, (3) Identities in Cyberspace, (4) Community and Cyberspace, (5) Bodies in Cyberspace, (6) Cyber-Subcultures, (7) Cyber-Commerce, (8) Cyber-Crime, (9) Cyber-Democracy, (10) Cyber and Gender, and (11) Cyber-Religion.

101. POSTCOLONIAL WRITINGS (SSE404)

Prerequisite: -

I. Introduction to Postcolonial Writings; II. Global Colonization; III. Post-Independence Countries; IV. Frantz Fanon and Post colonialism: Racism; V. Edward Said and Post colonialism: Orientalism; VI. Homi K. Bhabha and Post colonialism: Postcolonial Identity; VII. Postcolonial Memory; VIII. Women and Post colonialism; IX. Language in Postcolonial Literatures; X. Language in Postcolonial Literatures; XI. Postcolonial Eco Criticism; XII. Group Presentation; XIII. Group Presentation.

102. GENDER, LITERATURE AND CULTURE (SSE405)

Prerequisite: -

This course outlines a variety of issues and gender identity politics, including a construction and shifting in the concept of masculinity and femininity; politics of sexuality, covering construction and perception towards homosexuality and transgender; within literary works and media as well as the society as parts of culture and cultural products.

103. THESIS (PNB499)

Prerequisite: THESIS WRITING DESIGN*, METHODS OF LINGUISTIC RESEARCH/ METHODS OF LITERARY RESEARCH/ METHODS OF CULTURAL STUDIES RESEARCH

*Notes:

- THESIS can only be taken by students whose THESIS WRITING DESIGN score is at minimum of C.

- Topic being researched in THESIS should be the same as topic proposed in proposal examination in the course of THESIS WRITING DESIGN

- If the proposed research topic is different from the topic used in THESIS WRITING DESIGN, students are obliged to retake proposal examination of THESIS WRITING DESIGN

This course is classified into two stages: consultation and examination process. In the consultation process, students are mentored in conducting research suitable to their major and making report on the research by referring to the rules of scientific writing. The research report is a thesis script which is going to be examined if it has been approved by the Advisor to be examined. In the examination process, students present and defense the results of their research in front of board of examiners.

104. INTERPRETING (BAE401)

Prerequisite: INTRODUCTION TO TRANSLATION STUDIES (LIE404)

1. Introduction, - Course Contract, Class Rule Arrangement; 2. Definition and Brief History of Interpreting; 3. Types of Interpreting; - Simultaneous, - Consecutive, - Community, - Court; 4. Working System of Memory, - Short-Term, - Long Term; 5. Interpreters' Works; 6. Simultaneous Interpreting Process; 7. Consecutive Interpreting Process; 8. Issues and Solutions in the Practice of Interpreting; 9. Practice of Simultaneous Interpreting; 10. Practice of Simultaneous Interpreting; 11. Practice of Consecutive Interpreting; 12. Practice of Consecutive Interpreting; 13. Review of Lectures.

105. INDEPENDENT STUDIES ON LINGUISTICS (PNB407)

Prerequisite: THESIS WRITING DESIGN (PNB413)

This course focuses on the writing of thesis statement and abstract, plagiarism, structures and the writing of research articles, as well as how to perform an academic presentation. Further, in turns, students present each of their paper in front of the class based on the agreed schedule.

106. LANGUAGE AND URBAN SOCIETY (LIE405)

Prerequisite: -

This course attempts to examine language changing and dynamics occurring within urban society. As communities/groups are more varied in a multicultural society, this course attempts to observe critically the position of local and national languages to answer the question of until what point the language changing is inseparable from social changing process within the society.

107. INDEPENDENT STUDIES ON LITERATURE (PNB408)

Prerequisite: THESIS WRITING DESIGN (PNB413)

Upon the completion of the lecture, students are expected to be able to: Formulate Research Questions, Brainstorm ideas out of research questions; Create the first chapter of thesis as much as 1000 word; Prepare thesis arguments/justification; Prepare academic presentation.

108. INDEPENDENT STUDIES ON CULTURAL STUDIES (PNB414)

Prerequisite: THESIS WRITING DESIGN (PNB413)

This course assists students to perform seminar and discuss issues on literature/language/cultural studies which are explored by each student through individual presentations.

109. CELEBRITY CULTURE (BUK401)

Prerequisite: -

In this course, students will learn about celebrity culture (reality show, infotainment, etc.) and its influence in the society, transnational stardom construction in Western (Hollywood), Asian (Hallyu/K-Pop and J-Pop) and Indonesian contexts. As an inseparable part of celebrity, students will also learn fans culture, transnational fans culture and the psychology of fans.

110. COMPARATIVE LITERATURE (SSE403)

Prerequisite: -

Students are expected to achieve capabilities of: (a) comparing literary works among countries, periods and authors as well as varieties of themes (b) comparing literary works and other cultural forms appropriately.

111. SHAKESPEAREAN STUDIES (SSE407)

Prerequisite: -

This course provides an explanation on Shakespeare and his works in relation to their contexts both in the past and present times.

4.2.8 Researches




The following lists are research examples which have been conducted by lecturers in English Department:


1. National Character Building through Children's Literature (2011)
2. Story-Telling without Dictating: Language Styles in Children's Story Books as a Means of Character Building (2012)
3. Fluidity of Masculinity and Femininity: Representation of Transgender in Documentary and Fiction Movies (2012)
4. Coping with Limited Resources for English Language Teaching and Learning (2012)
5. Urban Young Masculinities: A Study on Masculinities among Youths in Surabaya (2013)
6. Cell Phones and Language Learning: A Good or Bad Idea in the Urban Life? (2013)
7. Criticism on Language Phenomenon in Laskar Pelangi Movie (2013)
8. Turning Knight Rider into Arek Suroboyo: An Analysis on Audio Visual Translation Product (2014)
9. Speech Act of Criticism in English by Javanese Speaker: A Cross-Cultural Pragmatic Study (2014)
10. Language Input and Interaction of Nuclear Family Members in Reading Storybooks to Pre-School Children (2014)



4.2.9 Community Services


1. Workshop on "Improving Media Literacy through Popular Cultural Texts" (2012)
2. Workshop on "Implementing "Whole Word" Method to Improve the Effectiveness of Teaching Reading for Children" (2012)
3. Workshop on "Research and Scientific Article Writing in the field of Education Based on Traditional Wisdom for Teachers in Senior High School, Junior High School and Elementary School" (2013)
4. Workshop on Writing Digital Scientific Articles Based on Traditional Wisdom (2014)
5. Internet Marketing Workshop on Entrepreneurship for Housewives (2014)
6. Workshop on Improving Madrassa Teacher Professionalism through Participation in Scientific Forum (2014)
7. Workshop on Media Literacy in Learning Process (2014)





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CHAPTER V FAST TRACK PROGRAMME

To increase the number of Master and Doctoral degrees, Directorate General of Higher Education (DIKTI) has proposed a fast track programme (undergraduate + postgraduate) aiming to prepare advanced and qualified human resources in a shorter period of time (5 years). This programme can also be improved to be undergraduate + postgraduate + doctoral degrees in a range of 8 years, and it is expected to expand cooperation between Universities in Indonesia and world class Universities. Moreover, this programme also aims to implement the Government Law No. 14/2015 on Teachers and Lecturers which encourages lecturers in undergraduate programme to have academic qualification at minimum of master degree, and lecturers in postgraduate programme at minimum of doctoral degree.

In accordance with the programme proposed by DIKTI, Faculty of Humanities Universitas Airlangga offers the fast track programme in reference to Rector Decree of Universitas Airlangga No. 68/UN3/2015 in January 30th 2015. This is a form of innovation proposed to strengthen the academic excellence. Furthermore, as an improvement has been well planned and managed by the improved faculty management, Faculty of Humanities has achieved international certificates from ISO, IWA2, and Malcolm Baldrige since 2009 in line with AIMS implementation (Airlangga Integrated Management System) in Universitas Airlangga.

In regular programme, the curriculum is designed for students to complete 144 credits of undergraduate programme (S1) in 8 semesters (4 years), and complete 43 credits of postgraduate programme (S2) in 4 semesters (2 years), the total credits of Undergraduate and Postgraduate programmes in a total of 6 years of study are 187 credits. In fast track programme, the programme is designed for students to be able to complete 144 credits of undergraduate programme (S1) and 43 credits of postgraduate programme in 5 years of study. The total credits of both regular and fast track programmes are the same i.e. 187 credits. Fast track programme offers an opportunity for Undergraduate students who are academically advanced (with criteria of: a GPA of 3,51 at minimum, 4 years of study at maximum, and ELPT score of 450) to take courses in Postgraduate programme (S2) as much as 12 credits during their study in 7th and 8th semesters in Undergraduate programme (S1). Once the students are graduated from Undergraduate programme (S1), they may continue on taking the remaining 31 credits in a duration of one year (including thesis).

Table 1. Mechanisms of Fast Track Programme

S1	S2	Fast Track Programme		Note
		S1	S2	
144 credits	43 credits	12 out of 43 credits in Postgraduate programme are taken in the fourth year of Undergraduate	The rest of 31 credits are taken in the 5 th year of study. Students are only registered as Postgraduate students in a year i.e. in their 5 th year.	Undergraduate students are urged to finish their study in the 4 th year (8 th semester)

		programme (7 th and 8 th semester)	The average GPA obtained out of 12 credits of courses taken in the fourth year is at minimum 3,5.	If students are unable to finish their Undergraduate programme in the 4 th year, the fast track programme is terminated. Furthermore, they are able to join regular programme.
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Table 2. Credit Matrices of Fast Track Programme

Level		SMT VII (S1)	SMT VIII (S1)	SMT III	SMT IV	TOTAL
		SMT I (S2)	SMT II (S2)	(S2)	(S2)	Credits
Undergraduate	3,5 year	>11 credits	0	X	X	144
	4 year	10 credits	6 credits	X	X	144
Postgraduate (LITERATURE MAJOR)	<i>Fast Track</i>	6	6	19-22	12-18	43-49
	Regular	15	12	10-16	6	43-49
(CULTURE MAJOR)	<i>Fast Track</i>	6	6	19-24	12-18	43-49
	Regular	15	15	10-16	6	43-49
TOTAL Credits (S1 + S2)						187-192

Table 3. Main Courses in Semester I and II of *Fast Track* Programme

Postgraduate Level	SMT VII (S1)	credit	SMT VIII (S1)	credit	Note
	SMT I (S2)		SMT II (S2)		
LITERATURE MAJOR	Theories of Classical—Modern Literature	3	Theories of Modern—Post-modern Literature	3	Students take 19-22 credits in the 3 rd

	Literature and Local Cultural Studies	3	Methods of Literary and Cultural Research	3	semester, and 12-18 credits in the 4 th semester
Total		6	Total		
MINAT BUDAYA	Theories of Classical—Modern Literature	3	Theories of Modern—Post-modern Literature	3	Students take 19-22 credits in the 3 ^d semester, and 12-18 credits in the 4 th semester
	Literature and Local Cultural Studies	3	Methods of Literary and Cultural Research	3	
Total		6	Total		

Table 4. Courses in Semester III and Semester IV of Fast Track Programme

No.	Courses in Semester III	Credit	Courses in Semester IV	Credit
1	Philosophy of Science	3	Sosiologi Sastra (Elective course for Literature Major)	3
2	Theories of Culture	3	Comparative Literature Studies (Elective course for Literature Major)	3
3	Theories of Contemporary Cultural Studies	3	Multiculturalism (Elective course for Culture Major)	3
4	Thesis Design and Thesis Proposal Seminar	4	Gender and Sexuality (Elective course for Culture Major)	3
5	Religiosity and Spirituality in Literature (Elective course for Literature Major)	3	Film Studies (Elective course for Culture Major)	3
6	Discourse Analysis (Elective course for Literature Major)	3	Thesis	6
7	Narratology (Elective course for Literature Major)	3	Main Courses	6
8	Cyber Culture Studies (Elective course for Culture Major)	3	Elective Courses (for Literature or Culture Major)	3-9

9	American Cultural and Literature Studies (Elective course for Culture Major)	3	Total (Main and Elective Courses) 12-18
10	Sub-Culture Studies (Elective course for Culture Major)	3	
	Main Courses	13	
	Elective Courses (for Literature or Culture Major)	9	
Total (Main and Elective Courses)		22	

5.1 Requirements and Terms for Admission to Fast Track Programme

In accordance with the programme proposed by DIKTI on the requirements and terms for admission to Fast Track programme, Faculty of Humanities Universitas Airlangga has established rules relating to the admission requirements and terms for candidates.

5.1.1 Requirements for Candidates of Fast Track Programme

1. The candidates have been registered as the Students of Undergraduate Programme in Indonesian Department, English Department, Japanese Department, and History Studies.
2. The candidates have completed the fifth semester with 110 credits and a GPA of $\geq 3,51$, and have participated in Community Service.
3. They have TOEFL/ELPT Score at minimum of 450.
4. Should the candidates exceed the quota (10 students), candidates are ranked and selected for acceptance according to the highest GPA and ELPT score.
5. The candidates who pass the fast track programme selection will be announced in June/July.
6. Fast track programme candidates are required to graduate from Undergraduate programme in 4 years at maximum with a GPA of not less than 3,51.
7. GPA of 12 credits in postgraduate programme taken during candidates' study in undergraduate programme (7th and 8th semester) is not less than 3,50.

5.1.2 Terms for Fast Track Programme Participants

1. Students who do not meet the requirements (3.6.1.1 number 6 and 7) will be terminated from the Fast Track programme, and allowed to continue on the regular postgraduate programme.
2. Students still use their undergraduate Student's Number until they graduate with an addition of special facility of UACC for Fast Track program, therefore, students can input postgraduate courses into the program. Upon the completion and graduation of undergraduate program, students will obtain their student's number in postgraduate programme.

3. Students are only required to fulfill Tuition payment for postgraduate programme (SOP) without the payment of Admission fee (SP3).
4. Students who already fulfilled tuition payment for postgraduate programme are exempted from paying tuition for undergraduate program.

Students who continue on the regular postgraduate programme (point 1) will be charged with the Tuition payment (SOP) and Admission fee (SP3) for postgraduate programme as it is for students of regular postgraduate programme.

CHAPTER VI FACILITIES

6.1 Academic Facilities

The Faculty of Humanities of Universitas Airlangga is equipped with a number of facilities to support the teaching and learning activities and the development of knowledge. Some of the facilities include Laboratory of Science, Language Laboratory, Computer Laboratory, Multimedia Room, Library, Journal Center, Self Access Center, Wi-Fi Zone, Language Center, Cafeteria, Student Centre (SC), and Information Service for Job Opportunity and Career Development.

6.1.1 Fields of Studies

Research activities as parts of the development of knowledge in the Faculty of Humanities cover researches in the fields of English Language and Literature, Indonesian Language and Literature, History Studies, and Japanese Studies. The Faculty of Humanities provides three laboratories to facilitate the development of knowledge i.e. English Language and Literature Laboratory, Indonesian Language and Literature Laboratory, and History Laboratory. Each laboratory organizes a variety of academic activities including seminar, lecturer research, research planning program, research data processing (both undergraduate student and lecturer researches), theoretical studies, research documentation report and research publications to support lecture materials, as well as community services.

The field of Indonesian language and literature covers researches on contemporary and modern Indonesian literary works, foreign literary works which have been translated to Indonesian, children and adolescent's literary works, and comics observed from the perspectives of sociological, semiotics, reception, deconstruction theories which are relevant with the present conditions. Researches on Indonesian language cover issues in language fields such as sociolinguistics, ethno linguistics, psycholinguistics, applied linguistics, dialectology, morphology, syntax, and discourse. Philology field of study is also conducted in relation to the numbers of ancient scripts which have not been examined.

The field of English language and literature covers researches on English literary works and language phenomena on English as the medium of instruction. Researches in the field of English literature are conducted through a variety of approaches and theoretical perspectives including structuralism, semiotics, intertextuality, psychology, deconstruction, reception, and feminism. Language field of study covers aspects of phonology, morphology, syntax, semantics, sociolinguistics, ethno linguistics, psycholinguistics, applied linguistics, dialectology, lexicography, and discourse. Further, the development of Teaching English as Second language (foreign language) is also highlighted.

The field of History studies covers researches on historical events in Indonesia and in the world, as well as studies on historical artefacts including histories of city development, revolutionary, maritime, economics, Indonesian culture, social and agrarian histories, archives, museum, etc.

The field of Japanese studies covers not only researches on the scope of Japanese language and literature, but also overall aspects of studies focusing on Japan, including Japanese philosophy, politics, sociology, history and culture. In implementing the research activities, inter-department cooperation in the area of Faculty of Humanities, as well as cooperation with other institutes outside Universitas Airlangga are also performed.

6.1.2 Language Laboratory

To facilitate the teaching and learning facility, the Faculty of Humanities has five language laboratories (1st floor: 2 laboratories, 2nd floor: 2 laboratories, and 3rd floor: 1 laboratory). These laboratories have 110 booths and are provided for all of the study programmes in the Faculty of Humanities.

6.1.3 Philology Laboratory

The philology Laboratory aims to provide theoretical knowledge and practical skill in utilizing Archipelagic scripts, particularly on East Javanese scripts, both in forms of physical and digitalized scripts. The laboratory is expected to become the centre of East Javanese script studies.

6.1.4 Computer Laboratory

The computer laboratory aims to provide knowledge and practical skill in utilizing a computer on a variety of programs such as Microsoft Office, Windows, and Internet for students. To facilitate a number of programs and coaching activities, Computer Laboratory is equipped with various supporting facilities including air-conditioned room, books about computers, instructors, internet connection, and a number of computer hardware and software.

6.1.5 Multimedia Room

Multimedia room is provided to facilitate the teaching and learning activities in two-ways. Besides providing a facility to play the audio and audio-visual materials such as movies, animation, and music, this laboratory can also be utilized to present students' works and creations.

6.1.6 Library

The library of the Faculty of Humanities is functioned to support the teaching and learning activities for students and lecturers. The collection in the library cover the handbooks, reference books, scientific journal articles, theses, final report, lecturer and students' research results, magazines, newspapers, cassettes, CD-ROM, and others.

6.1.7 Journal Center

The Faculty of Humanities publishes a scientific journal of *Mozaik: Journal of Humanities*. The journal is published twice a year (April and October). The journal has its main objective as a platform to socialize the results of researches conducted by lecturers in the Faculty of Humanities, theoretical studies, academic articles and translations of important writings and documents.

6.1.8 Self-Access Center

Self-Access Center of Faculty of Humanities provides a service and facility in the forms of:

- a. A variety of book collections, VCD and cassettes as foreign language learning and teaching materials;
- b. Information and References on foreign language education, language, and culture;
- c. Magazines and Journals in English;
- d. Routine Programmes of movie screening, foreign language tutorial, and art performance;
- e. Foreign Television channels;

- f. CD-ROM and computer programme to learn English; and
- g. Relaxed and friendly environment to independently practice to use a foreign language.

6.1.9 Wi-Fi Zone

Wi-Fi zone is provided by the Faculty of Humanities to facilitate students in finding various materials or information from the internet, primarily in relation to the lecture activities.

6.1.10 Language Center

Language Center is an information and service center for foreign languages. Language center provides course services in English, Arabic, Japanese, Chinese, Dutch, German and French for Universitas Airlangga academicians and public. Besides, Language Center also provides other services, including In-house Training, Language Proficiency Tests (ELPT, ITP, IBT and TOEIC), and translation and editing service for Indonesian-English or English-Indonesian texts.

6.1.11 Scholarship

The Faculty of Humanities provides a service for students to obtain scholarships. For students with achievements, they are able to propose *PPA* scholarship, while for students with achievements and are less fortunate, there are some other scholarships i.e. *BBM*, *Supersemar*, *Indonesian Bank*, *Sun Life Financial*, *Mayapada Bank*, *Pertamina YKPP*, *BCA Finance*, *Pertamina*, *Sumitomo*, and etc.

6.1.12 Student exchange

Students who have passed the first year of study in the Faculty of Humanities are granted a right to apply for one-semester studying overseas. To achieve a partial scholarship from Faculty of Humanities to enroll a student exchange programme, covering accommodation costs and plane tickets, students are able to register to partner universities of Faculty of Humanities. Universities which become the partners of Faculty of Humanities for this programme are University of Malaya (Malaysia), Universiti Brunei Darussalam, and Shizuoka University (Japan). Should students be interested in enrolling a similar programme in other overseas universities, students are encouraged to access the website of related university. The enrolment application is opened on every May and the result can be accessed in the Faculty of Humanities' website.

6.1.13 Information on Job Opportunity and Career Development

Information on job opportunities for alumni of the Faculty of Humanities can be found at the Student Affair Department integrated with Career Development and Entrepreneurship Center (PPKK) of Universitas Airlangga.

6.2 Other Facilities

The Faculty of Humanities of Universitas Airlangga is also equipped with a number of facilities to support the soft skill development activities. The facilities include theater room, music studio, gamelan and kulintang, auditorium, Visual Language Product (VLP) room, Journal Center, Self-Access Center, Wi-Fi Zone, Language Center, Cafeteria, Student Centre (SC), and Information Service for Job Opportunity and Career Development.

6.2.1 Theater Room

Theater room aims to provide a platform to develop theatrical skill for academicians in the Faculty of Humanities at Universitas Airlangga. The utilization of theatrical room to conduct a rehearsal and *Joglo* stage (located at the backyard of the Faculty of Humanities at Universitas Airlangga) can be performed by arranging the schedule.

6.2.2 Music Studio

The Faculty of Humanities of Universitas Airlangga has sets of modern musical instruments which are placed in the studio room. The utilization of the room and instruments is matched with the schedule of lecture activities in order to not interfere the lecture activities.

6.2.3 Gamelan and Kulintang

The Faculty of Humanities provides sets of traditional musical instruments including sets of *gamelan* and *kulintang*. This facility can be utilized by Faculty of Humanities academicians. The utilization of the room and instruments is matched with the schedule of lecture activities in order to not interfere the lecture activities.

6.2.4 Auditorium

The Faculty of Humanities has an auditorium which is named as *Siti Parwati* Room with a capacity of 500 chairs. This room is utilized for academic activities including seminar, workshop, arts activity, or as an exhibition room.

6.2.5 Visual Language Product (VLP) Laboratory

The Faculty of Humanities has a room named as VLP Laboratory. This room is utilized to process audio-visual materials including songs and movies.

6.2.6 Praying Room

The Faculty of Humanities provides a facility intended to accomodate religious activities for Muslims. This facility is located in the building area of Faculty of Humanities at Universitas Airlangga near the motorcycle parking area.

6.2.7 Student Centre (SC)

The Faculty of Humanities provides an activity space for students i.e. Student Centre which can be utilized for secretariats of Students' Executive Board, Students' Legislative Board, Students' Association, Muslim Students' Association and others, which are centered in Student Centre located at the back of building area of the Faculty of Humanities at Universitas Airlangga.

6.2.8 Cafeteria

The Faculty of Humanities also provides a cafeteria facility which is located at the back of building area of the Faculty of Humanities at Universitas Airlangga. Besides, there is an Entrepreneur Cafeteria managed by students joining in *Kopmib* (Entrepreneur Community of Faculty of Humanities) which is located at the west side of the Faculty of Humanities building area.

6.2.9 Seminar Room

There are two Seminar Rooms at the Faculty of Humanities i.e. Shakespeare Room on the first floor and Chairil Anwar Room on the second floor. The Seminar Room on the first floor has a capacity of 25 people and is utilized to hold a meeting or a committee of academic activities, and the Seminar Room on the second floor has a capacity of 100 people and is utilized for a meeting, workshop, and other activities.

6.2.10 Parking Area

The parking area in the Faculty of Humanities is provided for students, lecturers and academic staffs. The parking area is currently incapable in accommodating all students' motorcycles because of their abundant numbers. Therefore, the faculty expands the parking area to postgraduate's unused lot which is then utilized to become a parking area with a bridge as an access to that area, and eventually, the lot supports an accommodation for motorcycles of students of the Faculty of Humanities.

6.2.11 East Javanese Cultural Studies Unit (UK2JT)

East Javanese Cultural Studies Unit (UK2JT) is provided for lecturers and students who have an interest in conducting researches on culture in East Java. Further, this unit is also served for the third party who wants to cooperate in the field of Research and Community Service in relation to East Javanese culture. The East Javanese Cultural Studies Unit (UK2JT) has established a cooperation with Provincial government, and City and Regency governments, as well as other related institutions at East Java in the fields of East Javanese Cultural Research and Mapping of Arts.

6.2.12 Joint Secretariat Office

Joint Secretariat Office is functioned to provide a space for committee activities in academics for all of the lecturers and students, if there are academic activities which require the room for committee. The joint secretary office consists of few units which include:

1. Faculty Advisory Board (BPF) has a role as Faculty Advisory Board in establishing policies within academic activities, for instance, in determining lecturers' credit values as a requirement to be promoted. In this case, BPF is responsible to discuss whether the credit values have met the requirement to be proposed to the Rectorate.
2. Research Publication and Documentation Unit (UP2D) facilitates lecturer research (with a Team of Students) at the Faculty of Humanities in a form of research competition grants with funding from *POPA* of Faculty of Humanities or from other Supporting Units. Besides, UP2D facilitates lecturers in publishing scientific journals and research results.
3. Mozaik Journal is served as a publication of scientific articles which meet the requirements to be published in the Mozaik Journal.
4. Student Assistance Team (TPK) holds a role as a student assistance in conducting activities outside lectures or extra activities.

6.2.13 Student Administration Offices

Academic and Student Affair Department are headed by Head of Academic and Student Affair (Mochtar Lutfi, S.S., M.Hum.) assisted by two persons, i.e. Section Head of Academic Affair (Rachmad Setiawan, S.Kom.) and Section Head of Student Affair (Drs. R. Endang Pranadjaja, S.H., M.H.). Meanwhile, the Human Resource Department is headed by Head of Human Resource Department (Drs. H. Harijanto,

S.H.) assisted by two persons, i.e. Section Head of Finance and Staff Department (Sri Suwandayani, S.E., M.M.) and Section Head of Facilities (Erwin Saktiyono, S.Sos.).







1. Academic and Student Affair Offices






- a. Section of Academic Affair is functioned for students to process academic necessities which cover: study plan (KRS), result of study (KHS), Certificate of Graduation, score transcript, and other matters which will be served by operational staffs in academic affair office in accordance with the job description (Academic Affair Office 108).
- b. For students who want to process their student affair necessities which cover: Scholarship application, proof of enrolment letter, permission letter for activities, and other matters, they will be served by operational staffs in the section of Student Affairs (Student Affair Office 106).


2. Finance Department, Human Resources and Facilities Offices

- a. For students who want to process their necessity to utilize rooms or facilities which cover: permissions to use a room for activities, to borrow equipment and to use an official car, they will be served by operational staffs at the facilities office (Utility Room 102).
- b. For students who want to process their financial requirements which cover financial aid for research and other matters, they will be served by operational staffs at the finance department (Finance Office 113).

FACULTY MEMBERS
FACULTY OF HUMANITIES
UNIVERSITAS AIRLANGGA

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