



# ILCIC STUDENT HANDBOOK

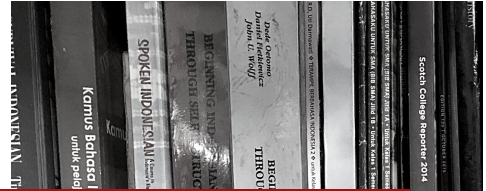


## INDONESIAN LANGUAGE AND CULTURE INTENSIVE COURSE

### Lembaga Bahasa Universitas Sanata Dharma

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# Indonesian Language and Culture Intensive Course (ILCIC)



ILCIC is an intensive Indonesian language program, designed for non-native speakers of varying proficiency levels, who wish to improve both the Indonesian language and study skills as well as the cultural knowledge and awareness needed to help their transition from life in their home countries to life in Indonesia. Its learner-centered activities provide opportunities for meaningful interaction and the development of cross-cultural skills. ILCIC students are able to choose between general course or tailored course as requested. ILCIC also accommodates **ONLINE** learning or distance learning for those who wish to improve their proficiency level in Bahasa Indonesia without being able to travel to Yogyakarta.



ILCIC academic program consists of three (3) basic course package based on the hours of instructions: 6 study hours, 12 study hours, and 24 hours per week/month. The classes are offered from Monday to Friday, for the option of a 1-hour session, 1.5-hour session, and 2-hour session. Students might opt for the course package that best suits their needs and their timetable and might take multiple packages or sessions to their preference. The class schedule will be arranged individually accordingly.



## Regular Course

Each student is placed into one of six (6) levels based on the results of a placement test that examines students' Indonesian language proficiency skills. Initial placement will be in one of the following skill levels:

Level		Goals
A1	Pemula 1	The students are able to understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type; introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has, and interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
A2	Pemula 2	The students are able to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment); communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters, and describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B1	Madya 1	The students are able to understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.; deal with most situations likely to arise whilst travelling in an area where the language is spoken; produce simple connected text on topics, which are familiar, or of personal interest; and describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
B2	Madya 2	The students are able to understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization; interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party; and produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C1	Lanjut 1	The students are able to understand a wide range of demanding, longer texts, and recognize implicit meaning; express him/herself fluently and spontaneously without much obvious searching for expressions; use language flexibly and effectively for social, academic and professional purposes, and produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
C2	Lanjut 2	The students are able to understand with ease virtually everything heard or read; summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation, and express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

## ISP Course

Students who intend to learn Indonesian for particular fields or disciplines might pursue further study by taking Indonesian for Specific Purposes (ISP). At this program, students will deal with a lot of activities and learning materials on specific topics of interests.

**“Learning another language is not only learning different words for the same things, but learning another way to think about things.”**

Flora Lewis

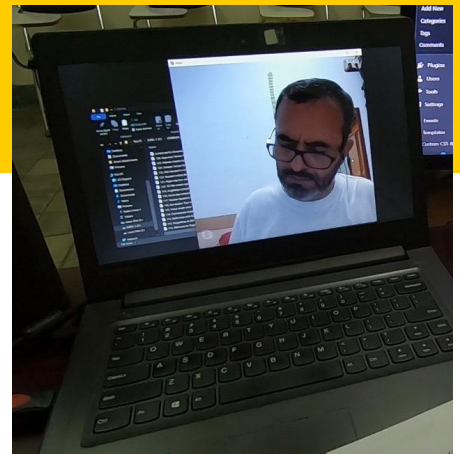
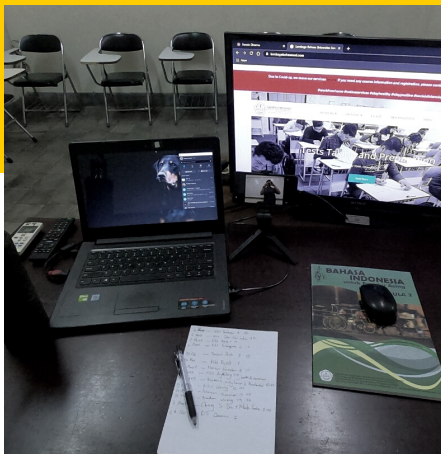


## **THEMATIC COURSE**

In addition to Indonesian language classes, students might also opt for Thematic Course which are taught by experts and professionals to cover specific issues such as Indonesian Economics, Politics, Culture, History, Law, Art, as requested. These classes will be arranged per request, subject to availability. They are offered in English, but might also be offered in Indonesian, should the students request it.

## **ONLINE COURSE**

Online classes (for regular, ISP, and thematic courses) are offered for students who wish to learn or improve their proficiency levels in Bahasa Indonesia without having to attend the physically. The materials, synchronous tutorials, interactive tasks/activities, and learning assessments are fully delivered online and compatible with most computers and mobile devices. We offer various learning media for different learning tasks, including: Google Apps for Education, Edmodo, Moodle, Zoom, Skype, Kahoot, Quizizz, Quizlet, Padlet, and other interactive digital media. Students might opt for media that are compatible with their learning devices.





- New students must be registered for classes and pay for registration fee and tuition before they attend class. Payment can be made through bank transfer or directly at the secretariat of Lembaga Bahasa Universitas Sanata Dharma. The **US\$20** registration fee for regular and online courses is **non-refundable** and **non-transferable**.
- Tuition must be paid or guaranteed by the beginning of each session. Failure to do so will result in a 10% late fee. It is important that you communicate with the office staff with any tuition concerns. We will do our best to accommodate any of your specific needs.
- Upon registration, students will undergo a placement test to determine their level, and then will meet or contact the academic coordinator to consult and choose their desirable course packages as well as the complementary courses. ILCIC coordinator will arrange the program/class schedule accordingly.

#### **FOR REGULAR COURSES:**

- Should you need to make a travel to Indonesia for the language class, please prepare the travel documents ahead.
- Students must be registered for the required amount of learning hours per visa requirements. To be sponsored by Universitas Sanata Dharma, students must be registered for minimum six (6) learning hours per week.
- Closing ceremony (for group only) is optional. Should the students opt to have closing ceremony with traditional costumes, they need to contact non-academic coordinator.

#### **FOR ONLINE COURSES:**

- Students need to contact the coordinator to apply for the online course at [mail.ilcicusd@gmail.com](mailto:mail.ilcicusd@gmail.com)
- Students are required to fill out the application and need analysis form informing their study objectives.
- The registrations and the payment of tuition fee should be processed online after receiving the invoice.

# Regular Class

## Preparing to come to university

- Prepare the documents, such as: a valid passport, an invitation letter, letter of acceptance, a valid VISA (Visa on Arrival, Social Cultural Visa, Student Visa or other visas that is valid for studying, medical record, health insurance, flight ticket to Indonesia, and other supporting documents.
- Apply for housing accommodation
- Contact the coordinator to help you prepare the needed documents prior arrival

## Arriving in Jogja

- Report to the International Office for visa matters
- Buy currency
- Obtain the local phone number
- Register with the university for academic matters
- Arrange payment of tuition and accommodation fees
- Attend the program orientation

# Online Class

## Applying for the course

- Contact program coordinator at [mail.ilcicusd@gmail.com](mailto:mail.ilcicusd@gmail.com)
- Fill out the application and need analysis form at <https://bit.ly/ILCICUSDForm>
- Inform the coordinator your learning needs and learning media preference
- Check the program schedule, cost, and invoice
- Make payment for the program
- Take the placement test

## Preparing and Starting for the course

- Receive the schedule for classes
- Log into ILCIC Learning Management System
- Set up the learning media compatible with your devices

# CULTURE CLASS



ILCIC offers some complementary courses which will enable students to obtain cultural insights and to experience Indonesian cultures, such as cooking Indonesian food, playing traditional music instruments, dancing traditional dance, wearing Javanese traditional make up and clothing, making Javanese shadow puppet, making batik, making silver jewelry, practicing martial arts and many more. Some of these cultural classes can also be offered virtually.



# FIELD TRIPS AND TOURS



- Field trips : Trying Local Public Transportation, Shopping at Traditional Market, Visiting Printed Media Business, Visiting Local Radio/TV Station, Visiting Local School, Visiting NGO, Visiting Orphanage, Visiting Local Busines, and many more.
- Tours: City Tour (Kraton/Sultan Palace and Taman Sari/Water Castle), Borobudur Temple, Prambanan Temple, Boko Temple, Ramayana Ballet, Merapi Lava Tour, Studio Alam Gamplong, Local Museums, Local Zoo, Beaches, Ketep Pass, Solo Trip (Kampung Batik Laweyan, Pasar Gedhe, Kraton Solo), and many more.

Some field trips and tours are available upon requests. Virtual tour is also available upon request.

# ILCIC TEACHERS



ILCIC teachers have extensive experiences and knowledge in teaching Bahasa Indonesia to non-native speakers both in Indonesia or in other countries such as United States, Thailand, Vietnam, Timor Leste, or Cambodia. These experiences allow ILCIC teachers to acquire excellent skills and approaches in language teaching. Besides that, most of the teachers got their Master's Degree in Education, Language Teaching, Linguistics, and other relevant disciplines from various reputable universities. Most teachers are also certified in BIPA teaching. Dealing with various students, ILCIC teachers will help them not only to learn the language but also to use the language.

# ONLINE CLASS FEE\*

(regular Indonesian class)

Package	Rate per person (per hour)			
	1 person (US \$13)	2 persons/group (US \$10)	3-4 persons/group (US \$ 8)	≥ 5 persons/group (US \$6)
6 hours	\$78	\$60	\$48	\$36
12 hours	\$156	\$120	\$96	\$72
24 hours	\$312	\$240	\$192	\$154

\*The course fee can be subject to change depending on the requested time schedule, supporting facilities, learning materials, and the number of participants. For further details, please contact our coordinator at [mail.ilcicusd@gmail.com](mailto:mail.ilcicusd@gmail.com).

## PAYMENT

- The registration fee and tuition fee must be paid in full on or before the first day of classes, via bank transfer or at the secretariat.
- Payments are accepted either in cash, debit card, or bank transfer. Registration is not complete until all fees are paid in full. Students who choose to pay by bank transfer are required to submit proof of transfer for registration.
- Late payment will be subject to 10% late fee of the total tuition fee.
- Failure to pay by the established deadline will result in cancellation of all courses as well as cancellation of the visa sponsorship (for those who are sponsored by Universitas Sanata Dharma).

## EARLY WITHDRAWAL

- Should students need to withdraw from the language program, they need to contact the office staff before withdrawing.
- Students may request a partial refund of tuition only before the first day of classes for that session. Registration fee is non-refundable. There are no refunds after the session begins.

# OUR PARTNERS



**DARMASISWA**  
INDONESIAN SCHOLARSHIP



**SOGANG UNIVERSITY**



**APPBIPA**

Afiliasi Pengajar dan Pegiat Bahasa Indonesia bagi Penutur Asing  
*Association for the Teaching and Promotion of Indonesian as a Foreign Language*



FORUM INSTITUSI LAYANAN BAHASA  
**(FILBA)**



# TERMS AND CONDITIONS

## 1. Placement Test

New students take a placement test before the program begins. Instructors sometimes recommend a level change during the first week of classes.

## 2. Course Sessions

Students choose one of the three (3) basic course packages based on the hours of instructions: 6 study hours, 12 study hours, and 24 study hours within a month, or a combination between several basic packages to their needs and preferences. The class schedule will be arranged individually accordingly, with a minimum 6 study hours per week. Students might also choose culture class, field trips or tours as their complementary courses, which will be arranged by the coordinators. ILCIC also offers partnership and special programs tailored to students needs.

## 3. Materials

ILCIC will provide the hardcopy of teaching materials for the course in Yogyakarta. The materials will be suitable for students with differing levels of Indonesian language competence. We warrant that any teaching materials it supplies may be used by students without breaching any Intellectual Property Rights.

## 4. Student Attendance

Student must attend classes as scheduled. If students attend less than 75% of all classes, they risk failing and violating of their Indonesian visa. Those who are sponsored by Universitas Sanata Dharma must fulfil minimum requirement for weekly attendance as required by visa sponsorship regulation in the university.

## 5. Payment

Tuition for classes and other fees are due on or before the first day of each course. Payment can be made by cash or bank transfer. Students are responsible for the bank charge or transfer fee. Students will be charged 10% of the total fee for late payment.

# TERMS AND CONDITIONS

## 6. Cancellation and Refund

"Cancellation" means a current student registers and prepays for a session but later decides not to attend. To cancel, students need to contact the office staff before the course begins. Refunds are given for cancellations before the start of a course ( at least one day before the course begins). Refunds can be applied to future tuition and fees. No refunds are given after the session has started.

Cancellation and rescheduling of a class is allowed at the latest **one day** before the class. No refunds and rescheduling are given for cancellation on the day of the class. Emergency reason will be considered on an individual basis.

For a specifically designed program, students will be charged 25% of the total program fee for cancellation before the start of the program. No refunds are given after the program has started.

## 7. Withdrawal from the Course

"Withdrawal" means to stop attending classes after the session begins. No refunds are given for withdrawal after the first day of the session. Refer to #6 for refund policy, Special consideration will be given for students who have family emergency and must return home on short notice.

## 8. Medical

It is strongly advisable that students purchase international health insurance before leaving their home country. The students are responsible for their medical expense during their study in Indonesia.

## 9. Non-discrimination

It is the policy of Lembaga Bahasa Universitas Sanata Dharma not to discriminate anyone on the basis of race, sex, religion, color, national origin, sexual orientation, gender identity, or discriminate against people with disability in the admission or treatment of students.

# TERMS AND CONDITIONS

## 11. Behavioral Expectations

Students must follow all the rules stated by both Lembaga Bahasa and Universitas Sanata Dharma. Violation of the policy will result in disciplinary actions including suspension or dismissal and termination of the program.

## 12. Dress Regulations

Students must follow the basic dress standard of the university. For online class, students must wear an appropriate clothing.

## 13. Immigration Matters

Students must follow all the regulations and procedures stated by the Immigration Office. Students must report upon their arrival and their departure to the International Office of Universitas Sanata Dharma for visa administration record. Each student is responsible for their own visa process and expenses. However, they might seek assistance from the International Office upon request. Violation of the immigration policy will result in disciplinary actions including penalty or deportation from Indonesia.

## 14. Complaint Procedures

If a student has a complaint with classes or fees, the student should speak to the coordinator of the program. If the problem continues, the student can speak to the Head of Asian Language Center. If the problem is still not resolved, the student may begin formal written complaint to the Chief Director of Lembaga Bahasa Universitas Sanata Dharma.

## 15. Certificate and Grades

Students receive a Certificate of Attendance and an Academic Transcript upon completion. The certificate and the transcript is released only once. If the students lose their original certificate and transcript, the legalised copy is available upon request.



Indonesian Language and Culture Intensive Course  
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