



***STUDENT HANDBOOK
INDONESIAN LANGUAGE AND
LITERATURE EDUCATION
STUDY PROGRAM***

**FACULTY OF LANGUAGES AND ARTS
YOGYAKARTA STATE UNIVERSITY 2018/2019**

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FOREWORD

Assalamu'alaikum wr. Wb

Our gratitude goes to God Almighty for the publication of the 2019 Student Handbook of the Faculty of Languages and Arts Yogyakarta State University.

The vision of the faculty in 2019 is to be a prominent faculty in the field of science and education of language, literature, and arts in Southeast Asia with academic, humanist, and professional manners and foundation of piety. The efforts done to obtain the vision take form in the following missions: 1) To implement research-based education in the field of science and education of language, literature, and arts to prepare high quality graduates in the scope of Southeast Asia who are academic, humanist, professional with the foundation of piety; 2) To conduct research to discover, develop, and disseminate science and knowledge in the field of education and non-education of language, literature, and arts with a good quality and high relevance with the needs of the society; 3) To conduct research-based community service in the field of science and education of language, literature, and arts to improve the development of potential of humans, community, and nature to realize community welfare; 4) To implement faculty management that is accountable, transparent, fair, innovative, and synergetic to support the success of the Tri Dharma of Higher Education and organizational work performance based on information and communication technology; 5) To conduct both national and international collaboration in the field of science and education of language, literature, and arts to improve the quality of the Tri Dharma of Higher Education; 6) To conduct quality improvement program on human resources for the development of the field of science and education of language, literature, and arts to contribute to the advancement of science and technology; 7) To conduct the Tri Dharma of Higher Education based on innovative and excellent infrastructure and facilities for the *civitas academica* and education personnel, as well as income generating.

The Student Handbook is developed as a part of the efforts in supporting the attainment of the vision and missions. The book contains information in relation to the organizational structure, academic and student service, faculty facilities, map, and safety and security in the faculty. It is hoped that in the coming terms, the Student Handbook will also contain a space for alumni and the latest information on current development.

Finally, we express our gratitude to all parties supporting the publication of this book.

Wassalamu'alaikum wr. wb

Yogyakarta, March 6, 2019

Vice Dean I,



Dr. Maman Suryaman, M.Pd

EID 19670204 199203 1 002

VISION AND MISSIONS

A. Vision and Missions of the Faculty of Languages and Arts

1. Vision

By 2019 to become a faculty leading in linguistics and arts with educational identity and to generate professional academic human resources who are religious, autonomous, and intelligent.

2. Missions

- a. To implement research-based education in the field of science and education of language, literature, and arts to prepare high quality graduates in the scope of Southeast Asia who are academic, humanist, professional with the foundation of piety
- b. To conduct research to discover, develop, and disseminate science and knowledge in the field of education and noneducation of language, literature, and arts with a good quality and high relevance with people's needs
- c. To conduct research-based community service in the field of science and education of language, literature, and arts to improve the development of potential of humans, community, and nature to realize community welfare
- d. To implement faculty management that is accountable, transparent, fair, innovative, and synergetic to support the success of Higher Education Tri Dharma and organizational work performance based on information and communication technology
- e. To conduct both national and international collaboration in the field of science and education of language, literature, and arts to improve the quality of Higher Education Tri Dharma.

B. Vision and Missions of Indonesian Language and Literature Education Study Program

1. Vision

By 2025 to become educational study program in the ASEAN level in the field of Indonesian Language and Literature Education

2. Missions

- a. To develop and strengthen graduates who can compete in the international level
- b. To develop and systemically and synergetically strengthen the organizational capabilities of the study program in effective and efficient manners as study program with an educational identity
- c. To implement education and teaching that are in synergy with research and community service programs in the field of Indonesian Language and Literature Education
- d. To conduct research that is in synergy with education and community service programs in the field of Indonesian Language and Literature Education
- e. To develop community service programs to empower the community in the field of Indonesian Language and Literature Education
- f. To build partnership with various national and international organizations to implement the Tri Dharma of Higher Education

PREFACE

The Student Handbook provides students with information on various aspects of campus life such as policies and procedures as well as human resources and management of faculty/study programs, organizations, and campus services. This book is intended for students of the Faculty of Languages and Arts, Yogyakarta State University.

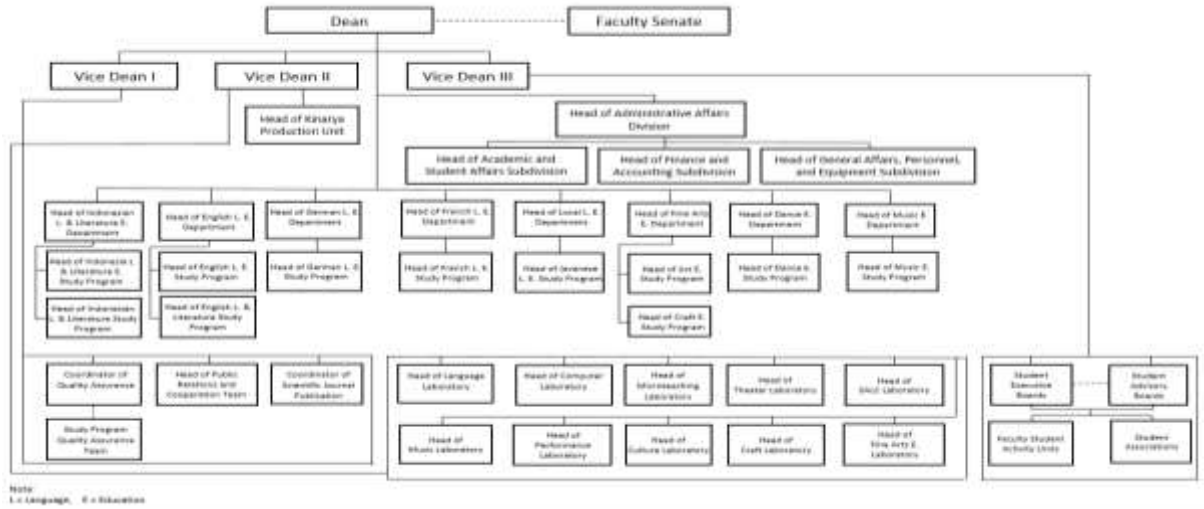
In 2019, the Faculty of Languages and Arts develops the Student Handbook for the first time based on the latest information and references. The most relevant policies for students are provided in a concise format equipped with links or website addresses that can be accessed.

This Student Handbook is the first source of information. Therefore, students are expected to read the suggested links or websites and they are encouraged to seek and ask for more information at the appropriate offices.

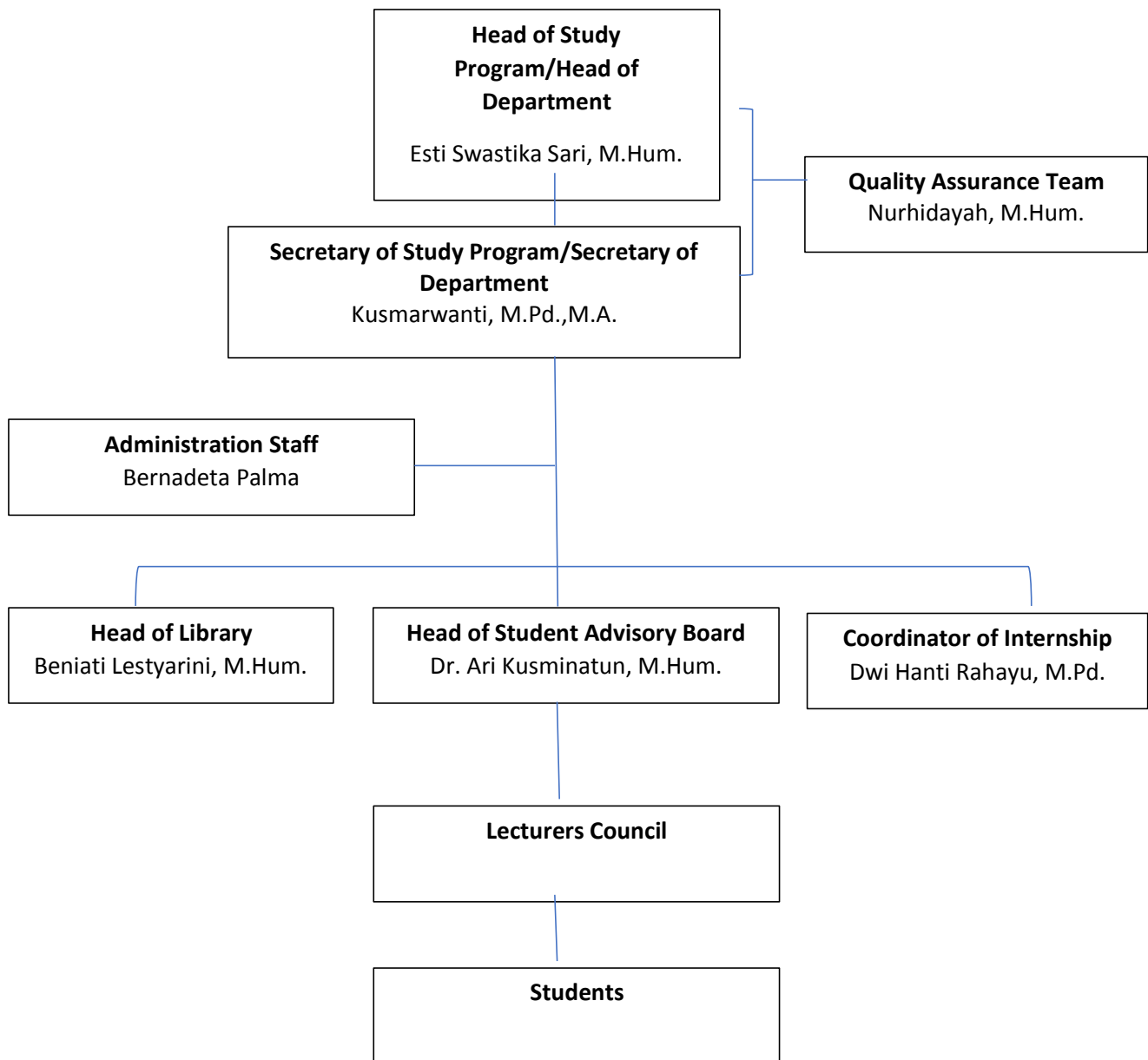
The information in the Student Handbook, if carefully read and appropriately used, will improve the understanding and experiences of the students of the Faculty of Languages and Arts, Yogyakarta State University.

ORGANIZATIONAL STRUCTURE

A. Organizational Structure of the Faculty of Languages and Arts



B. Organizational Structure of Indonesian Language and Literature Education Study Program



SERVICES FOR STUDENTS

A. Academic Services

1. Office of Academic Services in the Faculty

The Office of Academic Services at the Faculty of Languages and Arts, Yogyakarta State University is located in the 1st floor of the Academic Service Center (PLA). The Office of Academic Services is in charge of administration of education, research, community services, and cooperation.

The implementation of duties and functions of the Academic Services are as follows:

- a. Administration of education, research, and community services;
- b. Registration and statistics;
- c. Management of academic facilities; and
- d. Administration of cooperation

The Academic Division consists of:

- a. Academic Subdivision;
- b. Registration and Statistics Subdivision; and
- c. Academic Facility Subdivision.

The Duties of the Academic Services are as follows:

- a. The Academic Subdivision is in charge of the administration of education, research, and community services as well as collaborative activities within the UNY.
- b. The Registration and Statistics Subdivision is in charge of registration and statistics.
- c. The Academic Facilities Subdivision is in charge of managing academic facilities.

2. Standard Operating Procedures (SOP)

- a. SOP for Online Registration/Student Academic Services (SAS)
<http://siakad2013.uny.ac.id>)
- b. SOP for Online Research Permit Service (<http://eservice.uny.ac.id>)
- c. SOP for Online Observation/Survey/Instrument Testing Services
(<http://eservice.uny.ac.id>)
- d. SOP for Online Fieldwork/Internship/Industrial Practices
- e. SOP for Final Examination Services
- f. SOP for Issuing Academic Load Confirmation for Tuition Fee Reduction or Avoidance
- g. SOP for Final Examination Schedule Services (<http://bimbingan.uny.ac.id>)
- h. SOP for Issuing Dispensation for Non-Attendance
- i. SOP for Final Project Examination Services
- j. SOP for Online Final Project Examination Services
- k. SOP for Online Judicium Services
- l. SOP for Study Program Accreditation Certificate Legalization Services
- m. SOP for Semester Learning Plan

- n. SOP for Faculty Incoming Letter Services
- o. SOP for Faculty Outgoing Letter Services
- p. SOP for Facility Maintenance
- q. SOP for Inventory Turnover
- r. SOP for Application for Student Activity Funds Services
- s. SOP for Activity Fund Disbursement Services
- t. SOP for Legalization Services
- u. SOP for Issuing Letter of Enrollment
- v. SOP for Diploma Supplement Application Services
- w. SOP for Student's Assistance for Presentations of Scientific Work
- x. SOP for Academic Achievement Improvement Scholarship (PPA) Application Services

3. List of Lecturers and Administrative Staff in Indonesian Language and Literature Education Study Program

No.	Name	Field of Expertise	
1.	Burhan Nurgiyantoro	Undergraduate	Indonesian Language and Literature Education
		Graduate	Indonesian Language Education
		Post-Graduate	Indonesian Language Education
2.	Kastam Syamsi	Undergraduate	Indonesian Language and Literature Education
		Graduate	Language Arts Ed.
		Post-Graduate	Indonesian Language Education
3.	Suroso	Undergraduate	Indonesian language and literature education
		Graduate	Language Education
		Post-Graduate	Language Education
4.	Anwar Efendi	Undergraduate	Indonesian Language and Literature Education
		Graduate	Communication
		Post-Graduate	Indonesian Language
5.	Prihadi	Undergraduate	Indonesian Language and Literature Education
		Graduate	Linguistics
		Post-Graduate	Linguistics
6.	Teguh Setiawan	Undergraduate	Indonesian Language and Literature Education
		Graduate	Linguistics
		Post-Graduate	Indonesian Language Education
7.	Hartono	Undergraduate	Indonesian Language and Literature Education
		Graduate	Literature Studies
		Post-Graduate	Literature Studies
8.	St. Nurbaya	Undergraduate	Indonesian Language and Literature Education
		Graduate	National Defense
		Graduate	Applied Linguistics

9.	Sudiati	Undergraduate	Indonesian Language and Literature Education
		Graduate	Indonesian Literature
		Post-Graduate	-
10.	Maman Suryaman	Undergraduate	Indonesian Language and Literature Education
		Graduate	Indonesian Language Education
		Post-Graduate	Indonesian Language Education
11.	Esti Swatikasari	Undergraduate	Indonesian Language and Literature Education
		Graduate	Indonesian Literature
		Post-Graduate	-
12.	Ari Kusmiatun	Undergraduate	Indonesian Language and Literature Education
		Graduate	Applied Linguistics
		Post-Graduate	-
13.	Dwi Hanti Rahayu	Undergraduate	Indonesian Language and Literature Education
		Graduate	Applied Linguistics
		Post-Graduate	-
14.	Kusmarwanti	Undergraduate	Indonesian Literature
		Graduate	Education Management
		Post-Graduate	Indonesian Literature
15.	Setyawan Pujiono	Undergraduate	Indonesian Language and Literature Education
		Graduate	Indonesian Language Education
		Post-Graduate	-
16.	Nurhidayah	Undergraduate	Indonesian Language and Literature Education
		Graduate	Applied Linguistics
		Post-Graduate	-
17.	Ary Kristiyani	Undergraduate	Indonesian Language and Literature Education
		Graduate	Applied Linguistics
		Post-Graduate	-
18.	Dwi Budiyanto	Undergraduate	Indonesian Language and Literature Education
		Graduate	Applied Linguistics
		Post-Graduate	-
19.	Beniati Lestyarini	Undergraduate	Indonesian Language and Literature Education
		Graduate	Educational Research and Evaluation
		Post-Graduate	-

4. Curriculum of Indonesian Language and Literature Education Study Program
The Indonesian Language and Literature Education curriculum referred to today is the 2014 Indonesian Qualification Framework-Based Curriculum. This curriculum can be accessed completely on the page <http://pbsi.fbs.uny.ac.id/>

B. Student Services

1. Student Services Office in the Faculty

The Office of Student Affairs in the Faculty of Languages and Arts-Yogyakarta State University is located in the 1st floor of Academic Service Center (PLA) . The Office of Student Affairs is in charge of student and alumni administration.

The implementation of the duties and functions of student services are as follows:

- a. Administration of students' interests, talents, and reasoning;
- b. Administration of student activities;
- c. Student welfare services;
- d. Student information management; and
- e. Alumni administration

The Student Affairs Division consists of:

- a. Students' Interest and Reasoning Subdivision;
- b. Student Welfare Services Subdivision;
- c. Student and Alumni Information Services Subdivision.

The duties of Student Affairs are as follows:

1. Students' interest and Reasoning Subdivision is in charge of administration of students' interests, talents, and reasoning.
2. Student Welfare Services Subdivision is in charge of administration of student activities and student welfare services.
3. Student Affairs and Alumni Information Services Subdivision is in charge of managing and providing information services for students and alumni.

2. Student Organization in Indonesian Language and Literature Education Study Program

Organization Name: Student Organization in Indonesian Language and Literature Education Study Program

No	Name	Position	Student Number
1	Steffano Marudut Bagaskara	Chairman	16201241012
2	Yanuarika Wulan Rahmadhani	Vice Chairman	16201241002

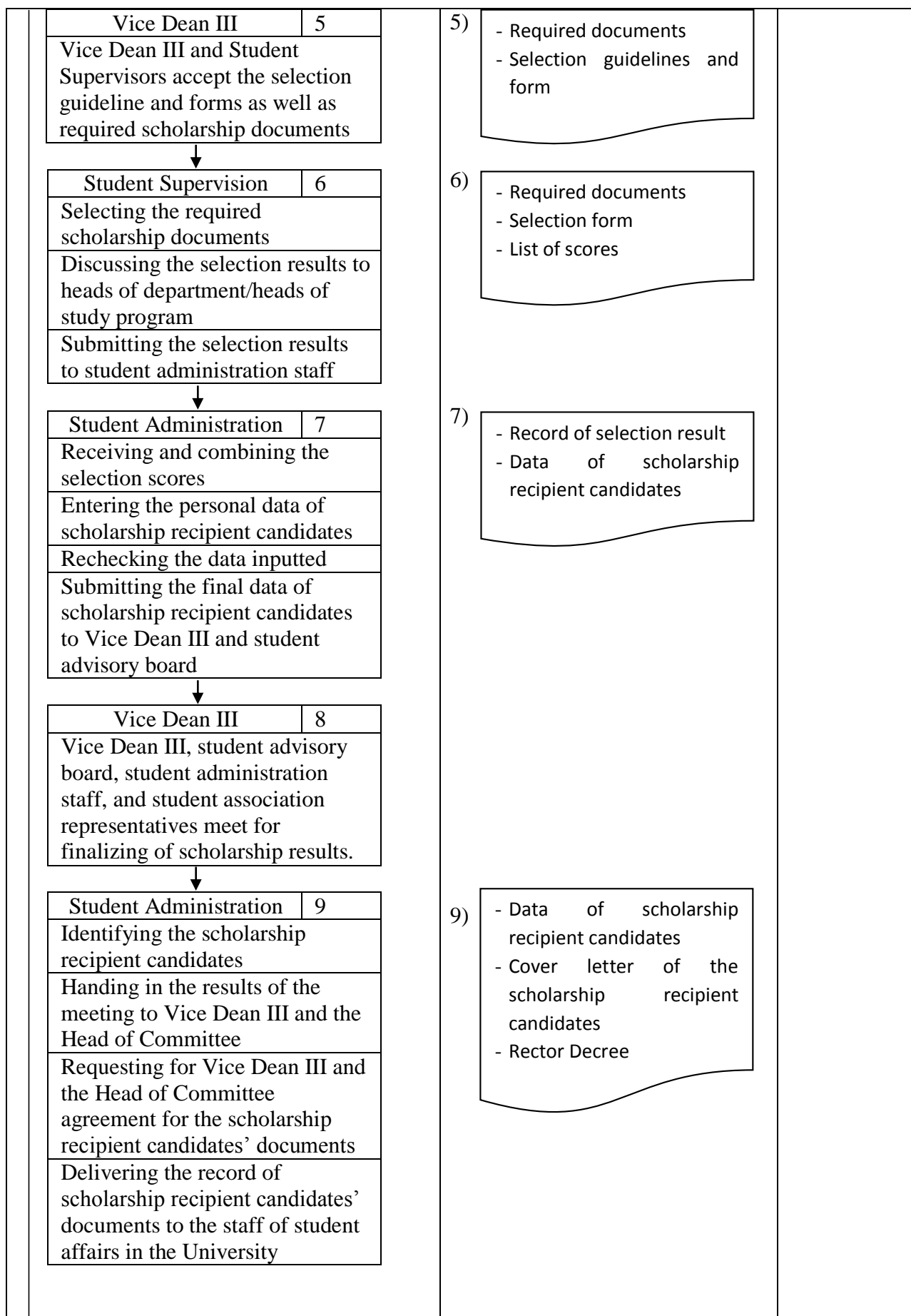
3	Fedora Fidela	Secretary 1	17201241044
4	Nesi Umi Azizah	Secretary 2	16201241028
5	Adelia Rachmawati	Treasurer 1	17201241053
6	Dhita Nur Fitriana	Treasurer 2	16201241034
7	Rizky Alifia Rohmah	Head of the Communication and Network Division (Kom-Jar)	16201241057
8	Anggie Bellia Putri	Staff of the Communication and Network Division (Kom-Jar)	16201244027
9	Nur Laillia Chazanah	Staff of the Communication and Network Division (Kom-Jar)	17201241063
10	Fera Selawati	Staff of the Communication and Network Division (Kom-Jar)	16201241021
11	Andadari Putri	Staff of the Communication and Network Division (Kom-Jar)	16201244032
12	Krisna Adi Prasetia	Staff of the Communication and Network Division (Kom-Jar)	17201244036
13	Annisa Nur Istikhomah	Staff of the Communication and Network Division (Kom-Jar)	17201241008
14	Inten Nur Azizah	Head of Human Resource Development Division (PSDM)	16201241043
15	Yolanza Luthfi Tamimi	Staff of Human Resource Development Division (PSDM)	17201241064
16	Fajar Fitra Dewi	Staff of Human Resource Development Division (PSDM)	17201241065
17	Risa Resti Afriani	Staff of Human Resource Development Division (PSDM)	16201241026
18	Sani Charonni	Staff of Human Resource Development Division (PSDM)	17201241003
19	Erina Novitami	Staff of Human Resource Development Division (PSDM)	17201241042
20	Raka Suryo Permono	Staff of Human Resource Development Division (PSDM)	17201241061
21	Silvia Fitri Nur R. N	Head of the Entrepreneurship Division	16201241071
22	Nur Yumna Auliya A	Staff of the Entrepreneurship Division	16201241041
23	Desti Shalsya Nur Kholifah	Staff of the Entrepreneurship Division	17201241059
24	Lusiawati Dewi Nurvitasari	Staff of the Entrepreneurship Division	17201241046
25	Aprilia Dwi Kusumaningrum	Staff of the Entrepreneurship Division	16201241024
26	Fitri Kurnia Pangestuti	Staff of the Entrepreneurship Division	17201241006
27	Karunia Indah Diniati	Staff of the Entrepreneurship Division	17201241025
28	Dhini Martianti	Staff of the Entrepreneurship Division	16201241033

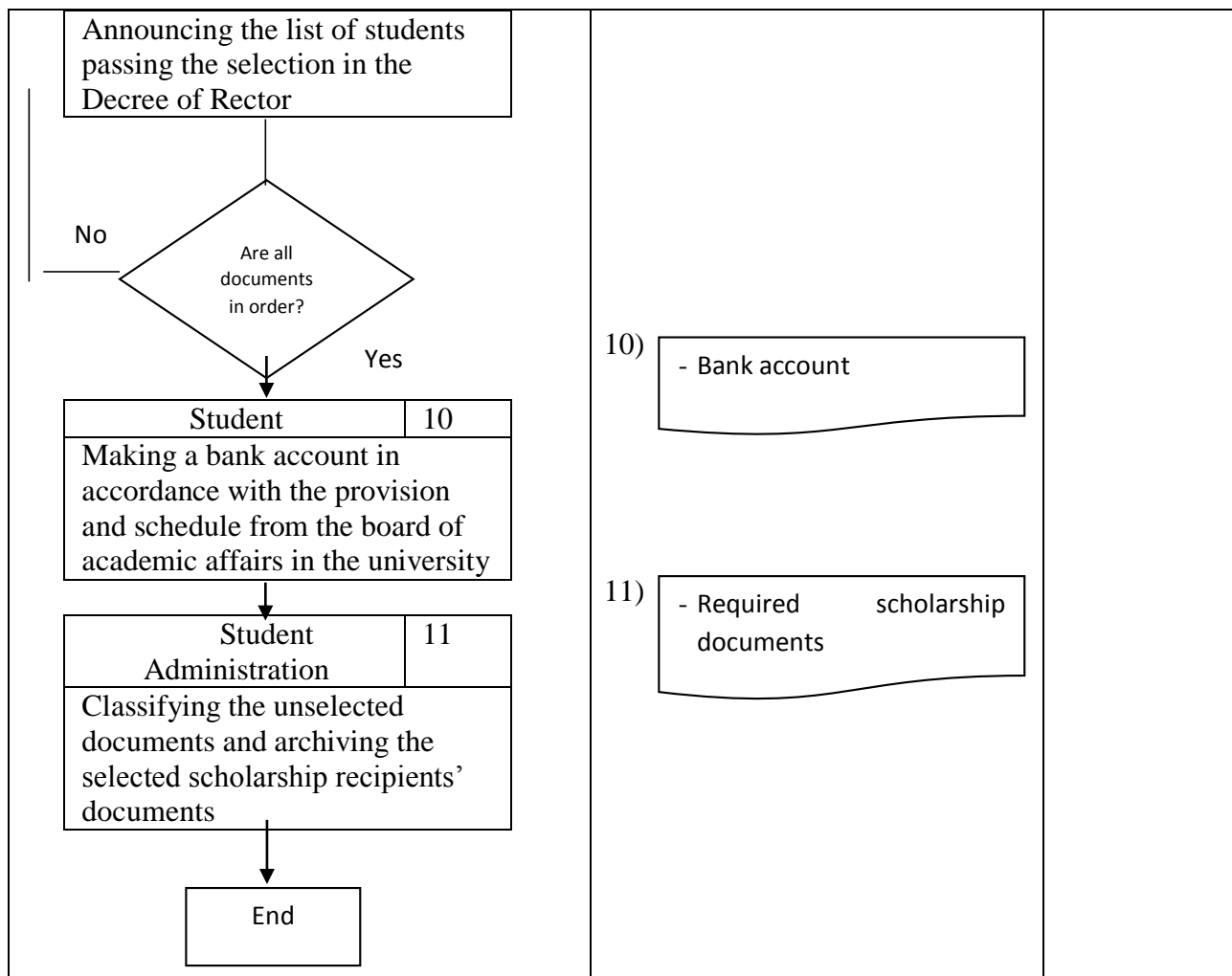
3. Study Program Task Force

No.	Name	Study Program
1	Dr. Ari Kusmiatun, M.Hum.	Indonesian Language and Literature Education
2	Sari Hidayati,SS,,M.A	English Language Education
3	Akbar Kuntardi Setiawan, M.Hum.	German Language Education
4	Dra. Norberta Nastiti Utami, M.Hum.	France Language Education
5	Erna Istikomah, M.A.	Javanese Language Education
6	Drs. R. Kuncoro W.DewoJati, M.Sn.	Art Education
7	Angga Sukma Permana, M.Sn.	Craft Education
8	Fransisca Xaveria Diah Kristianingsih, MA.	Music Education
9	Dra. Endang Sutiyati, M.Hum.	Dance Education
10	Ahmad Wahyudin, SS., M.Hum.	Indonesian Literature
11	Donald Jupply, M.Hum.	English Language Literature

4. Available Scholarship Schemes and Application Procedures
 a. Procedures

Activity	Record	Information										
<p style="text-align: center;">Start</p> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">Vice Dean III</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td colspan="2">Receiving information about the students' scholarship from Vice Rector III</td> </tr> <tr> <td colspan="2">Giving the scholarship disposition announcement to the student administration staff</td> </tr> <tr> <td colspan="2">Vice Dean III and the student administration staff decide the number of scholarship recipients for each study program</td> </tr> </table> <p style="text-align: center;">↓</p>	Vice Dean III	1	Receiving information about the students' scholarship from Vice Rector III		Giving the scholarship disposition announcement to the student administration staff		Vice Dean III and the student administration staff decide the number of scholarship recipients for each study program		<p>1)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> - Announcement - Disposition Letter - The number of scholarship recipients </div>			
Vice Dean III	1											
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">Student Administration Staff</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td colspan="2">Making the scholarship announcement</td> </tr> </table> <p style="text-align: center;">↓</p>	Student Administration Staff	2	Making the scholarship announcement		<p>2)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> - Announcement </div>							
Student Administration Staff	2											
Making the scholarship announcement												
<p style="text-align: center;">↓</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">Student</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2">Downloading the scholarship forms from <i>beasiswa.kemahasiswaan.uny.ac.id</i> webpage</td> </tr> <tr> <td colspan="2">Completing and then submitting the administration forms to the student administration staff</td> </tr> </table> <p style="text-align: center;">↓</p>	Student	3	Downloading the scholarship forms from <i>beasiswa.kemahasiswaan.uny.ac.id</i> webpage		Completing and then submitting the administration forms to the student administration staff		<p>3)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> - Forms - Required documents </div>					
Student	3											
Downloading the scholarship forms from <i>beasiswa.kemahasiswaan.uny.ac.id</i> webpage												
Completing and then submitting the administration forms to the student administration staff												
<p style="text-align: center;">↓</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">Student Administration Staff</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td colspan="2">Accepting and verifying the scholarship application documents</td> </tr> <tr> <td colspan="2">Classifying the scholarship application documents based on study program</td> </tr> <tr> <td colspan="2">Reporting the total accepted documents to Vice Dean III</td> </tr> <tr> <td colspan="2">Preparing the selection guideline and forms</td> </tr> </table> <p style="text-align: center;">↓</p>	Student Administration Staff	4	Accepting and verifying the scholarship application documents		Classifying the scholarship application documents based on study program		Reporting the total accepted documents to Vice Dean III		Preparing the selection guideline and forms		<p>4)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> - Required Documents - Selection guidelines and form </div>	
Student Administration Staff	4											
Accepting and verifying the scholarship application documents												
Classifying the scholarship application documents based on study program												
Reporting the total accepted documents to Vice Dean III												
Preparing the selection guideline and forms												





b. Attachment

Application requirements for PPA Scholarship:

- 2.1. Ongoing students in the sixth semester or below
- 2.2. Minimum GPA of 3.00 proven by legal academic transcript
- 2.3. Filling in the scholarship application file

Download the form at <http://beasiswa.kemahasiswaan.uny.ac.id/>.

- Form 1 → Scholarship Application Sheet
Containing the applicant personal information
- Form 2 → Character Reference Letter
by Academic Advisor, Head of Department, and Vice Dean III.
- Form 3 → Statement of not Receiving Scholarship from Other Parties
- Form 4 → Certificate of Extracurricular Activities

By attaching a copy of the certificate, decree, or certificate of extracurricular activities

- Form 5 → **Family Financial Statement**

- * It applies to students whose parents work in private sectors (farmers, traders, entrepreneurs and is filled in and ratified by the local Village Head.

- * Students whose parents are civil servants or working in the company could attach a copy of the salary slip.

- Form 6 → **Guardian Scholarship Application Agreement**

- Signed by parents/guardians

- Form 7 → **Unemployment Statement**

- Form 8 → **Statement of PPA/BBP-PPA Scholarship Recipient**

2.4. Draft of Student Creativity Program Proposal in 5 fields

- The draft includes titles and concepts of 5 fields that have been printed in the form of Student Creativity Program Proposal, sign of the authorization is not necessary.
- Those who have uploaded externally at the previous year's submission are only required to attach the upload proof.

2.5. Attachment:

- A Medical Statement (can be obtained at the YSU polyclinic or other health facilities)
- Copy of activated Student Card
- A copy of valid Family Card
- Study Result Document legalized by authorized officials
- Copy of certificate, certificate of award, decree, etc.

2.6. Files submitted in the Student Affairs Subdivision in Faculty of Languages and Arts refer to the following details.

- File in a folder is clipped into 4 (four) parts.
- Folder 1 contains form 1-8.
- Folder 2 contains attachments (copy of Student Card, Study Result Document, family cards, Medical Statement, etc.).
- Folder 3: copy of certificate, decree, or certificate of participation of extracurricular activities joint.
- Folder 4: draft of Student Creativity Program proposal in 5 fields.
- The file is inserted into a red folder; the front part is provided with a cover (the cover file can be obtained at the Student Affairs Subdivision in Faculty of Languages and Arts).
- File submission complies with the schedule of YSU Student Affairs Subdivision and the Ministry of Research, Technology and Higher Education.

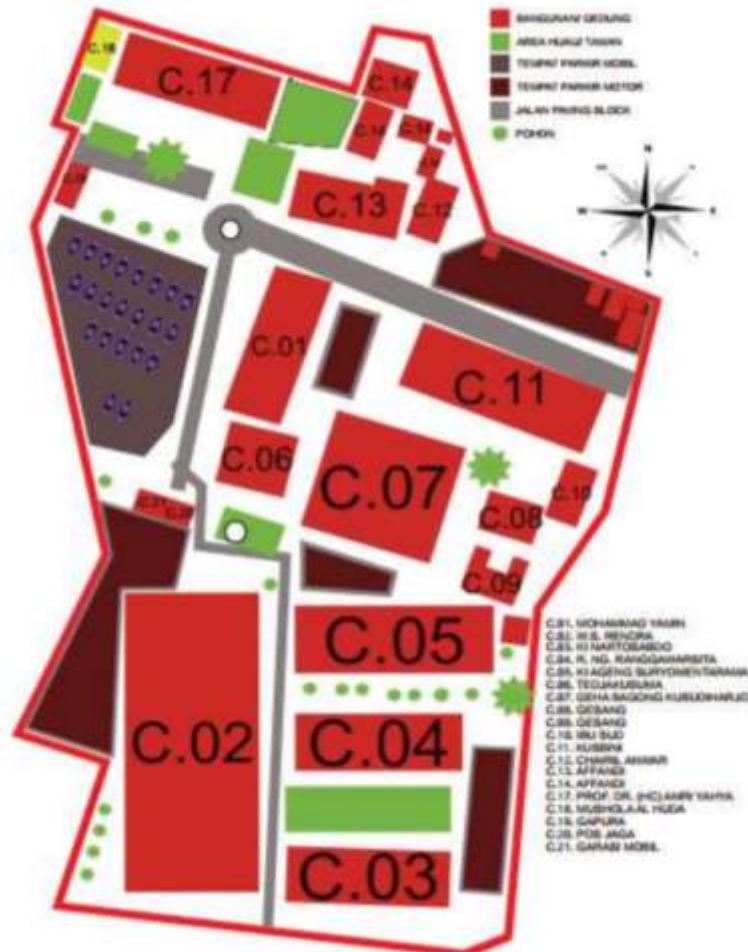
OTHER INFORMATION

A. Facilities at the Faculty

No.	Types of Supporting Infrastructure	Number of Units	Total Area (m ²)	Managing Unit
(1)	(2)	(3)	(4)	(9)
1.	Seminar Room	3	1500	Faculty
2.	Student Activity Center	1	375	Faculty
3	Mosque (2-storey)	1	2400	University
4.	Polyclinic	1	24	University
5.	Canteen	5	300	Faculty and University
6.	Football field	2	2000	University
7.	Tennis Court (Indoor)	4	2400	University
8	Volleyball Court	6	1800	University
9	Basketball court	4	2400	University
10.	Athletic Circuit	1	2000	University
11.	Swimming pool	1	2200	University
12.	Sports Centre	1	6000	University
13.	Hotel UNY (3-storey)	1	6000	University
14.	Bank	2	400	University
15.	Student Job Market	1	24	University
16.	Student Center (3-storey)	1	6000	University
17.	Student Cooperative	1	2000	University
19.	Production Unit	1	100	University
20.	Daycare	1	400	University
21.	Car and Motorcycle Parking Area	4	4000	University
22.	Plaza UNY	1	1120	University
23.	Fitness Clinic	1	100	University
24.	Health Care Unit	2	18	Faculty
25.	Pavilion	1	225	Faculty

26.	Cine Club	1	80	Faculty
27.	Performance Hall	1	225	Faculty
28.	Self-Service Canteen	1	6	Faculty

B. Site Plan of the Faculty



C. Safety and Security in the Faculty (security guard, parking, Occupational Health and Safety guidelines)

Safety and Security in the YSU Faculty of Language and Arts refers to guidelines for fire prevention and protection, *Occupational Health and Safety* that occur in the University (2015 Fire *Occupational Health and Safety* Guidelines). *Occupational Health and Safety* (OHS) is inseparable from labor factors and human resources. The implementation of OHS is not solely the responsibility of employees but also the responsibility of the institution to guarantee the health and safety.

Occupational Safety and Health in higher education institutions, including Faculty of Language and Art, YSU, is supported by a variety of factors and good places to learn and practice, low noise levels, room temperature that is appropriate to the work climate, etc. Another thing to know to in maintaining occupational safety and health is fire safety. In

this case some of the practical knowledge that must be practiced in safety standards to prevent fires is as follows:

- a. Do not panic
- b. Turn off the electrical equipment
- c. Protect the respiratory tract
- d. Follow the evacuation instructions
- e. Do not get trapped in the crowd

More information about OHS can be accessed through the page of <http://fbs.uny.ac.id> (<http://bit.ly/2EC2Pl6>)

Some important phone numbers that can be contacted for the security and health by the *civitas academica* in the Faculty of Languages and Arts, YSU are as follows.

- a. Security, Faculty of Languages and Arts, YSU Line 1421
- b. Technical Implementation Unit of Health Services, YSU Line 1324
School Health Services, Faculty of Languages and Arts, YSU

REFERENCES

1. Organization and Governance Yogyakarta State University Number 23 Year 2011
2. <http://fbs.uny.ac.id> (<http://bit.ly/2EC2P16>) (Occupational Health and Safety Guidelines)
3. <http://fbs.uny.ac.id/>
4. <http://fbs.uny.ac.id/subag-pendidikan>
5. <http://fbs.uny.ac.id/subag-kemahasiswaan-dan-alumni>
6. <http://pbsi.fbs.uny.ac.id/>