

Acicis Course Outline

International Relations Program

List of Contents

Program Details	3
Contact Details	4
Description	5
Academic Supervision	5
Structure and Schedule of Learning Activities	5
Professional Placement	6
Subject and Placement Selection	6
Educational Principles and Graduate Attributes	7
Learning Outcomes.....	8
Teaching and Learning Strategies	8
Evaluation.....	8
Assessment	9
Assessment Components	9
Assessment Component Details	10
Award of Grade for the unit	12
Appendix I: Work Plan	14
Appendix II: Report	15
Appendix III: Marking Rubrics	20

Acicis 2027 International Relations Program: Course Outline

Program Details

Title	Acicis International Relations Program		
Dates	Semester One: February – June Semester Two: August – January	Credit Points	Recommended equivalency: 100% of a full semester load (0.5 EFTSL). Actual subject weighting and academic credit awarded to be determined by a student's home university.
Location	Bandung, Indonesia	Mode	Off-Campus

Contact Details

Program Facilitator	Acicis
Website	http://www.acicis.edu.au
Perth Office	Acicis Secretariat
Email	enquiries@acicis.edu.au
Phone Number	+61 8 6488 6675
Program Assistant	Lim Angelica Mikhaela Gwen
Email	a.gwen@acicis.edu.au
Acicis Resident Director	Dr Adrian Budiman
Email	a.budiman@acicis.edu.au
Phone Number	+62 274 2253471
Contact hours	Total semester time commitment: Approximately 630-750 hours Approximately 210-250 hours of lectures and in-class activities Approximately 420-500 hours of independent study (reading, assignments, and group work) OR Approximately 170 hours of lectures and in-class activities Approximately 340 of independent study (reading, assignments, and group work) Approximately 126-200 hours professional placement
Online program description	http://www.acicis.edu.au/programs/semester/international-relations-irp/

Description

The Acicis International Relations Program (IRP) is a semester-long program hosted by Parahyangan Catholic University (UNPAR), Bandung. Taught in English, this program provides students with a comprehensive understanding of international relations at regional and global levels, as seen from an Indonesian perspective, while developing necessary critical skills to enter the field of international relations.

Students take subjects taught in English at UNPAR's Department of International Relations. These subjects cover a range of thematic areas within international relations, including: national politics, global issues, foreign policy, civil society movements, diplomacy, regionalism, and security and counter-terrorism.

The IRP also offers students the option to undertake a Professional Placement, which enables students to put their studies into practice and gain a real-world experience outside the classroom. Students are placed at local community-based organisations and are given the opportunity to develop important skills in administration, research and reporting, and project management.

The IRP has been designed for students with no existing Indonesian language skills; however, students with existing language skills are welcome to participate.

Academic Supervision

Acicis programs in Indonesia operate under the direction and overall academic supervision of the Acicis Resident Director, Dr Adrian Budiman.

All academic classes and coursework undertaken by students at Parahyangan Catholic University (UNPAR) will be taught, supervised and assessed by UNPAR academic staff.

During their professional placement, students work under the supervision of a workplace mentor. The workplace mentor will supervise and guide a student's work within the professional practicum placement, as well as provide feedback to supervising Acicis staff regarding the student's conduct and performance within the workplace.

Structure and Schedule of Learning Activities

The IRP runs in two intakes each year: from September to January, and from February to July. The structure of the semester-long program is as follows:

- A semester of academic classes and coursework (approximately 630-750 hours in total) at Parahyangan Catholic University. Classes can be scheduled anytime between 07:00 to 18:00 Monday-Friday, and 07:00 to 12:00 on Saturdays;

OR

- A semester of academic classes and coursework (approximately 510 hours in total) at Parahyangan University. Classes can be scheduled anytime between 07:00 to

18:00 Monday-Friday, and 07:00 to 12:00 on Saturdays;
with

- A professional placement (approximately 160 hours) either one-to-three days per week during semester alongside their studies, or as a four-week block at the end of semester (only available for February intake).

Professional Placement

The Professional Placement provides students with the chance to apply theoretical knowledge to a real-life professional context while fostering important practical skills in administration, research and report writing, and monitoring and evaluation.

Throughout the professional placement, students undertake a supervised period of unpaid work at a participating Professional Placement Organisation. Professional Placement Organisations for the professional placement include community-based organisations, Indonesian government agencies, and non-government organisations (NGOs) working in areas such as: education, health, governance and corruption, environment, disaster response, and refugee and migration issues, among others.

Required tasks will vary depending on each Professional Placement Organisation. Without good reason and the permission of their workplace mentor, students must attend their placement during all contracted working hours. Students must satisfy their Professional Placement Organisation that they have performed all assigned tasks to a professional standard. On completion of the professional placement, the workplace mentor will be asked to evaluate a student's performance according to criteria related to professionalism, integrity, teamwork and interpersonal skills, as well as initiative in the workplace. This feedback will inform the overall grade a student receives for their professional placement.

Applicants should be aware that they are applying for the program, not a specific placement. Participants are advised that it may not be possible for Acicis to accommodate a student's stated preferences with respect to their Placement Organisation, however all efforts will be made to find a placement relevant to the student's degree. Additionally, all Acicis placements within IRP Professional Placement Organisations depend entirely on the goodwill and preparedness of such organisations to host participants. As such, Professional Placement Organisations retain the right to withdraw from the program or vary the number of students they host at any stage. Therefore, while acting in good faith in preparing students for placements, Acicis cannot guarantee any specific professional placement site and students must accept this need for flexibility as a condition of participation in the IRP.

Subject and Placement Selection

Prior to the commencement of semester, students are required to select their subjects at UNPAR and inform Acicis if they would like to undertake a professional placement, so as to ensure enrolments can be finalised and placements arranged.

If undertaking a professional placement, students will be asked in advance of semester to nominate sectoral interests and their preferred placement sites. Preferences will be considered alongside academic records, demonstrated skill sets and Professional Placement Organisation requirements, prior to placing students with particular organisations.

The Resident Director and Bandung Program Assistant oversee selection and professional placement allocation. Professional Placement Organisations are encouraged to provide details regarding preferred or required candidate skill sets in their workplaces.

Acicis will confer with a Professional Placement Organisation prior to confirming a student's placement. Professional Placement Organisations may nominate to review a student's qualifications or to arrange a pre-placement interview via telephone, video call, or email prior to accepting a candidate. UNPAR, with assistance from Acicis staff, will organise the pre-placement administration, and arrange an introductory visit with Professional Placement Organisations for each student.

Assessment mechanisms and weightings for the professional placement option is provided in [Appendix I](#), [Appendix II](#) and [Appendix III](#).

Educational Principles and Graduate Attributes

Through participation in the IRP, students will:

- Gain an understanding of international relations at both regional and global levels, as viewed from an Indonesian perspective;
- Develop critical and analytical skills necessary for students wishing to enter the field of international relations;
- Establish networks and contacts with peers and professionals in the area of international relations; and

For those students undertaking a professional placement

- Apply their academic knowledge in an Indonesian workplace setting;
- Make a valued contribution to the community or the Professional Placement Organisation;
- Enhance employability by developing work skills, performance and conduct;
- Develop an understanding of Indonesian academic and organisational culture; and
- Gain first-hand experience of the challenges of intercultural communication and management in an Indonesian workplace setting.

Learning Outcomes

Students who complete the IRP successfully should be able to:

- Critically analyse and reflect on international relations, at both regional and global levels, from an Indonesian perspective; and

For those students undertaking a professional placement

- Apply academic knowledge of international relations in an Indonesian public sector or NGO workplace context;
- Critically reflect and report on the experience in the workplace and its relationship to theory;
- Understand the activities and processes of their Professional Placement Organisation, and how their organisation is positioned in Indonesia's public sector or NGO landscape;
- Perform tasks set by an employer to a professional standard and make a positive contribution to achieving the goals of the Professional Placement Organisation overall;
- Demonstrate sound cross-cultural communication skills, flexibility, resourcefulness, ability to work as part of a team, and time management skills; and
- Respect diversity in a range of environments.

Teaching and Learning Strategies

Students undertake academic study to develop an understanding of international relations at the regional and global levels, as seen from an Indonesian perspective, under the supervision of Parahyangan Catholic University (UNPAR) academic staff. Students have the option to complement their academic studies with a professional placement, allowing students to apply theoretical knowledge in an Indonesian professional context while developing practical skills in administration, research and reporting, and project management.

Evaluation

Classes and coursework

All academic work undertaken by students at Parahyangan Catholic University (UNPAR) will be supervised and assessed by UNPAR academic staff.

Professional Placement

During a student's professional placement, Acicis staff will conduct a number of monitoring visits to a student's Professional Placement Organisation to obtain feedback from both

student and Professional Placement Organisation mentor. On completion of the professional placement, the workplace mentor will be asked to evaluate a student's performance according to criteria related to professionalism, integrity, teamwork and interpersonal skills, as well as initiative in the workplace. This feedback will inform the overall grade a student receives for their professional placement. Students, meanwhile, will be invited to provide specific feedback to Acicis staff through a final 'exit interview' and also through an anonymous online survey, which assists Acicis in improving the quality of placements for subsequent iterations of the program.

Attendance

Students must attend 80% of all classes, as well as the professional placement (if undertaken) to satisfactorily complete the program.

Assessment

Upon completion of the program the Acicis Resident Director provides a one-page student outcome evaluation report on the performance of each student. In accordance with standard Acicis practice, student performance in the Resident Director's report will be assessed only as 'Satisfactory' or 'Unsatisfactory' (equivalent to an 'ungraded pass/fail').

To complete this program satisfactorily, students must demonstrate the ability to perform tasks in their professional placement (if undertaken) to a satisfactory standard, and also to reflect on the experience and relate it back to their academic studies. Students must attend a minimum of 80% of scheduled classes at UNPAR, as well as achieve a 'pass' grade minimum in all subjects undertaken.

A student's home university retains the right to set and grade other assessment tasks related to the program. While Acicis makes a recommendation about how much academic credit a student should be awarded for their participation in the program, it is up to individual home universities to determine their own protocols and rules for awarding academic credit to students who undertake and successfully complete the program.

Assessment Components

Acicis' IRP program is composed of the following key components, as outlined below. Students are required to satisfactorily complete all components in order to achieve an overall grade of 'Satisfactory' for the program:

Program Structure 1: IRP: Classes and Coursework Only

#	Component	Weighting	Notes
1	Classes and coursework at UNPAR	100%	Classes and coursework delivered, supervised and assessed by Parahyangan University's Department of International Relations.

Program Structure 2: IRP with Professional Placement

#	Component	Weighting	Notes
1	Classes and coursework at UNPAR	65%	Classes and coursework delivered, supervised and assessed by Parahyangan University's Department of International Relations.
2	Completion of Professional Placement	35%	<u>For Professional Placement students:</u> Student placement performance supervised and assessed by Parahyangan University's Department of Management or by Parahyangan University's Department of International Relations.

Assessment Component Details

The IRP is designed to meet the equivalency requirements of a full-time semester load (0.5 EFTSL) at Acicis member universities, and includes the following assessable components:

1. Classes and coursework at Parahyangan University (UNPAR)

All students undertake full-time study at UNPAR in the Department of International Relations. Students are required to complete a total of 15-18 SKS (credit points) per semester on this program, approximately 5-6 subjects.

Below is a list of subjects taught in English, available to Acicis students undertaking the IRP:

February- July Semester	SKS	September-January Semester	SKS
<u>The Law of the Sea</u>	2	<u>The Law of the Sea</u>	2
Humanitarian Law	2	Humanitarian Law	2
<u>Labour Law</u>	2	<u>Reading and Writing in International Relations</u>	2
<u>Global Politics</u>	3	<u>Diplomacy</u>	3
<u>International Organisations</u>	3	<u>Peace and Conflict Studies</u>	3
<u>Security Studies</u>	3	<u>Foreign Policy Analysis</u>	3
<u>International Political Economy</u>	3	<u>International Relations in Southeast Asia</u>	3
<u>Indonesia's Foreign Policy</u>	3	<u>Politics of Civil Society Organizations</u>	3
<u>Global Migration</u>	3	<u>Politics of International Business</u>	3
<u>Indonesian Domestic Politics</u>	3		

In addition to the above subjects, students can also undertake an Indonesian language class at a level that matches their language level. This class is offered through BIPA (Bahasa Indonesia Untuk Penutur Asing) at UNPAR.

February-July Semester & September-January Semester	SKS
Indonesian Language for Communication (Level 1)	4
Indonesian Language for Communication (Level 2)	4
Indonesian Language for Communication (Level 3)	4

Indonesian Language for Communication (Level 4)	4
Indonesian Language for Communication (Level 5)	4

2. IRP Professional Placement (optional)

Students may undertake the IRP Professional Placement either alongside their UNPAR classes (e.g. one to three days per week around classes), or as a 'block' at the end of their semester (only available for February intake).

Throughout the professional placement, students undertake a supervised placement at a participating Professional Placement Organisation. Required tasks will vary depending on each Professional Placement Organisation, but generally may include: research and report writing, content editing, website editing, translation, data entry, monitoring and evaluation, and other tasks as required by individual Professional Placement Organisations.

IRP Professional Placement Assessment

(160 placement hours – equals to 3 SKS)

Students are assessed as follows:

- Work plan 10%*
- Placement performance 70%**
- Report & Presentation 20 %***

*A template for the IRP Professional Placement work plan is provided in [Appendix I](#).

** Student participation and performance is assessed by the student's Professional Placement Organisation mentor and the Resident Director. On completion of the professional placement, the workplace mentor will be asked to comment on criteria related to both generic skills (e.g. interpersonal, communication, professionalism, initiative) and discipline-specific knowledge. This feedback will inform each student's end-of-semester Student Outcome Evaluation (SOE) report prepared by the Acicis Resident Director.

***A template for the IRP Professional Placement report is provided in [Appendix II](#).

A marking rubric for this component is provided in [Appendix III](#).

Award of Grade for the unit

Both the student and the student's home university will receive a copy of the Resident Director's Student Outcome Evaluation report as well as an official academic transcript from Parahyangan Catholic University (UNPAR). These assessment documents will be sent electronically from the Acicis Secretariat in Perth within twelve weeks of a student's completion of the program. The home university may choose to award a numerical grade or

an ungraded pass/fail on the basis of these documents and any additional home university assessment requirements for the program.

Appendix I: Work Plan

International Relations Program (IRP) Professional Placement: Work Plan

Student Name :

Home University :

Professional Placement Organisation		
Professional Placement Organisation's key working areas		
Professional Placement Organisation's contact details and location		
Direct Mentor/Supervisor details		
Name		
Position		
Email Address		
Mobile Number (WA)		

	Project Description	Roles and Duties	Hours	Supervisor
Regular Projects				

Other Projects				
----------------	--	--	--	--

Appendix II: Report

International Relations Program (IRP) Professional Placement: Report

1. Cover Page

Your cover page should include:

- The Acicis logo;
- Your Professional Placement Organisation's logo with their name (please ask for permission from your supervisor before using it);
- Title: Acicis International Relations Program;
- Subtitle: Professional Placement Final Reflective Report;
- Your full name and your home university.

2. Signature Page

- Includes your name;
- Approved by your supervisor or Professional Placement mentor;
- Acknowledged by Resident Director (Dr Adrian Budiman).

3. Table of Contents

4. Introduction (1-2 paragraphs)

- Briefly explain your motivation for participating in the IRP,
- Provide brief detail of your Professional Placement and Professional Placement Organisation, and
- Outline the objective of your reflective report.

5. Chapter 1: Background

- a. Details of your Professional Placement Organisation:

A brief paragraph detailing the Professional Placement Organisation (HO)'s profile, vision and mission, as well as the HO's past, current, and future projects based on your understanding. Please note there will be a penalty for plagiarism.

- b. Division that you work with:

A brief description of the division(s) and the team member(s) that you work with.

c. **Motivation:**

Answering the question on why you chose to intern at this Professional Placement Organisation.

6. Chapter 2: Professional Placement Report

- a. **Tasks and duties:** What were your tasks and duties at the HO? How did you carry these out? What were the outcomes of the projects that you were working on? How were various stakeholders involved within this activity?
- b. **Achievements:** Which achievements did you consider most successful? Were there any measurable changes (personal, physical, financial, social, natural resources) – directly or indirectly? How will the success that you achieved be sustainably carried on once you leave the Professional Placement Organisation? How have you contributed to the HO's mission?
- c. **Challenges:** Explain any problems experienced during the project implementation, both internally and externally, outline any efforts made to solve the problems, and elaborate the end result. Who was involved in the effort to problem solve and what did they do? Did you require any type of support or assistance, and if yes, specify where you could obtain that support to help you with the challenges?
- d. **Learning and Recommendations:** What aspects of your university studies, particularly in Indonesia, have you learned throughout your professional placement? Did you encounter any personal learning, and if yes, describe what you learnt and how.
- e. **Program Analysis:** Please provide comments and recommendation on the IRP Professional Placement.

7. Chapter 3: Conclusion

8. Reference List/Bibliography

9. **Appendices:** please include your work plan & any unclassified material/documents that you have written for the Professional Placement Organisation during your professional placement.

Formatting

- Font : Calibri/Times New Roman
- Size : 11 or 12 Point
- Spacing : Double spaced, justified

- Referencing : APA or Chicago
- Word limit : Minimum of 1,500 words

See below for the report cover and signature page samples that can be used.

Acicis International Relations Program

Professional Placement Final Reflective Report



*[Insert Professional
Placement
Organisation's logo]*

acicis

*[Your full name]
[Your home university]
[Year]*

Signature Page

Hereby states that the content of this Professional Placement Reflective Report has been acknowledged by:

IRP Participant
Signature:
Name:
Home University:
<i>[Insert home university here]</i>
Date:

Supervisor	Acicis
Signature:	Signature:
Name: [Supervisor name]	Name: Dr Adrian M. Budiman
Professional Placement Organisations:	Position:
<i>[Professional Placement Name]</i>	Acicis Resident Director
Date	Date:

Appendix III: Marking Rubrics

Marking Rubrics



Student Name :
 Home University :
 Indonesian University :
 Period of Study :

Study Option :

Assessor :

Assessment Item 1 – Professional Placement Work Plan		
Final Mark	/10	Represents 10% of total program assessment

Assessment Item 2 – Main Task Achievements and Performance		
Final Mark	/50	Represents 60% of total program assessment

- 1. Professional Placement Organisation's expectations met:** Overall satisfaction with student's performance.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

- 2. Work initiative:** Student worked proactively, independently and demonstrated a flexible approach to tasks assigned by Professional Placement Organisation.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

- 3. Social and intercultural skills:** Student demonstrated sound cross-cultural communication skills and cross-cultural behaviours in the workplace.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

- 4. Application of discipline-specific knowledge:** Student showed ability to draw on previous experiences, skills, and academic studies and apply these to their Professional Placement Organisation's workplace setting.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

- 5. Critical reflection on workplace performance and practice:** Student demonstrated ability to identify and evaluate issues and problems encountered within their placement Professional Placement Organisation; and to reflect and analyse their own experience in the workplace and its relationship to development theory.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Assessment Item 3 – Final Report and Presentation

Final Mark	/ 20	Represents 30% of total program assessment
-------------------	-------------	---

- 1. Reflexive Practice:** Student demonstrated ability to critically analyse and describe their SCS or Development Placement experience and its impact on their own learning and development.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

- 2. Writing:** Well written, clear, concise, with spelling and grammar checked, usage of appropriate headings and structure, and adherence to correct word limit.

None		Poor		Weak	Pass	Average		Good		Excellent
0	1	2	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Comments from HO Mentor:

Acknowledgements

Acicis gratefully acknowledges the financial and in-kind support it has received from the Australian Government's 'New Colombo Plan' Mobility Grant Program, which has supported student participation in the International Relations Program during the period 2015 - 2024 through the provision of student mobility grants.

The New Colombo Plan is a signature initiative of the Australian Government which aims to lift knowledge of the Indo-Pacific in Australia by supporting Australian undergraduates to study and undertake professional experiences in the region. For more information on the New Colombo Plan, please visit: www.dfat.gov.au/new-colombo-plan.

Acicis is gratefully hosted by The University of Western Australia (UWA), one of Australia's leading teaching, learning and research universities. From its heritage riverside campus in Perth, UWA is consistently ranked in the top 100 universities in the world and is a national leader in student demand, graduate starting salaries, research grants and more

Parahyangan Catholic University (UNPAR) was established in January 17th 1955 and is one of the oldest private universities in Indonesia. Parahyangan Catholic University has ten faculties with more than 46 departments, all of which have received government accreditation as among the finest in Indonesia. With more than 10,000 students from various cultural, ethnic and religious backgrounds, each year UNPAR graduates more than 2,000 professionals in various fields. Most of its alumni now work in national and global companies and in government departments.