

# Acicis Course Outline

West Java Field Study

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# Acicis 2026 West Java Field Study: Course Outline

## Program Details

|                 |                                                                 |                      |                                                                                                                                                                                         |
|-----------------|-----------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title</b>    | Acicis West Java Field Study                                    |                      |                                                                                                                                                                                         |
| <b>Dates</b>    | Semester One: February – July<br>Semester Two: August – January | <b>Credit Points</b> | Recommended equivalency:<br>100% of a full semester load<br>(0.5 EFTSL). Actual subject<br>weighting and academic credit<br>awarded to be determined by a<br>student's home university. |
| <b>Location</b> | Bandung, Indonesia                                              | <b>Mode</b>          | Off-Campus                                                                                                                                                                              |

## Contact Details

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Facilitator</b>        | Acicis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Website</b>                    | <a href="http://www.acicis.edu.au">http://www.acicis.edu.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Perth Office</b>               | Acicis Secretariat                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Program Assistant</b>          | Lim Angelica Mikhaela Gwen                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Acicis Resident Director</b>   | Dr Adrian Budiman                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Email</b>                      | <a href="mailto:a.budiman@acicis.edu.au">a.budiman@acicis.edu.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Phone Number</b>               | +62 274 2253471                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contact hours</b>              | <p><b>Total semester time commitment: Approximately 630-750 hours</b></p> <p>Approximately 210-250 hours of lectures and in-class activities<br/>         Approximately 420-500 hours of independent study (reading, assignments, and group work)</p> <p>OR</p> <p>Approximately 170 hours of lectures and in-class activities<br/>         Approximately 340 of independent study (reading, assignments, and group work)<br/>         Approximately 126-200 hours professional placement</p> |
| <b>Online program description</b> | <a href="https://www.acicis.edu.au/our-programs/international-relations-development/west-java-field-study-wjfs/">https://www.acicis.edu.au/our-programs/international-relations-development/west-java-field-study-wjfs/</a>                                                                                                                                                                                                                                                                   |

## Description

The West Java Field Study Program hosted by Universitas Katolik Parahyangan (UNPAR), Bandung, West Java, is a semester-long field study option. Students propose, refine, and undertake a semester-long field study project under the guidance of a nominated UNPAR supervisor. It is open to advanced Indonesian-language students (who compose their mini-thesis in Indonesian) and non-Indonesian speakers for whom all course components are conducted in English.

In many respects, the program is similar to an Australian honours semester. It is a unique opportunity to undertake original field study activities in one of Indonesia's most dynamic cities and the country's largest province (by population). The program demands a relatively high degree of discipline as candidates undertake what is often their first foray into the postgraduate world.

The program adheres to published academic calendar dates for UNPAR and is regarded by Acicis as a full-time equivalency semester. Candidates are formally enrolled as undergraduate students (the mini-thesis unit is an undergraduate level course in Indonesia) and must meet all assessment criteria including regular consultations, oral presentation of findings, and completion of an 8,000-10,000-word report. Supervision is sourced from the UNPAR faculty with the most relevant expertise in the candidate's proposed area of interest. Supervisors assist in the identification of appropriate field sites, brokering contacts, providing practical advice on data collection techniques and analysis, and in structuring the final report. Assessment is conducted by UNPAR and official university transcripts issued. The Acicis Resident Director serves as an additional source of academic guidance.

Candidates are also required to enrol in up to two additional regular semester units (coursework) for the purposes of meeting host university requirements. These units involve approximately 150 minutes of contact time per week, plus 120 minutes of structured academic homework and independent study.

The scope of field study activities is limited to the provinces/special districts of West Java, Jakarta, and Banten. Any candidates wishing to undertake field study activities outside these areas must obtain the approval of Acicis and UNPAR prior to application. As a general rule, such proposals are discouraged due to the limitations of university authority and pastoral support capacity beyond West Java/Jakarta/Banten. Candidates may choose to spend extended periods of time in the field—only returning to UNPAR for consultations or classes—or conduct field studies in the city's immediate environs. The field sites available to candidates are highly diverse, from the dense urban centres of Bandung and Jakarta to the vast rural expanse of West Java. Acicis and UNPAR can advise candidates on a range of sites that can best meet their interests. Candidates are free to select any topic within the area of social sciences. Examples of previous field study reports illustrate the variety of issues canvassed by Acicis field study candidates. However, UNPAR reserves the right to revise or refuse topics that involve serious administrative impediments for foreign students or raise ethical concerns. Candidates considering the program as a vehicle for honours or

postgraduate studies are advised to seek advice on ethics approval requirements from their home institutions. Acicis encourages candidates to submit draft proposals for review as early as possible in the application process.

Most students undertaking study with Acicis do so as part of their undergraduate studies. However, Acicis does and has accepted numerous postgraduate students onto its in-country programs over the years. These have included students pursuing graduate diploma qualifications, master's degrees, and PhDs. Postgraduate students have undertaken in-country programs as accredited components of their postgraduate qualifications (with prior approval from their home university) or as unaccredited preparation for postgraduate fieldwork and research. Please note, that these students have done so as participants in undergraduate level programs offered by Indonesian universities. Acicis does not currently offer semester long programs at a postgraduate level (eg. master's-level coursework programs).

Postgraduate students undertaking study with Acicis may not use their time in Indonesia while on an Acicis program (or while on the KITAS permit organised by Acicis) to conduct fieldwork or postgraduate research in Indonesia. Conducting research of this nature in Indonesia requires a separate level of approval from the Indonesian government, specifically from RISTEK, the ministry responsible for issuing research permits

The program is open to first semester candidates or as a second semester option for students currently undertaking semester of study in another Indonesian university.

### **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 placement host organisation, 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 WJFS runs in two semesters each year from September to January, and from February to July. The components of the semester-long program are as follows:

- As semester of field study, and academic classes and coursework (approximately 560-635 hours in total) at Parahyangan Catholic University. Field study is conducted as needed. 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 field study, and academic classes and coursework (approximately 560-635 hours in total) at Parahyangan Catholic University. Field study is conducted as needed. Classes can be scheduled anytime between 07:00 to 18:00 Monday-Friday, and 07:00 to 12:00 on Saturdays; concurrent with

- Two days per week professional placement – provided the Professional Placement Organisation is in Bandung or surrounds (approximately 200 hours).

OR

- A semester of academic classes and coursework (approximately 400 hours in total) at Parahyangan Catholic University. Classes can be scheduled anytime between 07:00 to 18:00 Monday-Friday, and 07:00-12:00 on Saturdays;

Followed by

- A four-week 'block' professional placement at a Professional Placement Organisation outside of Bandung (approximately 200 hours).

## **Professional Placement**

The Professional Placement is an optional component and 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, businesses, 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 Host 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 Professional Placement Organisation, however all efforts will be made to find a placement relevant to the student's degree. Additionally, all

Acicis placements within Professional Placement Organisation depend entirely on the goodwill and preparedness of such organisations to host participants. As such, Professional Placement Organisation 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 WJFS.

### **Subject and Placement Selection**

Prior to the commencement of semester, WJFS students are required to submit draft proposals for UNPAR to review and assign supervisor to students. A template for the proposal draft can be found in [Appendix I](#).

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

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.

Acicis and UNPAR oversee selection and professional placement allocation. Host Organisations are encouraged to provide details regarding preferred or required candidate skill sets in their workplaces.

Acicis will confer with a Host Organisation prior to confirming a student's placement. Host 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 Host Organisations for each student.

Complete subject descriptions of the professional placement options, including assessment mechanisms and weightings is provided in [Appendix II](#), [Appendix III](#), or is within the [Acicis International Relations Program Course Outline \(Page 10 – 11\)](#).

### **Educational Principles and Graduate Attributes**

Through participation in the WJFS, students will:

- Gain first-hand experience in field study and data collection;
- Develop critical analytical skills necessary for research and thesis writing;
- Establish networks and contacts with peers and professionals in various areas related to student's field study; and

- 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 WJFS 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 students' field of expertise 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 field studies to develop a deeper understanding of their selected area of expertise 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 field studies with a selective class and professional placement, allowing students to immerse themselves with Indonesian education system and 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' WJFS 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: WJFS: Classes and Coursework Only

| # | Component                       | Weighting | Notes                                                                                                                                 |
|---|---------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Mini-thesis                     | 70%       | Supervised and assessed by Parahyangan Catholic University                                                                            |
| 2 | Classes and coursework at UNPAR | 30%       | Classes and coursework delivered, supervised and assessed by Parahyangan Catholic University's Department of International Relations. |

#### Program Structure 2: WJFS with Professional Placement

| # | Component                            | Weighting | Notes                                                                                                                                                                           |
|---|--------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Mini-thesis and Presentation         | 65%       | Supervised and assessed by Parahyangan Catholic University                                                                                                                      |
| 2 | Completion of Professional Placement | 35%       | <u>For Professional Placement students:</u><br>Student placement performance supervised and assessed by Professional Placement Organisation Mentor and Acicis Resident Director |

### Program Structure 3: WJFS: Field study, Classes, BIPA and Placement

| # | Component                            | Weighting | Notes                                                                                                                                                                 |
|---|--------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Mini-thesis and Presentation         | 65%       | Supervised and assessed by Parahyangan Catholic University                                                                                                            |
| 2 | Classes and BIPA at UNPAR            | 20%       | Classes and coursework delivered, supervised and assessed by Parahyangan Catholic University's department of International Relations.                                 |
| 3 | Completion of Professional Placement | 15%       | For Professional Placement students: Student placement performance supervised and assessed by Professional Placement Organisation Mentor and Acicis Resident Director |

#### Assessment Component Details

The WJFS 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. Mini-thesis and presentation

The mini-thesis component at UNPAR is fixed at 6 SKS and forms the central academic component of the program. To meet the minimum 12 SKS requirement, the remaining credits can be completed through a combination of coursework offered by the Department of International Relations, Indonesian language classes, and/or a professional placement option. Students will be assigned one or two supervisors at UNPAR to advise them on their field study and thesis. Students are required to have a minimum of five (5) formal meetings with their supervisor throughout the semester. Student will need to be proactive in arranging these meetings. Their thesis and presentation will be marked by their supervisor/s and a panel of academics from UNPAR's relevant department.

A rough schedule of the semester is below, and further details on assessment are attached as appendices.

| Week          | Meeting # | Suggested Timeline                                          |
|---------------|-----------|-------------------------------------------------------------|
| <b>Week 1</b> | Meeting 1 | Meet with supervisor to discuss topic and research question |
| <b>Week 3</b> | Meeting 2 | Finalise research question                                  |

|                  |              |                                                                   |
|------------------|--------------|-------------------------------------------------------------------|
| <b>Week 5</b>    | Meeting 3    | Initial literature review and field study planning/site surveying |
| <b>Week 6-8</b>  | Meeting 4    | Field Study                                                       |
| <b>Week 9-12</b> | Meeting 5    | Writing thesis                                                    |
| <b>Week 13</b>   | Presentation |                                                                   |

## 2. Classes and coursework at Parahyangan Catholic University (UNPAR)

All students undertake full-time study at UNPAR in the Department of International Relations. Students are required to complete a total of 12 SKS (credit points) per semester on this program. For WJFS students to fulfill a minimum of 12 SKS, WJFS students have to take either subjects at UNPAR and/or a professional placement along with their field study.

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

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

### 3. Completion of Professional Placement (optional)

Students who opt to undertake one of the professional placement streams will complete their placement either alongside their UNPAR classes (1-2 days per week around classes). In the January-June semester, students have the options to complete their placement as a four-week 'block' at the end of their semester.

The professional placement during WJFS is organised by Acicis, and the Assessment towards the end of placement will be assessed by the Professional Placement Organisation's mentor and the Acicis Resident Director.

Throughout either of the professional placement options, students undertake a supervised placement at a participating Host Organisation. Required tasks will vary depending on each Host 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 Host Organisations. For more details on possible Host Organisations and specific placement tasks and duties by Host Organisation.

A complete subject description of this professional placement, including assessment mechanisms and weightings is provided in [Appendix IV](#).

#### **OPTIONAL**

Indonesian language classes are also available to students undertaking the West Java Field Study. These classes are offered through the Foreign Language Section of UNPAR's Career Development Centre (PPK), and taught through an independent language program provided at the university. As such, results for any language classes undertaken for credits will appear on a student's academic transcript from UNPAR. Students will, however, receive a certificate

from UNPAR's PPK stating the number of hours of language instruction undertaken and an overall mark achieved for this language instruction if they take the classes not for credits.

Students must enrol in language classes through UNPAR's International Collaboration's Office to have their language instruction fees covered as part of their Acicis tuition fee. This can be done at orientation, with the assistance of Acicis staff.

Language classes attract four (4) SKS and therefore can be taken to fulfil student's 12-15 SKS subject load undertaken through UNPAR's Department of International Relations (see list provided at item 2 above).

### **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: WJFS Study Proposal Template

### Acicis' West Java Field Study Proposal

**Student Name** :  
**Home University** :  
**Language Proficiency** : [Beginner/Elementary/Lower Intermediate/ Upper Intermediate/Advanced]  
**Indonesian or English** : [Language used to write your field study]  
**Title of Field Study** :  
**Summary of Field Study** : [up to 100 words]

In this proposal, please outline your planned field study in approximately 500 – 750 words (please use the Indonesian language if you are planning to write in Indonesian):

#### Topic Title and Background

---

Write the background of your proposed field study and title by briefly introducing the general topic. Explain why the issue is important, highlight any gaps or limitations in existing studies, and support your points with relevant references.

#### Short Literature Survey/Background Reading

---

Write a brief literature survey by outlining the most important research and theories relevant to your topic, prioritising recent and credible sources. Compare key findings and identify gaps in the existing work.

#### Guiding Research Question(s)

---

Formulate a clear and focused guiding research question(s) that directly reflect the main problem of your study. Ensure it is specific, researchable, and not overly broad, and aligns with your research objectives.

#### Proposed Methodology

---

Describe the proposed methodology by clearly outlining the research approach and explaining how you will collect and analyse data.

## Appendix II: Professional Placement Work Plan Sheet

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 III: 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 West Java Field Study

## *Professional Placement Final Reflective Report*



acicis

***[Insert Professional  
Placement  
Organisation's logo]***

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

# Signature Page

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

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

|                                              |                          |
|----------------------------------------------|--------------------------|
| <b>Supervisor</b>                            | <b>Acicis</b>            |
| Signature:                                   | Signature:               |
| Name: [Supervisor name]                      | Name: Dr Adrian Budiman  |
| <b>Professional Placement Organisations:</b> | <b>Position:</b>         |
| [Professional Placement Name]                | Acicis Resident Director |
| Date                                         | Date:                    |

## Appendix IV: 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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 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                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments from HO Mentor:**

### *Acknowledgements*

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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](http://www.dfat.gov.au/new-colombo-plan).

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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.