



2024-2025
International Relations Program
Curriculum Outline



ACICIS
Study Indonesia

Program Details

ACICIS International Relations Program

Bandung, Indonesia

Semester One: February – July

Semester Two: September – 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.

Mode: Off-Campus

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
Approximately 340 of independent study (reading, assignments, and group work)
Approximately 160 hours professional placement


 www.acicis.edu.au/programs/semester/international-relations-irp


Contact Details

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Description

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 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 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 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;
- Concurrent with;**
- ◆ Two days per week professional placement – provided the placement host organisation is located in Bandung or surrounds (approximately 200 hours).
- 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;
- Followed by**
- ◆ A five-week 'block' professional placement at a host organisation located in Bandung or outside of Bandung (approximately 160 hours). **(ONLY available in February-July semester)**

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 Host Organisation. Host Organisations for the IRP 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 Host 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 placement Host Organisation, however all efforts will be made to find a placement relevant to the student's degree. Additionally, all ACICIS placements within IRP Host Organisations depend entirely on the goodwill and preparedness of such organisations to host participants. As such, Host 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 Host Organisation requirements, prior to placing students with particular organisations.

The ACICIS Resident Director and Bandung Program Assistant 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 I and Appendix II, or is available at:

www.acicis.edu.au/programs/semester/international-relations-irp/program-components

Host Organisations

Host organisations for the IRP Professional Placement Module are listed below.















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 Host 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 Host 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 Host 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 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 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 Host Organisation to obtain feedback from both student and Host 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%	For Professional Placement students: Student placement performance supervised and assessed by Host Organisation Mentor and ACICIS staff.

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:

January-June Semester	SKS	August-December Semester	SKS
Global Issues	3	International Communications	3
Foreign Policy Anaysis	3	International Organisations	3
Non-Governmental Organisations and Civil Society Empowerment	3	International Political Economy	3
Politics of International Business	3	Security Studies	3
Peace and Conflict Studies	3	Indonesian Foreign Policy	3
Strategic Studies	3	International Relations in Southeast Asia	3
International Relations in Africa	3	US Global Politics	3
Diplomacy	3	International Humanitarian Law	2
International Politics	3	Investment Law*	2
International Humanitariam Law	2	Labour Law*	2
Labour Law	2		
Professional Placement - Department of International Relations (Appendix I)	3	Professional Placement - Department of International Relations (Appendix I)	3
Professional Placement - Organised by ACICIS	3	Professional Placement - Organised by ACICIS	3

*The availability of these subjects is contingent on student numbers.

N.B. Students should note that they can only elect one of the Professional Placement options.

Complete subject descriptions including topics covered, readings, and assessment for the above listed subjects is available at: www.acicis.edu.au/programs/semester/international-relations-irp/program-components

2. Completion of Professional Placement (optional)

The placement stram as part of the IRP is no longer organised by UNPAR. As per 2023, the IRP placement is organised by ACICIS. Students who opt to undertake one of the professional placement streams will complete their placement alongside their UNPAR classes (1-2 days per week around classes). In the February-July semester students have the option to complete their placement as a five-week 'block' at the end of their semester.

Throughout the professional placement, 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, please visit: <http://www.acicis.edu.au/programs/semester/international-relations-irp/placements>.

Professional Placement Organised by ACICIS

(160 placement hours)

Students are assessed as follows:

		Weighting
	Pre-Placement	10 %
1	(Placement proposal)	
	Placement	60 %
2	(Main task achievements and performance)	
	Post-Placement	30 %
3	(Final report and presentation)	
Total		100 %

A complete subject description of this professional placement including assessment mechanisms and weightings is provided in Appendix I or is available at: www.acicis.edu.au/programs/semester/international-relations-irp/program-components

3. Credited Indonesian Language Classes

Indonesian language classes are also available to students undertaking the International Relations Program. These classes are offered through BIPA (*Bahasa Indonesia untuk Penutur Asing*) and taught through an independent language provider at the university. As per 2023, the language class weight 4 credits (SKS) and can be taken alongside other subjects in International Relations Department and make up the minimum 15 SKS.

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 during subject selection process before departing, with the assistance of ACICIS staff.

Award of Grade for the unit

Both the student and the student's home university will receive a copy of the student evaluation report as well as an official academic transcript from Parahyangan 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 grade or an ungraded pass/fail on the basis of these documents and any additional home university assessment requirements.

Appendix I: Work Plan

International Relations Program (IRP) Professional Placement Work Plan

Student Name:				
Home University:				
Host Organisation				
Host Organisation's key working areas				
Host Organisation's contact details and location				
Direct Mentor/Supervisor details				
Name:				
Position:				
Email Address:				
Mobile Number (WA):				
	Project Descripton	Roles and Duties	Hours	Supervisor
Regular Projects				
Other Projects				

*The availability of these subjects is contingent on student numbers.

Appendix II: Final Report

International Relations Program (IRP) Professional Placement Report Structure

1. Cover Page

Your cover page should include:

- ◆ The ACICIS logo;
- ◆ Your Host 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 host mentor;
- ◆ Acknowledged by ACICIS 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 Host Organisation, and
- ◆ Outline the objective of your reflective report.

5. Chapter 1: Background

a. Details of your Host Organisation:

A brief paragraph detailing the Host 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 Host Organisation.

6. Chapter 2: Internship 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 Host 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 Host Organisation during your professional placement.

Formatting

- ◆ Font : Calibri/Times New Roman
- ◆ Size : 11 or 12 point
- ◆ Spacing : Double spaced, justified
- ◆ Word limit : Minimum or 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 Host 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:

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

Supervisor	ACICIS
Signature:	Signature:
<i>Name: [Supervisor name]</i>	Name: Dr Adrian M. Budiman
Host Organisation:	Position:
<i>[Host organisation name]</i>	ACICIS Resident Director
Date:	Date:

Appendix III: Weekly Reflective Journal (Optional)

Reflective Journal Template

Name:		Week:	Host Organisation:	
Day	Activities	Personal Rewards	Challenges & Obstacles?	How can I overcome these?
Monday	e.g: met team, had induction, read through.	e.g: made a new Indonesian friend, finished today's task	e.g: clueless with the language, the office is difficult to be found	e.g: ask questions, use waze/google maps.
Tuesday	Follow through the example above			
Wednesday				
Thursday				
Friday				

ACICIS International Relations Program

Professional Placement Host Organisations



ACICIS International Relations Program

Indonesian Partner University



Universitas Katolik Parahyangan (UNPAR)

Parahyangan Catholic University (UNPAR) was established in January 17th 1955 and is one of the oldest private universities in Indonesia. Parahyangan Catholic University has seven faculties with more than 16 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.

ACICIS Member Universities



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ACICIS is gratefully hosted by

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-columbo-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.



Australian Government



NEW COLOMBO PLAN

Connect to Australia's future - study in the region



ACICIS
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