

## **GUIDELINES**

### **INDONESIAN LANGUAGE AND CULTURE COURSES REGULAR PROGRAM August 21–December 7, 2023**

#### **PEMULA 1 (A1)**

##### **1. Introduction**

A particular language will be easier to master when it is studied in stages. Commonly there are three stages/levels in learning a language, namely: beginner, intermediate, and advanced. To make sure that the learning process is carried out effectively and efficiently, a good curriculum is needed. This curriculum functions as a standard in measuring the achievements of the objectives of the program.

There are five points to be presented in this curriculum of learning *Bahasa Indonesia* for foreigners. They are the approach, objectives, length of study, teaching materials, and teaching evaluation. This curriculum is completed with syllabus of six subjects: Reading, Conversation, Vocabulary, Writing, Grammar and Listening.

##### **2. Approach**

In the teaching-learning process, communicative approach is applied. This particular approach employs learner-centered learning process theory, where the teacher serves as facilitator. This means that during the process learners are given maximum opportunity to learn how to communicate with other learners and their teachers using certain medium.

The teaching-learning process with communicative approach is carried out not only in class activities, but also out of class activities. There are various kinds of out of class activities that have been arranged by the teacher such as a casual gathering while having cups of coffee, weekly discussion with actual topics, and others.

### 3. Objectives

The objectives are:

- a. able to pronounce Indonesian phonemes correctly;
- b. able to introduce themselves and others; able to inquire and answer questions about private information such as name, address, occupation, home country, family, etc.;
- c. able to use and comprehend daily expressions to fulfil concrete needs such as asking for directions, locations, and narrating daily activities;
- d. able to interact in a simple manner to others that are willing to help them.

### 4. The Length of Study and Subjects

The course will be held for 16 weeks, August 21–December 7, 2023. Days of the course: Monday – Thursday (4 days a week). The course consists of six subjects. Students of **the beginner level must take all subjects below**. The number of credits for each subject is as follow:

<b>LEVEL</b>	<b><i>Beginner</i></b>
<b>SUBJECTS</b>	<i>1. Reading (2 credits) 2. Conversation (2 credits) 3. Vocabulary (2 credits) 4. Writing (2 credits) 5. Grammar (2 credits) 6. Listening (2 credits)</i>
<b>CREDITS</b>	<i>12 Semester Credit Units</i>

## 5. Material

The primary source for the level is *Titian Bahasa: Jembatan Berbahasa Indonesia bagi Penutur Asing – Pemula 1*. Additional sources suited to the topics are prepared by teachers.

## 6. Assessment

Assessment is continually made by teachers based on learners' activities in the classroom. The assessment components include the following aspects.

- a. Classroom activities, attendance & homework : 20%
- b. Progress Test
  - Progress Test 1 : 15%
  - Progress Test 2 : 15 %
- c. Midterm Test : 20%
- d. Final Test : 30%

Based on the above criteria, the grade conversions are as follow:

90,00 – 100	= A	65,00 – 69,99	= C+
85,00 – 89,99	= A-	60,00 – 64,99	= C
80,00 – 84,99	= B+	55,00 – 59,99	= C-
75,00 – 79,99	= B	50,00 – 54,99	= D
70,00 – 74,99	= B-	00,00 – 49,99	= E

## 7. Teachers and Subjects

The teaching materials given to learners are classified into six subjects. They are reading, grammar, writing, vocabulary, conversation and listening. Teachers are responsible for these following tasks:

- a. preparation and implementation of the curriculum
- b. preparation and implementation of the teaching materials
- c. preparation and implementation of the course outline/teaching plans
- d. preparation and implementation of the evaluation

All the above responsibilities should be carried out in coordination with other teachers and their areas of responsibilities. Teacher's tasks and

responsibilities lay not only in the classroom, but also outside of the classroom. In other words, students may request (language) consultation sessions to the teachers.

**Teachers:**

- a. Dr. Sailal Arimi, M.Hum. (Grammar)
- b. Dr. Wulan Tri Astuti, M.A. (Reading)
- c. Alifia Masitha Dewi, S.S, M.Phil. (Conversation)
- d. Ramayda Akmal, S.S., M.A. (Vocabulary)
- e. Hanny Luvytasari, S.S., S.IP, M.A. (Writing)
- f. Ghozali Saputro, S.S., M.A. (Listening)

## **8. Class Rules and Regulations**

**General:**

1. The learners must not be absent more than (20%) of total bahasa Indonesia learning hours. Learners violating this rule will fail the program.
2. Learner is considered attending the class when he/she
  - a. present in the classes
  - b. inform INCULS that he/she is ill; this information should not be later than one week after he/she comes back to attend the class. Later than a week it will be considered an absence.
  - c. ask permission not to attend classes for some reasons that can be accepted.
3. If a learner is absent 3 hours/meetings/classes in a row, he/she will be summoned and has to explain the reasons to INCULS' Director. He/she will be given the first notice. If a learner gets a third notice from the director, his/her grade for class activity will be deducted 50% from the score that he/she gets.
4. **"When in Rome, do as Romans do"** or simply **means when visiting a foreign land, follow the customs of those who live in it.** We expect all students to be disciplined and respectful during the teaching and learning process. Students must follow the directions of the lecturer in accordance with the agreement made.

**Specific:**

1. Learners are expected to dress properly and follow the health protocols during the course.
2. Learners should not smoke during classes.
3. Ring-tones of learners' mobile phones should be non-activated.
4. Each learner should be responsible to read and understand the whole course guidelines, schedules, and syllabus.
5. Learners may have a consultation with the teachers.
6. Learners are expected to be present on the first day of class to listen to the teachers' explanation about the syllabus of the subjects taught.



The Indonesian Language and Culture Learning Service

# INCULS Academic Calendar

## INCULS ODD SEMESTER 2023/2024 SCHEDULE FOR REGULAR PROGRAM

<b>Thursday, 27 July 2023</b>	Online Placement Test (compulsory for new students)
<b>Monday, 31 July 2023</b>	Placement Test Result Announcement (by e-mail)
<b>Tuesday–Thursday, 1–3 August 2023</b>	INCULS Study Plan Information (by e-mail)
<b>Friday, 4 August 2023</b>	Courses Fixation Deadline from the Students (students send e-mail confirmation to INCULS)
<b>Monday–Wednesday, 7–9 August 2023</b>	Filling in the study plan form (INCULS's Staff)
<b>Wednesday, 16 August 2023</b>	Offline Orientation: INCULS Student Orientation (ISO) + Course Information for International Students



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[inculsugm](https://www.instagram.com/inculsugm)



[Inculs UGM](https://www.facebook.com/InculsUGM)

## INCULS ODD SEMESTER 2023/2024 SCHEDULE FOR REGULAR PROGRAM

<b>Monday, 21 August 2023</b>	Class Day 1
<b>Monday-Friday, 11-15 September 2023</b>	Progress Test 1
<b>Monday-Friday 9-13 October 2023</b>	Midterm Test
<b>Monday-Friday 6-10 November 2023</b>	Progress Test 2
<b>Monday-Friday, 27 November-8 December 2023</b>	Final Test
<b>Thursday, 7 December 2023</b>	Closing Ceremony
<b>Thursday, 28 September 2023</b>	Indonesian National Holidays & Collective Leave Days

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# SCHEDULE

## INDONESIAN LANGUAGE AND CULTURE COURSES REGULAR PROGRAM Pemula 1 (A1)

### Week 1

TIME	MON 21/8/23	TUE 22/8/23	WED 23/8/23	THU 24/8/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 2

TIME	MON 28/8/23	TUE 29/8/23	WED 30/8/23	THU 31/8/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>



12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 3

TIME	MON 4/9/23	TUE 5/9/23	WED 6/9/23	THU 7/9/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 4 (Progress Test 1)

TIME	MON 11/9/23	TUE 12/9/23	WED 13/9/23	THU 14/9/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>

	<b>PT1</b>	<b>PT1</b>	<b>PT1</b>	<b>PT 1</b>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i> <b>PT1</b>	<b>Conversatio n</b> <i>Alifia</i> <b>PT1</b>		

### Week 5

<b>TIME</b>	<b>MON</b> <b>18/9/23</b>	<b>TUE</b> <b>19/9/23</b>	<b>WED</b> <b>20/9/23</b>	<b>THU</b> <b>21/9/23</b>
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 6

<b>TIME</b>	<b>MON</b> <b>25/9/23</b>	<b>TUE</b> <b>26/9/23</b>	<b>WED</b> <b>27/9/23</b>	<b>THU</b> <b>28/9/23</b>
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>MAULID</b> <b>NABI</b>

### Week 7

TIME	MON 2/10/23	TUE 3/10/23	WED 4/10/23	THU 5/10/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 8 (Mid-Term Test)

TIME	MON 9/10/23	TUE 10/10/23	WED 11/10/23	THU 12/10/23
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>

12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 9

TIME	MON 16/10/23	TUE 17/10/23	WED 18/10/23	THU 19/10/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 10

TIME	MON 23/10/23	TUE 24/10/23	WED 25/10/23	THU 26/10/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>

11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 11

TIME	MON 30/10/23	TUE 31/10/23	WED 1/11/23	THU 2/11/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 12 (Progress Test 2)

TIME	MON 6/11/23	TUE 7/11/23	WED 8/11/23	THU 9/11/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>

11.00–11.50	<b>Writing</b> <i>Hanny</i> <b>PT 2</b>	<b>Reading</b> <i>Wulan</i> <b>PT 2</b>	<b>Listening</b> <i>Ghoza</i> <b>PT 2</b>	<b>Vocabulary</b> <i>Ramayda</i> <b>PT 2</b>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i> <b>PT 2</b>	<b>Conversatio n</b> <i>Alifia</i> <b>PT 2</b>		

### Week 13

<b>TIME</b>	<b>MON</b> <b>13/11/23</b>	<b>TUE</b> <b>14/11/23</b>	<b>WED</b> <b>15/11/23</b>	<b>THU</b> <b>16/11/23</b>
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 14

<b>TIME</b>	<b>MON</b> <b>20/11/23</b>	<b>TUE</b> <b>21/11/23</b>	<b>WED</b> <b>22/11/23</b>	<b>THU</b> <b>23/11/23</b>
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10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 15

TIME	MON 27/11/23	TUE 28/11/23	WED 29/11/23	THU 30/11/23
10.00–10.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>Vocabulary</b> <i>Ramayda</i>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		
14.00–14.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>		

### Week 16 (Final Test)

TIME	MON 4/12/23	TUE 5/12/23	WED 6/12/23	THU 7/12/23
11.00–11.50	<b>Writing</b> <i>Hanny</i>	<b>Reading</b> <i>Wulan</i>	<b>Listening</b> <i>Ghoza</i>	<b>CLOSING CEREMONY</b>
12.00–12.50				
13.00–13.50	<b>Grammar</b> <i>Sailal</i>	<b>Conversatio n</b> <i>Alifia</i>	<b>Vocabular y</b> <i>Ramayda</i>	



The Indonesian Language and Culture Learning Service



## **GUIDELINES**

### **INDONESIAN LANGUAGE AND CULTURE COURSES REGULAR PROGRAM August 21–December 7, 2023**

#### **PEMULA 2 (A2)**

##### **1. Introduction**

A particular language will be easier to master when it is studied in stages. Commonly there are three stages/levels in learning a language, namely: beginner, intermediate, and advanced. To make sure that the learning process is carried out effectively and efficiently, a good curriculum is needed. This curriculum functions as a standard in measuring the achievements of the objectives of the program.

There are five points to be presented in this curriculum of learning *Bahasa Indonesia* for foreigners. They are the approach, objectives, length of study, teaching materials, and teaching evaluation. This curriculum is completed with syllabus of six subjects: Reading, Conversation, Vocabulary, Writing, Grammar and Listening.

##### **2. Approach**

In the teaching-learning process, communicative approach is applied. This particular approach employs learner-centered learning process theory, where the teacher serves as facilitator. This means that during the process learners are given maximum opportunity to learn how to communicate with other learners and their teachers using certain medium.

The teaching-learning process with communicative approach is carried out not only in class activities, but also out of class activities. There are various kinds of out of class activities that have been arranged by the teacher such as a casual gathering while having cups of coffee, weekly discussion with actual topics, and others.

### 3. Objectives

The objectives are:

- a. able to comprehend relevant sentences and expressions that are commonly used in public spaces, such as the bank, the ATM, immigration office, hospital, campus, and library;
- b. able to directly interact about matters related to simple routines;
- c. able to simply describe matters related to private needs, such as education, health, social interaction, and entertainment;
- d. able to simply describe feelings, personal background, and matters related to one's environment or surroundings such as the weather and the city they live in.

### 4. The Length of Study and Subjects

The course will be held for 16 weeks, August 21–December 7, 2023. Days of the course: Monday, Wednesday, and Thursday (3 days a week). The course consists of six subjects. Students of **the beginner level must take all subjects below**. The number of credits for each subject is as follow:

<b>LEVEL</b>	<b><i>Beginner</i></b>
<b>SUBJECTS</b>	<i>1. Reading (2 credits) 2. Conversation (2 credits) 3. Vocabulary (2 credits) 4. Writing (2 credits) 5. Grammar (2 credits) 6. Listening (2 credits)</i>
<b>CREDITS</b>	<i>12 Semester Credit Units</i>

## 5. Material

The primary source for the level is *Titian Bahasa: Jembatan Berbahasa Indonesia bagi Penutur Asing – Pemula 2*. Additional sources suited to the topics are prepared by teachers.

## 6. Assessment

Assessment is continually made by teachers based on learners' activities in the classroom. The assessment components include the following aspects.

- a. Classroom activities, attendance & homework : 20%
- b. Progress Test
  - Progress Test 1 : 15%
  - Progress Test 2 : 15 %
- c. Midterm Test : 20%
- d. Final Test : 30%

Based on the above criteria, the grade conversions are as follow:

90,00 – 100	= A	65,00 – 69,99	= C+
85,00 – 89,99	= A-	60,00 – 64,99	= C
80,00 – 84,99	= B+	55,00 – 59,99	= C-
75,00 – 79,99	= B	50,00 – 54,99	= D
70,00 – 74,99	= B-	00,00 – 49,99	= E

## 7. Teachers and Subjects

The teaching materials given to learners are classified into six subjects. They are reading, grammar, writing, vocabulary, conversation and listening. Teachers are responsible for these following tasks:

- a. preparation and implementation of the curriculum
- b. preparation and implementation of the teaching materials
- c. preparation and implementation of the course outline/teaching plans
- d. preparation and implementation of the evaluation

All the above responsibilities should be carried out in coordination with other teachers and their areas of responsibilities. Teacher's tasks and

responsibilities lay not only in the classroom, but also outside of the classroom. In other words, students may request (language) consultation sessions to the teachers.

**Teachers:**

- a. Dr. Sailal Arimi, M.Hum. (Grammar)
- b. Ghozali Saputro, S.S., M.A. (Reading)
- c. Adiba Qonita Zahroh, S.S., M.Litt. (Conversation)
- d. Alifia Masitha Dewi, S.S, M.Phil. (Vocabulary)
- e. Ilfat Isroi Nirwani, S.S., M.A. (Writing)
- f. Noor Diana Arrasyid, M.A. (Listening)

## **8. Class Rules and Regulations**

**General:**

1. The learners must not be absent more than (20%) of total bahasa Indonesia learning hours. Learners violating this rule will fail the program.
2. Learner is considered attending the class when he/she
  - a. present in the classes
  - b. inform INCULS that he/she is ill; this information should not be later than one week after he/she comes back to attend the class. Later than a week it will be considered an absence.
  - c. ask permission not to attend classes for some reasons that can be accepted.
3. If a learner is absent 3 hours/meetings/classes in a row, he/she will be summoned and has to explain the reasons to INCULS' Director. He/she will be given the first notice. If a learner gets a third notice from the director, his/her grade for class activity will be deducted 50% from the score that he/she gets.
4. **"When in Rome, do as Romans do"** or simply **means when visiting a foreign land, follow the customs of those who live in it.** We expect all students to be disciplined and respectful during the teaching and learning process. Students must follow the directions of the lecturer in accordance with the agreement made.

**Specific:**

1. Learners are expected to dress properly and follow the health protocols during the course.
2. Learners should not smoke during classes.
3. Ring-tones of learners' mobile phones should be non-activated.
4. Each learner should be responsible to read and understand the whole course guidelines, schedules, and syllabus.
5. Learners may have a consultation with the teachers.
6. Learners are expected to be present on the first day of class to listen to the teachers' explanation about the syllabus of the subjects taught.



The Indonesian Language and Culture Learning Service

# INCULS Academic Calendar

## INCULS ODD SEMESTER 2023/2024 SCHEDULE FOR REGULAR PROGRAM

<b>Thursday, 27 July 2023</b>	Online Placement Test (compulsory for new students)
<b>Monday, 31 July 2023</b>	Placement Test Result Announcement (by e-mail)
<b>Tuesday–Thursday, 1–3 August 2023</b>	INCULS Study Plan Information (by e-mail)
<b>Friday, 4 August 2023</b>	Courses Fixation Deadline from the Students (students send e-mail confirmation to INCULS)
<b>Monday–Wednesday, 7–9 August 2023</b>	Filling in the study plan form (INCULS's Staff)
<b>Wednesday, 16 August 2023</b>	Offline Orientation: INCULS Student Orientation (ISO) + Course Information for International Students



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[Inculs UGM](https://www.facebook.com/InculsUGM)

## INCULS ODD SEMESTER 2023/2024 SCHEDULE FOR REGULAR PROGRAM

<b>Monday, 21 August 2023</b>	Class Day 1
<b>Monday-Friday, 11-15 September 2023</b>	Progress Test 1
<b>Monday-Friday 9-13 October 2023</b>	Midterm Test
<b>Monday-Friday 6-10 November 2023</b>	Progress Test 2
<b>Monday-Friday, 27 November-8 December 2023</b>	Final Test
<b>Thursday, 7 December 2023</b>	Closing Ceremony
<b>Thursday, 28 September 2023</b>	Indonesian National Holidays & Collective Leave Days

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# SCHEDULE

## INDONESIAN LANGUAGE AND CULTURE COURSES REGULAR PROGRAM Pemula 2 (A2)

### Week 1

TIME	MON 21/8/23	TUE 22/8/23	WED 23/8/23	THU 24/8/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

### Week 2

TIME	MON 28/8/23	TUE 29/8/23	WED 30/8/23	THU 31/8/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				



13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

### Week 3

TIME	MON 4/9/23	TUE 5/9/23	WED 6/9/23	THU 7/9/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

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### Week 4 (Progress Test 1)

TIME	MON 11/9/23	TUE 12/9/23	WED 13/9/23	THU 14/9/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i> <b>PT 1</b>		<b>Conversation</b> <i>Adiba</i> <b>PT 1</b>	<b>Vocabulary</b> <i>Alifia</i> <b>PT 1</b>
12.00 – 12.50				

13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i> <b>PT 1</b>		<b>Reading</b> <i>Ghoza</i> <b>PT 1</b>	<b>Grammar</b> <i>Sailal</i> <b>PT 1</b>

## Week 5

TIME	MON 18/9/23	TUE 19/9/23	WED 20/9/23	THU 21/9/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

## Week 6

TIME	MON 25/9/23	TUE 26/9/23	WED 27/9/23	THU 28/9/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>MAULID NABI (National Holiday and Collective Leave Day)</b>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	
12.00 – 12.50				

13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	

### Week 7

TIME	MON 2/10/23	TUE 3/10/23	WED 4/10/23	THU 5/10/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

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### Week 8 (Mid-Term Test)

TIME	MON 9/10/23	TUE 10/10/23	WED 11/10/23	THU 12/10/23
10.00 – 10.50			<b>Conversation</b> <i>Adiba</i>	
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				

13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
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## Week 9

TIME	MON 16/10/23	TUE 17/10/23	WED 18/10/23	THU 19/10/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

## Week 10

TIME	MON 23/10/23	TUE 24/10/23	WED 25/10/23	THU 26/10/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
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## Week 11

TIME	MON 30/10/23	TUE 31/10/23	WED 1/11/23	THU 2/11/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

## Week 12 (Progress Test 2)

TIME	MON 6/11/23	TUE 7/11/23	WED 8/11/23	THU 9/11/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
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### Week 13

TIME	MON 13/11/23	TUE 14/11/23	WED 15/11/23	THU 16/11/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

### Week 14

TIME	MON 20/11/23	TUE 21/11/23	WED 22/11/23	THU 23/11/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
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## Week 15

TIME	MON 27/11/23	TUE 28/11/23	WED 29/11/23	THU 30/11/23
10.00 – 10.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
11.00 – 11.50	<b>Listening</b> <i>Diana</i>		<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>
14.00 – 14.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	<b>Grammar</b> <i>Sailal</i>

## Week 16 (Final Test)

TIME	MON 4/12/23	TUE 5/12/23	WED 6/12/23	THU 7/12/23
10.00 – 10.50			<b>Conversation</b> <i>Adiba</i>	
11.00 – 11.50	<b>Listening</b> <i>Diana</i>	<b>Grammar</b> <i>Sailal</i>	<b>Conversation</b> <i>Adiba</i>	<b>Vocabulary</b> <i>Alifia</i>
12.00 – 12.50				<b>CLOSING CEREMONY</b>
13.00 – 13.50	<b>Writing</b> <i>Ilfat</i>		<b>Reading</b> <i>Ghoza</i>	