



***STUDENT HANDBOOK***  
***DANCE EDUCATION***  
***STUDY PROGRAM***

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

## TABLE OF CONTENTS

<b>FOREWORD</b> .....	2
<b>VISION AND MISSIONS</b> .....	3
A. Vision and Missions of the Faculty of Languages and Arts.....	3
<b>PREFACE</b> .....	5
<b>ORGANIZATIONAL STRUCTURE</b> .....	6
A. Organizational Structure of the Faculty of Languages and Arts.....	6
B. Organizational Structure of Dance Education Study Program .....	7
<b>SERVICES FOR STUDENTS</b> .....	8
A. Academic Services.....	8
1. Office of Academic Services in the Faculty .....	8
2. Standard Operating Procedures (SOP).....	8
3. List of Lecturers and Administrative Staff in Dance Education Study Program.....	9
4. Curriculum of Dance Education Study Program .....	10
B. Student Services .....	11
1. Student Services Office in the Faculty .....	11
2. Student Organization in Dance Education Study Program.....	11
3. Study Program Task Force .....	12
4. Available Scholarship Schemes and Application Procedures.....	13
<b>OTHER INFORMATION</b> .....	17
A. Facilities at the Faculty .....	17
B. Site Plan of the Faculty .....	18
C. Safety and Security in the Faculty (security guard, parking, Occupational Health and Safety guidelines).....	18

## FOREWORD

Assalamu'alaikum wr. Wb

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

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

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

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

Wassalamu'alaikum wr. wb

Yogyakarta, March 6, 2019

Vice Dean I,



Dr. Maman Suryaman, M.Pd

EID 19670204 199203 1 002

## **VISION AND MISSIONS**

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

#### **1. Vision**

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

#### **2. Missions**

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

## B. Dance Education Study Program Vision and Mission

### 1. VISION

The Dance Education Study Program, Faculty of Languages and Arts, Yogyakarta State University becomes superior and competitive study program producing pious, independent, and scholarly human beings in 2025. Superior, competitive, pious, independent, and scholarly human beings are elaborated as follows:

1. Superior means that Dance Education Study Program, Faculty of Languages and Arts, Yogyakarta State University is better compared to others.
2. Competitive means the Dance Education Study Program, Faculty of Languages and Arts, Yogyakarta State University is able to compete in the globally.
3. Pious means the *Academica Civitas* of Dance Education Study Program are religious and obedient people who carry out God's Shari'a, stay away from His prohibitions, have noble deeds and carry out duties sincerely.
4. Independent means that all *Academica Civitas* of Dance Education Study Program, Faculty of Languages and Arts, Yogyakarta State University are human beings who are sovereign, responsible, capable of making decisions on their own, fair, and is able to manage as well as fulfill their own needs and not dependent on other people or other parties.
5. Scholarly means that all *Academica Civitas* of Dance Education Study Program, Faculty of Languages and Arts, Yogyakarta State University are intelligent, knowledgeable, clever and skilled, full of consideration or careful, thorough, able to observe situations and conditions, creative and innovative.

### 2. MISSION

1. Conducting education and learning in the field of dance in accordance with the needs of the community.
2. Conducting research to develop science, technology, and dance.
3. Organizing community service in the field of dance in order to empower the community and realize the community welfare.
4. Developing local, national, and international cooperation in the field of dance education.

## **PREFACE**

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

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

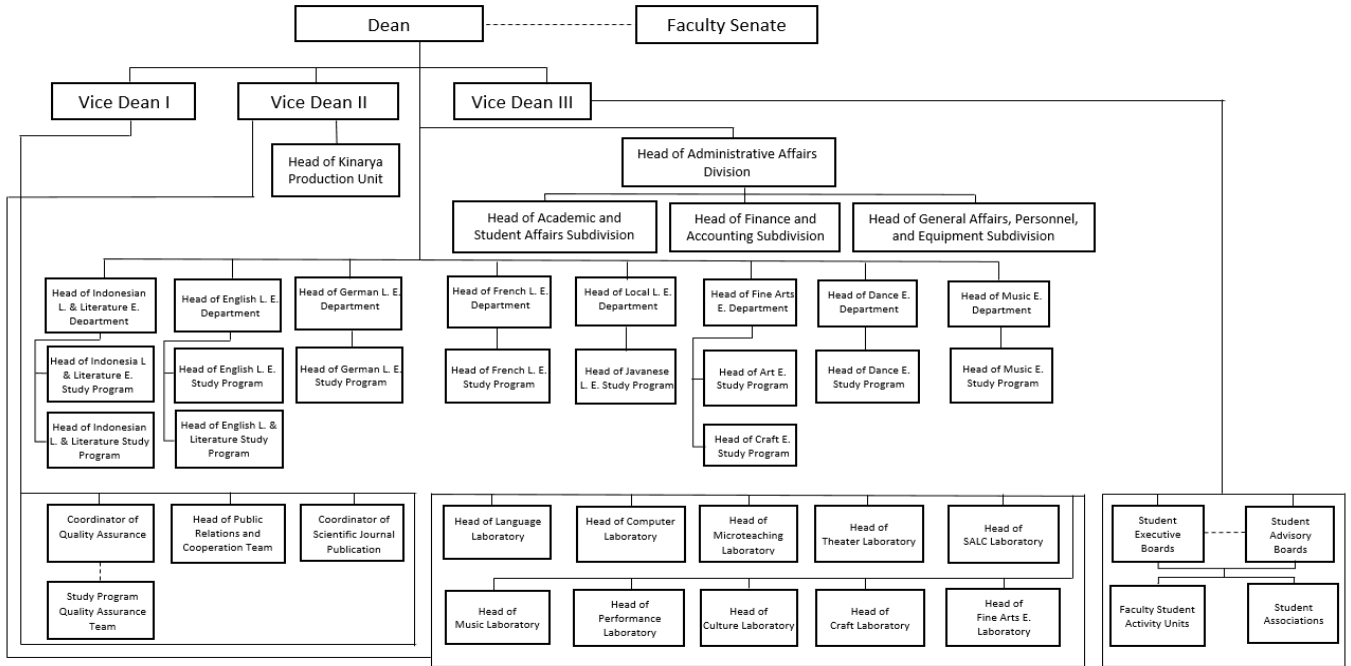
This Student Handbook is the first source of information. Therefore, students are expected to read the suggested links or websites and they are encouraged to seek and ask for more information at the appropriate offices.

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

# ORGANIZATIONAL STRUCTURE

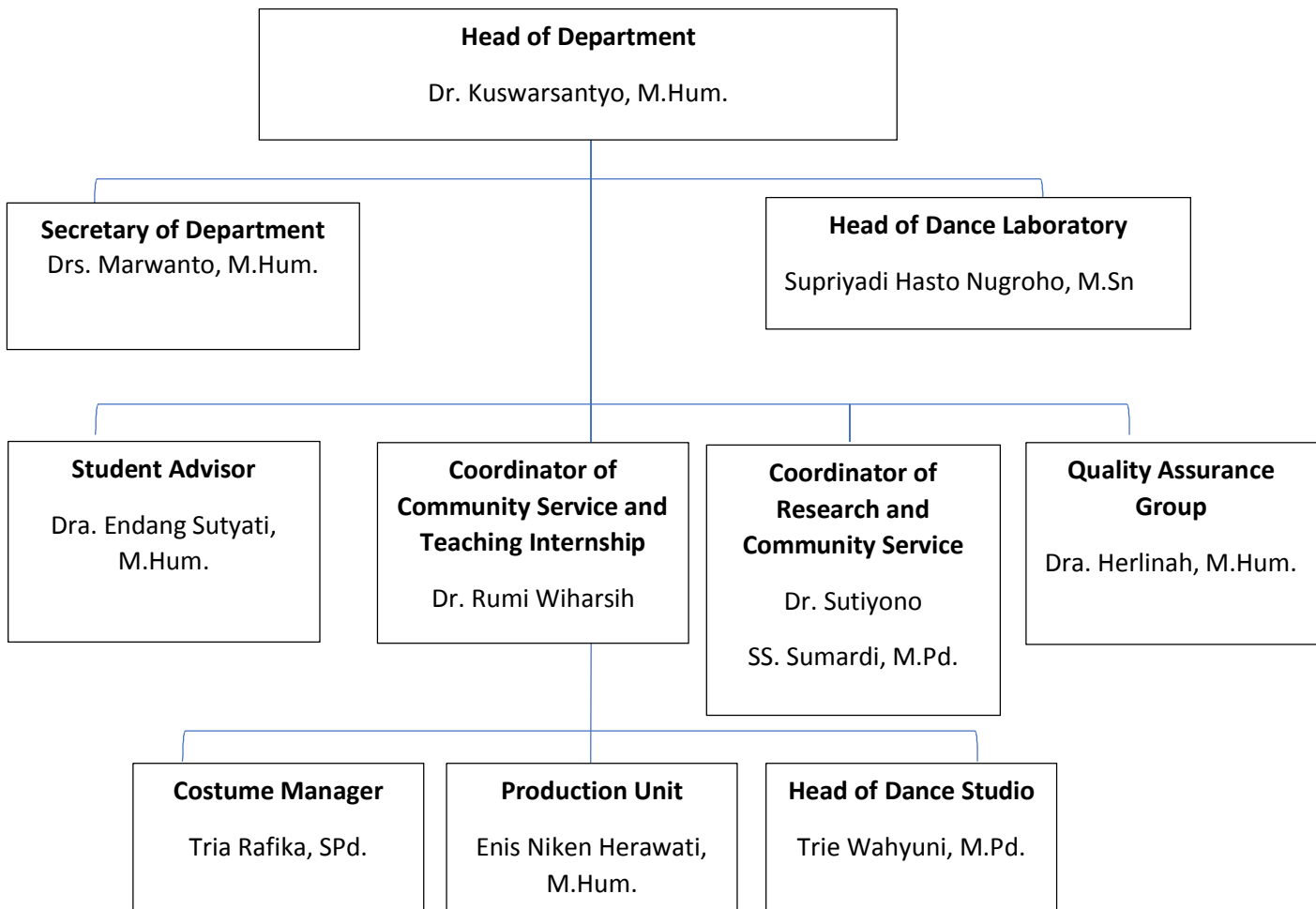
## A. Organizational Structure of the Faculty of Languages and Arts

Organizational Structure of the Faculty of Languages and Arts



Note:  
L = Language, E = Education

B. Organizational Structure of Dance Education Study Program





## SERVICES FOR STUDENTS

### A. Academic Services

#### 1. Office of Academic Services in the Faculty

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

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

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

The Academic Division consists of:

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

The Duties of the Academic Services are as follows:

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

#### 2. Standard Operating Procedures (SOP)

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

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

3. List of Lecturers and Administrative Staff in Dance Education Study Program

No.	Name	Field of Expertise	
1	Ni Nyoman Seriati	Undergraduate	Dance Composition
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	-
2	Kusnadi	Undergraduate	Dance Education
		Graduate	Research and Education Evaluation
		Post-Graduate	Learning Technology
3	Yuli Sectio Rini	Undergraduate	Dance Literature
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	-
4	Muh. Mukti	Undergraduate	Puppet Mastery Studies
		Graduate	Perfroming Arts Studies
		Post-Graduate	Philosophy
5	Trie Wahyuni	Undergraduate	Dance Composition
		Graduate	Technology and Vocational Education
		Post-Graduate	-
6	Enis Niken Herawati	Undergraduate	Yogyakarta Dance
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	-
7	Endang Sutyati	Undergraduate	Dance Composition
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	-
8	Bambang Suharjana	Undergraduate	<i>Karawitan</i>
		Graduate	Art Studies
		Post-Graduate	-
9	Kuswarsantyo	Undergraduate	Dance Education
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	Performing and Fine Arts Studies
10	Herlinah	Undergraduate	Javanese Dance
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	-

11	Marwanto	Undergraduate	Dance Composition
		Graduate	Performing Arts Studies
		Post-Graduate	-
12	Rumi Wiharsih	Undergraduate	Dance Education
		Graduate	Educational Research and Evaluation
		Post-Graduate	Educational Research and Evaluation
13	Wien Puji Priyanto Djuli Pitoyo	Undergraduate	Dance Composition
		Graduate	Technology and Vocational Education
		Post-Graduate	-
14	EMG Lestantun Murni Kadarsih	Undergraduate	Javanese Dance
		Graduate	Art Studies
		Post-Graduate	-
15	Sutiyono	Undergraduate	<i>Karawitan</i> Arts
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	Social Sciences
16	Titik Agustin	Undergraduate	Javanese Dance
		Graduate	-
		Post-Graduate	-
17	Titik Putraningsih	Undergraduate	Nusantara Dance
		Graduate	Performing and Fine Arts Studies
		Post-Graduate	-
18	Wenti Nuryani	Undergraduate	Dance Education
		Graduate	Educational Research and Evaluation
		Post-Graduate	-
19	Pramularsih Wulansari	Undergraduate	Nusantara Dance
		Graduate	Dance Studies
		Post-Graduate	-
20	Supriyadi Hasto Nugroho	Undergraduate	Dance
		Graduate	Art Creation
		Post-Graduate	-
21	Sumaryadi	Undergraduate	Indonesian Language and Literature
		Graduate	Language Instruction
		Post-Graduate	Philosophy

#### 4. Curriculum of Dance Education Study Program

The Dance Education curriculum referred to today is the 2014 Indonesian Qualification Framework-Based Curriculum. This curriculum can be accessed completely on the page <http://pst.fbs.uny.ac.id/>

## B. Student Services

### 1. Student Services Office in the Faculty

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

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

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

The Student Affairs Division consists of:

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

The duties of Student Affairs are as follows:

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

### 2. Student Organization in Dance Education Study Program

No.	Nama	Position	NIM
1	Dian Ayu Kumalaningtyas	Chairman	16209244001
2	Milla Marithasari	Vice Chairman	16209244023
3	Lailatus Sa'adah	Secretary 1	16209244015
4	Vilianti Wulandari	Secretary 2	17209241024
5	Silviana Afriyanti	Treasurer 1	16209241016
6	Agustina Ritasari	Treasurer 2	17209244007
7	May Widhiyastuti	Head of Human Resource Development Division	16209244007
8	Adelia Yuliana Krismonita	Member of Human Resource Development Division	16209241025
9	Ahmad Faisal	Member of Human Resource Development Division	17209244017
10	Yunanda Eka Yulianti	Member of Human Resource Development Division	17209244020
11	Galuh Retno	Member of Human Resource Development Division	17209344023
12	Aprilia Difa Rahmawati	Member of Human Resource Development Division	17209241038
13	Galuh Anggraini	Head of Performance Division	16209241015
14	Riki Kristianto	Member of Performance Division	16209241051

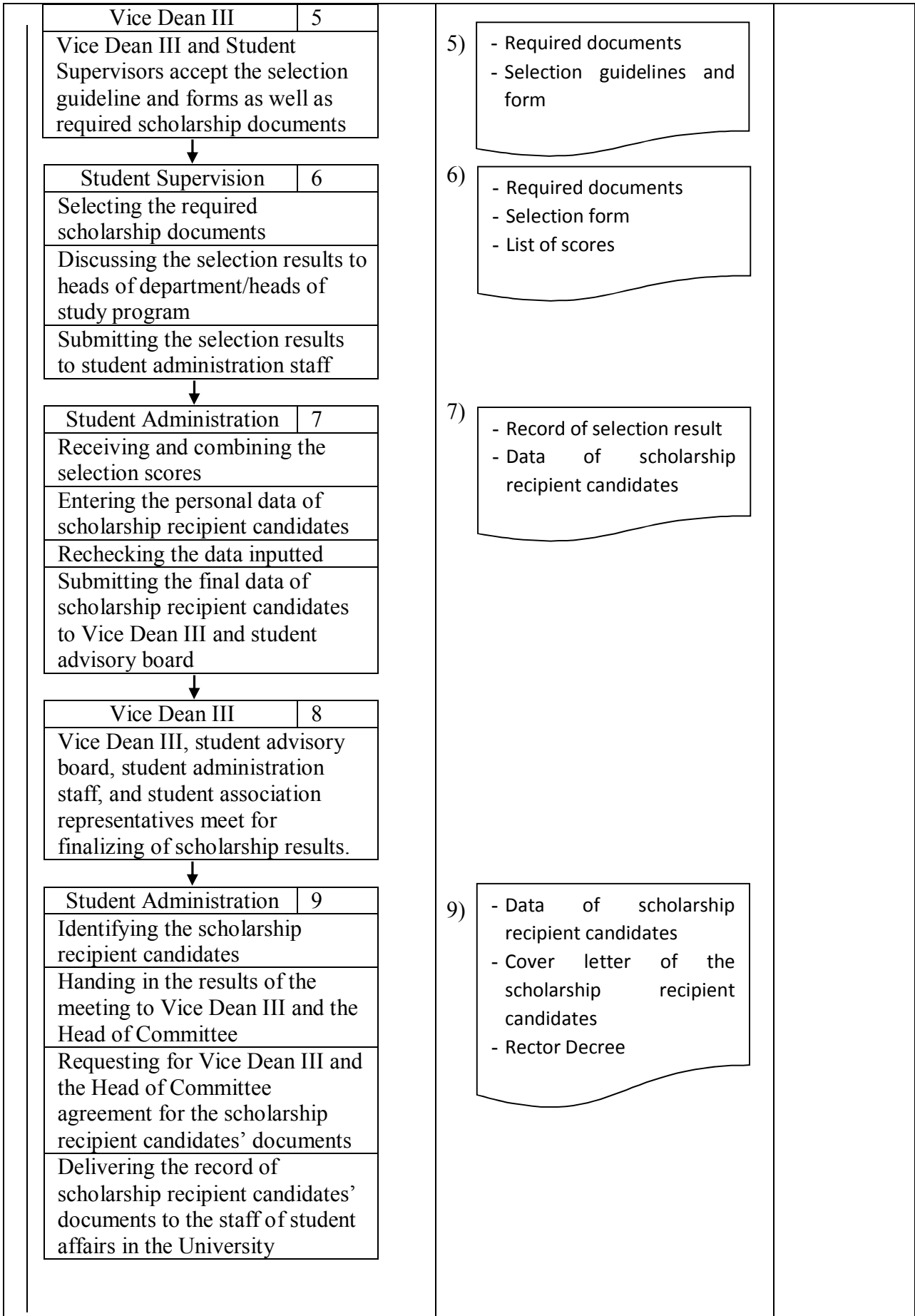
15	Sarinah	Member of Performance Division	16209241052
16	Valentina Paska Putri Febriana	Member of Performance Division	17209241030
17	Ariesta Maharani	Member of Performance Division	17209244019
18	Yeni Yusepa	Head of <i>SOSKOMJAR</i> Division	16209241017
19	Hakiki Darajat Saputra	Member of <i>SOSKOMJAR</i> Division	16209241040
20	Kristiyana Apriliawanti	Member of <i>SOSKOMJAR</i> Division	16209244006
21	Destia Shalsabila Fajriyati	Member of <i>SOSKOMJAR</i> Division	17209241019
22	Adhe Cahyono	Member of <i>SOSKOMJAR</i> Division	17209241048
23	Hengky Fitro Dinata	Head of <i>Kesma</i> Division	16209244024
24	Dwi Lestari	Member of <i>Kesma</i> Division	16209244016
25	Anastasia Widya	Member of <i>Kesma</i> Division	16209241009
26	Aulia Safitri	Member of <i>Kesma</i> Division	17209241031
27	Adelia Uswatun	Member of <i>Kesma</i> Division	17209241011

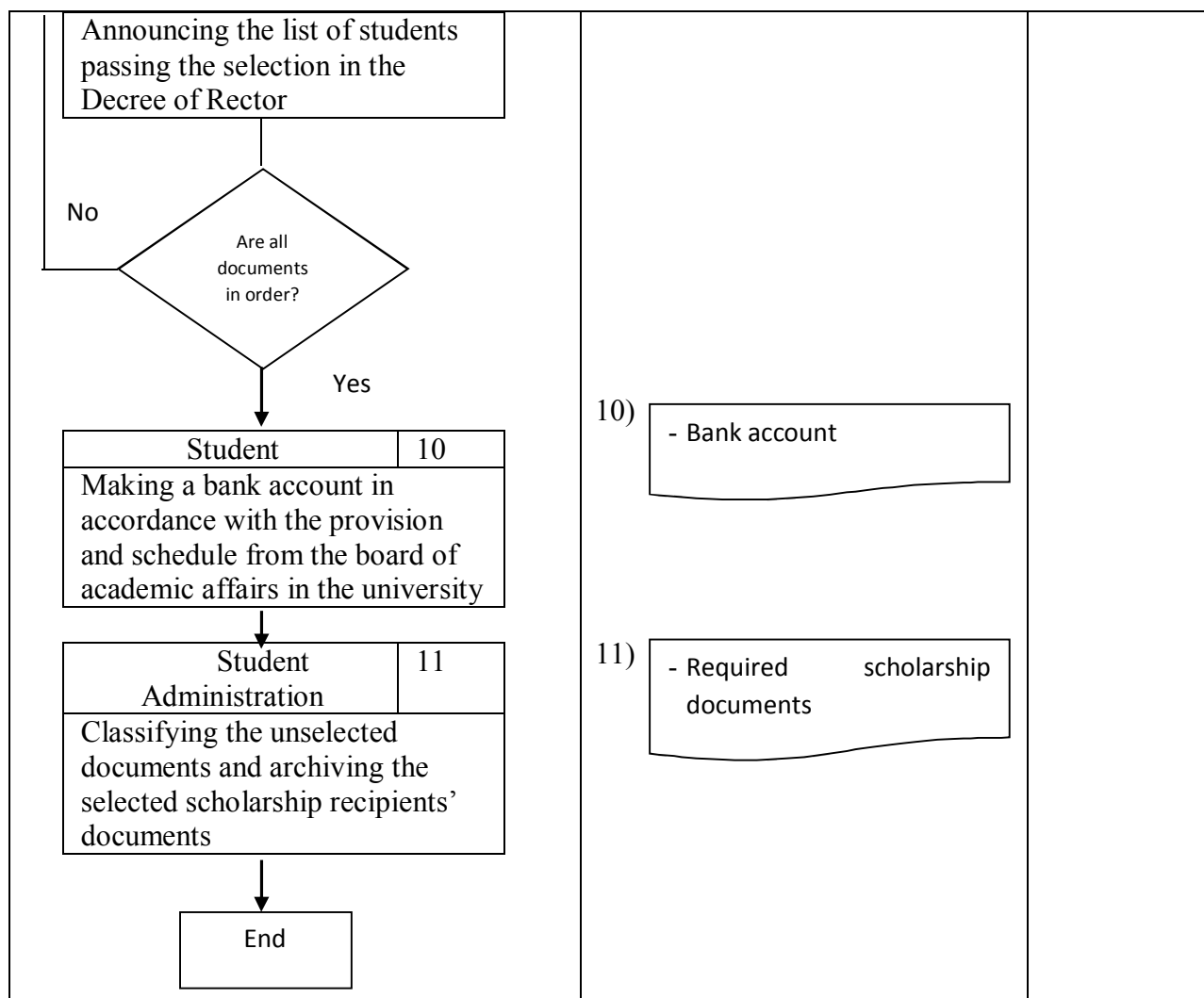
### 3. Study Program Task Force

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

4. Available Scholarship Schemes and Application Procedures  
a. Procedures

Activity	Record	Information											
<p style="text-align: center;">Start</p> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Vice Dean III</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td colspan="2">Receiving information about the students' scholarship from Vice Rector III</td> </tr> <tr> <td colspan="2">Giving the scholarship disposition announcement to the student administration staff</td> </tr> <tr> <td colspan="2">Vice Dean III and the student administration staff decide the number of scholarship recipients for each study program</td> </tr> </table> <p style="text-align: center;">↓</p>	Vice Dean III	1	Receiving information about the students' scholarship from Vice Rector III		Giving the scholarship disposition announcement to the student administration staff		Vice Dean III and the student administration staff decide the number of scholarship recipients for each study program		<p>1)</p> <table border="1" style="width: 100%;"> <tr> <td>- Announcement - Disposition Letter - The number of scholarship recipients</td> </tr> </table>	- Announcement - Disposition Letter - The number of scholarship recipients			
Vice Dean III	1												
Receiving information about the students' scholarship from Vice Rector III													
Giving the scholarship disposition announcement to the student administration staff													
Vice Dean III and the student administration staff decide the number of scholarship recipients for each study program													
- Announcement - Disposition Letter - The number of scholarship recipients													
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student Administration Staff</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td colspan="2">Making the scholarship announcement</td> </tr> </table> <p style="text-align: center;">↓</p>	Student Administration Staff	2	Making the scholarship announcement		<p>2)</p> <table border="1" style="width: 100%;"> <tr> <td>- Announcement</td> </tr> </table>	- Announcement							
Student Administration Staff	2												
Making the scholarship announcement													
- Announcement													
<p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2">Downloading the scholarship forms from <i>beasiswa.kemahasiswaan.uny.ac.id</i> webpage</td> </tr> <tr> <td colspan="2">Completing and then submitting the administration forms to the student administration staff</td> </tr> </table> <p style="text-align: center;">↓</p>	Student	3	Downloading the scholarship forms from <i>beasiswa.kemahasiswaan.uny.ac.id</i> webpage		Completing and then submitting the administration forms to the student administration staff		<p>3)</p> <table border="1" style="width: 100%;"> <tr> <td>- Forms - Required documents</td> </tr> </table>	- Forms - Required documents					
Student	3												
Downloading the scholarship forms from <i>beasiswa.kemahasiswaan.uny.ac.id</i> webpage													
Completing and then submitting the administration forms to the student administration staff													
- Forms - Required documents													
<p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student Administration Staff</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td colspan="2">Accepting and verifying the scholarship application documents</td> </tr> <tr> <td colspan="2">Classifying the scholarship application documents based on study program</td> </tr> <tr> <td colspan="2">Reporting the total accepted documents to Vice Dean III</td> </tr> <tr> <td colspan="2">Preparing the selection guideline and forms</td> </tr> </table> <p style="text-align: center;">↓</p>	Student Administration Staff	4	Accepting and verifying the scholarship application documents		Classifying the scholarship application documents based on study program		Reporting the total accepted documents to Vice Dean III		Preparing the selection guideline and forms		<p>4)</p> <table border="1" style="width: 100%;"> <tr> <td>- Required Documents - Selection guidelines and form</td> </tr> </table>	- Required Documents - Selection guidelines and form	
Student Administration Staff	4												
Accepting and verifying the scholarship application documents													
Classifying the scholarship application documents based on study program													
Reporting the total accepted documents to Vice Dean III													
Preparing the selection guideline and forms													
- Required Documents - Selection guidelines and form													





## b. Attachment

Application requirements for PPA Scholarship:

- 2.1. Ongoing students in the sixth semester or below
- 2.2. Minimum GPA of 3.00 proven by legal academic transcript
- 2.3. Filling in the scholarship application file
  - Download the form at <http://beasiswa.kemahasiswaan.uny.ac.id/>.
  - Form 1 → Scholarship Application Sheet  
Containing the applicant personal information
  - Form 2 → Character Reference Letter  
by Academic Advisor, Head of Department, and Vice Dean III.
  - Form 3 → Statement of not Receiving Scholarship from Other Parties
  - Form 4 → Certificate of Extracurricular Activities  
By attaching a copy of the certificate, decree, or certificate of extracurricular activities
  - Form 5 → **Family Financial Statement**
    - \* It applies to students whose parents work in private sectors (farmers, traders, entrepreneurs and is filled in and ratified by the local Village Head.
    - \* Students whose parents are civil servants or working in the company could attach a copy of the salary slip.
  - Form 6 → **Guardian Scholarship Application Agreement**



Signed by parents/guardians

- Form 7 → **Unemployment Statement**

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

2.4. Draft of Student Creativity Program Proposal in 5 fields

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

2.5. Attachment:

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

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

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

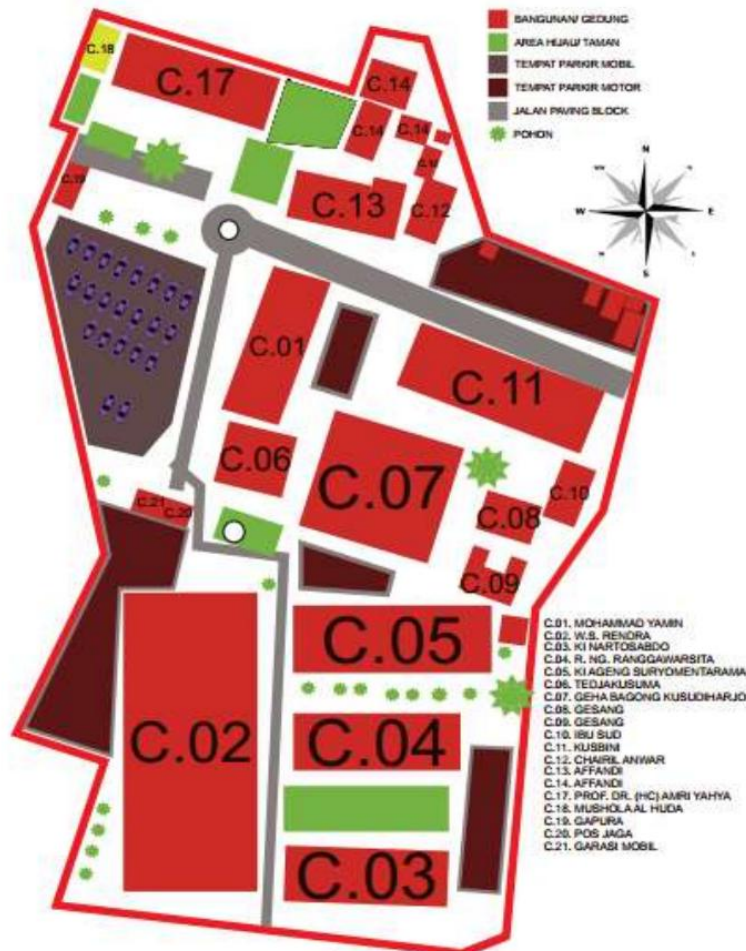
## OTHER INFORMATION

### A. Facilities at the Faculty

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

24.	Health Care Unit	2	18	Faculty
25.	Pavillion	1	225	Faculty
26.	Cine Club	1	80	Faculty
27.	Performance Hall	1	225	Faculty
28.	Self-service Canteen	1	6	Faculty

### B. Site Plan of the Faculty



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

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

Occupational Safety and Health in higher education institutions, including Faculty of Language and Art, YSU, is supported by a variety of factors and good places to learn and practice, low noise levels, room temperature that is appropriate to the work climate, etc. Another thing to know to in maintaining occupational safety and health is fire safety. In this case some of the practical knowledge that must be practiced in safety standards to prevent fires is as follows:

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

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

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

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

## REFERENCES

1. *Organization and Governance Yogyakarta State University Number 23 Year 2011*
2. <http://fbs.uny.ac.id> (<http://bit.ly/2EC2Pl6>) (*Occupational Health and Safety Guidelines*)
3. <http://fbs.uny.ac.id/>
4. <http://fbs.uny.ac.id/subag-pendidikan>
5. <http://fbs.uny.ac.id/subag-kemahasiswaan-dan-alumni>
6. <http://pbsi.fbs.uny.ac.id/>