

STUDENT HANDBOOK





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HANDBOOK



Leadership with integrity, respect for diversity and heart for humanity is the key values we aim to generate from your own potentials

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PREFACE



Welcome from the Dean SBM ITB

Welcome to the School of Business and Management at Bandung Institute of Technology (SBM-ITB). SBM-ITB was established on December 31, 2003 who has a Bachelor degree in Management (2004), now processing Entrepreneurship study program (2012), Master of Science in Management (2006), Master of Business Administration (1990), and Doctor Program in Management (2009). As the best School of Business and Management in Indonesia (Swa-2009), the learning system performed by the best lecturers in their respective areas of expertise, SBM is the best choice of Indonesian students. In addition to technical competence, skills, and the theoretical front, the students are also provided with the ability of learning deep soft skills in leadership, decision making, motivation, business ethics, team work, and so on.

SBM-ITB establishes cooperative relationships with various institutions, including government agencies, business, and community organizations, as well as various universities at home and abroad. Cooperation in double degree program, students exchange, lecturers exchange, and joint research collaborated with the Tokyo University of Science (TUS) Japan, the University of Pforzheim Germany, University of Groningen the Netherlands, Finland's Aalto University, the University of Saint Gallen Switzerland, Universiti Utara Malaysia, and so on. The program of cooperation in the field of research, training and consultation with the government (central and local), and companies (SMEs, state-owned enterprises national and multi-national enterprises). Cooperation is also conducted in the form of case writing, guest lecturers, and as internship and research of student final project.

SBM is located in ITB campus at Bandung city that is beautiful, green and flowering. Bandung is a city that is very suitable for learning and networking with regards to hospitality people, the mild climate, as well as the atmosphere is dynamic, creative and innovative. So joining with SBM ITB is the catalyst for successful business and entrepreneurial leaders.

Finally, I congratulate for your journey with the best school in Indonesia and all the best for your learning experience preparing to be entrepreneurial leaders in the future.

Bandung, July 26th, 2012

Dean,

Prof.Dr.Ir. SudarsoKaderi Wiryono, DEA.

Message from Director of MBA-ITB

The Master of Business Administration at ITB is not the first program of its kind in Indonesia. However, it has proven itself to be the best graduate program in the country. As the award measures many dimensions, it means that the MBA program at ITB has excelled in many things, among others are the program, the faculty, the learning experience, the students, and the infrastructure.

We are very proud of our students. They come from various backgrounds with one similarity: a strive for excellence. Students of MBA-ITB are selected persons. Cognitively they are very competitive. Curiosity and criticality of thinking are their main characters. We add this with a special soft skill training to increase their competency as a leader. Besides, they have to be entrepreneurial. Entrepreneurship is embedded in our program. Students are challenged to come up with new ideas, new approach and business model. They have to learn that business in the future requires different approach.

This handbook is written to assist our new students to find out more important and exciting information about the program. It is also helpful for ongoing and potential students. Ongoing students will need more information as they go through the program. Meanwhile, potential students can elaborate our program before deciding to join it. In a nutshell, this handbook serves our purpose to create value for anyone who want to know more about MBA-ITB. We surely need to improve the content as the program keeps changing to meet the changing demands of business.

Finally, I thank all the people who contributed to this handbook. May Allah SWT reward your good deed.

Bandung, July 26th, 2012

Director,

Reza Ashari Nasution, PhD

ABOUT THE PROGRAM



About the Program

The MBA-ITB program is one of the most highly respected MBA programs in the region. It is a broadly based program concerned with all aspects of an organizational management and the development of the innovative, critical, and interpersonal capabilities crucial to effective business leadership and entrepreneurship.

The MBA-ITB program provides five specializations namely Business Risk and Finance, Operations and Performance Management, Business Strategic and Marketing, People and Knowledge Management, Management and Innovation Technology and Entrepreneurship. Students of regular MBA-ITB are expected to complete the program within 21 months whilst the executive MBA-ITB course may be wrapped up in 24 months.

The MBA-ITB incorporates “creative learning” model, using leading course modules, renowned lectures, neuro-linguistic program, outward-bound activity, individual and group project work, students business simulation, seat-in class, academic debate, mentoring by practitioners, guest lecturing, internship program, seminars and training, business competitions, field trip, business talk and business clinics.



MBA-ITB History

ITB began contemplating a business and management program in the 1970s. In the late 1980s the Industrial Engineering Department set the framework for this program, and in 1990, Prof. Mathias Aroef founded the Master of Business Administration (MBA) program focusing on management of technology. On December 31, 2003 then ITB Rector Dr. Kusmayanto Kadiman formally established the School of Business and Management ITB (SBM-ITB) to administer both the MBA and the Undergraduate Program.

SBM-ITB has become a pioneer in campus autonomy, and in professionally running such program. Further, the Rector appointed 10 faculty members from SBM-ITB to be its founders, with their responsibility being to carry out its vision, mission, and strategy, as well as its curriculum design and distinctive teaching method.

These faculty members are:

- Prof. Dr (HC). Ir. Kuntoro Mangkusubroto, MSIE., MSCE.
- Prof. Ir. Surna Tjahja Djajadiningrat, Ph.D. (rip)
- Prof. Dr. Ir. Jann Hidajat Tjakraatmadja, MSIE.
- Ir. Drs. H. Arson Aliludin, SE., DEA.
- Prof. Dr. Ir. Sudarso KaderiWiryono, DEA.
- Ir. Nurhajati Ma'mun, M.Sc. (rip)
- Ir. Budi Permadi Iskandar, MSP.
- Prof. Dr. Ir. Dermawan Wibisono, M.Eng.
- Dr. Ir. Utomo Sarjono Putro, M.Eng.
- Dr. Aurik Gustomo, ST, MT.



SBM was established to develop leaders and entrepreneurs who have integrity, ethics, and social responsibility. Its graduates are expected to possess hard competences (know-how and skills), as well as soft competence (effective attitude and behavior in contemporary organization) in business and management.

Competency that will be developed in SBM can be divided into three parts, which are knowledge, practice and ethics. In the knowledge aspects, the one will be developed is knowledge in functional management. In the

practical aspect, the ones will be developed is organizational ability, teamwork and communication. Knowledge and practical ability will be a main asset in running a business in two sides: management practice on one side and negotiation and on the other side is smart risk taking. To achieve the goals, ethics and appreciation skill must be developed during the education process.

The current study programs developed by SBM ITB covers Bachelor of Business and Management, Master of Business Administration, Master of Science in Management and Doctor of Science in Management.

Vision, Mission, and Objectives

The vision, mission and objective of the MBA-ITB program needs to refer to the overcoming of national issues and the MBA-ITB program development. One of the national issues at this moment is the acceleration of human resource quality improvement.

MBA-ITB Program Vision

Being a world class Master of Business Administration Program that develops an ethical leaders with entrepreneurial spirit.

MBA-ITB Program Mission

- To educate and develop future innovative and entrepreneurial-spirited leaders.
- To develop a sustainable business and management program for increasing the capacity of human capital in order to enhance global competitiveness of Indonesian industries.

MBA-ITB Program Objective

MBA-ITB aims to provide superior, sustainable, and accredited education nationally and internationally, in order to produce graduates who have the following characteristics:

- Have a strong competence in business and management and support of competencies such as entrepreneurship and ability to take decisions.
- Have an ethical leadership and professional.
- Have the entrepreneurial spirit both as professional and entrepreneurial.
- Able to make decisions based on the values of a systemic and integrated capabilities so can meet the needs of the community and globally.

Expected Graduates Profile

Along with the previous program goals, MBA-ITB Program graduates are expected to have following skills:

Cognitive skill

Cognitive skill is the ability to collect and process a large quantity of information effectively, to learn new materials, to identify a problem, define the problem, and to make decision. This skill dimension is problem analysis and decision making, innovation and resourcefulness, and handling detail.

Administrative skill

Administrative skill is the ability to do self and other people's activity structuring, resource coordination productively and efficiently. This skill dimension is the ability to plan, organize and time management.

Communication skill

Communication skill is the ability to deliver and receive information clearly, accurately, holistic and effectively. This skill dimension is to deliver/receive information, do verbal and written communication.

Personal Adaptability

Personal Adaptability is the ability to give proper response to the working challenges every time when facing changes, uncertainty, differences, and third party's pressure.

Personal Motivation

Personal Motivation is the ability to set high performance standard, working hard to achieve the standard, took initiative and show high commitment to the organization and profession.

Occupational/Technical Knowledge

Occupational/Technical Knowledge is the ability to apply the knowledge and skill to the job, including the ability to understand his personal work area and the connection to other areas in his work system and the broader system.



MBA-ITB Characteristics

Our Groundwork: "Striving for Excellence"

MBA-ITB is looking for superior talents who are committed to always "striving for excellence" in business development and management in the world. We measure our success from the quality of our teaching-learning process and the ability of our graduates to apply knowledge, skills and leadership qualities not only give benefit for themselves, but also for the wider community.

Leader with Characters

ITB MBA study program has a mission to educate future business leaders. MBA-ITB believes that business leaders will face complex business situations, innovative and full of challenges that can undermine a business in a very fast time. Therefore, they need to be well prepared. We believe they need to understand the concept of growth and sustainability, competitiveness and dexterity, as well as soft skills to manage it all.

Growth and Sustainability

Each student of MBA-ITB must believe that the business should grow. However, they need to pursue sustainable growth is not just a fantastic growth that will be eroded instantly. The ability to produce innovations that deliver high value-added is the answer. Being innovative is not enough because you can produce stunning creations, but no one is to appreciate and buy. Herein lays an understanding of the value added. Innovations should be useful and generate profits for its stakeholders.

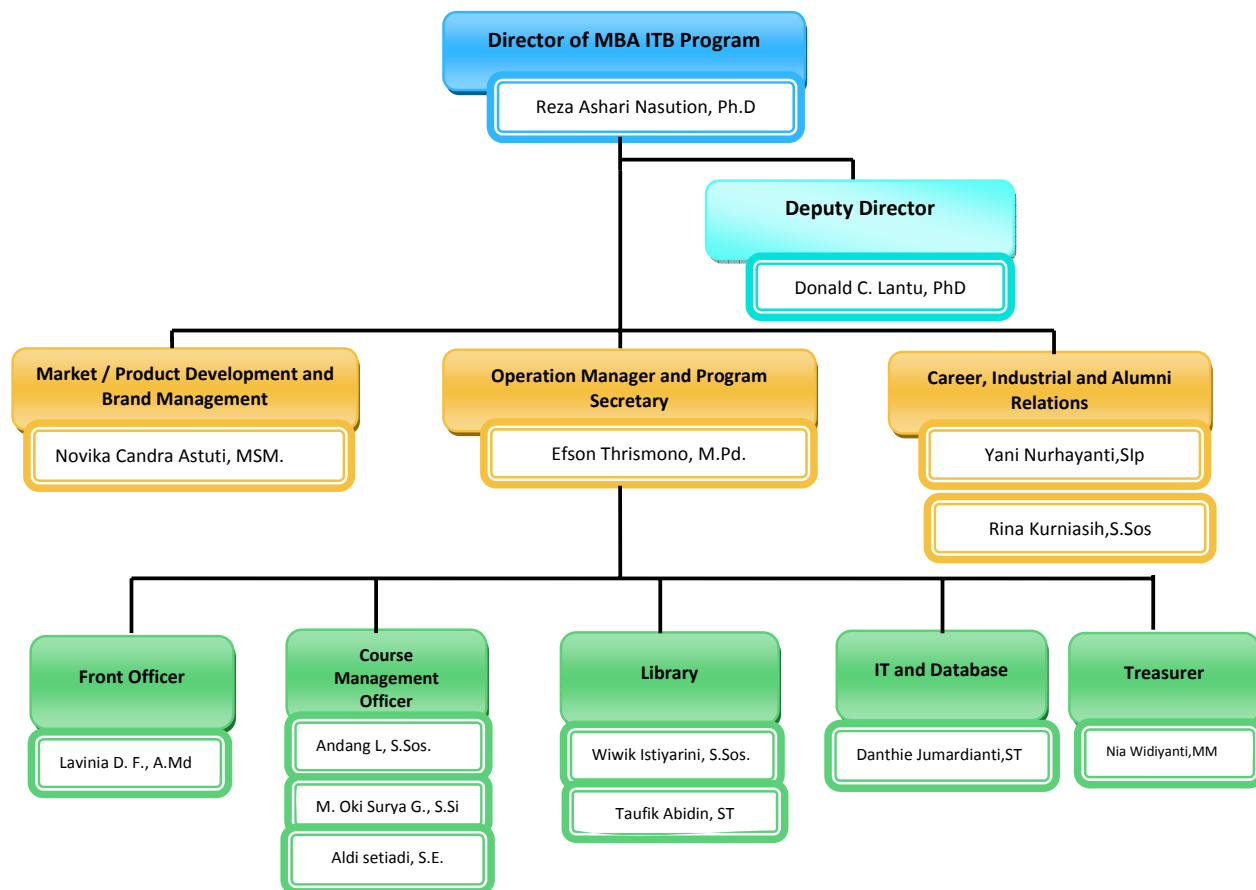
Competitiveness and Agility

MBA-ITB students must show they can compete with graduates from other business schools, both nationally and internationally. Therefore, the study program MBA-ITB always does benchmark with other business schools and we apply a higher standard than other business schools in Indonesia. Competitiveness of MBA-ITB students are unique because they have flexibility in practical terms. MBA-ITB students should be able to recognize problems and business challenges, look closely and as soon as possible find innovative breakthroughs. It is achieved through an appropriate combination of theory and practice, knowledge of local business (national) and global as well as the ability to develop networks. At last is very important for success in business.

Lead with Soft Skills

MBA-ITB students are directed to become a leader in the business. Opinions and recommendations will be a significant input to the growth and sustainability of the business. They must realize that their success is underpinned by teamwork and sensitivity to environmental and social issues. To be able to work together effectively in a team, we equip them with the ability to recognize themselves, their environment, and manage the potential and conditions into an effective working relationship and mutual respect. MBA-ITB students also think the environmental and social issues. They run a business in a responsible because they knew that they were successful because there are other people around. They realize that they do will affect the natural and social environment in the vicinity. Therefore, the sustainability of natural and social environment became an important agenda in their business.

Organizational Structure



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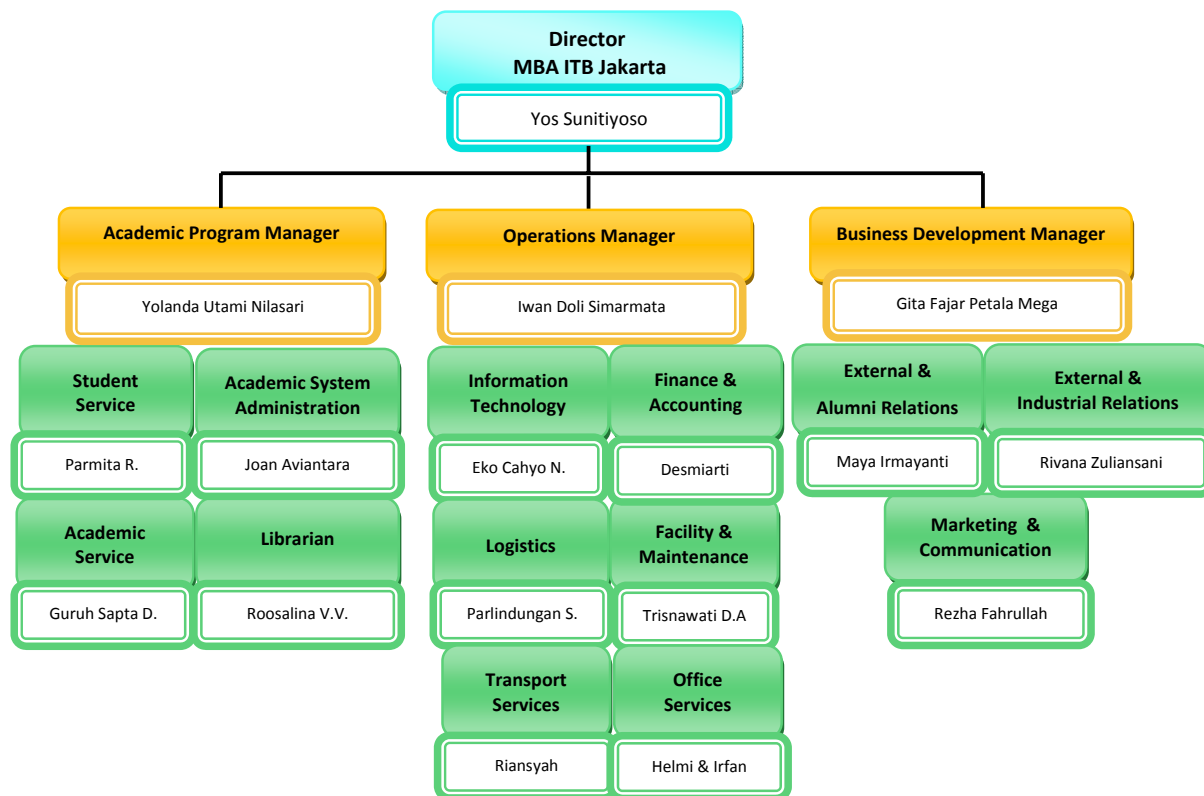
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Organizational Structure of MBA ITB Jakarta



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MBA-ITB Program – Bandung



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Website: www.sbm.itb.ac.id

MBA-ITB Bandung has strategic location that located in city center of Bandung is in Jalan Gelap Nyawang No 1. Some public transportation lines pass through this campus.

MBA-ITB provides you a comfortable and calm atmosphere for studying. This campus also closes to the culinary, shopping centers, entertainment, so in free time you can visit these places.

MBA –ITB Bandung program comprised of two educational pathways, namely business professional and entrepreneurial. If you choose business professional pathway we have Young Professional and Young Executive program. From these programs, you can map your career path, you enjoy the flexibility of either doing a General or Specialised MBA and the option to choose elective courses. You can choose to specialise in Finance, Human Resource, Marketing, Operation, Entrepreneurship track.

If you want to focus on entrepreneurial path we provide Creative and Cultural Entrepreneurship. Learning is intended to create new entrepreneurs who are able to manage the business with the science and business management skills appropriate for business. Here are three programs MBA-ITB offer to you.

Young Professional

- Qualification
 - A Bachelor’s degree from an accredited academic institution at least B.
 - Minimum GMAT / Academic Acceptance Test (AAT) score of 420 and English Language Proficiency Test (ELPT) of 77 or International TOEFL of 475.

Young Executive

- Qualification
 - A Bachelor’s degree from an accredited academic institution at least B.
 - Minimum GMAT / Academic Acceptance Test (AAT) score of 400 and English Language Proficiency Test (ELPT) of 77 or International TOEFL of 475.
 - Have work experience 1-3 years

Creative & Cultural Entrepreneurship

- Qualification
 - A Bachelor’s degree from an accredited academic institution at least B.
 - Minimum GMAT / Academic Acceptance Test (AAT) score of 320 and English Language Proficiency Test (ELPT) of 77 or International TOEFL of 475.
 - Propose Business plan



YOUNG PROFESSIONAL PROGRAM

Young Professional MBA is designed for the new graduates or first-year professionals, but want to build a bridge to the working world; those eager to fill the gaps in their resumes with rich learning activities. In this program, young professionals are exposed to colleagues from a variety of backgrounds and experiences, expanding network and opening new career perspectives.

The program is rich with practical contents such as internship and business clinics. In addition, students will get ample opportunities to develop their professional networks and sharpen their leadership and decision making skills.

Learning goal of this programme is to build business sensitivity and business administration knowledge and skills required to start career at managerial level.

Class Schedule:

Monday – Friday
08.00 – 17.00



Farainy adinda
PT Telkom Tbk.

As part of MBA-ITB class, I learned how to analyze business strategy and to think out of the box to solve the business problem in corporation and other businesses. MBA-ITB encourages students to gain experience not only in class but also in real business problem. One of their programs is internship program for the regular class. By this program, I had a chance to get internship at one of the famous brand consulting in Bandung. This rewarding experience has sharpened my desire to pursue in marketing path.



Hardiyanto
PT. Astra International Tbk.

The learning methodology at MBA-ITB using case based learning would be a proper learning methodology to increase my business sense. The curriculum is also suitable with all business knowledge that I need to increase my business sense and knowledge. In other hand, ITB also has strong alumni relationship and this would be a big opportunity to me to get more experience sharing from success alumni. I got so many friends from various backgrounds who gave me more knowledge about the business from so many points of view. As my expectation, I received many offers to start my career from so many big companies whether regional and multinational companies before I graduate. MBA ITB has opened the door for me to brighter future and I'm proud become a part of MBA ITB.



MBA EXECUTIVE PROGRAM

MBA Executive program is designed to junior managers with work experience between 1-3 years, who are ready to pursue middle- and top-management positions, this program of learning uses case method as a platform for developing your leadership skills, knowledge, capabilities and outlook to embrace and drive the bigger picture.

Learning goal of this programme to improve students' agility in decision making and to develop a holistic view of business which enables them to lead a business project on a higher level effectively in today's business environment.

Class Schedule:

Friday 17.00 – 23.00

Saturday 08.00 – 19.00



Suwetja Darsana
Alumni of MBA-Exe
PT Telkom Tbk.

MBA-ITB excellently fulfills 3 criteria (budget, flexibility, and school reputation) that provide the best value for money. The budget was inside my range, it also offers flexibility for executives, and the school reputation also highly regarded both in workspace and academic world. There are several benefits that gave impact for me both internal and external. Internally, we learned we must be humble, have good order of common sense, and motivation to strive forward. Externally, we are taught to be wise to overcome all external influence and difficulties around us.



Yudhistira Adi
Alumni of MBA-Exe
Founder and CEO of PT Suryakanta
Nusantara Persada

I chose to study in the MBA-ITB Bandung because the location is very conducive to learning process and has quality assurance, potential, credibility. The course particularly strategic management is able to open business management insight both at the corporate, business or functional. The learning method with case studies and syndicate really helped me in building sharpness of analysis in order to determine of effective steps to grow the business.



CREATIVE AND CULTURAL ENTREPRENEURSHIP (MBA CCE)

Tailored for aspiring entrepreneurs, MBA-ITB program in Creative and Cultural Entrepreneurship (MBA-CCE) is dedicated to the new generation of entrepreneurs in the creative and cultural industries.

MBA-CCE focuses on the latest practices and knowledge on arts and design, local culture, leadership, entrepreneurship, business management for growth and sustainability.

Supported by the Goldsmiths, University of London (GUL) with its Institute of Creative and Cultural Entrepreneurship (ICCE), the MBA-CCE is offered by the School of Business and Management (SBM) in a joint-cooperation with the Faculty of Arts and Design (FSRD) of ITB.

Class Schedule:

Monday – Friday
08.00 – 17.00



Moh. Tedi Risnandar
Alumni of MBA-CCE

I am running business in agriculture & confection, and as a consultant. MBA ITB able to guarantee the quality of learning that is better than any other university. So that, each graduate has the character and certainly a very good level of intelligence.

The most valuable lesson of MBA ITB is formed in the system of providing education in the classroom and outside the classroom (industrial visit), marketing, and finance. The most important is management strategy. All collaborate as one of mutual support in building a business because it has a strong attachment, so it is advantageous



Farid Aulia Tanjung
Alumni of MBA-CCE

I am running business in Digital Application. I suggest you to study in MBA-ITB, because it provides interesting curriculum, conducive environment, and good learning system. In addition, we also directly face the real business case. MBA-ITB is a fun, interesting, with a very supportive academic staff. Most courses helpful for my business, especially is financial management, this course can be applied for business startup and big corporate.

MBA-ITB Program – Jakarta



Entrepreneurship MBA (Entrée MBA)

This program is designed to support you as young MBA Student with an entrepreneurship spirit that leads you to be creative in starting your own new venture as well as in fostering innovation within organization you engaged in. MBA in entrepreneurship degree is based upon the premise that the knowledge and skills needed to survive and thrive in business can be taught while the attitudes required of entrepreneurs can be identified and encouraged.

Class Schedule:

Monday – Thursday
08.00 – 17.00



Business Leadership Executive MBA (BLEMBA)

Business Leadership is designed to provide a leadership coaching and further training in handling practical business issues today. The full-English course adopts business case teaching and problem solving methods to enhance your business and management skills. In addition, this program is highly suitable for you who wish to be an ethical and entrepreneurial leader while extending your networks and career path. As an Executive program, Business Leadership requires a minimum of three years working experience.

Class Schedule:

Friday – Sunday
08.00 – 17.00



Sharia Banking and Finance Executive MBA (BASHAR)

This program is especially attractive to those of you who wish to advance your ethical and entrepreneurial business skills in Sharia (Finance and Banking) industry. By applying intensive modular workshop and participant – focused learning, our learning method also employs case studies from sharia financial institutions to be discussed. This program has been designed for professionals with at least three years of work experience.

Class Schedule:

Friday 17.00 – 22.00
Saturday 08.00 – 17:00



Global Leadership Executive MBA (GLEMBA)

The high quality education of ITB and Aalto (formerly Helsinki School of Economics) is not only to develop your competence while promoting globally transportable leadership skills, but also to strengthen your confidence in making strategic decisions in transnational business environments where cross-cultural understanding is needed and worldwide business network is in demand. To join, you will need a minimum 8 years of full time business experience. Class held in Jakarta, Singapore, China, South-Korea, Taiwan, Finland, and other related countries.

Class Schedule:

Jakarta Schedule
Friday – Sunday
08.00 – 17.00

Singapore Schedule
Friday 15.00 - 21.30
Saturday 08.30 - 18.30
Sunday 08.30 - 18.30

MBA ITB – Jakarta

TK Low Center for Executive Education

Graha Irama 12th Floor

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E-mail: admission-jkt@sbm-itb.ac.id

Website: www.sbm.itb.ac.id

MBA-ITB In-house program



MBA-ITB conducted its first **in-house** class in 1991 with PT Krakatau Steel (KS). This program went well, escorted by a systematic quality assurance process. The evaluation of the graduates in the company showed very satisfactory results, it can be seen from the number of MBA program graduates who are occupying strategic positions at PT KS. The program has involved other companies such as PT PERUMKA, Petrokimia Gresik, PT Pertamina, PT Angkasa Pura II, PT Chevron, PT Freeport Indonesia, PT Krakatau Steel; PT Kaltim Prima Coal, and PT Timah. With the use of a proven pattern and continuous improvements, this program will be able to improve resources and performance of companies.



MBA-ITB INHOUSE PROGRAM DESIGN

- ▶ **General**
 - ▶ Customized courses (both compulsory and electives)
 - ▶ Modular system (finish one course then continue with another one)
 - ▶ Flexible interval and location
 - ▶ Program initiation
 - ▶ MBA-ITB meets clients to discuss inhouse program
 - ▶ Clients describe their needs
 - ▶ MBA-ITB proposes a design for inhouse program suited to the clients' needs
- ▶ **Contract, admission and registration**
 - ▶ MBA-ITB and clients setup a contract for inhouse program
 - ▶ MBA-ITB arranges admission test
 - ▶ MBA-ITB registers students at ITB
- ▶ **Semester activity**
 - ▶ MBA-ITB provides clients with course materials (soft copy)
 - ▶ MBA-ITB opens the first class at the clients' site
 - ▶ MBA-ITB provides progress report at the end of the semester
- ▶ **Elective**
 - ▶ *MBA-ITB allows **three** concentrations at maximum*
- ▶ **Final Project**
 - ▶ Final project is aimed at making contribution toward the clients' strategic goals
 - ▶ MBA-ITB arranges a workshop for students' final project that involves the company's board of directors
 - ▶ MBA-ITB assign its faculty member based on agreed topics
 - ▶ Students are attached to a field supervisor at the company
 - ▶ MBA-ITB arranges a workshop for final project progress and outcomes
 - ▶ Students defend their final project in front of select examiners

Program Admission

MBA-ITB opens class twice a year: January and August. To be admitted into MBA-ITB, a candidate will have an excellent university degree, a good command of English with minimum score of TOEFL (Paper-based 500, Computer-based 173, and Internet-based 61) or IELTS 5.5 and possess at least a year of work experience (for Young Executive MBA). In the selection process, candidate also needs to pass our Academic Test, English Proficiency Test, and Interview (for MBA Jakarta).

Entrance Requirement

- Candidate must pass an Academic Acceptance Test (AAT) conducted by MBA-ITB and the English Language the Proficiency Test (ELPT) conducted by UPT Bahasa ITB. For those who have undertaken International GMAT from ETS or www.mba.com and TOEFL (minimum score 475) or IELTS (minimum score 5.5) may skip this step.
- Pass an interview conducted by the Admission Committee for Sharia Banking and Finance Executive MBA and MBA in Creative and Cultural Entrepreneurship.

Documents Submitted

- A completed application form provided by the Post Graduate School of ITB, which is available at www.sps.itb.ac.id.
- Three (3) copies of appropriately legalized S1 certificate (overseas graduates should obtain a legal recognition and certification of their first degree

from the Directorate General of Higher Education (Dirjen DIKTI).

- Three (3) copies of appropriately legalized S1 academic transcripts.
- Three (3) recent photographs (in color with business suits/blazer) with the following dimensions: 3x4 cm or 2x3 cm.
- Digital copy of recent photograph (color) on CD.
- A certificate of a good health condition from a physician or medical institution.
- Two (2) letters of recommendation – each from previous university and industry (only for those who have work experience).
- Two (2) copies of registration fee payment IDR 400,000,00 transferred to:

Bank BNI 46, ITB Branch
Jl. Tamansari No. 80, Bandung
Account Number : 0900001046
Account Name : Penampungan BPP SBM-ITB

Registration of MBA-ITB Student

Each MBA-ITB students has to register to ITB's Academic Administration Bureau before joining academic activities in the corresponding period.

On the designated time in the academic calendar, all MBA-ITB students must register themselves to the Academic Administration and Studentship Bureau by submitting all of the required administrative requirements that are defined by MBA-ITB and properly fulfill the required education fee as stated by the authorized personnel in the finance division.

The MBA Program students that are cleared for registration is a student who are registered on the previous semester with the requirements:

- Possess the legitimate previous semester Student Study Card and a Student's ID Card.
- Submitting a proof of education fee payment and other legitimate fees for the concerned period that is published by MBA-ITB Program.

- On each academic year, the students are required to show a clear library account stated by related library
- Fill a consultation form and Study Plan Form for the respective semester, which has been approved by the academic counselor.

Tuition Fees in MBA-ITB JAKARTA

MBA in Entrepreneurship Program: **18 Months**

TYPE & PAYMENT METHOD	38 SKS (credit hour unit)
1. Confirmation Fee (during re-registration)	IDR 7,500,000
2. SDPA (fixed semester fee per semester)	IDR 6,000,000/semester
3. SBP (tuition fee based on SKS)	IDR 1,500,000/SKS
TOTAL	IDR 82,500,000

Business Leadership Executive MBA (BLEMBA) Program: **18 Months**

TYPE & PAYMENT METHOD	36 SKS (credit hour unit)
1. Confirmation Fee (during re-registration)	IDR 7,500,000
2. SDPA (fixed semester fee per semester)	IDR 10,000,000/semester
3. SBP (tuition fee based on SKS)	IDR 1,600,000/SKS
TOTAL	IDR 95,100,000

Sharia Banking and Finance Executive MBA (BASHAR) Program: **24 Months**

TYPE & PAYMENT METHOD	38 SKS (credit hour unit)
1. Confirmation Fee (during re-registration)	IDR 7,500,000
2. SDPA (fixed semester fee per semester)	IDR 6,000,000/semester
3. SBP (tuition fee based on SKS)	IDR 1,500,000/SKS
TOTAL	IDR 82,500,000

Global Leadership Executive MBA (double-degree with Aalto University, Finland)

TYPE & PAYMENT METHOD	36.2 SKS (credit hour unit)
1. ITB Tuition Fee	IDR 100,000,000
2. Aalto University Tuition Fee	SGD 12,500*
*not including bank charges & GST	
TOTAL	IDR 100,000,000 & SGD 12,500*

Tuition Fees in MBA-ITB BANDUNG

Young Professional: 24 months

TYPE & PAYMENT METHOD	SKS (credit hour unit)
1. Confirmation Fee (during re-registration)	IDR 7,500,000
2. SDPA (fixed semester fee per semester)	IDR 10,000,000/semester
3. SBP (tuition fee based on SKS)	IDR 1,00,000/SKS
TOTAL (40 SKS)	IDR 77,500,000
TOTAL (43 SKS)	IDR 80,500,000

Executive MBA: 24 Months

TYPE & PAYMENT METHOD	SKS (credit hour unit)
1. Confirmation Fee (during re-registration)	IDR 7,500,000
2. SDPA (fixed semester fee per semester)	IDR 10,000,000/semester
3. SBP (tuition fee based on SKS)	IDR 1,500,000/SKS
TOTAL (36 SKS)	IDR 91,500,000
TOTAL (39 SKS)	IDR 96,000,000

MBA in Cultural and Creative Entrepreneurship Program: 24 Months

TYPE & PAYMENT METHOD	41 SKS (credit hour unit)
1. Confirmation Fee (during re-registration)	IDR 7,500,000
2. SDPA (fixed semester fee per semester)	IDR 10,000,000/semester
3. SBP (tuition fee based on SKS)	IDR 1,00,000/SKS
TOTAL (41 SKS)	IDR 78,500,000

FACULTY



Academic Lecturer



Achmad Ghazali

S.T. (ITENAS), MBA. (ITB), Ph.D (Massey University, New Zealand)

Course Responsibility : Knowledge management, people management, learning organization, and creative industry.



Achmad Herlanto Anggono

Ir. (ITB), MBA (GSM Rutgers University at Newark, New Jersey, USA)

Course Responsibility : Finance Management, Investment, Capital Market, Enterprise Risk Management, and Business Risk & Venture Capital.

Research Interest : Business Risk & Venture Capital, Risk Management, and Corporate Finance.



Agung Wicaksono

ST (ITB), M.Sc.(Northern Institute of Technology), M.Sc. (Technical University Hamburg Harburg), Dr (Universitat St. Gallen, Switzerland)

Course Responsibility : Marketing Management, International Business



Akbar A. Utama

Ir. (UI), MBA. (ITB), M.T. (ITB), PhD (Shibaura Institute of Technology)

Course Responsibility : Operation Management and Performance Management.

Research Interest : Technology & Operations Management and Management of Technology



Ana Noverina

Dra. (UI), MBA. (Monash University)

Course Responsibility : Financial Management.

Research Interest : Corporate Finance and Risk Management.



Anggoro Budi Nugroho

S.E. (UGM), MBA. (ITB)

Course Responsibility : Financial Management, Capital Market, Risk Management.
Research Interest : Financial Management, Economic Business, and Risk Management.



Aries Feizal Firman

Ir. (ITB), MBA (University of Luton, England), DBA (Curtin University of Technology, Australia)

Course Responsibility : Business Leadership, Project Management, Qualitative Research, Business Ethics.
Research Interest : Business Leadership, Operation Management and Qualitative Research.



Arson Aliludin

Ir. (ITB), Drs. (UT), S.E. (Unisba), DEA. (Universited'Aix-Marseille III, France)

Course Responsibility : Managerial Accounting, Investment Management, and Sharia Banking Business.
Research Interest : Cost and Managerial Accounting, Investment Management, and Islamic Finance & Banking



Atik Aprianingsih, ST, MM, DBA

ST (Brawijaya University), MM (Brawijaya University), DBA (St. Ambrose University)

Course Responsibility : Strategic Management, International Business, Business Strategy and Enterprise Modeling, Introduction to Marketing Management, Business Strategy Analysis
Research Interest :



Aurik Gustomo

S.T. (ITB), M.T. (ITB), Dr. (IPB)

Course Responsibility : People in Organization, Competence-Based Human Resource Management, People Management & Organizational Behavior.
Research Interest : Human Resource Management, Competence-Based Human Resource Management, Cross-Cultural & Conflict Management, and Employee Performance Management.



Bambang Rudito

S.T. (UI), M.Si. (UGM), Dr. (UI)

Course Responsibility : Business Law and Business Ethics.
Research Interest : Corporate Social Responsibility and Intercultural.



Budhi Arta Surya

S.Si. (ITB), M.Sc. IR., Dr. (University of Twente, Netherlands)

Course Responsibility : Financial Risk Management, Business Economics, and Capital Market
Research Interest : Quantitative Methods in Finance and Risk Management.



Budi Permadi Iskandar

Ir. (ITB), MSP. (ITB)

Course Responsibility : Marketing Management, Corporate Management.
Research Interest : Consumer Behavior, Strategic Marketing, Business Ethics, Retail, and Pedagogy in Business Education.



Deddy Priatmodjo Koesrindartoto

Ir. (ITB), M.Sc. (Iowa State University, AMES, USA), Ph.D. (Iowa State University, AMES, USA)

Course Responsibility : Corporate Finance, Business Economics, Investment Management and Capital Market.
Research Interest : Applied Microeconomics, Industrial Organization, Financial Economics, Computational Methods, Operations Research, and Electricity Markets.



Dermawan Wibisono

Ir. (ITB), M.Eng (Royal Melbourne Institute of Technology, Australia), Dr (University of Bradford, UK)

Course Responsibility : Corporate Performance Management and Operations Management.
Research Interest : Corporate Performance Management, Expert Systems, Operations Strategy and Total Quality Management.



Donald Lantu, ST, MBA, PhD

ST (ITB), MBA (ITB), PhD (Massey University, New Zealand)

Course Responsibility: People Management, Power and Politic, Communication, Marketing, Management Practice



Dwi Larso

Ir. (ITB), MSIE., Ph.D. (Oregon State University, Corvallis, Oregon, USA)

Course Responsibility : Innovation Management, Entrepreneurship, New Venture Planning, New Venture Management, and Intrapreneurship.
Research Interest : New Product Development, Innovation, Creative and Cultural Entrepreneurship, and Small Business Development.



Gatot Yudoko

Ir. (ITB), MASC., Ph.D. (University of Waterloo, Canada)

- Course Responsibility : Technology and Operation Management.
Research Interest : Green Logistics, Operations Strategy Management and Industrial Policy.



Harimukti Wandebori

Ir. (ITB), MBA (Maastricht School of Management), Ph.D. (Universiteit Twente, Netherland)

- Course Responsibility : Market Research, Strategic Marketing, Business Strategy, International Business and Marketing.
Research Interest : Strategic Management, International Business, Marketing Research, and Investment Management.



Herry Hudrasyah

Drs. (ITB), MA. (Musashino Art University, Tokyo, Japan)

- Course Responsibility : Consumer Behavior, Marketing Management, and Brand Communication.
Research Interest : Marketing, Visual Communication, Promotion & Media Planning, and Packaging Design.



Isrochmani Murtaqi

Dra. (UI), MAcc. (University of Oregon, USA)

- Course Responsibility : Financial Accounting and Managerial Accounting.
Research Interest : Financial Accounting and Managerial Accounting.



Isti Rafaaldini Mirzanti

Dra. (Unpad), MBA. (ITB)

- Course Responsibility : Innovation and Entrepreneurship Management, Management of Technology and New Product Development.
Research Interest : Innovation Management, Management of Technology, New Product Development and Entrepreneurship



Jann Hidajat Tjakraatmadja

Ir. (ITB), MSIE (Catholic University of Leuven, Belgium), Dr. (ITB), Prof. (ITB)

- Course Responsibility : People in Organization, Knowledge Management, Change Management and Human Capital Management.
Research Interest : Leadership in Organization, Culture in Organization, Social Network Analysis in Organization, Knowledge in Organization, Individual Learning, and Organizational Learning System.



John Welly

Ir. (ITB), M.Sc. (University of Essex, Colchester, United Kingdom)

Course Responsibility : Change Management, People Management & Organization Behavior
Research Interest : Leadership and Change Management



Karl Kent Knapp

B.Eng., M.Sc., Ph.D. (California Institute of Technology, USA)

Course Responsibility : Business Ethics and Social Responsibility, Business Leadership, Business Law.
Research Interest : Leadership, Business Ethics and Operations Management.



Kuntoro Mangkusubroto

Ir (ITB), MSCE (Stanford University, USA), MSIE (Stanford University, USA), Prof. Dr. (ITB), Dr (HC) (Northeastern University, USA)

Course Responsibility : Decision Making and Negotiation



Leo Aldianto

M.Sc. (Delft University of Technology, Netherlands), MBA. (TSM Business School, Netherlands)

Course Responsibility : Innovation Management, Entrepreneurship and Intrapreneurship Management.
Research Interest : Entrepreneurship, New Business Development, Technical and Project Management, Marketing and Business Development.



Mursyid Hasan Basri

Ir. (ITB), M.T. (ITB), Dr. (Hiroshima University, Japan)

Course Responsibility : Operations Management and Supply Chain Management.
Research Interest : Business Process Management, Quality Management, and Productivity Management.



Mustika Sufiati Purwanegara

Ir. (ITB), M.Sc., Dr. (State University of Gent, Belgium)

Course Responsibility : Consumer Behavior, Applied Marketing Research, Brand and Marketing Communication
Research Interest : Marketing Research and Consumer Behavior



Pri Hermawan

Ir. (STT Telkom), M.T. (ITB), Dr. (Tokyo Institute of Technology, Japan)

- Course Responsibility : Strategic Decision-making and Negotiation
- Research Interest : Negotiation, Confrontation Analysis and Drama Theory



Reza Ashari Nasution

Ir. (ITB), Dr. (Universiteit Twente, Netherlands)

- Course Responsibility : Brand Management, Marketing Management, Market Research, Corporate and Business Strategy.
- Research Interest : Brand Strategy, Technology Commercialization, Business Strategy



Rudy Bekti

Ir. (ITB), M.M. (ITB)

- Course Responsibility : Knowledge Management and Global Project Management.
- Research Interest : Knowledge Management and Global Project Management.



Subiakto Soekarno

Ir. (ITB), MBA. (Oklahoma State University, USA)

- Course Responsibility : Corporate Finance and Capital Market.
- Research Interest : Corporate Finance (Valuation & Business Restructuration), Capital Market, and Wealth Management/Financial Planning.



Sudarso Kaderi Wiryono

Ir. (ITB), Dr. (Universited'Aix Marseille III, France), Prof. (ITB)

- Course Responsibility : Financial Management, Risk Management, Business Risk and Venture Capital, Financial Risk Management, Islamic Banking System, and Islamic Financial System.
- Research Interest : Financial Management, Islamic Banking and Financial System, Corporate Risk Management and Business Risk & Venture Capital.



Surna Tjahja Djajadiningrat

Ir. (ITB), M.Sc. (University of Hawaii, USA), Ph.D. (University of Hawaii, USA), Prof. (ITB)

- Course Responsibility : Business Ethics and Social Responsibility.
- Research Interest : Business Leadership, Business Ethics & Social Responsibility, and Business Economic.



Togar Mangihut Simatupang

Ir. (ITB), M.Tech., Ph.D. (Massey University, New Zealand), Prof. (ITB)

Course Responsibility : Supply Chain Management and Operations Management.
Research Interest : Supply Chain Management, Inventory Model, Operation Management, Service Industry, and Creative Economics.



Utomo Sarjono Putro

Ir. (ITB), M.Eng., Dr. (Tokyo Institute Technology, Japan)

Course Responsibility : Strategic Decision Making and Negotiation.
Research Interest : Strategic Decision Making and Negotiation.



Wawan Dhewanto

Ir. (ITB), M.Sc. (Technische Universiteit Delft, Netherlands), Ph.D (Monash University, Australia)

Course Responsibility : Business Strategy, Marketing Management, New Product Development, Innovation Management
Research Interest : Entrepreneurship, Technology Management, Information Technology, Biotechnology, Corporate Entrepreneurship, Business Strategy, Innovation Management.



Yos Sunitiyoso

Ir. (ITB), M.Eng. (Nagaoka University of Technology, Japan), Ph.D. (UWE, Bristol, UK)

Course Responsibility : Decision Making & Negotiation
Research Interest : Social-Psychological Aspects In Decision Making And Behavior (e.g. Social Interaction, Social Learning, Beliefs And Expectations), Sustainability (e.g. Sustainable Transport Systems, Green Logistics) and Agent-Based Modeling & Simulation Application.



Yuni Ros Bangun

Ir. (IPB), MBA. (Oklahoma City University, USA), Dr. (IPB)

Course Responsibility : People Management and Organizational Behavior.
Research Interest : Human Resource Management, Leadership, Organization Culture, Politics in Organization.



Sylviana Maya Damayanti

S.T. (Sultan Agung Islamic University of Semarang), MBA. (ITB)

Course Responsibility : Financial Management, Investment Management.
Research Interest : Financial Management, Project Management, Investment Management, and Economics.



Ira Fachira, Ph.D

Ssi (ITB), MT (ITB), Ph.D (Massey University, New Zealand)

- Course Responsibility : Marketing Management, Applied Marketing Research
- Research Interest : services marketing, consumer behavior and online communities.

Practitioners

MBA-ITB Bandung

Aldo Fantinus Wiyana

M.Sc., MBA.

Course Responsibility : Operation Management and Supply Chain Design.
Research Interest : Operation Management, Strategy, and Artificial Intelligence.

Alibasyah Inggriantara Soedjarno

Ir. (ITB), SE. (UI), MBA. (ITB)

Course Responsibility : Business Strategy.
Research Interest : Corporate and Business Strategy.

Bambang P. Kusumo Bintoro

Ir. (ITB), MBA. (University of Southern California, Los Angeles, USA)

Course Responsibility : Global Project Management, Strategic Decision Making and Negotiation
Research Interest : Global Project Management, Strategic Decision Making and Negotiation

Benny S. Gunawan

Ir. (ITB), MBA. (The National University of Singapore)

Course Responsibility : Business Strategy, Innovation Management, Marketing Management
Research Interest : Corporate Strategy, Business Strategy, and New Product Development Management.

Dona Saphiranti

Dra. (ITB), M.T. (ITB)

Course Responsibility : Design Thinking.
Research Interest : Architecture, Interior Design, Creative and Cultural Entrepreneurship

Erman Sumirat

SE.,Ak. (Unpad), M.Buss. (Monash University, Australia)

Course Responsibility : Financial Management, Risk Management.
Research Interest : Risk Management.

Evo S. Hariandja

Ir. (ITB), MM. (IBII, Jakarta)

Course Responsibility : New Product Development, Innovation Management, Marketing Management.
Research Interest : Innovation, Entrepreneurship, Marketing Management.

Indra Djodi Kusumo

Ir. (ITB), Dr.

Course Responsibility : Operation Management.
Research Interest : Operation Management.

Imam Buchori Zainuddin

Dr. (ITB), Prof. (ITB)

Course Responsibility : Design Thinking.
Research Interest : Design Philosophy.

Krisnati Desiana

Dra. (Unpad), Lic. Comm (University of Ghent, Belgium)

Course Responsibility : Branding and Marketing Communication
Research Interest : Strategic Marketing, Marketing Management, Brand management, Marketing Communications, International Marketing, and Distribution Management

Marcelino Pandin

Ir. (ITB), M.Phil./Ph.D. (Judge Business School Cambridge University), Ph.D. (Queensland University)

Course Responsibility : Technological Innovation Management
Research Interest : Technology and Innovation Strategy, New Product Development

Maryat Nirwandi

Ir. (ITB), MBA. (University of Southern California, USA)

Course Responsibility : Financial Management
Research Interest : Financial Management

Mohamad Toha

Ir. (ITB), M.T. (ITB), Dr. (ITB)

Course Responsibility : Business Strategy.
Research Interest : Dynamic Perspective Of Strategy, Flexible Firm, Resilience Organization and Leadership.

Mohammad Hamsal

Ir. (ITB), MSE, MQM, (RMIT University), MBA (Victoria University), Dr. (Swinburne University of Technology, Melbourne)

Course Responsibility : Business Strategy and Marketing Management.
Research Interest : Marketing Management, Business Strategy, Financial, Information and Technology Management.

N. Pininta Ambunwaru

S.H. (UGM), M.H. (UGM), LLM (University of Melbourne)

Course Responsibility : Business Law and Business Ethics.
Research Interest : Business Law.

Oni Bibin Bintoro

IngenieurElektro (The Hague University, Netherland), MBA. (Erasmus University, Netherland), MBI. (RSM), Dipl.Sci. (Massey University, New Zealand), M.Si. (UI)

Course Responsibility : Business Economics, Strategic Decision Making and Negotiation.
Research Interest : Business Economics, Finance Management.

Prasetyo Budi Saksono

Ir. (ITB), MBA. (Arkansas, USA)

Course Responsibility : Human Resource Management and People in Organization.
Research Interest : Strategic Management, Corporate Government, Corporate Administration, Investor,

Priyantono Rudito

Ir. (ITB), M.Buss. (Royal Melbourne Institute of Technology, Australia), PhD (Royal Melbourne Institute of Technology University)

Course Responsibility : Marketing Management, Branding and Marketing Communication.
Research Interest : Strategic Management, Marketing Management, Integrated Marketing Communication,

Riawan B. Paramarta

Ir. (ITB), MM. (UI)

Course Responsibility : Marketing Management, Applied Marketing Research.
Research Interest : Strategic Marketing, Marketing Management, Service Marketing, Marketing Research, Corporate Strategy, Business Development and Entrepreneurship, Managerial Economics.

Satya Aditya Wibowo

Ir. (ITB), MBA. (University of Wisconsin-Whitewater, Wisconsin, USA)

Course Responsibility : Marketing Management
Research Interest : Strategic & Marketing Management, Services Marketing, Brand Management, Organization, Entrepreneurship and Leadership.

Suwito Anggoro

Ir. (ITB), MBA. (New York's Union College)

Course Responsibility : Business Leadership.

Research Interest : Human Resources and People Development, Project Management, Oil and Gas Facility Project Design and Operations, Strategic Planning and Budgeting, and Environmental and Safety.

Tonton Taufik

S.T. (Universitas Parahyangan), MBA. (ITB)

Course Responsibility : New Venture Planning, New Venture Management, Business Growth Management.

Research Interest : Entrepreneurship, New Venture Planning, New Venture Management.

Wiwiek M. Darvanto

SE-Ak. (UGM), MM (University of the Philippines), Dr. (IPB), CMA (ICMA, Australia)

Course Responsibility : Financial Management, Investment Management and Capital Market.

Research Interest : Financial Management, Investment Management and Capital Market.

Uke MMP. Siahaan

Ir. (ITB), MBA. (PPM)

Course Responsibility : Financial Management, Investment Management and Capital Market.

Research Interest : Financial Management, Investment Management and Capital Market.

Practitioners

MBA-ITB Jakarta

Adirizal Nizar

Ir. (ITB), MBA (University of Southern California)

Course Responsibility : Operations Management, Service Management

Amol Titus

BA (St Stephen's College, India), MBA (Xavier's Institute, India)

Course Responsibility : Marketing Management, International Business, Business Strategy

Anangga W Rosdiono

S.H (University of Indonesia), LLM (Denver University)

Course Responsibility : Business Ethics and Law

Anh Dung Do

Bsc (H.E.C., University of Lausanne, Switzerland), MBA (McGill University, Canada), Ph.D (Universitas Indonesia)

Course Responsibility : Business Economics, Business Strategy

Arisia Arundati Pusponegoro

S.H (University of Indonesia), LLM (Harvard Law School)

Course Responsibility : Decision Making and Strategic Negotiation

Iriawan Alex Ibarat

B.SC (Indiana University), M.A (Macquarie Graduate School of Management), M.Sc (National University of Singapore), M.Sc (NUS Business School)

Course Responsibility : Marketing Management

Irwan Rei

Ir. (ITB), MSc (University of Southern California)

Course Responsibility : Business Leadership

Kinsenary Tjendra

Drs (Universitas Sumatera Utara), MBA (Monash University), MM (IPMI) (University of Southern California)

Course Responsibility : Finance

Leo J. Susilo

I.r (ITB), S.H (Universitas 17 Agustus 1945), MRP (Hochschule fuer Verwaltungen-wissenschaften, Speyer, Germany)

Course Responsibility : Business Ethics and Law

Lusie Indrawati Susantono

SH (University of Indonesia), Master of Laws (University of San Francisco)

Course Responsibility : Business Ethics and Law

Milind Gadre

BE (VJIT - University of Bombay), MBA (University of Minnesota), MS (University of Florida)

Course Responsibility : Operations Management, Business Leadership

Nurianna Thoha

Ir (IPB), MBA (University of Oregon), Dr (Curtin University of Tech)

Course Responsibility : People in Organization

Peter Verhezen

MA (University of Leuven-Belgium), MA (University of Antwerp- Belgium), MBA (Leuven Management School in association with the Chicago Business School, Phd (University of Leuven-Belgium)

Course Responsibility : Business Ethics and Law

Percy Marimba

B.S (University of Washington), M.S (University of Washington), MBA (National University of Singapore)

Course Responsibility : Finance

Pri Notowidigdo

BA (Carleton University, Canada), MA (Carleton University, Canada)

Course Responsibility : Business Leadership

Sisdjiatmo K. Widhaningrat

Drs (University of Indonesia), Msc (University of Hawaii)

Course Responsibility : Accounting

Suryani Sidik Motik

Drs (IKIP Jakarta), MGA (Maryland University), Dr (University of Indonesia)

Course Responsibility : Knowledge and Innovation

Thomas H. Secokusumo

SE (Universitas Indonesia), MBA (University of Wisconsin, USA)

Course Responsibility : Accounting

PROGRAM STRUCTURE



Curriculum

The program structure consists of core course, elective and final project with 36-39 total credit hours. Students are required to complete core courses and final project while elective course need to be taken in accordance with their respective specialization.

Young Professional Program General Management

No	Course Name	Credits
1	Business Ethics, Law & Sustainability	3
2	Accounting	2
3	Marketing Management	3
4	Operations Management	3
5	People in Organization	3
6	Business Economics	3
7	Finance Management	3
8	Decision Making & Negotiation	3
9	Business Immersion	3
10	Business Strategy & Enterprise Modeling	3
11	Knowledge Management	3
12	Management of Innovation, Technology and Entrepreneurship	3
13	Final Project A	5
Credit total		40

Young Professional Program Functional Management

No	Course Name	Credits
1	Business Ethics, Law & Sustainability	3
2	Accounting	2
3	Marketing Management	3
4	Operations Management	3
5	People in Organization	3
6	Business Economics	3
7	Finance Management	3
8	Decision Making & Negotiation	3
9	Business Immersion	3
10	Business Strategy & Enterprise Modeling	3
11	Elective 1	3
12	Elective 2	3
13	Elective 3	3
14	Final Project A	5
Credit total		43

**MBA Executive Program
General Management**

No	Course Name	Credits
1	Accounting	2
2	Marketing Management	3
3	Business Ethics and Business Law	3
4	People in Organization	3
5	Operations Management	3
6	Finance	3
7	Business Economics	3
8	Knowledge and Innovations	2
9	Business Strategy and Enterprise Modelling	3
10	Strategic Decision Making and Negotiation	3
11	Entrepreneurial Leadership	2
12	Innovation and Technology Management (Executive Class)	2
13	Final Project	4
Credit total		36

**MBA Executive Program
Functional Management**

No	Course Name	Credits
1	Accounting	2
2	Marketing Management	3
3	Business Ethics and Business Law	3
4	People in Organization	3
5	Operations Management	3
6	Finance	3
7	Business Economics	3
8	Strategic Decision Making and Negotiation	3
9	Business Strategy and Enterprise Modelling	3
10	Elective 1	3
11	Elective 2	3
12	Elective 3	3
13	Final Project	4
Credit total		39

MBA in Creative and Cultural Entrepreneurship Program (MBA CCE)

No	Course Name	Credits
1	Marketing Management	3
2	Operation Management	3
3	Financial Management	3
4	Design Thinking	3
5	Economic Business	3
6	People in Organization	3
7	Design, Art & Culture	3
8	Contextual Creativity	3

9	Entrepreneurial Modeling	3
10	Business Initiation	3
11	New Venture Management	3
12	Business Growth Management	3
13	Final Project	5
Credit total		41

Entrepreneurship MBA Program

No	Course Name	Credits
1	Business Initiation (P)	3
2	People In Organization	3
3	Operation Management	3
4	Business Economics	3
5	New Venture Planning (P)	3
6	Business Strategy	3
7	Marketing Management	3
8	Finance Management	3
9	Decision Making and Negotiation	3
10	Knowledge Management for Innovation	3
11	Management of Innovation and Technology	3
12	Business Growth Management (P)	3
13	Final Project	5
Credit total		38

Business Leadership Executive MBA (BLEMBA) Program

No	Course Name	Credits
1	Business Ethics, Law & Sustainability	3
2	People In Organization	3
3	Operation Management	3
4	Business Economics	3
5	Accounting	2
6	Business Strategy	3
7	Marketing Management	3
8	Finance Management	3
9	Decision Making and Negotiation	3
10	Knowledge Management for Innovation	2
11	Entrepreneurial Leadership	2
12	Management of Innovation, Technology and Entrepreneurship for Executive	2
13	Final Project	4
Credit total		36

Sharia Banking and Finance Executive MBA (BASHAR) Program

No	Course Name	Credits
1	Sharia Business Economics	3
2	Sharia Contracts and Products	3
3	Sharia Finance	3
4	Sharia Accounting	3
5	Business Ethics, Law & Sustainability	2
6	Decision Making and Negotiation	3
7	Marketing Management	3
8	Operations Management	3
9	People in Organization	3
10	Business Strategy	2
11	Entrepreneurial Leadership/Knowledge Management for Innovation	2
12	Sharia Risk Management/ Sharia Wealth Management	2
13	Final Project	4
Credit total		38

In-House Program

No	Course Name	Credits
1	Accounting	2
2	Marketing Management	3
3	Business Ethics and Business Law	3
4	People in Organization	3
5	Operations Management	3
6	Finance	3
7	Business Economics	2
8	Knowledge Management and Innovations	3
9	Business Strategy	3
10	Strategic Decision Making and Negotiation	2
11	Elective – 1	3
12	Elective – 2	3
13	Elective – 3	3
14	Final Project	3
Credit total		39

Electives

No	SPECIALIZATION	COURSE NAME	Credit Hours
1	RISK AND FINANCE	Corporate Risk Management	3
		Islamic Banking System	3
		Capital Market Analysis	3
		Investment Project Analysis	3
2	MARKETING	Consumer Behavior	3
		Brand Communication and Management	3
		Applied Marketing Research	3
		Strategic Service Marketing	3

		Retail Management	3
3	OPERATIONS	Corporate Performance Management	3
		Supply Chain Design	3
		Global Project Management	3
4	HUMAN CAPITAL	Human Capital	3
		Change Management	3
		Business Leadership	3
5	TECHNOLOGY AND INNOVATION	Technological Innovation Management	3
		Product Development Management	3
		Corporate Entrepreneurship	3

Global Leadership Executive MBA – GLEMBA

No.	COURSE NAME		CREDIT HOURS
1.	CORE COURSE FOR ITB	Business Ethics, Law & Sustainability	3
2.		Management Accounting	2
3.		Economics for Executives	3
4.		International Marketing Management	3
5.		International Operations Management	3
6.		Managerial Finance	3
7.		Decision Making & Negotiation	3
TOTAL CREDIT HOURS ITB			20
1	CORE COURSE FOR AEE	Strategic Human Resource Management	1.8
2		Innovation Management	1.8
3		Strategic Management & Corporate Strategy	1.8
4		Management Communication	1.8
5		Negotiation & Conflict Resolution	1.8
6	CONCENTRATION OF STUDY	Elective – 1	1.8
7		Elective – 2	1.8
8	INTEGRATION	Final Project	3.6
TOTAL CREDIT HOURS AEE			16.2
TOTAL CREDIT HOURS PROGRAM			36.2

Course Description

Young Professional & Executive Program

Accounting

Accounting is the language of business. Therefore, understanding the basics of accounting is an important requirement to be a good manager. Only by having a good grip of what accounting is about management can maintain their communication network effectively with the stakeholders.

Marketing Management

In marketing management, student will study marketing theories and its application. This will give student an insight of dynamics and decision making in marketing. This course will evaluate, develop, and share knowledge on marketing strategy from a company or institutions.

Business Ethics and Business Law

This course is to make business participants aware of the importance of compliance and integrity in a wider business environment. Transparency and accountability is becoming more a necessity to earn a 'social and legal contract', i.e. a permission to be in business.

People in Organization

This course is designed to introduce students the human behavior both as individual and as member of a group or organization, and its impact through the overall organization function. An additional, this course is addressed to assist student in developing their managerial skill in human resources and to be able to manage people effectively in their organization.

Operations Management

Operations management focuses on carefully managing the processes to produce and distribute products and services. All activities from managing purchases, quality control, storage, inventory control, production, and distribution are covered by operations management. It also talks about strategic issues such as selecting location and capacity planning and tactical issues that address how to efficiently schedule material and labor within the constraints made in strategic level.

Finance

Corporate financial management provides a boarder understanding of financial management of corporation, in order to increase the wealth of shareholder. It discuss on topics such as: financial statement analysis, fund on long-term investment, and company restructuring.

Business Economics

Business economics or managerial economics is concerned with the application of economic principles and methodologies to the decision making process of the firm operating under uncertainty conditions. The course established important principles for business practice which is recognized and incorporated into the discipline of managerial economics.

Knowledge Management and Innovations

Knowledge management and innovation course goals are to provide students with the necessary skills, to implement change value in their organization that improves competitive advantage. The course will not only explain the concept of innovation but also idea generation and how innovation can be implemented.

Business Strategy

Business strategy will give student a thorough understanding of the analytical techniques and skills necessary to identify and carry out effective strategies. Starting with an overview of the main elements of the strategic management process and how these elements fit together, and finally a review on how to integrate and implement the strategy at the corporate level in order to attain a competitive advantage.

Strategic Decision Making and Negotiation

This course discusses among others, decision making under conditions of uncertainty, bargaining and arbitration, collusion and competition, as well as effective negotiation. At the end of this course, students will be conversant in various negotiation styles taking into account the dynamics of an organization.



MBA in Cultural and Creative Entrepreneurship Program

Marketing Management

In marketing management, student will study marketing theories and its application. This will give student an insight of dynamics and decision making in marketing. This course will evaluate, develop, and share knowledge on marketing strategy from a company or institutions.

Operations Management

Operations management focuses on carefully managing the processes to produce and distribute products and services. All activities from managing purchases, quality control, storage, inventory control, production, and distribution are covered by operations management. It also talks about strategic issues such as selecting location and capacity planning and tactical issues that address how to efficiently schedule material and labor within the constraints made in strategic level.

Leadership

Business Leadership for MBA CCE is designed to fulfill the need of leaders as entrepreneur in creative and culture industry. Since there are difference between the competencies and characteristic of leaders as an entrepreneur and leaders as executives, the course are design based on the understanding of managing people in creative and culture industry.

Finance

Financial management provides a boarder understanding of financial management of corporation, in order to increase the wealth of shareholder. It discuss on topics such as: financial statement analysis, fund on long-term investment, and company restructuring.

Business Strategy

Business strategy will give student a thorough understanding of the analytical techniques and skills necessary to identify and carry out effective strategies. Starting with an overview of the main elements of the strategic management process and how these elements fit together, and finally a review on how to integrate and implement the strategy at the corporate level in order to attain a competitive advantage

Design Thinking

Design thinking course for MBA CCE is focused on thinking process and giving knowledge for student about how to develop and think creative, so it can apply to public scale. This course also stimulated student's sensitiveness of aesthetical that so important to solve a technical problem in innovation process.

The Contextual Nature of Creativity

This course is designed to develop student's interested in human beings, in what they are, what they do, how they do it, what helps them and what hinders them. This course also aims to bring together student with non-academic partners to consider and investigate the nature of creativity and its relationships with innovation and risk.

Art, Design, and Culture

This course sets out the key theorizations of the culture industry. While incorporating classical figurations of the culture industry, the course is primarily concerned with assembling a clear engagement with contemporary research. Students will learn to strategize cultural production and intervention through exploration of relevant material.

Entrepreneurial Modeling

This course provides useful models of entrepreneurial or business support, and nurtures student's skills and attitudes to enable student to innovate. It provides a link between broad theory and specific practice, and focuses on how creativity can be strengthened when put through creative commercialization modeling techniques. This course also earns how to use creative talent to maximize the impact of student's work - from an idea through to production, distribution and negotiation.

Business Initiation

Business Initiation for MBA CCE is designed to Identify and validate an opportunity to improve business accomplishments of the organization or a deficiency related to a business need in student's environment and recommend the exploration of alternative concepts and methods to satisfy the need.

New Venture Management

In this course, students will be invited to understand and gain experience to face challenges in establishing and managing a successful business. This course will be very useful for potential future business leaders.

Business Growth Management

This course aims to focus students on important aspects of running a new business, such as the selection of target markets, market entry strategy design, and selection of the sales approach to first customers, etc.



Entrepreneurship MBA (Entrée MBA) Program

People in Organization

This course consists of various practice in managing people in organization, this module encourage students to learn more about themselves in the working environment, in ways that are relevant to their interactions with others.

Operation Management

Operations management equips students with an in-depth understanding on strategic management design. It involves a variety of strategic operation subjects from competitive advantage, forecasting and inventory management, supply management to aggregative planning.

Business Economics

Business economics is concerned with the application of economic principles and methodologies to the decision making process of the firm operating under uncertainty conditions. This course unit endeavors to solve a range of decision making issues in the real companies.

Accounting

Understanding the basics of accounting is an important requirement to be a good manager. Only by having a good grip of what accounting is about management can maintain their communication network effectively with the stakeholders.

Business Strategy

Business strategy course equips student with the concept and tools necessary to build the competitive advantage of a business, such as generic strategies on cost leadership or differentiation in conjunction with market scope.

Finance

Corporate financial management provides a boarder understanding of financial management of corporation, in order to increase the wealth of shareholder. It discuss on topics such as: financial statement analysis, fund on long-term investment, and company restructuring.

Decision Making and Negotiation

This course discusses among others, decision making under conditions of uncertainty, bargaining and arbitration, collusion and competition, as well as effective negotiation. At the end of this course, students will be conversant in various negotiation styles taking into account the dynamics of an organization.

Knowledge Management for Innovation

The issue of this course leads to the concept of knowledge management and its implementation in the context of a learning organization. It is a technology to facilitate improvement of organizational performance.

Business Initiation

This course includes identifying and measuring market opportunities, then plan and start a new business. The topic includes evaluation of opportunities, planning a business; know the market and how to get funding. This course is aimed for students who want to own a business, expand business, become a member of the team in the new company, and have a better understanding of entrepreneurship.

New Venture Management

In this course, students will be invited to understand and gain experience to face challenges in establishing and managing a successful business. This course will be very useful for potential future business leaders

Business Growth Management

This course aims to focus students on important aspects of running a new business, such as the selection of target markets, market entry strategy design, and selection of the sales approach to first customers, etc.



Business Leadership Executive MBA (BLEMBA) Program

Business Ethics, Law and Sustainability

This course is to make business participants aware of the importance of compliance and integrity in a wider business environment. Transparency and accountability is becoming more a necessity to earn a 'social and legal contract', i.e. a permission to be in business.

People in Organization

This course consists of various practice in managing people in organization, this module encourage students to learn more about themselves in the working environment, in ways that are relevant to their interactions with others.

Operation Management

Operations management equips students with an in-depth understanding on strategic management design. It involves a variety of strategic operation subjects from competitive advantage, forecasting and inventory management, supply management to aggregative planning.

Business Economics

Business economics is concerned with the application of economic principles and methodologies to the decision making process of the firm operating under uncertainty conditions. This course unit endeavors to solve a range of decision making issues in the real companies.

Accounting

Understanding the basics of accounting is an important requirement to be a good manager. Only by having a good grip of what accounting is about management can maintain their communication network effectively with the stakeholders.

Business Strategy

Business strategy course equips student with the concept and tools necessary to build the competitive advantage of a business, such as generic strategies on cost leadership or differentiation in conjunction with market scope.



Marketing Management

In marketing management, student will study marketing theories and its application. This will give student an insight of dynamics and decision making in marketing. This course will evaluate, develop, and share knowledge on marketing strategy from a company or institutions.

Finance

Corporate financial management provides a boarder understanding of financial management of corporation, in order to increase the wealth of shareholder. It discuss on topics such as: financial statement analysis, fund on long-term investment, and company restructuring.

Decision Making and Negotiation

This course discusses among others, decision making under conditions of uncertainty, bargaining and arbitration, collusion and competition, as well as effective negotiation. At the end of this course, students will be conversant in various negotiation styles taking into account the dynamics of an organization.

Knowledge Management for Innovation

The issue of this course leads to the concept of knowledge management and its implementation in the context of a learning organization. It is a technology to facilitate improvement of organizational performance.

Entrepreneurial Leadership

This course aims to cover a result-based leadership and character-based leadership, the business leadership course also explicates the 'know-how' of leadership – through all aspects of student's business, and to deal with forces beyond the market.



Sharia Banking and Finance Executive MBA (BASHAR) Program

Sharia Business Economics

Sharia Business Economics is concerned with application of sharia economic principles and methodologies in the decision-making process of the business firm operating under conditions of risk and uncertainty. The course establishes important principles for sharia business practice which is recognize and incorporated into the discipline of sharia economics and finance. The course is concerned with the firm's competitive strategy rather than simply its expenses and revenues. The course will put real-world business decision problems into context, to demonstrate methods of identifying problems and of finding solutions

Sharia Contract and Products

This course discusses diverse sharia contracts as well as sharia banking and finance products. Sharia contracts include murabaha, mudharabah, musharaka, ijarah, wadhia, wakala, kafala, hiwala, and qard, while sharia banking and finance products include financing, funding, services, rahnu, and takaful.

Sharia Finance

This finance course will cover general and sharia specific aspects of financial management. It provides a broad understanding of the subject with the objective of increasing stakeholders' wealth. Topics include bank financial statement analysis, and funding for long-term and short-term investment.

Entrepreneurial Leadership

This course will facilitate students to become effective leaders and to understand the complex challenges of leadership. It is designed to find a balance between theory on one hand and practical leadership skills on the other.

Sharia Accounting

The topic provides students with a conceptual understanding of sharia accounting and its application in Islamic financial institutions. The generally accepted accounting principles applied within these institutions will be an integral part of classroom discussions. Subjects covered include accounting for zakat and ijarah, as well as accounting for Islamic financing.

Business Ethics, Law and Sustainability

This course aims at fostering an awareness of integrity as an absolute ingredient in business, and emphasizes the importance of transparency and accountability. Topics include the role of ethics, and how non ethical behavior will have ramifications far into the future.

Knowledge Management for Innovation

Knowledge Management and Innovation course goals are to provide participants with the necessary skills, to implement change value in their organization that improves competitive advantage. The course will not only explain the concept of innovation but also idea generation and how innovation can be implemented.

Decision Making and Negotiation

This course discusses among others, decision-making under conditions of uncertainty, bargaining and arbitration, collusion and competition, as well as effective negotiation strategies. At the end of this course, students will be conversant in various negotiation styles taking into account the dynamics of an organization.

Marketing Management

This course introduces the marketing and business strategies of the sharia banking and finance industry in a global perspective, and includes a discussion of sharia financial contracts and products.

Operations Management

Operations management focuses on managing branch operations and their activities, ranging from purchasing, quality control, storage, and inventory control. It also talks about strategic issues such as location and capacity planning, as well as tactical issues that address the efficient scheduling of branch operations within the constraints of decisions made at the strategic level.

People in Organization

This course is designed to introduce participants to human behavior, both as individuals and as member of a business organization, and the impact that behavior has on the organization function in the context of the sharia banking and finance sector.

Business Strategy

Business strategy will give students a thorough understanding of the analytical techniques and skills necessary to identify and carry out effective strategies. Starting with an overview of the main elements of the strategic management process and how these elements fit together, and finally a review on how to integrate and implement the strategy at the corporate level in order to attain a competitive advantage.

Sharia Risk Management

The knowledge and understanding gained from Risk Management in sharia finance industry will enable student to be prudent in their management approach. Topics discussed include risk analysis.

Sharia Wealth Management

This course-work discusses wealth management from a sharia perspective. Student will be given the knowledge base to give advice on the appropriate financial plans that are commensurate with clients' needs.

Sharia Insurance

This course-work provides the philosophy behind sharia insurance that encompasses the concept and structure of the various sharia insurance products that are available as well as their applicability.

Concentration

MBA-ITB postgraduate students are required to have their research done in their final semester. With the supervision from experiential lecturers, students are encouraged to produce a wide range of qualified research relevant to meet the needs of industry, community, and scholars. As the business school where research has played a major role to the development of our knowledge, MBA-ITB establishes five concentrations of studies as follows:

Risk and Finance

Risk and finance offers students to learn about management function in the company and in its relation to domestic and international economy. To give illustration on financial management practices and policies, processes, techniques and strategies that are used in the financial management. Risk and Finance subject develop knowledge on the type and characteristics of problems and the possibility of the occurrence of financial management problems, and to increase the ability to handle the problems through reliable approach and problem solving strategy development. To develop planning skill and monitoring skill in financial management functions effectively, so the students are able to apply the appropriate management strategy to face the company challenges.

MM 6029 – Corporate Risk Management

From this Corporate Risk Management course, students are encouraged to learn how to handle business risk starting from risk identification, risk measurement, risk mitigation and risk reporting as well as risk financing. Besides its prospective idea and profitability, Business Leaders and Entrepreneurs in their assessment, should regards the process of how risk is being identified, measured and managed. This is in line with financial theory, talking about risk and return

MM 6055 – Capital Market Analysis

This course explains the concept of capital market and all instruments traded in the capital market such as stocks, bonds, and derivatives. At the end of the course, students would know how to be a trader and an investor in the capital market. To be a succeed trader and/or investor in capital market; students need to know the ethics/attitudes and the skills about the trading mechanism and the investment strategy.

MM 6056 – Investment Project Analysis

The scope of this course includes knowledge about the study of financial feasibility, as well as financial profitability and liquidity of the company. These two things is the key success in managing the company to be able to grow and adjustment into company environment

Operations

Operations are heart of organizations since real value added is produced in the tangible manner in these activities. Therefore, managing operations cannot be avoided at all in all organization. Operations

management involves designing, planning, and controlling the processes used to produce the goods and services provided by an organization. It is the management of all activities related to doing actual work of the organization.

Managing these processes can be quite challenging due to the complexity and involving large numbers of people, facilities and huge volumes of materials. Managed well, an organization's operations can be a key source of competitive advantage in delivering its products with high quality at low cost. A fundamental understanding of operations management is thus important for all managers within an organization.

MM 6024 – Corporate Performance Management

The Corporate Performance Management subject offers students for dealing with two main aspects namely how to diagnosis company competitiveness and how to design performance management system contextual to certain type of company. To have broad view and advanced knowledge of performance management system, it would also be introduced experts systems in supporting performance measurement in a company and practicing in the teaching laboratory of software simulation of the Balanced Score Card.

MM 6025 – Supply Chain Design

Supply chain management is a systematic approach to assist companies in creating and sustaining competitive advantage. An improvement must bring a company to be closer to its goal to make money now and in the future. This course is designed to provide MBA students with the knowledge and skills of improving a supply chain.

MM 6029 – Global Project Management

The project can be in any sector and usually multidisciplinary. It can relate to modification, new work, maintenance or demolition. This course is concerned with practice and theory of project management, particularly in relation to multidisciplinary engineering products, both large and small, in Indonesia and overseas.

Human Capital

Manage people is the most important job a manager should do, and the most difficult thing to do in an organization. What manager have to do is leading people, motivate them, inspire and encourage people, to achieve the best performance they can achieve align with the objectives of organization. A manager may be

need to fire someone, or hire new employee, evaluate them, take disciplinary action and coach people in pursuing the best performance. In twenty first century, the challenge in managing people is how to manage knowledge worker. Turbulence of environment need employee knowledge, skills and experience as the key competitive differentiator, to maintain people as the greatest asset of an organization. The need for high quality people management is therefore crucial for long-term success.

MM 5007 – Business Leadership

The need for improved soft skills in business management is now widely recognized. This course supplements traditional business management education by providing tools to improve soft skills. Students will be able to identify the variety of roles and styles that exemplary business leaders employ, and the situations in which each style is appropriate.

MM 6012 – Human Capital

Human Capital Management is focused on the right kind of people to get the job done as well as the transformation of a worker into a resource that is competitive. Strategic human capital management is not just a measurement focused approach to human resource management (HRM). It is certainly not a decision science in which people can be managed as a result of quantitative analysis and financial valuation.

MM 6015 – Change Management

Organizational Change efforts are the lifeblood of management consulting and engage top management attention as well. Thus, this course is especially useful for students who plan careers in general management, whether in line or staff positions, even though students interested in entrepreneurship, strategy, and human resources will also benefit from the course content

Marketing

Marketing plays important role in a dynamic business environment. It helps companies to identify market opportunities and customer value, create new product, determine optimum price, and select suitable distribution channels. In order to formulate a sound and feasible marketing plan, managers need to execute a thorough analysis of market, product, and customers in a framework of corporate and business strategy. This course is designed to deliver knowledge needed to analysis and build strategic marketing sense for managers.

MM 6016 – Branding and Marketing Communication

This course describes important concepts and steps in strategic brand management. The brand management activity includes brand element selection, brand strategy formulation, brand development, brand measurement and audit, and brand communication. Those are interrelated activities. Inconsistency will generally lead to failure and success will bring significant advantages for companies.

MM 6019 – Strategic Service Management

This course seeks to provide an understanding of the unique marketing issues related to service industries (e.g., insurance, consulting, entertainment, freight, airlines). The growing role of services in the global economy will be discussed and key differences between products and services will be outlined.

MM 6052 – Consumer Behavior

Consumer behavior is one of the most interesting and important aspects of marketing management. All decisions involved in developing an effective marketing mix for a product or service rely thorough knowledge of the consumers who comprise the target market. Understanding the behavior of consumer can help marketers anticipate reactions to changes in the marketing mix or determine when new products are likely to be adopted.

MM 6053 – Applied Marketing Research

Marketing Research has been well known as the key activity of a company to uncover the real marketing situation in terms of expanding its understanding about the nature of marketing aspects through drilling down the findings and careful analysis which, hopefully, leads to find the pathway to success in crafting marketing strategy and programs. This course will highly support in-depth understanding the important aspects of Marketing Management, Strategic Marketing, Business & Competitive Intelligence and Consumer Behavior Courses especially in clarifying the marketing situations that should be responded properly by a business.

Technology and Innovation

Technology and Innovation is offered by the Entrepreneurship & Technology Management (ETM) Interest Group. This track is intended to prepare students entering the important and exciting area of today's business, which is 'Managing Innovation and Technology'. Today and future's business is depended more on dealing with product and process innovation and on leveraging technology for competition. When business profits are derived from revenues minus costs, this track not only tries to reduce costs through process innovation, but also focuses more on increasing revenues through new product and business development.

In this effort, technologies are considered resources to achieve high added values for the business. Courses in this track are designed to provide students with a deeper understanding on dynamics of innovation and technological management. Relevant tools, methods, skills, and practical experience, including field studies and industry experts, will also be exposed to the students taking this track.

MM 6038 – Corporate Entrepreneurship

This course is about the role of entrepreneurial people in a company to foster innovation. Students will learn about working in an organization, about entrepreneurial spirit, and how to employ that spirit in a company in a corporate venturing.

MM 6039 – Product Development Management

This course teach student the knowledge for managing product development (start from idea generation, market research and development phase to procurement and implementation phase in the company), in order to align that with the corporate business strategy and maximize the added value. The students who finish this course will have technological, entrepreneurial and managerial instincts, the know-how, and capabilities to manage technological situations.

MM 6040 – Technological Innovation Management

The course is built around developing an understanding of the complexities and uncertainties of innovation process. It utilizes the results of leading research around the world. Issued to be studied include : economics and impact of technological innovation, innovation strategy, financing, process and commercialization of technological innovation, managing creative teams, R&D and technological collaboration, business sustainability, and building business from sciences.

Entrepreneurship and Technology Management

The Entrepreneurship track is offered by the Entrepreneurship & Technology Management (ETM) Interest Group. This track is intended for students who want to start and run a business while they are at school. Courses will follow a business life cycle, from identifying or creating business opportunities, business planning, running, to growing the business. Relevant training program, networking, and other resources will be available for 'Track students' to complement the courses.

Courses in this track are designed not as lecturing classes. Instead, the students will have entrepreneurial mentors and meet them as needed. The performance of students will be measured through a number of milestones. Students entering this e-Track program will be carefully selected based on their readiness in terms of 1) individual and team quality, 2) business opportunity, idea and concept, and 3) resource availability.

MM 6035 – New Venture Planning

This course includes identifying and measuring market opportunities, then plan and start a new business. The topic includes evaluation of opportunities, planning a business; know the market and how to get funding. This course is aimed for students who want to own a business, expand business, become a member of the team in the new company, and have a better understanding of entrepreneurship.

MM 6036 – New Venture Management

In this course, students will be invited to understand and gain experience to face challenges in establishing and managing a successful business. This course will be very useful for potential future business leaders.

MM 6037 – Business Growth Management

This course aims to focus students on important aspects of running a new business, such as the selection of target markets, market entry strategy design, and selection of the sales approach to first customers, etc.



ACADEMIC GUIDANCE



Responsibilities

A course of study will be effective if it is supported with enjoyable and entertaining environment thus allowing the mind to maximize its potential in receiving new knowledge. For that reason, MBA-ITB is putting a real effort to create these conditions in campus and assist the teaching and learning process optimally.

Student Responsibilities

All class and academic official information can be accessed through <http://ol.akademik.itb.ac.id>. Every student should have tried to access all of the choices and understand all of the available information. Students must register themselves at the period of registration determined in the academic calendar (shown on next chapters: to follow academic advisory meeting, to fill in the form for study planning and to get the KSM (Study ID Card). At the period of Perubahan Rencana Study (PRS), student can only drop or add to courses.

A book on regulations of academic and student affairs can be found at the Library or MBA-ITB Front Office or <http://ol.akademik.itb.ac.id> (click Peraturan Akademik dan Kemahasiswaan). Form for any academic transaction process is available at the Service Counter of Directorate of Education or from <http://akademik.itb.ac.id>, or also from administration service at the office of MBA-ITB study program.

Advisor Responsibilities

Every student will have an academic advisor who will direct in course selection and assist you in academic problem solution. Make sure that you know who your advisor is, how to contact him/her, and formally make regular appointments minimally twice per semester.

Should you need to discuss your academic problems, please do not hesitate to contact your advisor. Do not let your problems get worse.

Advisor is responsible to facilitate students to be a better academic performer and achieve best results in MBA-ITB studies, along with direct or indirect mental support. Advisors will provide academic advisory meeting at least once in each semester and students are obliged to attend this event.



Code of Conduct

This Code of Conduct is composed as a reminder to the students that as an individual being we possess individual rights to act and study as we prefer, but as social beings we have the duty to create a comfortable atmosphere for all campus inhabitants. Therefore we should act poised as both individual and social beings.

Timetables

MBA-ITB believes that the course should be conducted in a diligent-on time manner. Therefore it is compulsory for every student to attend classes as scheduled. To avoid disturbances during classes, every student is expected to be ready in designated rooms 5 minutes before a class is started and will not be permitted to enter class when are more than 10 minutes late.

Attendance

MBA-ITB believes that the attendance of students at every class will determine how well they will do on their course of study. It is compulsory for every student to attend every session of every class of which each runs for 90 minutes. Code of Conduct relating to the attendance:

- a. Students must sign the attendance list as a proof of their attendance. Student whom signature is written by another is considered absent, this is also applies to students who sign on behalf of another.
- b. Students who leaves the classroom before the class ends is considered absent.

Examinations

Examination is one of the methods to evaluate student knowledge. In doing the examinations, there are rules that must be adhere to for all participants, these rules are:

1. The student is deemed eligible for taking part in an exam if:
 - a. The student is listed on the course unit that is examined.
 - b. The student is not on any academic probation.
 - c. The minimum attendance of the student is 80% on the examined course unit.
2. Examination participants are required to:
 - a. Be at the examination rooms 15 minutes before the examination starts. Students that are 30 minutes late will not be permitted to sit on the examination.
 - b. Bring in KTM and KSM as a proof that the student is listed on the unit course that is being examined.

- c. Bring in own writing utensils, and may not use computers (unless permitted by lecturer or examiner).
- d. Sign the examination attendance form.
- e. Abide the rules of examination.
- f. Abide all technical guidelines of examination which are given by the examiner.
- g. Ask for the examiner's permission before leaving the seats or the examination room.
- h. Hand in the answer sheet of the examination to the examiner before leaving the examination room.
- i. Participants who enter the examination room and have received the examination paper cannot withdraw from it and may not leave the room for the first 30 minutes of the examination.

3. Examination participants are not permitted to:
 - a. Act in a behavior that is disrupting the examination.
 - b. Communicate in any way with other exam participants and non-participants outside the examination room.
 - c. Cooperate or attempting to work together or even assist in working together with other examination participants during the examination.
 - d. Copy or attempting to copy the answer of other exam participants, or allowing other exam participants to copy answers.
 - e. Use notes, books and/or other information source during examinations unless it is open-book examination or other exceptions.
4. The examination paper that is written by other than the eligible participant is considered invalid.
5. Students who violate the rules of verse (1), verse (2), and/or verse (3) will and may be penalized at the utmost an E for the examined course unit or a more severe penalty according to Point 5 (Academic Misconduct and Sanctions) which are decided by MBA-ITB, when the intent of the violations is evident and premeditated.
6. Exceptions of verse (1), verse (2), and/or verse (3) of this Point can only be given by the teaching staff responsible for the related unit course.

Academic Misconduct and Sanctions

MBA-ITB honorable graduates can only be obtained through education which follows on noble academic norms. Thus actions that are against these academic norms are a disobedience that must be avoided.

5.1 Academic Misconduct

The student of MBA program of Bandung Institute of Technology is not permitted to act as follows:

- a. Cheat during examinations, by using information, materials or other study-assisting tools during the exam, unless it is permitted to do so by the examiner or lecturer.
- b. Change, alternate, or forge grades, academic transcript, student identification, assignments, reports, letters, and signatures within the academic environment or activities and other attributes used within campus.
- c. Provide the means and ways which can lead into academic misconduct.
- d. Use the words or work of others as their own words or work in an academic activity without mentioning citation (plagiarism).
- e. Manipulate or attempt to manipulate others by persuasion, inducement, or intimidation in order to gain alleviation in finishing examination, individual assignment, practicum reports, etc.
- f. Replace or work on behalf of others within the academic activities; such as classes, exams, practicum, or completion of other academic assignment, whether it is on the request of others or self-motivated.
- g. Instruct others, within the academic member of Bandung Institute of Technology or outside the academic member of Bandung Institute of Technology to replace or work on academic assignments on behalf of others for any reason.

5.2 Sanctions

Sanction is a part in an educational process, with the purpose of admonition to the student who breaches the academic norms.

1. Violators of point 5.1 can be given penalty according to the severity of the disobedience such as
 - a. Written or Verbal warning
 - b. Suspension or disallowing of any academic services and facility for a certain period of time.
 - c. Requisition to re-do a unit course which is related to a plagiarism case (5.1, d)
 - d. Permanent elimination of student status or Expulsion.
2. The academic sanctions on verse (1) will not alter the cut-off date of a course of study.
3. All results obtained from academic misconduct are deemed invalid.

Plagiarism

MBA-ITB adopted the following policies based on **regulation of the Minister of Education No 17 in 2010**, about the prevention and control of plagiarism in college stated that in carrying out scientific autonomy and academic freedom. Students are required to uphold academic honesty and ethics, especially prohibitions on plagiarism in producing scholarly work, so the creativity in the field of academic can grow and develop.

a. Plagiarism

Plagiarism is the act of intentionally or unintentionally in obtaining or attempting to obtain credit or value to a scientific paper, citing some or all of the work and / other parties that scientific work is recognized as a scientific work, without stating the source appropriately and adequately.

b. Plagiarist is an individual or group of people plagiarism actors, each act for her/himself, for groups or for and on behalf of an agency.

c. Plagiarism includes, but is not limited to:

- Referring and quoting terms, words and sentences, data and information from a source without citing the source in a note quote and stating the source adequately
- Referring and / or randomly quoting terms, words and sentences, data and information from a source without citing the source in a note quote and stating the source adequately
- Using a source of ideas, opinions, views, or theories without stating the source of adequately
- Formulating with words and / or sentences themselves from the source of words and / or phrases, ideas, opinions, views, or theories without adequately stating the source.
- Submitting a scientific work produced and / or published by others as his/her scientific work without express the source adequately

When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well.

Money Matters

1. Late tuition/registration fee payment is object to 10% monthly interest and administration charge.
2. For each failed course, there is retake fee per credit based on each program (e.g. some program the fee/credit is 850.000, some fee/credit 1.500.000).
3. If a course has commenced during the PRS (Perubahan Rencana Studi), the students that suspends/abort their study from MBA-ITB Program, the paid in tuition fee will be returned by 50% but the Confirmation Fee will not be returned. But if the course has gone for more than 2 (two) weeks, the students may not ask for a refund.

4. Class switching regulation (regular to the executive or vice versa).

For those that switched from the executive class to the regular class after the first course session, the MBA-ITB student cannot refund the extra payment. For the students that switched from regular class to the executive class after the first course session, the MBA-ITB student is required to pay the difference between the executive program's tuition fee and the regular program's.

Class Regulation

1. All mobile phones must be switched off and not used.
2. Students should not get up and leave in the middle of lectures either to go to the toilet or for any other purpose.
3. There should be no talking during lectures.
4. Food and drink - with the exception of a bottle of water – must not be brought into the lecture hall.
5. Laptops may only be used with special permission from the lecturer and must only be used for taking notes.

6. Students must arrive punctually for all lectures to avoid causing disruption.

Dress Code

MBA-ITB is a professional education entity, and is expected to create graduates with professional conduct. Clothing is one of which reflects professionalism.

Thus, every student is required to wear attire in a respectful and neat manner. Students are not allowed to wear T-Shirt, earrings (women are exceptions), and sandals at campus. On certain days, students are required to wear tie.

Smoking

To protect the health of students, non-students and the environment, smoking is prohibited in any room such as classrooms, seminar rooms, syndicate/discussion rooms, library, laboratory, administration rooms, etc.

Grading

Fundamentally, the advancement and achievement of study on the MBA-ITB program is continuously done through activities that has been pre-scheduled (classes, assignments, etc.) and through other unscheduled activities (group study and independent activity).

Unit Courses Grading

Grading activity covers aspects such as:

GRADING ASPECT	GRADING OBJECT
Knowledge (F1)	- Pretest - Quiz - Mid Test - Final Exam - Scientific Paper
Skill/Ability (F2)	- Case Study - Practice Problems - Laboratory Practicum - Special Assignment
Leadership and Effort (F3)	- Seriousness - Participation - Motivation - Independence - Cooperation

According to the goal of MBA-ITB program which covers the development of individual skills and work skills in group, evaluation and grading for each unit course is principally based on the individual achievement and group achievement. The individual contribution to the group achievement will be evaluated using *peer evaluation*. For that reason the grading would be as follows:

GRADING FACTOR	GRADING OBJECT
Individual Achievement (≥ 60%)	Quiz Individual Assignment Mid-test Final Exam Participation in discussion
Group Achievement and Peer Evaluation (≤ 40%)	Case Study Report (group) Group Quiz Group Assignment/Project. Peer evaluation is done to see the leadership, contribution, cooperation, independence, effort, and other aspects during group work.

The grading object which is going to be used is chosen and selected to fit the goals and objective of each unit course and handed in to each teaching faculty member, with a condition that it may not sway from the general guide on the table above. Staff/Faculty is obliged to inform students of the weighting and evaluation of grades at the beginning of a unit course. If a student failed to pass a course, the student cans re-enroll/re-take the unit course on the next semester.

The pass grade of a student will be disclosed in letters or numbers such as:

LETTER GRADES	NUMBER GRADES
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
D	1.0
E	0
T	-

Achievement Evaluation

At the end of every semester, an evaluation on student achievement will be received by every student. The Evaluation Grade of a student is calculated as follows:

$$NP_x = \frac{\sum_{i=1}^n B_i N_i}{\sum_{i=1}^n B_i}$$

Whereas:

- NP_x = Achievement grade up to semester x
- B_i = Number of credits taken
- N_i = Final grade of the unit course
- i = Unit course taken up to semester x (i= 1, 2... n)

Termination of MBA Program Study

According to the academic records (NR), students of MBA Program may not continue their study at MBA-ITB if in a semester their academic record (NR) < 1.50 (one point fifty).

If the requirement in point C (graduation) have not been completed at the scheduled time limit of the MBA Program, then the student must resign or terminated as a student of the MBA-ITB Program.

Further Information about academic regulation and code of conduct can be seen at <http://akademik.itb.ac.id>

LEARNING SYSTEM



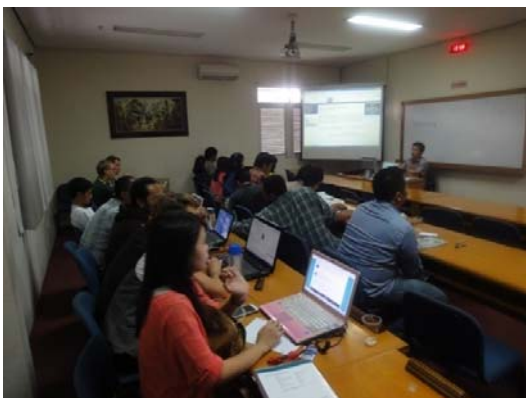
Teaching Methods

A teaching method comprises the principles and methods used for instruction. MBA-ITB program requires a high level of engagement from our participants under the expert leadership of our faculties.

The delivery of class materials applied at MBA-ITB is as follows:

Lecture and Discussion

Class activities where the lecturer will provides students with theoretical concepts and engage them in discussions on content. Stimulating classroom exchanges bring together lectures and discussion for an active, participatory environment that energizes the learning process. These sessions are presented by academic lecturers and industrial practitioners at lectures session to gain an overview of subject areas and direction for further discussion. The rich dialog among students and lecturers provides a platform to share perspectives about the theories, case studies and lecture materials.



The Case Study Methods

In a typical MBA case study, students analyze a business scenario, consider the possible options for action and attempt to recommend the best solution or plan. This methodology prepares MBA students for actual situations they may encounter in their future careers as members of the business community, teaching them to make measured

decisions, consider a problem from all angles, and work effectively with their peers as leaders and teammates.

The following are suggestions to ensure that students are able to maximize the use of the case study method:

1. Read the case study prior to class. A good time-frame is approximately 3 hours.
2. Discuss the case study with your group. Set a time-frame of approximately 1.5 hours for this task.
3. Participate in class discussions; this will be enabling student to share with your classmates, student's knowledge and any work experience that student may have had. Generally, class discussions are graded.

Writing Assignment

Students may be required to submit a written assignment to be handed in to their instructor. Late submission may affect negatively on their grade.

Experiential Learning

Experiential learning attempts to apply theories to real-world situations, unlike the other classroom-bound styles of curriculum. This is not to say that all experiential learning occurs outside the classroom, but rather that its method is to use real experiences — even if those are examples or simulations — to educate business students. The experiential learning examines these theories in a more practical context, encouraging students to learn by doing. Examples of experiential learning include internship program, seminar from CEO/Executives, business competition, simulation, and company visits/ field trips.





Role Playing

Students may be asked to take on a role in a simulated work environment.



Student Responsibility through Active Learning

Active learning is the process of involving all students in activities that encourage them to develop a deeper understanding of content by working with and reflecting upon the material being presented. Active learning is a term that refers to several models of instruction that focus the responsibility of learning on learners. Strategies include, but are not limited to, brief question-and-answer sessions, discussion integrated into the lecture, impromptu writing assignments, hands-on activities, and experiential learning events. With the active learning process, students transition from being mere recipients of information to being participants actively engaged with new information in a learning environment.



Individual and group assignments

Students do a lot of **individual assignments** which differ from course to course. Group assignments are very diverse. These assignments usually involve research, analysis, calculations, forecasts, creative problem solving and giving presentations.

Group assignments are able to assess interpersonal, communication, and collaborative skills of students. For collaboration, a student must be able to synthesize the material from group member and help create a group solution or product.



Group Work

Students are divided into small group (each group consists of 6-8 students), where students are able to discuss in depth way what they have learnt in lectures. Each group is provided with a discussion room, complete with a computer and internet connection, and must take their summary's discussion to be presented in class



Oral presentations

Oral presentations are mostly used as a method to assess oral presentational skills, understanding of the content, and ability to organize and structure material.



Projects

Projects are an exceptional method to assess student's creation or innovation abilities. For example, a student has to understand the material, apply their understanding to another context, and construct a project based upon this comprehension.



Guest lectures

Guest lecturer and practitioners are derived from many company and industry to share an experience and to provide insight for student of the relevant course. In addition, guest lecture activities also expected to conduct an applicative method with industry oriented to follow the development of a dynamic industry and the demands of the workplace



Business Immersion Programs

This program is offered to Young Professional students. This program provides opportunities for immersion in real-world business situations, where campus has established cooperation with several SMEs. Students assigned to provide services / share experiences with business owners. Students are asked to solve problems that occur in the company to apply the knowledge that has been gained in classroom. Immersion programs are especially valuable for students as they provide intensive face-to-face interaction and numerous networking opportunities.

Supporting Learning

Study Skills

Soft Skills

Neuro-Linguistic Program

Neuro-Linguistic Programming is the study of how the interaction of brain (neuro), language (linguistic) and body produces patterns of behavior (programming). Neuro-Linguistic Program (NLP) is conducted within 2 days to understanding the influence of language on the brain that will allows students to use it deliberately to communicate more effectively.



Outbound

MBA-ITB looks to foster the hidden potential, personality traits and team spirit when they send out students from varied roles and departments to experiential learning. Outbound activities is conduct after Neuro-Linguistic Program to Identify and leverage the hidden talent and potentials of the students by using more meaningful and innovative experiential learning methods. This activity also aims to building in self-confidence and team bonding in individuals.



Business Simulation

In business simulation, student receive a description of an imaginary business and an imaginary environment and make decisions on price, advertising, production targets, and how their company should be run. A student typically functions as a member of a team of managers or planners. Each group syndicate is managing a company allocating economic resources to any of several variables in order to achieve a particular goal. The nature of business games can include decision-making tasks, which pit the student against a hostile environment or hostile opponents. They vary in focus from how to undertake a corporate takeover to how to expand a company's share of the market.



Seat-in Class

Student can seat-in class if they want to learn and know more about some elective courses but does not contract those courses when registration. Student who want to seat-in need approval from the Program to ensure the quota of student in the class still enough. After registered, student must participate in all assignment, examination and lectures, but in the end of the class final grade would not be given to them.

Internship

Internship activities conduct by MBA-ITB to practical working experience during school time and early exposure on career and professional development. There are 2 (two) kind of internship: 1) early in the program is to provide insights and

experiences for fresh graduate students. It's important for the success of learning activities; 2) late in the program in the form of final project is to provide a venue for all MBA students to apply concepts learned into the real world in the forms of problem solving, business planning, and new product/system development.

Seminars and Training

Another activity that is no less important is the seminars and training, that usually been conducted at SBM ITB auditorium on Saturday. The objectives of a student seminar are making learning a fun, entrusting students assignment to present, inculcating presentation and leadership skills among students, involving students to learn actively, offering the presenter student an opportunity of interaction with peer students and staff, assessing student while performing assignment, etc.



Business Competitions

Student of MBA-ITB often participated in business competitions that been held by other colleges or national and multinational company, such as business plan, business case analysis, business simulation, etc. This activity is aims to provide an integrative learning experience for participating students. The participants will learn about the new venture creation process through their team's efforts, their work with faculty, and their presentations to the judges.



Field Trip

These sessions take student off campus to learn about topic. The length of time away can vary from few hours to a day. Field trips expand student's learning through active hands-on experience with the rich resources of the local company. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study.



Business Talk

The purpose of the Business Talk program on the radio is provide an opportunity for MBAITB students to be able to apply knowledge gained in the classroom through business case analysis that happens in the environment. With this program, MBA-ITB students are expected to gain experience not only in completing a business case, but also can answer questions from the listeners on air at local radio.



Business Inspirations

This program is conducted by faculty in providing the science for the public, as well lecturer's contribution to society through media radio. The lecturer also shares knowledge to improve awareness about the importance of science.



Business 101

Business 101 is collaboration between MBA-ITB with Pambors radio 98.4 FM. The purpose of this program is to provide business education and entrepreneurial spirit to the community. There are many MBA-ITB students who have the knowledge and experience of a good business. With this activity is expected to introduce businesses of MBA-ITB students and share experiences to young people to be brave become entrepreneurship.



Business Clinics

Business Clinics is program that been held by MBA-ITB in order to provide services to people, especially to the Small and Medium Enterprises to provide business consulting and management to solve problems in their businesses, demonstrate ability of MBA-ITB students in completing a business case to the public, as well as a CSR (Corporate Social Responsibility) of MBA-ITB. This program also intends to apply the knowledge and skills students MBA-ITB in real business situations and establish working relationships with communities and other institutions.





STUDENT'S LIFE



MBA-ITB has made many improvements since its inception to educate students to enrich the knowledge of new business and management technologies which are every-growing and advancing from time by creating an aspiration to excel deep-rooted education. MBA-ITB create an atmosphere and exposing inherent natural abilities of the students by giving suitable impetus and fillip to the students and producing efficient graduates, management executives leader and entrepreneurship for future's industry.

Best Achievers Award

At the end of the semester, best achievers award are given to students for their outstanding achievements in the field of education. Name and photo of student who get best achievers will place on the MBA-ITB Bulletin Board.

Executive Choice

Executive Choice is a program where a practitioner or executive of a leading company providing guest lectures and provide assessments and recommendations to the MBA-ITB students who demonstrate the best ability in the classroom in discussing and analyzing a business case that are constructed in the MBA-ITB. The purposes of this program are:

- Improve the enthusiasm of MBA-ITB student in learn the course material.
- Introduce the real business problems to the MBA-ITB students so they have better prepared to face the real world.
- Demonstrate the ability of MBA-ITB students to the public by publishing all executive choice activities through various media (marketing tools) owned by the MBA-ITB.



SBM ITB Club

On May 2010, School of Business and Management ITB (SBM ITB) held SBM ITB CLUB launching event, that attended by Head of President's Delivery Unit for Development Monitoring and Oversight-UKP4 Dr. Kuntoro Mangkusubroto, at Auditorium Binakarna Hotel Bumi Karsa Jakarta. In addition, there were also Dr. Yos Sunitiyoso as a President of SBM ITB Club Jakarta, Dr. Ir. Dermawan Wibisono, M.Eng., as the SBM ITB Dean and

Representative of ITB Alumni Board, Bhakti S Ludinand Ahmad Yani, students, alumni as well as other guests.



The objective of SBM ITB Club is to build a close relationship between academics, practitioners, and also all graduates of SBM ITB. In the future, SBM ITB Club will be the right medium to meet the needs of its members in various fields of business and management through forums and programs delivered by leading practitioners and professionals in public and private sectors.



Entrepreneurship Club

The MBA-ITB Entrepreneurship Club aims to provide a conduit by which students can access relevant entrepreneurial resources, network with prominent community entrepreneurs, and share ideas. To this end, the club is dedicated to furthering understanding about new or small businesses, and about entrepreneurship in all businesses.

Finance Club

The Finance Club promotes finance related activities and careers throughout the MBA-ITB community. The Club caters to students with a wide variety of finance related interests – whether it is Investment Banking, Investment Management, Venture Capital/Private Equity, or Corporate Finance.

FACILITIES



Student's Room

MBA-ITB very much concern about teaching and learning activities on campus. Therefore, MBA-ITB cares to provide various kinds of modern facilities to accommodate the needs of students. Student's rooms are air-conditioned and utmost clean and hygienic.

Classrooms

MBA-ITB currently has 3 classrooms with a capacity of 30 seats while a computer, sound system, LCD projector, and screen are set in every classroom.



Group Discussion Rooms

MBA-ITB currently has 20 discussion rooms, complete with internet connection and LCD TV. Students can use these facilities in accordance with the schedule set by Program. The use of these rooms after office hours will need approval from the Program.



Auditorium

MBA-ITB provides an auditorium (big classroom) with a capacity of 136 seats located on the second floor of SBM ITB building.



Computer Lab

MBA-ITB provides room which contains many networked computers for student's use. Because they are shared by multiple users, computers in typical labs often have security software installed. This software may limit, trace, or block certain activities, or may quickly restore computers back to their original configurations.



Library

Students can access three libraries: MBA-ITB Library, SBM ITB Library and ITB Central Library. These libraries have many collections, including digital sources, resources, and services. The collections can be of print, audio, and visual materials in numerous formats as a facilities to support student's education.

Library hours

Monday – Friday: 08.00 – 17.00
Friday: 08.00 – 22.00
Saturday: 08.00 – 17.00

The terms and regulation for the ITB Central Library can be obtained at the MBA-ITB Library. At the MBA-ITB Library, students must ask the librarian's assistance to take the books out of the book shelves.



Library Membership

MBA-ITB students, who have met the administrative terms and regulations, will be automatically registered as MBA-ITB Library members. All members will be given a library card, to be used to borrow books. Unauthorized use of the library cards is not permitted.

Library Collections

The MBA-ITB Library uses a digital library system. The collection comprises textbooks, student final projects, clippings, software, and other material as follows:

- 3.855 reference books.
- 1.094 MBA-ITB student final projects.
- 451 Harvard Business School cases.
- Proquest e-journal.
- SBM ITB Technology Management Journal quarterly.
- 7 weekly magazines: SWA, Fortune, Entrepreneur, Business Week, Time, Reader's Digest, HBR.
- 4 daily newspapers: Kompas, Pikiran Rakyat, Bisnis Indonesia, The Wall Street Journal.



Other Facilities

Canteen

MBA-ITB provide canteen facilities that offering a wide range of cuisines with subsidized prices and available within the work hour. Delicious dishes are served in the canteen which includes snacks, soft drinks, meals etc. The idea is to take care of their snacks/food requirements within the campus, facilitating their learning and education.



Prayer Facilities

MBA-ITB service supports spiritually as an integral part of staffs and students' lives. Therefore, three mushallas are built complete with appropriate carpeting and washrooms to allow Muslim students and staff to pray, two on the second floor and one on the first floor. Thus, they do not have to leave the campus for prayers elsewhere. Friday prayers are conducted at the Salman Mosque or other mosque near the campus.



Parking Service

MBA-ITB provides enough space for car, motorcycle and bicycle parking service and free charge for it. MBA-ITB shall not accept responsibility for any loss damage or injury to the vehicle, its accessories, content or to the person/driver or however caused, including any loss or damage arising, vehicle or goods loss or injury to students at are at students own risk.



Photocopy and Print Service

MBA-ITB provide free photocopy and print service for student with limited quota per semester. The online campus printing service is restricted to students and staff with valid network login accounts. The service uses your email address during processing, and will obtain this email address from your network login.



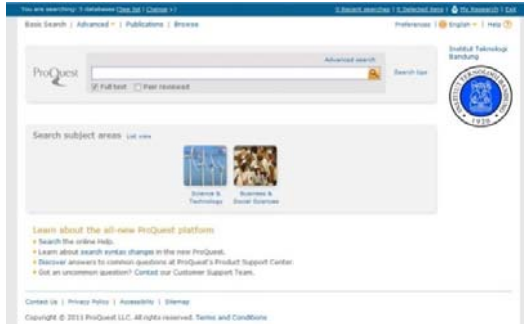
Wi-Fi Service

Wi-Fi service is available for students to access the Internet anywhere in the MBA-ITB campus. Whether it is the group syndicate, library, classrooms or the canteen, students can access the Internet wirelessly.

In order to connect to the wireless network, one's computer needs to be configured according to a specific setting. Enable the Wi-Fi function on student's laptop and try to access any website. If the wireless network settings are not correct, the browser will be redirected to the instructions on how to setup the wireless network. If the problems still persist, proceed to the computer lab or IT staff for assistance.

Journal Access

Journal access service allows student to connect to e-resources (databases, online journals, e-books) licensed by ProQuest remotely from home or while traveling. To be able to access licensed resources, student need to authenticate (login with ID and password provide by Library Staff) and connect to the campus network using MBA-ITB internet access service.



ACSYS

To achieve the goal of increased online enrollments and degree attainment, MBA-ITB develops academic system that could access by student with user ID and password given. ACSYS provide capabilities for entering student test and other assessment scores through an electronic grade book, building student schedules, tracking student attendance, and managing many other student-related data needs in a campus.



Student Service

The Student Services office provides a range of financial, academic and personal support for students attending MBA-ITB. The Student Services office staff is available to meet with any student who has individual difficulties. The service aims to provide both advice and practical supports in a wide variety of circumstances. Student Service is totally confidential and is free to all registered students.

Executive's Meal

For MBA-ITB Bandung Executive Program, dinner's meal is provided by Program on Friday for free.



Kresna Securities SBM ITB

To introduce capital market world among campus, PT. Kresna Graha Sekurindo, Tbk. (Kresna Securities) opened investment gallery at SBM ITB. Hopefully, this stock market and investment gallery can help student to integrate theories on the capital market course with the practice. The value of investments are allowed students to play the stock is lower than usual, amounting to IDR 2.5 million.



COMMITMENT FOR SERVICE EXCELLENCE



Committee of Learning and Teaching

The main concern of the Committee of Learning and Teaching is to improve standards of learning and teaching in SBM ITB. In order to do that, the Committee of Learning and Teaching meets every five or six weeks with a fixed agenda; it has now met nine times since its establishment in 2009. The Committee of Learning and Teaching also has student representatives from each program and receives reports from them at each meeting.

Structure

Chairman : Ir. Budi Permadi Iskandar, MSP.
Secretary : Terry Kustiawan, S.T.
Member : Prof. Togar M. Simatupang, Ph.D.
Dr. Pri Hermawan
Reza Ashari Nasution, Ph.D.
Deddy Priatmodjo Koesrindartono, Ph.D.
Prof. Dr. Jann Hidajat Tjakraatmadja
Ir. Drs. H. Arson Aliludin, S.E., DEA.
Budhi Arta Surya, Ph.D.
Dr. Mustika Sufiati Purwanegara
Dr. Aurik Gustomo
Dr. Utomo Sarjono Putro
Dr. Akbar A. Utama, MBA, MT
Wawan Dhewanto, Ph.D
Achmad Ghazali, Ph.D
Student delegation

- Examine complaint from courses and give comment on the delivery system of course, such as a combination of lectures and tutorials, how lecturers teach, and assessment methods used.
- Review and analyze the linkages between all subjects in the study program.

Result

Some of the Committee of Learning and Teaching's accomplishments are: establishing regulations for proper conduct in lectures; listening to student requests for the improvement of facilities - lockers etc.; starting a program of peer review; clarifying issues relating to plagiarism; beginning discussion of soft/key skills; putting in place a system for monitoring the evaluation of programs and courses; pushing for the reappearance of the newsletter; and encouraging the production of handbooks for the various programs.

Student can always check the minutes for more information about the Committee of Learning and Teaching. The links for the minutes is provided by online, for example:

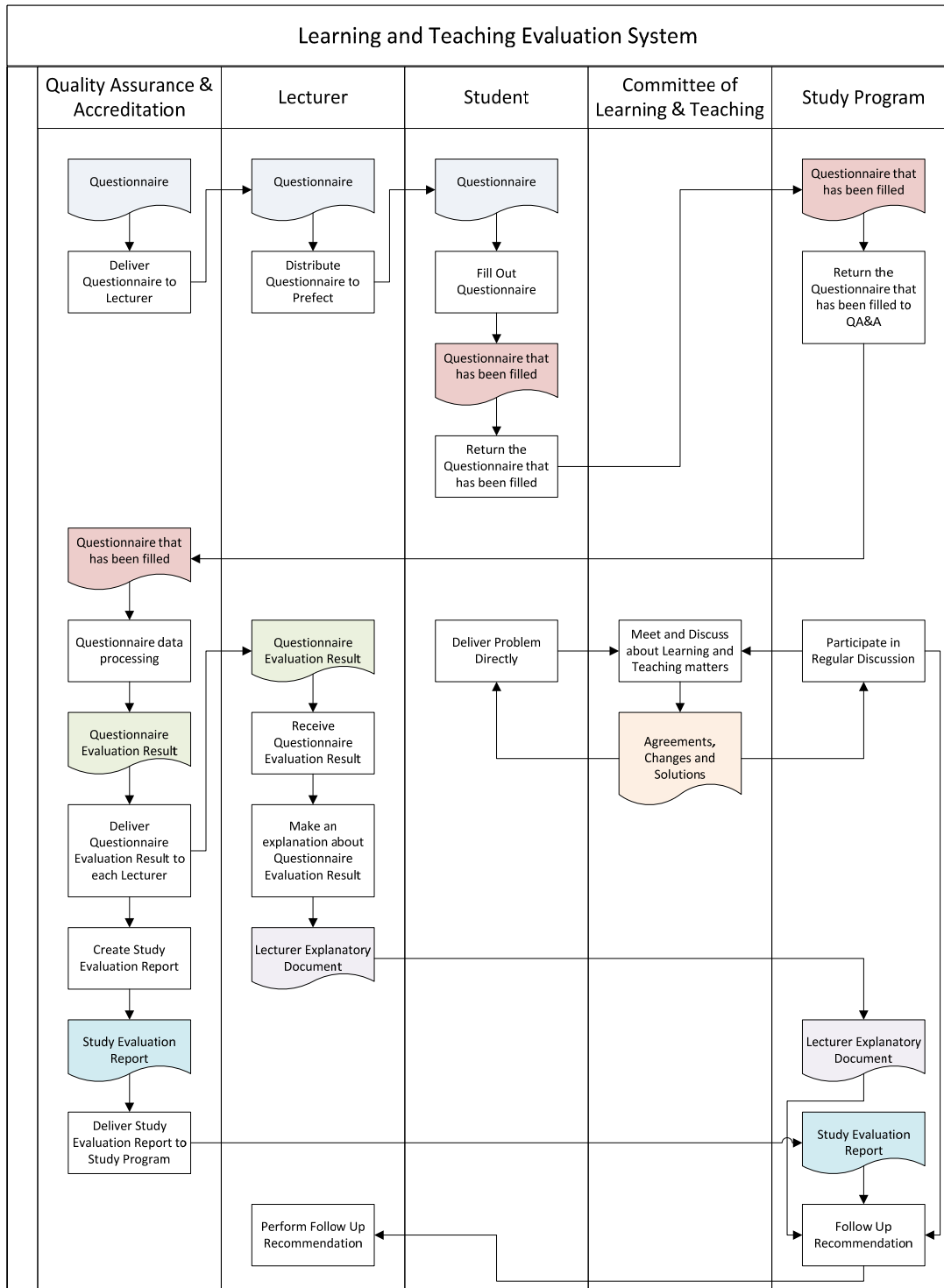
<http://bit.ly/uFZHXS> (November 8th 2011)

Task and Objective

- Review any comments about the teaching programs and courses.
- Review proposals for new courses.
- Reviewing the structure of existing courses, make proposals for the restructuring and give change if necessary.

Quality Assurance and Accreditation

Implementation of quality assurance processes involving at least five parties consisting of faculty, students, and three related units. Units involved in this process are the Quality Assurance and Accreditation, Committee of Learning and Teaching, and Study Program.



Survey Process

Evaluation of course conducted twice in a semester, which is done by distribute questionnaires to student that contain of student opinion concerning the implementation of the course, methodology, course delivery, and content of lecture materials. The survey process is conduct as objectively as possible and can currently be done through on-line survey link sent by the Quality Assurance and Accreditation to the students via civitas mail or from <http://survey2.sbm.itb.ac.id>.

The first questionnaire was administered and completed by the student before mid-term exam. With this feedback, the lecturer is expected to capture the difficulties and suggestions from students to make improvements at the courses they teach.

The second questionnaire was distributed and completed by the student before the final exam. In this second evaluation, students were asked to provide advice and input on the implementation of lectures throughout the semester.

Accreditation Process

Accreditation process begins with implementation of self-evaluation in the study program. Self-evaluation refers to the self-evaluation guidelines that have been published by BAN-PT. However, if necessary, the director of study program can add elements to be evaluated in accordance with the interests of study programs and institutions concerned. From the results of the implementation of self-evaluation, executive summary will made, which further the executive summary is attached in a letter of application for accreditation that will sent to the BAN-PT secretariat.

BAN-PT Secretariat will review the executive summary of the study program, and if it has met all the required components in self-evaluation guidelines, BAN-PT

Questionnaire was completed by the student submitted to Quality Assurance and Accreditation unit to be recapitulated. The results of this recap by Quality Assurance and Accreditation then distributed to each of relevant lecturer and the director of study programs. Lecturers are required to analyze the results of the implementation of last term evaluation that answered by the student from teaching results. This document is then submitted to the study program for follow-up.

Besides that, regular meeting and discussion is conduct by these five parties for Quality Assurance process every six weeks with a predetermined agenda. Every meeting will discuss a progress report from previous meeting, and every problem/matters also discussed by a predetermined Person in Charge (PIC).

secretariat will send the instrument of accreditation in accordance with the level of accreditation for a study program after the instrument is filled.

The study program sends the entire file (instrument of accreditation that has been filled and its attachments, along with a copy of it) to the BAN-PT secretariat. The number of copies that must be included for the study program and Graduate Diploma levels as much as 3 copies, while for the program of Master and Doctoral level studies as many as four copies. Assessment is done after the entire file is received in full by the BAN-PT secretariat.



FINAL PROJECT



About Final Project

MBA-ITB emphasizes the importance of understanding and mastery on the dynamic of business problem in the real world. Therefore, MBA-ITB presents various real business nuances to its student inside and outside the class.

Background

In the class, there are realized through the use of case-based teaching method. Different kinds of case from various sources are used to build business sense within the students. Whereas outside the class, these are realized by urging the students to directly see the practices of business in any various companied tend to discuss them for the understanding of the business practices.

At the end of learning process, the students are obliged to carry out a final project serving as a means for the students to work independently, under the guidance of a lecturer, to solve a real business problem in Indonesia. Through this three-month project, it is expected that they may sharpen up their ability in understanding and solving the problems in business world.

Objectives

In addition, the Final Project of MBA-ITB has the following objectives:

1. Final Project is a media for students to express their competence through doing analysis and synthesis of real problems of company.
2. Final Project is an integration of students' knowledge and skills have been learned in the MBA-ITB program.
3. Final Project should be based on the spirit of originality, sharing knowledge and demonstrate students contribution to business solutions. Therefore, it should be free of plagiarism, data manipulation (in the negative term) and cheating.

Supervising Process

1. MBA-ITB provide list of eligible supervisors
2. Students give 3 (three) choices of supervisor they want to have.
3. SBM ITB committee decides the supervisor based on those alternatives with considering: expertise and availability (relates to lecturers load in the other academic activities in SBM such as in the

undergraduate, MBA program, MSM program, and DSM program).

4. Students have already been doing non-formal supervision have privilege to have those non-formal supervisors
5. Supervising processes can be discussed between student and chosen supervisor (frequency, media, etc.)

Final Project Defense

1. Deadline of Final Project Defense is generally 1 month before ITB graduation day (March, July, and October)
2. Students have to submit three copies of Final Project at least two weeks before the day of Final Project defense
3. There will be three examiners in the Final Project defense:
 - Supervisor.
 - A Lecturer in the similar sub-interest group.
 - Expert from company with Master degree where the Final Project was taken, if not possible, a lecturer from other sub-interest group.
4. Final Project defense generally take 1 up to 3 hours maximum.

Paper Submission

Based on School of Business and Management Dean's Decree number 021/I1.C12/SK/PP/2011, about the obligations to publish student's research in School Of Business and Management Institut Teknologi Bandung, in order to enhance the ability of writing scientific papers and ensure School of Business and Management Institut Teknologi Bandung graduates quality, all students are required to publish their research result.

The cum laude predicated graduates from MBA-ITB should make a paper and publish their paper to accredited national journal as one of cum laude yudisium requirement. In other hand, for graduates who do not get cum laude also should make a paper and publish their paper in the Indonesian Journal of Business Administration

(<http://journal.sbm.itb.ac.id/index.php/IJBA>).

Final Project Grading

Grading of the Final Project not only based on the quality of written Final Project but also quality of understanding of the business issues asked in the exam, attitude, etc.

Grading Proportion

Proportion of grading policy, approximately:

- 50% from 1st examiner
- 50% from 2nd examiner

Quality of Substance

1. Problem definition
 - Does the candidate use and develop original ideas?
 - Are known ideas interwoven in a new way?
 - Is the exposition of the topic clear, are the aims logically stated?
 - Does the Final Project include clearly formulated hypotheses?
2. Research design
 - Are the possibilities and limitations of the applied method discussed?
 - Does the candidate show sufficient familiarity with current knowledge (literature and experiments)?
 - Are the methods and techniques used properly described?
 - Are the methods adopted appropriate to the subject matter?
 - Does the structure of the Final Project show a logical approach to the topic?
3. Analysis, interpretation, conclusion
 - Does the Final Project incorporate critical appraisal?
 - Have the results been sufficiently tested by statistical analyses?
 - Has the research (field work, collecting data, experiments, models, etc.) been carried out carefully and adequately?
4. Research results
 - Are the core findings presented in clear statements?
 - Are the result of the research and conclusions clearly and logically presented?
 - Have the central questions been answered?
 - Are generalizations supported by facts?
 - Are proposals made for subsequent research projects?

Quality of Report

- Have the formal requirements for diagrams, tables, literary sources etc., been met?
- Is there a comprehensive, informative summary?
- Is the text, clearly understandable, scientifically correct and in a grammatically sound language?
- Is the layout attractive for readers?

Quality of Presentation

At final project defense first phase, students must present their final project on PowerPoint format, with no more than 15-20 minutes to examiners. Final project presentation must be delivered briefly and clearly to examiners according to student's final project content.

Quality of Argumentation

After present their final project, student will be asked by examiners about content quality of substance, report, and presentation. Clarity, relevance and linkages between the answers given by student and the final project will be the biggest proportion of this part.



Guideline

Report Format

Cover
Abstract
Validation page
Foreword
Table of Content
List of Table
List of Figure
Appendix

1. Introduction

- Snapshot of company profile
- Background of problem/symptoms

2. Business Issue Exploration

- Research question
- Problems owner & unit business analysis
- The benefits by solving the problem

3. Business solution

- Methodology
- Framework/theoretical being used
- Data collecting (mechanism, source, sort of data)
- Data analysis (method, results)
- Proposed problem solution

4. Implementation Plan

- Action plan
- Budget & organization consequences

Reference
Exhibit

Quality Standard

- Think that you are in the master level
- Should consist of synthesis not only analysis or reporting evidence
- Should have something valuable insight
- You will be not embarrassed when you read again 5 years later....or will never say "...oh my God it was my poor work but still earned MBA from ITB..!"

Physical Conditions

- Paper Size
Final Project printed on A4 Paper (210 mm x 297 mm), 80 g/m².
- Printing and Binding
The publishing and compilation of the final year project report was in accordance to the predetermined terms and conditions.
- Tolerance on Mistakes
This Final Project will not accept tolerance of any mistakes (zero tolerance).

Writing

- Use academic, simple and clear language
- Following the (customary) writing guidelines in the Business and Management field as stated in this student handbook.

Numbering

The Executive Summary, official statement, Preface, Table of Contents, Exhibits, Appendices, List of Abbreviations and Symbols are to be numbered separately from the Final Project content pages by using the notation i, ii, iii, ... The main report section of the final project uses the Arabic notation 1,2,3 in consecutive order from beginning to end. Both numbering systems are to be placed at the bottom left or bottom right of the page.

Citing Reference

If there are words or sentences derived from other documents or were quoted from an interview, the quoted words or sentences have to be written in between the double-quoted sign or for a long quote (more than three lines) the sentences have to be written in a separate paragraph indented by 10mm. Moreover, the source has to be clearly stated.

Reference Source

All written statements quoted from books, journals, and documents not previously published or were taken from the internet have to be referenced by stating the last name of the author, the year of publication, and the page number from which the statement was quoted. The quotation should be written in closed brackets, i.e. (Author-Date Harvard System).

Example:

Reid, DH, Parsons, MB & Green, CW 1989, *Staff management in human services: behavioral research and application*, Charles C. Thomas, Springfield.

Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach*, 2nd edn, McGraw Hill, London.

GRADUATION



Graduation Night

SBM ITB always held graduation night for its recent graduates at Gedung Serba Guna ITB, before or after the morning ITB graduate ceremony. Every graduation night is using the theme of Indonesian diverse culture.

Entering the hall, all guests and invites consisting of the dean, the lecturers, the graduates, and their families, were warmly welcomed by selected culture interior decorations. Also, the costumes of the flowers and the background of the stage were made of selected culture motif clothes.



Graduate's Award

Best Young Professional Award

This award has given to best graduates of MBA-ITB Regular Program.

Best Executive Award

This award has given to best graduates of MBA-ITB Executive Program.

Best In-House Leader Award

This award has given to best graduates from all In-House class that been held by MBA-ITB.

Inspiring Leader Award

This award has given to best graduates from Business Leader Executive MBA (BLEMBA) on MBA-ITB Jakarta Campus and has been chosen by managerial experience in the company.

Bashar Award

This award has given to best graduates from MBA Sharia Banking and Finance Program on MBA-ITB Jakarta Campus.

Yudisium

To complete the MBA Program, a student is considered graduates if:

- Have taken all the requisite unit course for the MBA Program without D, E or, T
- Achieve the GPA of $\geq 2,75$ (two point seventy five)
- Overall study course is not more than 6 (six) semesters or 3 (three) years.
- Shows the competency in using English which is stated on the minimum TOEFL grades of 475 (four hundred and seventy five) which is given by the Language Department of ITB, International TOEFL or other organizations approved by ITB.

The student graduation yudisium is as follows:

YUDISIUM	ACHIEVEMENT GRADE	DURATION
<i>Cum Laude</i>	GPA $\geq 3,75$	≤ 24 months
Excellent	$3,50 \leq \text{GPA} < 3,75$	≤ 24 months
Satisfactory	$2,75 \leq \text{GPA} < 3,50$	≤ 36 months

CAREER AND OPPORTUNITY



Career Service

Most of MBA-ITB students whose joined young professional program are fresh graduate and have no working experience yet. Therefore, SBM ITB Career Service integrates all kinds of preparations that need to face the challenges after they graduate from the MBA-ITB.

Vision

To become a center of professional development in SBM ITB that provides excellence service for student and corporate.

Mission

SBM ITB Career Services would give an education for student and alumni about professional skill that should have by them so they can get success in career. Furthermore, Career Service actively develops and maintaining good relationships with various companies and associations to connect the student and graduates of SBM ITB into work life.

Program and Corporate Partnership

SBM ITB Career Service provides services in accordance with company requirements, such as:

Online Career Website

Companies can register and use the facilities available in the Career Website for free. Companies can put up announcements of job opportunities on our website.

Annual Resume Book

Career Service has published Annual Resume Book to accommodate the company needs and retain MBA-ITB graduate's resume in a book form. We will automatically send a resume book to the company that has become a partner.

Job or Event Announcement Post

Companies that open a job or career vacancy can send advertisements or posters to Career Service. Such information will be distributed to students and alumni through job boards, SMS broadcast, mailing lists, Career Website, and other media on request. Resumes

collected will be sent to the company on softcopy or hard copy.

Annual Career Fair

This activity was held in the area of SBM ITB. Allow the company to announce job vacancy, accept applications, conduct recruitment process, and present the company profiles.

Presentation & Recruitment Day

Career Service will assist the implementation of corporate presentations or on-campus recruiting activities at SBM ITB, in accordance with the company's request.

Career Training & Workshop

These activities are aims to giving information about career world. Periodic training and workshop will be conducted with company delegation as a trainer or facilitator

Career Talk & Sharing Session

We invite young workers and senior workers to discuss about tips and tricks to face the working environment, and give a description of the professional working environment.

For further information please contact
Career Service Office

1st Floor Room 101
School of Business and Management Building
Institut Teknologi Bandung
Jl. Ganesha No. 10, Bandung 40132
Phone: +62-22-253-1923 ext. 101
Fax: +62-22-250-4249
Email: career@sbm-itb.ac.id

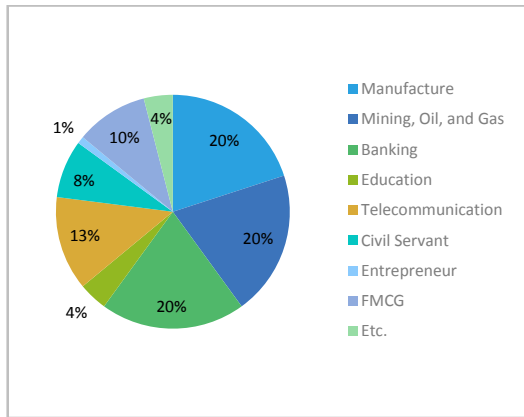
CONTACT PERSON

YaniNurhayati (yaney2004@sbm-itb.ac.id)

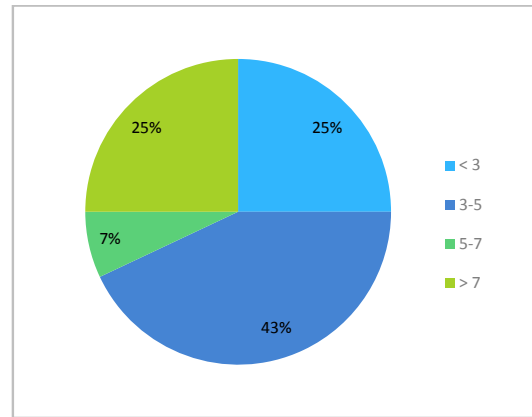


Career Opportunity

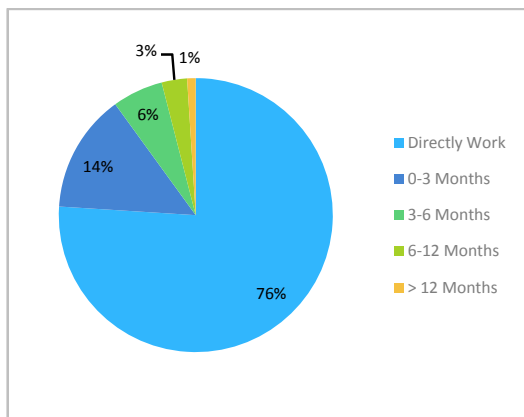
Graduate Working Industry Profile



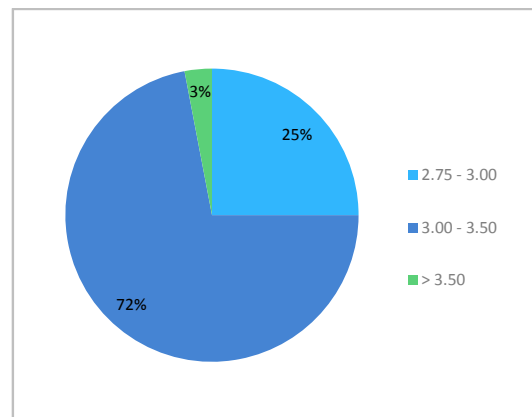
First Basic Salary (in million Rupiah)



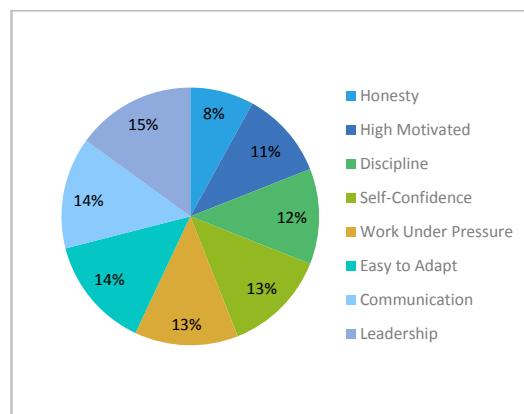
Waiting Period to Work



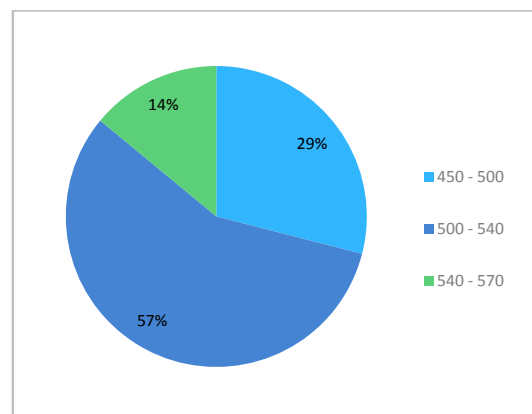
Minimum GPA Required



Soft Skill Required



Minimum TOEFL Score Required



ALUMNI



Alumni Union

Until October 2011, the number of MBA-ITB graduate is 2660 peoples, consists of young professional, executive, and In-House program (not include MBA-ITB graduates from Jakarta).

Alumni Relations

Admission, Career Service and Alumni Relations (ACA) have a lot of important roles for dissemination of information process on students prospect, selection, career and also relations with SBM ITB alumni. Because of function differences with Alumni Union (IA) SBM, Admission, Career Service and Alumni Relations have a function as a place for alumni to contribute to the SBM ITB and vice versa. It also helps alumni in the process of career, gathering place and data base storage

Trace Alumni

Alumni data tracing is required, so can be know the percentage of alumni who has been working in a certain time, their career position, etc. Alumni data will be updated by Career Service Division Alumni until 3 months after graduation. Constraints faced were the limited time to obtain such data, because the ACA unit combined with some other activities such as selection, open houses, regular visits, etc.

Activities

Alumni Gathering and Biz Expo

For the first time Student Union of SBM ITB held Alumni Gathering and Biz Expo that presented on Saturday November 19th 2011, started at 07.00 until 21.00 WIB. This event is held by cooperation of SBM ITB Alumni Union, SBM ITB Student Union, and all SBM ITB civitas.



This event started with Fun Bike, Product and Business Exhibition by SBM ITB Alumni, Students, and Partners, motivation seminar from Mr. Rodrigo (CTO Axis from Brazil), Hiramshyah Thaib (Bakrieland), Tonton Taufik (Rattan Entrepreneurs), and Yusrizki (Amandana Partners Indonesia), and also debate session from head of IA ITB candidate, Mr. Amir Sambodo, Mr.Hermanto Dardak, Mr.Dasep Ahmadi, Mrs.Nining I. Soesilo, and Mr.Sumaryanto Widayatin.



In the night, gracious event and entertainment event was held. These activities are aims to create hospitality, reinforce familiarity and give a positive motivation from alumni to student of SBM ITB.

Alumni Sharing Session

Alumni Sharing Session was held every two months. Admission, Career Service and Alumni Relations invite SBM ITB alumni to give training or seminar in less than three hours. The event was highly awaited by SBM ITB students because the material is very interesting and alumni who have ties with SBM ITB always present with full of dedication. Training materials, teaching aids and informal atmosphere of sharing always attract SBM ITB students to come.

Alumni Social Responsibility

This social event has been held by SBM ITB Alumni some time ago and collaborating with Pustaka Lebah that have mission to improve the quality of Indonesian children's education through the facilities of relevant books with children. For the next plan, ACA has been connected with several alumni who have planned to make the committee at the Alumni Gathering 2012.

Annual Golf Tournament

Student creativity can be expressed in many forms, as long as the aims are positive and the benefits for the society are apparent. This is what the students of the School of Business and Management at ITB sought to achieve by holding SBM ITB Golf Tournament 2011 at Riverside Golf Club, Cibubur, East Jakarta, on Thursday January 6th 2011.



Attended by 144 golfers who came from the likes of government offices, industries, academic institutions, as

well as the parents of the SBM students themselves under the banner of IOM SBM ITB, the annual tournament was the sixth of its kind. This year, under the theme "Swing for Caring," the proceeds of the tournament were directed to the Satoe Indonesia social empowerment programs in the villages of Papak Manggu and Gambung, Ciwidey, Bandung Regency, West Java.



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School of Business and Management
Institut Teknologi Bandung



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