



Master of Management
Faculty of Economics and Business
Universitas Gadjah Mada

FACT SHEETS

Incoming Exchange Students 2013/2014



FEB UGM is member of



FACT SHEET 2013/2014 for EXCHANGE STUDENTS

GENERAL INFORMATION	
University	Universitas Gadjah Mada (UGM) http://www.ugm.ac.id Rector: Prof. Dr. Pratikno, M.Soc.Sc. 
Faculty	Faculty of Economics and Business (FEB) http://www.feb.ugm.ac.id Dean: Prof. Wihana Kirana Jaya, Ph.D. 
Program	Master of Management (MM) http://mm.feb.ugm.ac.id Director: Prof. Lincoln Arsyad, Ph.D 
Address, Phone, Fax, & Email	Master of Management Jl. Teknik Utara No.1, Yogyakarta, Indonesia 55281 Tel.: +62 274 556912 Fax.: +62 274 564388 E-Mail: oia@mmugm.ac.id
Academic Level	Graduate or Master Level
ADMISSION & CONTACT	
Application procedure	The application should be consulted and processed between designated staff members at home/partner and host institutions, not on an individual basis.
Contact Person (Incoming & Outgoing Students)	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Anton Prihantono Head of Office of International Affairs (OIA) Master of Management FEB UGM Email: oia@mmugm.ac.id or anton@mmugm.ac.id Tel.: +62 274 556912 Ext 121 Skype: anton.mmugm</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-top: 10px;"> <div style="margin-right: 10px;">  </div> <div> <p>Kenyo Kharisma Supervisor of OIA MM FEB UGM Email: kenyo@mmugm.ac.id</p> </div> </div>

Qualifications	Nominated by our University's partner Students had taken a minimum of one semester at partner university. Able to speak and communicate in English by showing test score TOEFL score min 550, iBT: 80, or IELTS : 6.0
Required Document to be sent for application	<ul style="list-style-type: none"> • Student Exchange Application Form • Letter of Nomination from home University • Copy of academic transcript • Softcopy Photo • Copy of Passport • Curriculum Vitae (resume, personal data)
Deadline Application For Exchange	We should receive all required document before: <ul style="list-style-type: none"> • November 15 for Semester of February - June • May 15 for the semester of September - January
Duration for Exchange	One semester (19 weeks): 7 weeks of lectures, 2 weeks of mid exam 7 weeks of courses, 1 week of final break, 2 weeks of final exam.
Course Registration	Upon submitting Application Form and receiving Letter of Acceptance
Tuition Fee	Students from our University's partner with MOU: Admission and tuition fees are waived during the exchange period. Students from Non University's Partner: Admission and tuition fee applied. Please contact for further information.
ACADEMICS	
Academic Calendar 2013/2014	❖ Sept 2013 – Jan 2014 Orientation: August 30, 2013 Semester period: September 2, 2013 – January 17, 2014 AcademixCulture session: Saturday, September 7, 2013 ❖ Feb 2014 – June 2014 Orientation: 1 st week of February , 2013 Semester period: 2 nd week of February 2014 – 4 th week of June 2014 AcademixCulture session: 2 nd Saturday of February 2014
Course Instruction	English
Course for Exchange students	Incoming Exchange students are free to choose courses from available courses regardless their study fields after consultation academic advisor at home university. It is recommended that students take minimum 6 credit hours (3 courses) and maximum of 15 credit hours (5 courses).
Teaching Methods	Small seminar class, involving lecturers, case studies, student's presentation, project or assignment. Students are expected to participate on discussion and

	prepare for the class.																																																				
Available Courses in English	<table border="1"> <thead> <tr> <th>No.</th> <th>CODE</th> <th>COURSE</th> <th>CREDIT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MAN5121</td> <td>Financial Management</td> <td>3</td> </tr> <tr> <td>2</td> <td>MAN5221</td> <td>Marketing Management</td> <td>3</td> </tr> <tr> <td>3</td> <td>MAN5321</td> <td>Operation Management</td> <td>3</td> </tr> <tr> <td>4</td> <td>MAN5421</td> <td>Organizational Behavior</td> <td>3</td> </tr> <tr> <td>5</td> <td>MAN5521</td> <td>Business Law</td> <td>2</td> </tr> <tr> <td>6</td> <td>MAN5522</td> <td>Business Ethics</td> <td>3</td> </tr> <tr> <td>7</td> <td>MAN5422</td> <td>Strategic Management</td> <td>3</td> </tr> <tr> <td>8</td> <td>MAN5523</td> <td>System Information Technology</td> <td>3</td> </tr> <tr> <td>9</td> <td>MAN5624</td> <td>Management Control Systems</td> <td>3</td> </tr> <tr> <td>10</td> <td>MAN6521</td> <td>General Business Environment</td> <td>3</td> </tr> <tr> <td>11</td> <td>MAN6522</td> <td>Business Research Methods *</td> <td>3</td> </tr> <tr> <td>12</td> <td>MAN6523</td> <td>Business Communication</td> <td>3</td> </tr> </tbody> </table> <p>*There is an additional fee if exchange students wish to take Business Research Methods</p>	No.	CODE	COURSE	CREDIT	1	MAN5121	Financial Management	3	2	MAN5221	Marketing Management	3	3	MAN5321	Operation Management	3	4	MAN5421	Organizational Behavior	3	5	MAN5521	Business Law	2	6	MAN5522	Business Ethics	3	7	MAN5422	Strategic Management	3	8	MAN5523	System Information Technology	3	9	MAN5624	Management Control Systems	3	10	MAN6521	General Business Environment	3	11	MAN6522	Business Research Methods *	3	12	MAN6523	Business Communication	3
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MMUGM Credit Hours	<p>Each course that has 3 credit hours will have 16 meetings including mid and final exam. Each meeting will last for 150 minutes.</p> <p>Additional: For each 3 credit hour course, Students are expected to have an addition time of:</p> <ol style="list-style-type: none"> class preparation and chapter/case study reading: 3 hours a week doing class assignment & final paper: 3 hours a weeks 																																																				
Grading	<p>MMUGM applies grading systems with letter grades translate into 4.0 Grade Point Average (GPA).</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Points</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.00</td> <td>Excellent</td> </tr> <tr> <td>A-</td> <td>3.75</td> <td></td> </tr> <tr> <td>B+</td> <td>3.25</td> <td></td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Good</td> </tr> <tr> <td>B-</td> <td>2.75</td> <td></td> </tr> <tr> <td>C+</td> <td>2.25</td> <td></td> </tr> <tr> <td>C</td> <td>2.00</td> <td></td> </tr> <tr> <td>D</td> <td>1.00</td> <td></td> </tr> <tr> <td>F</td> <td>0.00</td> <td>Fail</td> </tr> </tbody> </table> <p>Transcript will be sent to the university's partner approximately 2 months after the period ends.</p>	Grade	Points	Note	A	4.00	Excellent	A-	3.75		B+	3.25		B	3.00	Good	B-	2.75		C+	2.25		C	2.00		D	1.00		F	0.00	Fail																						
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Class Size	Class size typically ranges between 15 to 30 students																																																				
Course Schedule	Schedule is prepared for every period showing the start and the finish time for each class. Detail mid and final exam are included. Classes are usually scheduled in timeslot running from 07:00 to 16:00, Monday to Friday. Each meeting lasts for																																																				

	150 minutes.												
Student service	<ul style="list-style-type: none"> • Students have access to Lab. Computer, Wireless Internet, Library, and Lockers. • There are also numerous students club manage by MBA students such as; Badminton Club, Strategic Club, Marketing Club, etc. 												
Insurance & Visa													
Insurance	All International Students must have own Insurance from their home country. The insurance should cover health, accident, and life.												
Visa	<p>Visa for Students Exchange is Visa type-B (Social & Culture Visa)</p> <ul style="list-style-type: none"> • Can be apply at Indonesian Embassy/Consulate in Students' Country with submitting the complete documents • It takes 1-2 weeks to process • This visa will be valid for 60 days after the arrival, and extend monthly. • The maximum stay in Indonesia is 6 months (4 x of extension) • Our International Office will help students to process the visa extension at local Immigration. The fee is 4 x Rp.300,000.- = Rp.1,200,000,- • Visa type-B will be void once students leave Indonesia. <p>Tourist Visa or Visa on arrival is not permitted to study purposed.</p>												
Living in Yogyakarta													
Arrival day @ Yogyakarta	<p>There is a pick-up service from our International Office staff from Monday to Friday at 7:00 to 17:00.</p> <p>Please inform us your flight schedule arriving at Yogyakarta's airport for this service.</p>												
Cost of Living	<p>For International students, you need approximately +- USD 500 per month to cover your living and study expenses, housing included.</p> <table border="1"> <thead> <tr> <th>Items</th> <th>Estimation Cost</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>+- USD 100 - 250/month</td> </tr> <tr> <td>Transportation</td> <td>+- USD 80/month</td> </tr> <tr> <td>Meals</td> <td>+- USD 90/month</td> </tr> <tr> <td>Telephone</td> <td>+- USD 30/month</td> </tr> <tr> <td>Books & Study</td> <td>+- USD 50/ course</td> </tr> </tbody> </table> <p>However, these figures are all approximate and how much you actually spend will depend a lot on your personal life-style. Some people may be able to live moderately; others might find it hard to maintain their usual standard of living.</p>	Items	Estimation Cost	Accommodation	+- USD 100 - 250/month	Transportation	+- USD 80/month	Meals	+- USD 90/month	Telephone	+- USD 30/month	Books & Study	+- USD 50/ course
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Accommodation	<p>On Campus: Visit http://housing.mmugm.ac.id/ find MMUGM Student Housing</p>												

	<p>Off Campus: Yogyakarta offers various choices of local dormitory where foreign students can mingle with local students and also local residents with the range of price between \$27-250 per month depends on the location, facilities and size of room. Applicants can search the internet to find student accommodation in Yogyakarta.</p>
<p>Transportation</p>	<p>You do not have to worry about transportation you can take when you are in Yogyakarta. There are so many kinds of transportation: <i>becak</i> (pedicab), <i>andong</i> (four-wheeled carriage drawn by two horses), <i>ojek</i> (motorcycle taxi), taxis, buses, and Trans Jogja buses.</p> <p>Of course you can rent a bicycle, motorcycle, or car if you want to. For your information, the roads in Yogyakarta are busy, especially in business hours. Many Yogyakarta people ride motorcycles to get to their destinations. Some others certainly prefer to drive their cars.</p>



COURSE DESCRIPTIONS

COURSES ARE OFFERED IN ENGLISH for STUDENT EXCHANGE	
<p>Course Code: MAN 5121 Name: Financial Management Credit Hour: 3</p> <p>Course Description</p> <p>This course introduces students to the greater depth on finance especially the financial management of business corporations. First, we will review some fundamental concepts on financial management. Second, we will discuss the strategic investment decision, including cost of capital, capital budgeting and cash flow estimation. Third, we will discuss the strategic financing decision including long-term financial planning capital structure and dividend policy. Fourth, we will discuss the tactical financing decision such as lease financing and hybrid financing. Finally, we will discuss number of related topics in financial management including derivatives and risk management and mergers. We will also discuss some cases in financial management to improve our understanding on theories and practices of financial management.</p> <p>Textbooks and course materials BRIGHAM, Eugene F. & DAVES, Phillip R., Financial Management, 13th ed., Ohio, South Western Pub. Co., 2013</p>	
<p>Course Code: MAN 5221 Course Name: Marketing Management Credit Hour: 3</p> <p>Course Description</p> <p>This course describes the way a company achieves its marketing goals by determining a specified target market and using its sufficient marketing sources to successfully serve the target market. Therefore, marketing is an orderly and insightful process for thinking about and planning for markets. The efforts are conducted in a superior way facing the edge of technology advancement. Customer value is perceived as a controlling factor to formulate a broad strategy and refining it into a detailed marketing mix, i.e. product, price, place or distribution and promotion, and action plan. Planning, evaluation and improvement relating to the marketing mix need marketing decisions by a manager. In making his decisions, he might be influenced by uncontrollably environmental factors, such as political, economic, social and legal, technology, demographic factors and competition.</p> <p>Textbooks and course materials KOTTLER, Philip & KELLER, Kevin Lane, Marketing Management, 13th ed., New Jersey, Prentice Hall, Inc. 2009</p>	
<p>Course Code: MAN 5421 Course Name: Organization Behavior Credit Hour: 3</p> <p>Course Description</p> <p>The course consists of blending of theoretical discussion of the subject matters and real life experiences of the business world. The course is designed to meet the current need of business environment. The textbook is intended as the source of academic information to be used to understand the real phenomenon of the business world. There are six cases to be discussed in class. The cases were selected on the basis of its relevance to the course content.</p> <p>Textbooks and course materials Main textbook KREITNER, Robert & KINICKI A., Organizational Behavior, 8th ed., McGraw Hill., 2008</p>	
<p>Course Code: MAN 5522 Course Name: Business Ethics Credit Hour: 3</p> <p>Course Description</p> <p>This course introduces descriptive ethical principles and their implication on individual behavior and business environment. Understanding ethical principles or norms provides insights to socially acceptable behavior and conduct. Although ethical issues encompass all aspects of social life, this course is focused on business ethics in national and international perspective. Therefore, it</p>	

is designed to discuss various aspects that affect managerial decision making involving ethical issues.

Required Textbook

VELASQUEZ, Manuel G., Business Ethics: Concepts and Cases, 6th ed., Upper Saddle River, NJ: Prentice Hall, 2006

Course Code: MAN 5321
Course: Operations Management
Credit points: 3

Course Description

This course is designed to provide a comprehensive understanding of managing operations, transforming inputs into useful outputs. Specially, the course objective is to provide students background knowledge how goods and services are produced and the necessary skills in organizing these for productive enterprise.

Textbooks

HEIZER, Jay & RENDER, Barry, Operations Management, 9th ed., New York, Pearson Education Inc., Prentice Hall, 2008

Course Code: MAN 5521
Course: Business Law
Credit points: 2

Course Description

This course is designed to provide students with understanding of particular important areas of Indonesia business law. The course covers contract law including CISG (UN Convention on the International Sales of Goods), business organizations, foreign investment, banking law, capital market law, intellectual property law and bankruptcy law.

Textbooks and course materials

GAUTAMA, Sudargo, Indonesian Business Law, Citra Aditya Bakti, Bandung, 2002

Course Code: MAN 5422
Course: Strategic Management
Credit points: 3

Course Description

The course of strategic management is intended to be a challenging, demanding, and exciting (capstone) course for the curriculum of management education. It is first and foremost a course about "strategy" and about "managing strategy formulation and implementation processes", especially in the context of global business environment. As a "big picture" course, this course is also designed to assist the student in integrating much of the knowledge and skills that have gained in the core management curriculum. The problems or issues of strategy formulation, formation and implementation or execution cover the whole spectrum of business and management. The main objective is to sharpen your abilities to think strategically, to make strategic decisions, and to weigh things from the perspective of the total enterprise. It means systematically exposing the student to the rigors of industry and competitive analysis, to the characteristics of a global market environment, to the important ingredients of strategic moves and plans, and to the varied managerial tasks associated with implementing and executing the chosen strategy.

Textbooks and course materials

THOMPSON Jr., A.A. & STRICKLAND III, A.J., Crafting & Executing Strategy: The Quest for Competitive Advantage Concepts & Cases, 16th ed., Boston, MA: McGraw Hill, 2008

Course Code: MAN 5523
Course: Systems and Information Technology
Credit points: 3

Course Description

Management Information Systems is an interdisciplinary course for post-graduate students to understand the dynamics information and communications technologies, process management, and organizational changes. Topics include the evolution of information and communications technologies in firm, some aspects of computer hardware and software, strategic information systems, electronic commerce, analysis and design systems, and global information systems. The main focus of this course is building positive attitudes of students toward the strategic role of information and communications technologies especially in the process of

business decision making.

Textbooks and course materials

MARTIN, E. Wainright, et.al., *Managing Information Technology: What Managers Need to Know*, 6th ed., Upper Saddle River, New Jersey: Prentice Hall International Inc., 2009

Course Code: MAN 5624
Course: Management Control Systems
Credit points: 3

Course Description

Management control system is a course that introduces students to management dilemmas of how to implement corporate strategies. The course deals mainly with structures and processes used and executed by top management in ensuring subordinates to perform activities efficiently and effectively. The course also covers behavioral aspect of human and organization in the context of achieving individuals as well as organizational goals. After completing the course, students are expected to have strong grasp of concept and the ability to design, evaluate, and execute management control system.

Textbooks and course materials

ANTHONY, Robert N. and GOVINDARAJAN V., *Management Control Systems*, 12th ed., Boston: McGraw Hill, 2007

Course Code: MAN 6521
Course: General Business Environment
Credit points: 3

Course Description

The purpose of this course is to broaden student's insight into the impact of the external environment (national and international, and economic and non-economic variables) on the management decision making process. Topics discussed include: the impact of economic, technological, social, cultural, political, bureaucratic, legal, demographic, and environmental variables on business growth. The economic system in Indonesia (national environment) will be looked at in terms of ideology and practice, national income, detail sectoral production and its use, government policy, population and job opportunities, and the problem of income distribution. Discussion of the international business environment includes the following topics mechanism, impacts of international trade and finance on the domestic business environment, and the problem of protection.

Textbooks and course materials

Hand-outs prepared and article assigned by each corresponding (topical) lecturer.

Course Code: MAN 6523
Course: Business Communication
Credit points: 3

Course Description

To operate successfully in today's culturally diverse business environment, one must be culturally sensitive and culturally competent. To communicate effectively in this business settings, managers or negotiators must interpret not only words but also worldviews. Students in this course learn to recognize the important, yet often implicit, assumptions that govern business dealings in a variety of countries and cultures. A dividend of such awareness is deeper understanding of one's own culturally determined perceptions. The results are marketable cross-cultural skills applicable in a broad range of business or professional contexts. This course aims at further enhancing communication skills of students for them to succeed in the business world. The course materials are based upon authentic examples of companies currently involved in various aspects of modern business. In order to better prepare students to meet the communication requirements of today's business world, students will undertake the following: reading and analyzing texts, acquiring and incorporating relevant vocabulary from case texts, developing accuracy and logic in writing, and presenting their research in terms of business development and growth strategies. Specific areas of communication to be covered include interpersonal communication, intercultural communication, conflict management and negotiation, written communication, and oral communication.

Textbooks and course materials

Locker. *Business Communication Building Critical Skills*, 4th edition, 2009, McGraw Hill

Course Code: MAN 6522
Course: Business Research Methods
Credit points: 3
Prerequisite: all the basic management courses
Fee : Additional Fee Rp. 1,250,000,- for taking this course

Course Description

This is an introductory course in business research methodology. It is designed to introduce the student to basic concepts and problems encountered in business scientific investigation, including types of data and measurement, sampling, probability, and research design. This course will emphasize the importance and limitations of theory and methodology in business science research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics. The course is also designed to critically discuss students' research proposals. The purpose is to facilitate thesis writing process by giving inputs and critics to make better research designs. Discussions on conceptual and methodology issues and theories/concepts become the focus on this course. Every meeting is aimed to give insights to improve quality or research proposal through class discussion. Student can do consultation earlier with their advisor; therefore advisors will be assigned just before the mid-term exam.

Textbooks and course materials

COOPER, Donald R., and SCHINDLER, Pamela S., Business Research Methods, 10th ed., New York: McGraw Hill Companies Inc., 2008

All courses are available in English for Semester 1 and 2.