



ΕΓΚΥΚΛΙΟΣ

Λευκωσία, 04 Φεβρουαρίου 2014

ΠΡΟΣ: Όλους τους Ενδιαφερόμενους

ΑΠΟ: Λεωνίδα Πασχαλίδη, Ανώτερο Διευθυντή

ΘΕΜΑ: Παροχή Ευκαιριών Απόκτησης Διευθυντικών Δεξιοτήτων / Εμπειριών στους Φοιτητές του Μεταπτυχιακού Προγράμματος του ΜΙΔ μέσω Ενδοεπιχειρησιακής Κατάρτισης

Κύριοι,

Σας πληροφορούμε ότι το Μεσογειακό Ινστιτούτο Διεύθυνσης (ΜΙΔ) που αποτελεί το διεθνές σκέλος του Κέντρου Παραγωγικότητας (ΚΕΠΑ), διοργανώνει ετήσια, από το Σεπτέμβριο μέχρι τον Ιούλιο, το πλήρους φοίτησης **Μεταπτυχιακό Πρόγραμμα στη Διοίκηση Επιχειρήσεων**. Στόχος του προγράμματος είναι να εφοδιάζει τους άνεργους πτυχιούχους με τις δεξιότητες που απαιτούν οι κύπριοι επιχειρηματίες, μέσω της παροχής σε αυτούς της ευκαιρίας ανάπτυξης επαγγελματικών διευθυντικών δεξιοτήτων και εμπειριών στις πραγματικές συνθήκες αγοράς εργασίας της Κύπρου.

Για το σκοπό αυτό, το περιεχόμενο του προγράμματος είναι διαμορφωμένο ανάλογα, με το 50% του συνολικού χρόνου φοίτησης κατά το δεύτερο και τρίτο τρίμηνο του ακαδημαϊκού έτους (δηλαδή 12 από τις 24 εβδομάδες) να είναι αφιερωμένο στην απόκτηση των αναγκαίων δεξιοτήτων και εμπειριών (σχετικό ενημερωτικό έντυπο επισυνάπτεται). Αυτό επιτυγχάνεται μέσω τοποθέτησης των φοιτητών σε Κυπριακές επιχειρήσεις / οργανισμούς που επιθυμούν να συνεργαστούν με το ΜΙΔ και να προσφέρουν στους φοιτητές του την ευκαιρία απόκτησης ενδοεπιχειρησιακής κατάρτισης. Στο πλαίσιο της συνεργασίας αυτής, οι φοιτητές θα διεκπεραιώσουν εργασία (project) που θα τους υποδειχθεί από την επιχείρηση, βάσει των αναγκών της. Να σημειωθεί ότι δεν θα είναι αναγκαία οποιαδήποτε οικονομική ή άλλη δέσμευση εκ μέρους των επιχειρήσεων.

Το ΚΕΒΕ, επικροτώντας και στηρίζοντας την προσπάθεια επίτευξης του στόχου αυτού, την εξεύρεση δηλαδή του αναγκαίου αριθμού επιχειρήσεων που θα προσφέρουν στους φοιτητές του ΜΙΔ ενδοεπιχειρησιακή κατάρτιση, προτρέπει τις Κυπριακές επιχειρήσεις όπως επιδείξουν ενδιαφέρον και ανταποκριθούν στο αίτημα του ΜΙΔ για μια τέτοια συνεργασία η οποία πιστεύουμε θα αποβεί προς όφελος τόσο των φοιτητών όσο και της επιχείρησής σας.

Για περισσότερες πληροφορίες ή διευκρινήσεις μπορείτε να επικοινωνήσετε με τους υπεύθυνους του προγράμματος κ. Αντώνη Άνιφτο (22806113) και κ. Κάτια Καλογέρη (22806180) οι οποίοι είναι στη διάθεσή σας για να απαντήσουν σε οποιαδήποτε τυχόν ερωτήματα ή απορίες έχετε.

Ελπίζουμε ότι θα αντικρίσετε θετικά την προοπτική μιας τέτοιας συνεργασίας η οποία, επαναλαμβάνουμε, μόνο όφελος μπορεί να έχει, τόσο για τους φοιτητές όσο και για την επιχείρησή σας.

Προτρέπουμε όσους ενδιαφέρονται να επικοινωνήσουν με το ΜΙΔ για διευθέτηση συνάντησης για προώθηση του θέματος.

Με εκτίμηση,

Λεωνίδας Πασχαλίδης
Ανώτερος Διευθυντής
Τμήμα Εκπαίδευσης και Ευρωπαϊκών Προγραμμάτων

/ΓΒ



Post-Graduate Management Diploma Programme



PROSPECTUS 2013/2014

Message from the Director of MIM

Since its establishment in 1976, as the international component of the Cyprus Productivity Centre, the Mediterranean Institute of Management has immensely contributed to the development of professional management in Cyprus. With the Post-Graduate Management Diploma Programme, MIM has set very high Professional Management standards and has created a managerial elite, able to assist private and semi-governmental organisations to adjust successfully to constant socioeconomic changes and rapid technological innovation. More than 500 graduates of the Post-Graduate Programme are shaping the future of Cypriot enterprises, as well as of the Government sector, assisting them to meet the challenges facing Cyprus in its effort to create and maintain a competitive economy within the European Union.

Furthermore, I am very proud to say that through the organisation of the Post-Graduate Programme, as well as of other seminars/courses of short duration, with international participation, MIM has contributed to the economic development of many countries, both within and outside the EU. More than 200 graduates, from more than 43 different countries, have benefited from various programmes of the MIM over the past two decades.

I strongly recommend the Post-Graduate Programme to both Cypriot and overseas graduates who are interested in building an outstanding managerial career and who, also, aspire to play a role in the shaping of a new business world.

Dinos Kathijotis



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The Mediterranean Institute of Management

The Mediterranean Institute of Management (MIM) was established in 1976. It constitutes the international component of the Cyprus Productivity Centre (CPC), a Department of the Ministry of Labour and Social Insurance.

The CPC was established in 1963 by the Cyprus Government, with assistance from the United Nations Development Programme and the International Labour Office. The relevant cooperation agreement expired on 30th November 1974 and the Government has since taken over completely the operation of the Centre. CPC's long term objective is to assist private and public organisations to utilise their human and capital resources in the best possible manner, with a view to increasing their productivity.

The CPC offers training, consultancy and advice in all areas of management, as well as vocational training and technical advice in various trades. It also undertakes research projects.

The MIM provides high quality management education for existing or future managers through the Post-Graduate Management Diploma Programme. It also undertakes research and management consultancy projects.

The Post-Graduate Management Diploma Programme

This Post-Graduate Management Diploma Programme offers students, from a variety of academic backgrounds, the opportunity to prepare for a managerial career. Its overall objective is to provide the students with a sound framework of concepts, analytical methods and techniques, which will enable them to execute effectively their managerial duties.

The target group of the programme is, mainly, young unemployed university graduates with the objective of making them more attractive to prospective employers by offering them solid theoretical knowledge in Management and the opportunity to enhance their managerial skills through group work, internships and work-based learning.



Recognition of the MIM Post-Graduate Diploma

The Cyprus Government, by decision of the Council of Ministers in June 1987, recognised the MIM Diploma as a postgraduate qualification in management studies, of one academic year duration, for purposes of employment in the Public Service.

Furthermore, under certain preconditions, the MIM Diploma is recognised by the Cyprus Council for the Recognition of Higher Education Qualifications (KYSATS), as equivalent to a Master's level qualification.





The graduates of the 2011/2012 Post-Graduate Management Diploma Programme of the MIM with the Minister of Labour and Social Insurance Zeta Emilianidou, the MIM Director, the MIM Component Head, the Programme Manager and other MIM staff.



The Minister of Labour and Social Insurance Zeta Emilianidou awards the diplomas of the Post-Graduate Management Diploma Programme 2011/2012.

Programme Description

The Post-Graduate Management Diploma Programme is of eleven months duration (September-July). Its content was revised and updated in 2012, to reflect developments in the academic curricula worldwide and in response to the results of a recent survey carried out amongst Cypriot entrepreneurs, to ascertain their requirements with regard to skills and knowledge they seek, when hiring university graduates for their businesses. The programme is taught in English.

Course work includes lectures, workshops, tutorials, role play exercises, video presentations, and case studies. All students are required to undertake a project in the area of their interest and submit an appropriate project report-thesis.

Another essential part of the programme is the on-the-job training (internship) at a host organisation/enterprise/government department that takes place during the second and third terms. During these terms students are placed at appropriate management posts for a period of, approximately, 6 weeks (108 hours in the 2nd term and 120 hours in the 3rd).



Programme Structure

The programme comprises 16 different courses (of 48, 24, or 12 hours duration each) plus internship training of 228 hours, divided roughly equally between the 2nd and 3rd term. The 3rd term internship period, also, involves work on the Final Project. The total duration of the programme is 720 hours.

FIRST TERM (12 weeks)

Hours

1	General Management.....	48
2	Human Resource Management.....	48
3	Marketing Management.....	48
4	Economics.....	48
5	Financial Accounting.....	24
6	Personal Development.....	24

SECOND TERM (12 weeks)

7	Production Management.....	24
8	Productivity Management I.....	24
9	Quality Management.....	24
10	Managerial Accounting.....	24
11	Marketing Tools and Techniques.....	24
12	Research Methodology & Dissertation Writing.....	12
13	Internship I.....	108

THIRD TERM (12 weeks)

13 Finance.....	24
14 Organisational Performance Assessment.....	24
15 Productivity Management II.....	24
16 Strategic Management.....	24
17 Entrepreneurship.....	24
18 Internship II & Project Work.....	120

Programme Schedule for 2013/2014

First Term (Duration: 12 weeks X 20 hrs weekly)

- Start : Monday, September 23, 2013
- Finish : Friday, December 13, 2013
- Examinations : December 16, 2013 – January 3, 2014

Second Term (Duration: 12 weeks X 20 hrs weekly)

- Start : Tuesday, January 7, 2014
- Finish : Friday, April 11, 2014
- Examinations : February 17 – 28

Third Term (Duration: 12 weeks X 20 hrs weekly)

- Start : Monday, April 14
- Finish : Friday, July 25
- Examinations : June 02 - 13
- Final Project : Submission by September 26, 2014

Graduation Ceremony: to be announced

Participant profile

Young university graduates who do not have a post-graduate degree in Management or Business Administration and who have limited or no work experience.



Courses Description

FIRST TERM



General Management

The objective of this course is to introduce students to management and organisational concepts, as well as to current trends and issues of management, such as modern organisational cultures, managing change, learning organisations and entrepreneurship, and to explain and analyse the basic management functions of Planning, Organising, Leading and Controlling. The course also examines the environment of management, the management process and techniques available to and used by managers to plan and operate as a business entity.

Human Resource Management

This course aims at building knowledge and providing practice in the various HR techniques, as well as providing students with a background and perspective that will help them to develop successful career strategies. It furthermore builds knowledge and provides practice in techniques of collecting and analysing data for the purpose of resolving issues directly related to human resource management.

Marketing Management

The main objective of this course is to give a comprehensive and rigorous introduction to the theory and applications of modern marketing and to offer students the opportunity to practice various marketing techniques and tools. The course includes topics such as the critical role of marketing in organisations and society, strategic marketing, buyer behaviour, market segmentation, product life cycle, pricing, distribution and promotion decisions, and organising, implementing and controlling the marketing effort.

Economics

The objective of this course is to provide students with knowledge on basic economic theory and analytical tools relating to the most important economic problems both at the macro as well as the micro level. Some of the topics covered are the law of supply and demand, cost analysis, monopoly and oligopoly, factors of production, calculation of GNP, growth, inflation, pricing and unemployment.

Financial Accounting

The course explains the main principles of accounting, including the accounting equation and the double entry system and exposes students to financial statements (i.e. Income Statement, Balance Sheet) and to post Trial Balance adjustments and the completion of the accounting cycle. The course helps students understand the nature and the accounts of a merchandising business and the purpose of ratio analysis.

Personal Development

The main objective of this course is to provide students with an understanding of the modern principles that lead to business leadership. Through the course, students will develop self-concept, get on the fast track to achieving their goals and learn how to deal with time and productivity wasters.

SECOND TERM



Production Management

The main objective of this course is to expose students to the basic functions of systems producing goods and services. Students will review and learn how to apply various techniques for planning, scheduling, and controlling the manufacturing/production process.

Productivity Management I

The objective of the course is to enable students to appreciate the importance of productivity for economic growth and to understand the factors that affect productivity. The course furnishes the students with the necessary knowledge relating to the major widely applied modern productivity measurement techniques, and the skills required in designing a productivity measurement system.

Quality Management

The objective of this course is to introduce students to the basic concepts of Quality Management and to familiarise them with various techniques, methods, models and tools used in the scientific approach to the analysis and solution of quality-related management problems. The course is highly interactive and enables students to acquire an operational knowledge of the modern approach to problem solving for continuous quality and productivity improvement, both crucial in enhancing the competitiveness of an enterprise.

Managerial Accounting

This course will introduce students to the area of managerial accounting and the fundamental managerial accounting concepts. Students are exposed to managerial methods and techniques in performing the major functions of planning, controlling, directing and decision making. It also provides knowledge of basic cost terminology, cost and CVP analysis and budget preparation.

Marketing Tools & Techniques

As a continuation of the Marketing Management course of the 1st term, the course aims at giving the students the opportunity to put Marketing Research knowledge acquired, into practice through the design and execution, in small groups, of an actual research project. The course demonstrates how a research project is designed, executed and/or supervised and enables students to understand if/when research, is the appropriate tool to handle a marketing problem and/or make a marketing decision. Additionally, students are introduced to tools and techniques of Promotion, to render them capable of designing/implementing promotion strategies.

Research Methodology & Dissertation Writing

The major objective of this course is to render students capable of designing, carrying out and completing a research project. Basic research concepts and practices applied in solving business problems are studied, and practical advice, guidelines and instruction are given, to assist students in writing and presenting their final dissertation.

Internship I

Students are given the opportunity for work-based learning at a management post within a host organisation so as to enhance their managerial skills through experiences from all aspects of business management and to put theoretical knowledge acquired during the course of the Post-Graduate Programme, into practice.

THIRD TERM



Finance

The main objective of this course is the thorough study of the proper financial management of a corporation. Students are placed in the position of a financial manager and are asked to make decisions on planning, acquiring, and allocating funds for “their” business. With the completion of the course students are able to understand the way firms finance, invest and manage themselves in the real market, how they analyse investment decisions and understand the choice of capital structure and its implications for the value of the firm.

Organisational Performance Assessment

The course furnishes students with the necessary knowledge regarding widely applied performance assessment frameworks. Also, it seeks to familiarise students with the process of designing and using a performance measurement framework.

Productivity Management II

The course offers students the opportunity to implement productivity improvement methodologies and techniques in a business environment and enhances their capabilities in designing and implementing productivity improvement programmes. The course focuses on project work (individual and group) and the collective evaluation and sharing of experiences.

Strategic Management

The course provides an understanding of strategic analysis, strategic decision making and the strategic process within and between organisations. As a result, students are able to critically appraise, evaluate and discuss strategic decisions and the management challenges involved in managing change and implementing strategic plans.

Entrepreneurship

This course provides students with an understanding of the many facets and the driving forces of entrepreneurship and the entrepreneurial process.

Internship II & Project work

Students are given the opportunity for work-based learning at a management post within a host organization. As a continuation of the module Internship I, students are given the opportunity to further enhance their managerial skills by focusing on the topic of their final dissertation.

Work based learning is complemented by work on the final project.

Admission Requirements

Basic admission requirements are:

- University degree or equivalent qualification in any subject.
- Very good command of the English language. (Graduates from non-English language universities will be asked to provide proof of fluency in English)
- Success in the entrance examination conducted by the MIM.
- Foreign applicants who do not reside in Cyprus may, at the discretion of the MIM Steering Committee, be admitted regardless of previous work experience and be exempted from entrance examination.

Application Procedure

Graduates wishing to apply for admission to the MIM must complete the application form available online at **www.mlsi.gov.cy/kepa**

The Application Form must be completed and forwarded to the MIM Secretariat by August 26, 2013, accompanied by the following documents:

- Transcripts, Official Records and other Supporting Documents of all academic work from each college or university attended, showing courses pursued, grades received, comprehensive examination results and diplomas or certificates awarded.
- Proof of fluency in English (for non-English language university graduates), such as an English Proficiency Examination Certificate (GCE, TOEFEL, IELTS, etc.), or a letter certifying proficiency in English signed by an authorised person (e.g. College tutor, English language teacher, British Council officer, etc.). Overseas applicants who wish to attend the programme on their own expenses must also submit Certification of Financial Resources indicating the source of funds to be used during their studies at the MIM. Successful applicants will be asked to transfer to a Cyprus bank, prior to the commencement of the programme, an amount to cover tuition fees, cost of books, living expenses, etc.

Internship Arrangements

During the first term of the programme, the MIM arranges meetings with participating organisations that host the students during the 2nd and 3rd terms, for purposes of internship training. Effort is made to match students' interests/preferences with the type of business/organisation offering the training.

Scholarships for Overseas Students

In recent years, a number of scholarships were offered to participants from the Commonwealth, as well as from other countries in Africa, Asia and Europe, to study at the MIM. Prospective students are urged to investigate this possibility with various Governments/organisations/funds for technical cooperation etc. A great number of scholarship schemes are available both within as well as outside the EU.

Other Relevant Information

Tuition Fees

Tuition fees for the 2013/2014 programme are €3.426, payable in three equal installments of €1.142, at the beginning of each term.

Other Expenses

The cost of purchasing the required books is approximately €700. Living expenses (housing, food and incidentals) for an 11-month stay in Cyprus would be approximately between €8.000 and €9.000.

Academic Facilities

Library

The MIM library has a comprehensive collection of text books, journals, government publications and DVDs relevant to management and it offers reference and lending facilities. A number of online sources and data banks are also available to students.



Computer Services

Two modern, fully equipped computer labs with internet access are available for scheduled classes, and for free/open use by the students. Free Wi-Fi is also available on the MIM premises.



The MIM Staff

Dinos Kathijotis <i>(Director)</i>	BSc (Met/Mech. Eng.), MSc (Eng.), MIM PG Dip. (Mgt), MBA, F.I.P.C.
Maria Mikellides	BSc (Sociology), PDP Management
Maria Pieridou	MSc Chemistry (A.U.B.), MIM PG Dip. (Mgt)
Antonis Aniftos <i>(Head, MIM Component)</i>	BSc (Economics & Business Econ.), MIM PG Dip. (Mktg), MBA (Marketing)
Maria Nicolaou-Christou	BSc, MSc (Civil Eng.), MIM PG Dip. (Mgt)
Vasiliki Hadjiadamou	BSc (Computer Science), MIM PG Dip. (Mgt)
Nicos Philippou	BSc, MSc (Computer Science & Mathe- matics), MSc (Public Sector Mgt)
Akis Nicolaides	BSc, MSc (Mechanical Eng.), MBA
Dr George Horattas	BSc, MSc, PhD (Mechanical Eng.), MIM PG Dip. (Mgt)
Katia Kalogeri-Demetriou <i>(MIM Programme Manager)</i>	BSc (Marketing), MBA (Management)
Dr Christoforos Markides	BEng (Materials Science & Engineering) MSc, PhD (Materials Science)
Melina Neophytou	BSc (Mathematics & Statistics) MSc (Mathematical Trading & Finance), MIM PG Dip. (Mgt)
Zenonas Clerides	BA (Business Administration), MBA

Christiana Christodoulou	BSc (Economics), MBA
Sophia Evripidou	BSc (Applied Accounting), ACCA, MIM PG Dip. (Mgt)
Vanthoulla Panayi-Antoniadou	BA (Economics), MBA (Finance)
Andreas Stylianos	BA (Tourism & Mgt), MSc (Marketing)
Christos Ciccios-Capetanios	BA (Business Admin.), MA (Public Admin.& Int. Relations), Post-Grad Cert. (Diplomacy & International Law)
Elena Christodoulidou	BA (Bus. Admin), MSc (Business Man- agement)
Katerina Kokkinou	BA (Sociology), M.A. (Sociology)
Dr Pavlos Panayi	BSc (Computer science), MBA, PhD (Data Communications)

Contact Details

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