

07 February 2011

From: *Senior Chief Executive, Ministry of Civil Service and Administrative Reforms*

To: *Supervising Officers i/c Ministries/Departments*

Scheme for Partial Sponsorship for Post Graduate Courses

The High Powered Committee has approved the revised Sponsorship Scheme for Post-graduate Courses to make it more responsive to the emerging needs of the Civil Service.

2. The philosophy behind this revised scheme is to offer Senior Public Officers the opportunity to embark on post graduate courses in scarcity/priority areas of study. The post graduate courses are expected to help officers to upgrade and enhance their knowledge, skills and competencies to enable them to contribute more effectively in attaining the goals and objectives of the Civil Service.

3. The criteria for the revised Sponsorship Scheme for Post Graduate Courses shall henceforth be as follows:-

3.1 **Application of Scheme**

Officers shall be eligible for partial sponsorship for post graduate courses at Master's level which are run either locally on a part time basis, after office hours and during weekends or through the Distance Learning Mode.

3.2 **Salary**

The scheme is open to public officers drawing a salary in a scale, the top of which should not be less than Rs 40,000 monthly.

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3.3 Age

Officers should be less than 50 years of age at the time of application.

3.4 Qualification & Experience

Officers should hold a Degree from a recognised university and reckon at least:

Five years' service in a substantive capacity in their respective cadre/grade

or

Ten years' experience in the public service.

3.5 Field of Study

Studies for the post graduate courses at Master's level should be in scarcity/priority areas as indicated at Annex I. The list of scarcity/priority fields of study has been revised and consolidated following a survey carried out among Ministries and Departments and in consultation with the Tertiary Education Commission, the Public and Disciplined Forces Service Commissions and the Pay Research Bureau.

Note:

- (i) The post-graduate course should lead to the obtention of a higher qualification and not a lateral, horizontal equivalent qualification.
- (ii) Officers will **not** be sponsored for courses which are requirements for promotional posts in their respective grades.

3.6 Funding

- (a) Officers shall be eligible for the refund of course fees by this Ministry only once in their career at the rate of 75% of the fees and up to a maximum amount of Rs150,000.
- (b) For certain specialized courses not available locally, but available only through the distance learning mode, consideration would be given for the refund at the rate of 75% of the course fees up to a maximum of Rs300,000.
- (c) The refund of course fees shall be on an instalment basis and the first disbursement shall be effected on production of documentary evidence of enrolment. The final disbursement will be made on successful completion of the semester/final examinations, as the case may be.

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- (d) Officers who are unable to complete the course shall have to refund to Government the equivalent amount so disbursed.
- (e) No refund shall be made for the purchase of books and other payments such as Library, Union or Sports fees and resit exams.
- (f) Sponsorship shall be made on a first come first served basis and subject to availability of funds.
- (g) Applications received after completion of courses will not be entertained.

3.7 **Bond**

Sponsored officers shall be required to enter into a bond in accordance with the provisions of the Personnel Management Manual (PMM) and Circular Letter No.1 of 2010 of the Ministry of Finance and Economic Development.

3.8 **Recognition of Institution and Programme**

Applicants should submit documentary evidence from the Tertiary Education Commission of recognition of the institution and the programme for which sponsorship is sought.

3.9 **Mode of Application**

Officers should submit their application for sponsorship on the prescribed form (Annex II) to this Ministry, through their Supervising Officer, who should make his/her recommendations and certify that the officers satisfy **all** the criteria laid down in the Sponsorship Scheme.

4. Supervising Officers are kindly requested to bring the contents of this Note to the attention of all officers concerned.

5. This Circular Letter together with the application form is also available on the Ministry's website at the following address: <http://civilservice.gov.mu>.

6. This Ministry's Circular Letter No. 18 of 17 April 2008 is hereby repealed. This scheme is effective as from the date of this Note.

(S. Seebaluck)
Senior Chief Executive

C.c: Secretary to Cabinet and Head of the Civil Service

List of Scarcity/Priority Fields of Study

S/n	Field of Study
1	Accountancy
2	Administrative Law
3	Advertising & Government Public Relations
4	Agricultural Business Projects Development
5	Agricultural Chemistry
6	Agricultural Economics and Project Management
7	Agricultural Engineering
8	Agricultural Processing Technologies
9	Agricultural System
10	Agrometeorology
11	Air & Space Law
12	Analysis of Heavy Metals
13	Analytical Chemistry with specialisation in Chromatography and Spectroscopic
14	Animal Breeding and Genetics
15	Animal Nutrition and Feed Technology
16	Animal Reproduction
17	Animal Science with Biotechnology
18	Application of EIS in Hydrology
19	Applied Plant Biotechnology
20	Aquaculture & Environment
21	Archaeology
22	Architecture with specialisation in Health Infrastructure
23	Architecture with specialisation in Energy Efficient Building
24	Architecture with specialisation in Renovation of Historical Building
25	Archives Administration
26	Audit
27	Automation and Control of Electro-Mechanical Systems
28	Bilateral Diplomacy
29	Biosafety-Risk Assessment

30	Boiler Construction and Maintenance for Hotwater Production in Hospitals
31	Building Services Engineering
32	Career and Vocational Guidance
33	Certified Information System Auditor
34	Certified Internal Auditor
35	Child Advocacy
36	Child Right Monitoring and Advocacy
37	Child Rights Law
38	Climate Change
39	Climate Change and Water Resources
40	Climatology
41	Coastal Engineering
42	Communication
43	Communications/Network Security/Computer Forensics
44	Competition Law
45	Composts Production
46	Computer Applications
47	Computer System Auditing
48	Conflict Resolution
49	Conservation
50	Conservation/Copyright
51	Containment Facility Management
52	Co-operatives
53	Corporate Governance and Corporate Social Responsibility
54	Courses covering Standards Certification and CSR for Cooperators and Social Enterprises
55	Court Procedures & Prosecution
56	Criminology
57	Crop Pest-Risk Analysis
58	Crop Production
59	Cultural Asset Management
60	Curriculum Development
61	Cyber Law
62	Dairy Science
63	Dairy/Meat/Fish Microbiology

64	Design of Centralised LPG gas and Mechanical gases system	
65	Design of Plumbing System in high rise buildings	
66	Development Economics	
67	Digital Media Communications	
68	Diplomatic Law: * Privileges & Immunities Law of the Sea * Human Rights	*
69	Diplomatic Theory & Practice	
70	Document Examination	
71	Dramatics	
72	Economics	
73	Education Assessment/Evaluation	
74	Education (Specialisation in Tertiary Education)	
75	Educational Planning	
76	Educational Psychology/Counselling	
77	Energy Management	
78	Energy Audit and Conservation	
79	Environment Law	
80	Environmental Economics	
81	Environmental Engineering	
82	Epidemiology	
83	Events Management	
84	Executive MBA for Engineers/Scientists	
85	Finance with Risk Management	
86	Financial Engineering - Stock Exchange, Futures, Stocks	
87	Financial Management	
88	Fire Engineering Science	
89	Fire Fighting & Fire Detection Systems	
90	Fire Investigation	
91	Fire Safety/Fire Protection Engineering	
92	Fire Service Management & Administration	
93	Fish Quality Control & Quality Assurance	
94	Fisheries Economics	
95	Fisheries Management	
96	Fisheries Policy & Planning	
97	Fishing Gear Technology	

98	Food Analysis
99	Food Technology
100	Forensic Ballistics
101	Forensic Biology/DNA
102	Forensic Toxicology & Chemistry
103	General Forensic Science
104	Genetically Modified Organisms
105	Geotechnical Engineering
106	Geographical Information System
107	Health & Nutrition
108	Health & Safety
109	Higher Education Management
110	Highway Engineering
111	Horticulture
112	Human Resource Management
113	Human Rights Law
114	Hydraulic Engineering
115	Hydrogeology
116	Hydroinformatics
117	Hydrological Database Management
118	Hydrology
119	Hydrology and Water Resources
120	Information and Communication Technology
121	Information Science/Management
122	Information Security
123	Information Systems
124	Information Technology
125	Integrated Farming Systems
126	Intellectual Property Rights (policies and practical application)
127	Interior Design
128	International and Regional Diplomacy
129	International Business/Financial Regulations
130	International Human Rights
131	International Humanitarian Law
132	International Information Technology/Media Communication
133	International Trade

134	International Trade Law
135	Investment - Public Private Partnership
136	IT Security/ Information Systems Security
137	Laboratory Equipment Maintenance
138	Laboratory Management
139	Landscape Architecture
140	Law and Management
141	Livestock Waste Management
142	Logistics & Supply Chain Management
143	Management Accounting
144	Management and Leadership in Engineering fields
145	Management Information System
146	Management of Science, Technology & Research
147	Marine Chemistry
148	Marine Engineering
149	Marine Environmental Management
150	Marine Policy
151	Marine Science
152	Maritime Affairs - Maritime Education & Training
153	Maritime Law
154	Maritime Law & Policy
155	Maritime Safety and Environmental Administration
156	Marketing Management
157	Mass Communication
158	MBA General
159	Meat Science and Technology
160	Media & Communication
161	Media & e-governance
162	Media Relations & Public Affairs
163	Media Reporting (English/ French)
164	Meteorology with Climate Change
165	Microbiology
166	Modelling (inc Multivariate analysis and Time Series analysis)
167	Multilateral Diplomacy
168	Multimedia Studies
169	Museology

170	Nautical Science/ Navigating Officer
171	Naval Architecture
172	Network Administration
173	Networking and Data Communications
174	Oceanography
175	Open and Distance Learning
176	Organic Farming
177	Pest Management
178	Plant Bacteriology/ Nematology/ Virology
179	Plant Breeding
180	Plant Genetic Resource Management
181	Plant Nutrition and Fertilisers
182	Plant Pathology with specialisation in molecular Diagnosis
183	Plant Quarantine
184	Port & Shipping Management
185	Preservation of Intangible Heritage
186	Procurement and Logistics
187	Procurement and Supply Management
188	Project Management
189	Psychology
190	Public Administration and Management
191	Public Finance/Budgeting
192	Public Relations
193	Public-Private Partnership
194	Purchasing and Supply Management
195	Quality Assurance
196	Quality Management
197	Radiation Protection
198	Real Estate/Valuation
199	Records Management
200	Refrigeration and Air Conditioning Engineering
201	Regional Intergration
202	Remote Sensing
203	Renewable Energy and Technologies
204	Renewable Energy Engineering
205	Research in Children Issues
206	Research Methodology

207	Risk Management
208	Heritage Management
209	Road Safety Engineering
210	Seed Technology
211	Seismology
212	Social Work
213	Sociology
214	Software Engineering
215	Solid Waste Management
216	Special Needs Education
217	Specialisation in Sports Statistics
218	Sports Administration and Sports Infrastructure
219	Sports Management
220	Sports Medicine
221	Sports Science/Fitness Recreation
222	Structural Engineering
223	Supply Chain Management
224	Sustainable Development
225	Tissue Culture for Plant Propagation
226	Tourism & Hospitality
227	Tracer Hydrology
228	Trade and Environment
229	Trade Policies in relation to environment and climate change
230	Trade Remedy Laws (Anti-dumping and countervailing measures - practical application)
231	Traffic Engineering
232	Traffic Planning & Design
233	Translation
234	Tropical Coastal Management
235	Urban Design
236	Vertical Transportation/Lift & Escalators
237	Veterinary Medicine
238	Veterinary Molecular Biology - Diagnostic (Biology and Virology)
239	W.T.O. Law
240	Wastewater & Drainage Engineering
241	Water and Environmental Law and Institutions

242	Water Resources Engineering/Management
243	Web Development
244	Web Technology

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
SPONSORSHIP FOR POST GRADUATE COURSES

APPLICATION FORM

SECTION A

1. Surname (Mr/Mrs/Miss).....
2. Other Names:
3. Date of Birth:
4. Address:
5. Telephone No.: (Office) (Mobile) (Res)E-mail:
6. Designation:
7. Salary:Salary Scale:
8. Posting:
9. Date joined service:
10. Date of present appointment:
11. Years of service in the cadre / grade:

12.

EDUCATIONAL QUALIFICATIONS

Name of Examining Body	Qualification	Date Qualification Obtained

13. Course enrolled for:
Date of enrolment:
Institution:
14. a. Duration of course:
b. Total Cost:
c. Number of instalments:
d. Terms of payments:
(photocopies of documentary evidence regarding qualifications held, course content, fees payable, registration to be attached).

15. Have you ever been sponsored for any course by Government? Yes No

If yes, state: (a) Name of course and year:
(b) Amount:

16. For institutions other than the University of Mauritius and University of Technology, Mauritius, please state whether equivalence of the course chosen and recognition of the institution has been obtained from Tertiary Education Commission (TEC). Yes No
(Documentary evidence to be attached)

17. Is the course relevant to your present work and career progression?
If Yes state how and to what extent?
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18. Will the course enhance your promotion prospect? Yes No

19. I agree to enter into a bond to follow and complete the course and to serve Government after completion of course, as per provisions laid down in the Personnel Management Manual (PMM)

20. I undertake to follow the course until its completion within the given time, failing which I shall refund the total cost incurred by Government regarding my sponsorship.

Date: Signature of Applicant:

SECTION B (To be filled by Ministry/Department)

21. The above information have been verified and are certified correct.

Ministry /Department:

Name of Head, HR Section:

Signature: Date:

22. Recommendation of Supervising Officer of Ministry/Department
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Name of Supervising Officer:

Signature: Date:

N.B. Applicant should submit this form to the Ministry of Civil Service and Administrative Reforms through his/her Supervising Officer at the following address: **Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, c/o Human Resource Development Division, 4th Floor, ATOM House, Royal Street, Port Louis.**