



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

25 July, 2001

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 23 of 2001
170/147/01

From: Secretary for Public Service Affairs

To: Supervising Officers i/c Ministry/Department

Distance Learning Scheme

The Government has agreed to the introduction of a scheme to sponsor senior officers for undergraduate and postgraduate studies dispensed through distance learning mode. This is part of the measures announced in the Budget Speech 2001/2002 by the Hon. Deputy Prime Minister and Minister of Finance.

2. The objective of the scheme is to enable senior officers to have access to a wider choice of studies, upgrade themselves at their own pace, uplift their level of competence. Furthermore, the scheme will enable officers to develop their working capacity in public administration, management, economic and financial analysis, international trade and any other related field with a view to creating a more dynamic, efficient, highly motivated and performance-oriented public sector.

3. The scheme is open to the following categories of officers:

- (a) Officers of the Administrative Cadre;
- (b) Heads of Department and their deputies; and
- (c) Senior officers serving in specialised agencies, namely, the Judicial and Legal Service as well as the Accountancy, Economist, Diplomatic, Engineering, Information, and Communication Technology and the Technical/Scientific and other Cadres.

Officers applying for sponsorship under the scheme should satisfy the following criteria and conditions:

(i) **Admission**

They should have applied on their own and secured admission in an approved educational institution. A list of educational institutions which have been identified so far for the distance learning mode is at Annex A. The list will be reviewed as and when necessary, in consultation with the Tertiary Education Commission, and Ministries/ Departments will be kept informed.

(ii) **Eligibility for sponsorship**

(a) **Undergraduate courses**

They should reckon at least five years' service in a substantive capacity in their respective cadres.

(b) **Postgraduate courses**

They should be holders of a first degree from a recognised university and reckon at least three years' service in a substantive capacity in their respective cadres.

(iii) **Course fees**

The sponsorship will provide for registration, examination and other fees payable to the approved educational institutions. However, where examinations/coaching/presentation of thesis, etc are carried out overseas, the officers will have to bear the costs of travel, board and lodging.

(iv) **Leave**

Four weeks' leave yearly for revision and examination purposes will be granted on production of documentary evidence.

(v) **Bond**

Sponsored officers should enter into a bond, guaranteed by two sureties, providing for the obligation to follow and complete the course and to serve Government for a period of:

- (a) three years, where the course is of twelve months' duration or less; and

- (b) five years, where the course is of more than twelve months' duration.

5. Officers who fail their examinations will be given only one additional chance to take the examinations again. Those who fail to follow the course through to its completion will, in principle, have to refund the total cost incurred by Government. However, each case will be examined on its own merits.

6. Eligible officers are invited to submit their applications to this Ministry on the prescribed form, a copy of which is at Annex B.

7. With the coming into operation of this scheme, senior officers will no longer be sponsored to follow self chosen part-time courses at the University of Mauritius or other institutions. It is understood that the scheme will not replace training schemes provided for in prescribed schemes of service. Eligible officers will also continue to be sponsored for short training courses/seminars which are offered locally or overseas. This circular letter supersedes the Ministry's Circular Letter (E/70/1/01) No. 32 of 1993, regarding sponsorship for the MBA Course at the University of Mauritius.

8. The scheme will come into effect as from the current financial year. Requests for sponsorship will be considered on a 'first come first served' basis and the course fees will be borne from this Ministry's vote.

9. It would be appreciated if this circular could be brought to the attention of all officers concerned in your Ministry/Department.



(D.P. Ruhee)

Secretary for Public Service Affairs

Copy to:

Secretary to the Cabinet and Head of the Civil Service

DISTANCE LEARNING INSTITUTIONS

<u>Institution</u>	<u>Course Title</u>	<u>Level</u>	<u>Duration</u>
A. PUBLIC SECTOR MANAGEMENT			
1. Indira Gandhi National Open University (IGNOU)	Diploma in Management		1 year (2 semesters)
" "	Postgraduate Diploma in Management (Human Resource, Financial, Marketing Operation)		3 semesters
" "	MBA - Master in Business Administration		3 years
2. University of London External Programme	BSc Management		3 years
	BSc Management with Law		3 years
	BSc Accounting & Finance		3 years
	BSc Computer & Information Science		3 years
	BSc Banking & Finance		3 years
3. University of South Africa, (UNISA)	Master of Public Administration	Postgraduate, Continuing Education	
" "	Bachelor of Administration		3 years
" "	Bachelor of Business Administration		3 years

<u>Institution</u>	<u>Course Title</u>	<u>Level</u>	<u>Durati</u>
University of Surrey United Kingdom	MBA - Master in Business Administration		3 years
	MSc - Human Resource Management Marketing Management Financial Service Management		2 years
	E-Commerce		2 years
University of Warwick, United Kingdom	Master of Business Administration	Diploma, Certificate Postgraduate Continuing Education	3 - 4 years
University of Leicester, United Kingdom	Master of Business Administration	Postgraduate, Continuing Education	2 - 5 years
Edinburgh's Telford College, United Kingdom	Public Sector Management	Diploma, Continuing Education	30 months
Deakin University Australia	Master of Public Policy	Postgraduate, Continuing Education	3 - 4 years
Sheffield Hallam University United Kingdom	Management, Postgraduate		1 year minimum
Massey University New Zealand	Business and Administration	Diploma, Postgraduate	
" "	Bachelor of Business Studies/Honours	Degree	
University of New England, Australia	Public Policy	Diploma, Postgraduate	
	Public Policy	Certificate, Postgraduate	

<u>Institution</u>	<u>Course Title</u>	<u>Level</u>	<u>Duration</u>
12. University of Tasmania, Australia	Master of Business Administration	Postgraduate	
13. University of Victoria, North America, Canada	Public Sector Management	Diploma, Continuing Education	
14. University of Victoria, North America, Canada	ADMN 312, Principles of Administration: Concepts and Process	Diploma, Continuing Education Certificate	
15. University of Victoria, North America, Canada	ADMN 431, Personnel Management in the Public Sector	Diploma, Continuing Education	
16. University of Victoria, North America, Canada	ADMN 425, Labour Relations in the Public Sector	Diploma, Continuing Education	
17. Dalhousie University, North America, Canada	Public Sector Management	Certificate, Training	2 years
18. Open Learning Agency, Canada	ADMN 312, Principles of Administration: Concepts and Process	Degree	
19. Open Learning Agency, Canada	Bachelor of Administrative Studies	Degree, Diploma	
20. Open Learning Agency, Canada	Management Studies, Diploma	Diploma, Continuing Education	
FINANCE			
University of London External Programme	Financial Economics (Postgraduate Diploma) FIMS	Diploma, Postgraduate, Continuing Education	1 year minimum
	Master of Science	Diploma, Postgraduate, Continuing Education	2 years

<u>Institution</u>	<u>Course Title</u>	<u>Level</u>	<u>Duration</u>
2. University of London External Programme	Development Finance (Postgraduate Diploma)	Diploma, Postgraduate, Continuing Education	2 years
	Development Finance, (Master of Science)	Diploma, Postgraduate, Continuing Education	2 years
3. University of London External Programme	Banking & Finance, Bachelor of Science	Degree	

**MINISTRY OF CIVIL SERVICE AFFAIRS AND
ADMINISTRATIVE REFORMS**

DISTANCE LEARNING SCHEME

APPLICATION FORM

SURNAME:

OTHER NAMES:

DATE OF BIRTH:

TELEPHONE NO. (OFFICE)

DESIGNATION:

POSTING:

DATE JOINED SERVICE:

DATE OF PRESENT APPOINTMENT:

WHETHER ALREADY ADMITTED ON THE COURSE? YES/NO*

(IF YES PLEASE ATTACH COPY OF DOCUMENTARY EVIDENCE)

I agree to enter into a bond to follow and complete the course and to serve Government after completion of the course for a period of

- (a) three years, where the course is of twelve months' duration or less; and
- (b) five years, where the course is of more than twelve months' duration.

DATE:

SIGNATURE OF APPLICANT: