



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

Date: 26 April 2016

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No 18 of 2016**  
**E/97/2/02V<sup>8</sup>**

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

**To:** *Supervising Officers, in Charge of Ministries/ Departments*

**Master Courses offered by the People's Republic of China**

The People's Republic of China is inviting applicants for the following Masters Courses:

Masters Course	Institution	Website to access details of course
2016-2017 International Master of Business Administration	Beijing Normal University	<a href="http://emi.bnu.edu.cn">http://emi.bnu.edu.cn</a>
Master Program in Public Policy	Peking University	<a href="http://www.isd.pku.edu.cn/html/english/">http://www.isd.pku.edu.cn/html/english/</a> <a href="http://www.sg.pku.edu.cn/en/">http://www.sg.pku.edu.cn/en/</a>
International Executive Master of Business Administration (IEMBA)	University of International Business and Economics	<a href="http://www.uibe.cn">www.uibe.cn</a>
2016 Master of Public Administration	Sun Yat-Sen University	<a href="http://www.sysu.edu.cn/">http://www.sysu.edu.cn/</a> <a href="http://sog.sysu.edu.cn/">http://sog.sysu.edu.cn/</a>

2. The nominees for the training courses should meet the criteria as laid down by the Chinese authorities. The nominees should :-

- Be under the age of 45 (for officials at or under director's level); under the age of 50 (for officials at director general's level);
- Be in good health (supported by Medical Certificate and X- Ray reports);
- Be highly proficient in English; and
- Possess the **academic qualification(s)** laid down by the organizing institution.

3. All costs of participation will be borne by the Government of the People's Republic of China.

2/...

4. Prospective candidates may obtain course requirements, application forms and guidelines on the university website as per above table. Applications should be made online and two copies of applications sent **at latest Wednesday 04 May 2016** to this Ministry (Attn: Mr D Bhurtun, Ministry of Civil Service and Administrative Reforms (Human resource Development Division), Tel no. 405 5412 along with the following:

- (i) survey form (2 sets);
- (ii) undertaking form (2 sets);
- (iii) application form (3 sets) and;
- (iv) a motivation letter and a letter of recommendation from their Ministry, stating how the above programme will be beneficial to them and to the organisation they are working for.

5. **Applicants should imperatively obtain confirmation from their responsible officers that they would be released in the event they are selected for the scholarship.** Upon selection, officers concerned would be eligible for study leave as governed by section 10 of Chapter Four of the Human Resource Management Manual (HRMM) and would be required to enter into a bond in accordance with the provisions laid down in the said manual.

6. The final decision to award the scholarship to the nominees rests solely with the donor agency. This circular letter together with the survey and undertaking forms may be downloaded from this Ministry's website on <http://civilservice.govmu.org>.

7. It would be appreciated if the contents of this circular could be brought to the attention of all eligible public officers serving in the different Divisions of your Ministry/Department, including those in Statutory Bodies falling under the purview of your Ministry/ Department.



**A.K. Hoolass**  
**Ag Senior Chief Executive**

**Copy to: Secretary to Cabinet and Head of the Civil Service**

<b>MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS</b>
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**SURVEY FORM**

**SECTION A – PARTICULARS OF CANDIDATE**

- (i) Ministry/Agency submitting nomination .....
- (ii) Name of Candidate: Surname (Mr/Mrs/Miss) .....  
Other Names .....
- (iii) Date of Birth: .....
- (iv) Age: .....
- (v) I.D No: .....
- (vi) Designation: .....
- (vii) Date joined service ..... Date of Confirmation.....
- (viii) Qualification: .....

**SECTION B – COURSE DETAILS**

- (i) Type of training: Course[ ] Seminar[ ] Workshop[ ] Symposium[ ] Conference[ ]  
Study Tour [ ] Visit [ ] Other [ ] ..... (to be specified) (Tick as appropriate)
- (ii) Title: .....
- (iii) Duration: ..... Weeks
- (iv) Dates: From ..... To: .....
- (v) Organisation/Training Institution .....
- (vi) Country: .....
- (vii) Financing Institution/Organisation .....

**SECTION C – FELLOWSHIP DETAILS**

- (i) Costs to be met by donor Country/Agency: .....
- (ii) Costs to be met by Government: ..... Estimated costs: .....

**SECTION D – OTHER TRAINING FOR WHICH THE CANDIDATE HAS BEEN NOMINATED**

- (i) Type of training: Course[ ] Seminar[ ] Workshop[ ] Symposium[ ] Conference[ ]  
Study Tour [ ] Visit [ ] Other [ ] ..... (to be specified) (Tick as appropriate)
- (ii) Title: .....
- (iii) Duration: ..... Weeks
- (iv) Dates: From ..... To: .....
- (v) Organisation/Training Institution .....
- (vi) Country: .....
- (vii) Financing Institution/Organisation .....
- (viii) Status of Nomination: Materialised [ ] Under consideration [ ] Rejected [ ] Withdrawn [ ]  
(Tick as appropriate)

**SECTION D – DETAILS OF PREVIOUS TRAINING/WORKSHOP/SEMINAR/STUDY TOUR FOLLOWED ABROAD BY OFFICER OVER THE LAST THREE YEARS**

Type of Training	Title	Country	Financing Institution	Duration (Weeks)	Date	
					From	To

I certify that the information provided above is accurate.

.....

Candidate's Signature

Date: ..... Tel No.: .....

**Certified correct by Reporting Officer \***

Name: .....

Designation: .....

Date ..... Tel No.: .....

Signature :.....:

(Affix Ministry's seal)

\* The Reporting Officer should not be below the rank of Deputy Permanent Secretary

**Note1: Any inaccuracy will delay processing of the nomination**

**Note2: The Reporting Officer certifies the accuracy of information and the suitability of the nominee**

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**

**Undertaking by the Applicant / Nominee**

I have taken cognizance of the terms and conditions of the Training Award.

If accepted for a training award, I **undertake** to -

- (i) carry out such instructions and abide by such conditions as may be stipulated by both the nominating and host Government and the sponsoring Government / agency / organisation in respect of the course of training;
- (ii) follow the full course of training / study and abide by the rules and regulations of the university / institution / establishment in which I undertake to study or gain training;
- (iii) refrain from engaging in political activities, or any form of employment for profit or gain;
- (iv) submit any progress report which may be required / prescribed by the university / institution / establishment / sponsor / host Government;
- (v) return to my home country promptly upon completion of the course of study / training; and
- (vi) pledge to observe the laws and regulations, and respect the local customs of the host country where the study / training course will be held.

I also fully understand that if I am granted a fellowship / training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government / sponsoring agency.

Signature of Applicant / Nominee : .....

Name: .....

Date : .....