



ΜΕΣΟΓΕΙΑΚΟ ΙΝΣΤΙΤΟΥΤΟ ΔΙΕΥΘΥΝΣΗΣ  
MEDITERRANEAN INSTITUTE OF MANAGEMENT

**SECOND REVISED INTERNAL RULES OF OPERATION  
OF THE PUBLIC INSTITUTION OF TERTIARY EDUCATION  
“MEDITERRANEAN INSTITUTE OF MANAGEMENT”**

**[Article 7 of the Institutions of Higher Education Laws of 1996 to 2013]**

*In the event of any discrepancy between the Greek and English version the Greek text will prevail.*

*Last update: March 2024*

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## **1. Legal framework of operation of the Institution**

The MIM is the international component of the Cyprus Productivity Centre (CPC), a department of the Ministry of Labour and Social Insurance. The MIM was established following a Decision of the Council of Ministers (Decision Ref.: 15.118, dated 29th July 1976) and is the first business school in Cyprus.

With its decision of July 10<sup>th</sup> 2013 (Decision Ref. 75.439) the Council of Ministers approved the MIM as a Public Institution of Tertiary Education under the Ministry of Labour and Social Insurance (MLSI), according to the Articles 1 to 13 of the Institutions of Higher Education Laws of 1996 to 2013.

On March 11<sup>th</sup> 2015, following a proposal of the MLSI, the Council of Ministers, approved the appointment of the MIM Council, according to Article 6 of the Institutions of Higher Education Laws of 1996 to 2013.

The MIM offers the following Postgraduate Programmes:

- Master in Business Administration (taught in English)
- Master in Business Administration (taught in Greek)
- Master in Public Administration (taught in Greek)

## **2. History of the Internal Rules of Operation**

The Institution's Internal Rules of Operation were ratified by the Minister of Education, Culture, Sports and Youth on 27 May 2015 (reference letter from MOECSY, no.:7.8.10/3 dated 3 June 2015).

The Institution's First Revised Internal Rules of Operation were ratified by the Minister of Education, Culture, Sports and Youth on 3 August 2016 (reference letter from MOECSY, no.:7.8.10/3 dated 6 August 2016).

The Institution's Second Revised Internal Rule of Operation were ratified by the Minister of Education, Sports and Youth on 24 May 2018 (reference letter from MOECSY, no.:7.8.10/4 dated 24 May 2018).

This document includes amendments that have been made since June 2018 in accordance with recommendations / decisions of the Council and the MIM Internal Quality Committee.

## **3. Responsibilities of the MIM Council**

The Council of the Institution serves as an advisory body to the Management of the Institution on all matters concerning the operation of the Institution and specifically on matters relating to the Study Programmes of the Institution, the budget and all other matters that the MIM Management might refer to the Council.

Appendix A of this document contains the composition of the Council at the time of the last update of the Internal Rules of Operation.

## **4. Administrative Structure and Internal Operation of the Institution**

### **Director of the Institution**

The Director of the Institution is the Ag. Director of the CPC. She is responsible for the administration of the Institution and for all issues that concern the Institution. She

oversees all of the Institution's activities and ensures the implementation of the Institution's Strategy and Quality Assurance Policy.

Specifically, the Ag. Director of the MIM has the following duties and responsibilities:

- I. Ensures that the Institution is financed, organized and managed in such a way as to facilitate the achievement of its objectives.
- II. Manages the Faculty and administrative staff of the Institution.
- III. Submits recommendations to the Council on financial and other obligations of the Institution.

### **MIM Manager**

The MIM Manager is responsible for the execution/implementation of tasks related to the smooth operation of the Institution and deals with issues, regarding the Programmes offered including the introduction of standards and regulations, the assignment of teaching courses to the Faculty of the Institution, the scheduling of classes and of the evaluation system. Moreover, he oversees issues for the promotion of the Programmes, the recruitment and admission of students in programmes and certifies the fulfillment of obligations of students for the purposes of the award of the degree. Furthermore, he is responsible for handling issues relating to students and he refers these issues to the competent Committee, when necessary. The MIM Manager is accountable to the Ag. Director.

### **MIM Administration Officer**

The Administration Officer is responsible for the coordination of the Administrative Services of the Institution. The Administration Officer is accountable to the Director of the Institution and to the MIM Manager.

### **IT Administrator**

The IT Administrator manages and oversees the ICT systems of the MIM. He is responsible for the procurement, installation, security and functionality of the ICT equipment and provides support to the users of the ICT systems and the MIM electronic Platform. He is also responsible for providing support for the smooth operation of the E-Learning Platform. The IT Administrator is accountable to the Ag. Director.

### **Librarian**

The Librarian is responsible for the efficient operation of the MIM Library.

### **Accounting Department of CPC**

The Accounting Department of the CPC has the following responsibilities regarding the MIM:

- I. Invoicing - Issue of the invoices for the fees of the Programmes and delivery to the students
- II. Receivables - Communication with the students to ensure the timely settlement of their financial obligations towards the MIM.

### **School Staff**

Appendix B of this document contains a list of the School's Management staff at the date the Internal Rule was last updated.

## **Address of the Institution/Website**

77 Kallipoleos Av., 2100 Nicosia / PO BOX 20536, 1679 Nicosia

[www.mim.ac.cy](http://www.mim.ac.cy)

## **5. Students' Admission Procedure**

### **MBA Programme (English)**

The admission requirements for participation to the Programme are:

- I. University degree in any field of study.
- II. Very good command of the English language (graduates from non-English speaking universities will be asked to provide proof of fluency in English according to the criteria set by the Public Service Committee. Otherwise, they must undertake a specific exam.)
- III. A personal interview and/or a written examination is at the discretion of the MIM.
- IV. Foreign students who do not reside in Cyprus are invited to submit a Personal Statement.

Graduates who wish to participate to the Programme are required to fill out the application form which is available on the MIM's website: [www.mim.ac.cy](http://www.mim.ac.cy)

Students with disabilities and learning difficulties are provided with facilities for their participation in the written or oral exams, as well as other facilities that will be considered necessary.

### **Master in Business Administration (MBA) and Master in Public Administration (MPA) (Greek)**

The admission requirements for participation to the above Programmes are:

- I. University degree in any field of study.
- II. Very good command of the Greek language and good command of the English language, according to the criteria set by the Public Service Committee.
- III. A personal interview and/or a written examination at the discretion of the MIM.

Graduates who wish to participate to one of the Programmes are required to fill out the application form which is available on the MIM website: [www.mim.ac.cy](http://www.mim.ac.cy)

The MIM will provide applicants with disabilities or learning disorders with all possible assistance in order for them to participate to the entrance examination, as well as with other forms of support that the Institution considers necessary.

## **6. Registration period**

### **MBA Programme (English)**

The academic year for the MBA Programme begins in September of each year. The exact date of the beginning of the Programme will be decided by the School Management and announced on the MIM's website and in the Programme's Prospectus.

Students that are accepted to the Programme fill out the Registration Form, settle their financial obligations and are considered registered students.

### **Master in Business Administration and Master in Public Administration (Greek)**

The academic year for the Programme in Business Administration and the Programme in Public Administration begins in February of each year. The exact date of the beginning of the Programmes will be decided by the School Management and announced on the MIM website and in the Programme's Prospectus.

Students that are accepted to one of the Programmes fill out the Registration Form, settle their financial obligations and are considered registered students.

## **7. Programmes' Structure and Content**

### **MBA Programme (English)**

The duration of the MBA Programme is 18 months. The Programme consists of 7 compulsory courses, 2 optional courses and a Dissertation. For the completion of the Programme success in all selected courses with a minimum of a total of 67.5 ECTS is required and successful submission of the Dissertation of 22.5 ECTS.

The unemployed students are given the opportunity through 200 hours of internship to develop their managerial skills in a real work environment.

The final grade for each course is extracted in the following manner, except otherwise agreed with the Lecturer:

I. Final Exam	60%
II. Assignment	30%
III. Class Participation	10%

The MBA Programme of MIM is based on the European Credits Transfer) System (ECTS. Each credit corresponds to 25-30 hours of study.

A comprehensive description of each course can be found in the Programme Prospectus, which is available on the MIM website.

<b>First Term (Compulsory Courses)</b>	<b>ECTS</b>
1. Human Resource Management and Organizational Behavior	7.5
2. Accounting and Financial Analysis	7.5
3. Organization and Management of Productive Systems	7.5
<b>Second Term (Compulsory Courses)</b>	
4. Strategic Management	7.5
5. Business Information Systems	7.5
6. Marketing Management	7.5
7. Dissertation I	7.5
<b>Third Term (Elective Courses)</b>	
1. Managerial Accounting	7.5
2. Data Analysis and Decision Making	7.5

3. Business Economics	7.5
4. Entrepreneurship and Innovation	7.5

### **Dissertation**

All the participants are required to prepare and submit a Dissertation for the award of the Master's degree. The objective of the Dissertation is to engage the students in an in-depth study and analysis of their chosen topic and enable them to reach important conclusions and form concrete suggestions. Therefore, no student can get an exemption of the Dissertation I course which is considered necessary for the successful completion and submission of the Dissertation.

### **Internship**

The placement at a company/organisation with the aim of acquiring work experience (Internship) is over and above the 110 ECTS required for the successful completion of the Programme. Through the 200 hours internship the unemployed students are given the opportunity to develop their managerial skills in a real work environment. The student together with the Institution selects the company/organisation at which the student is placed.

### **Master in Business Administration (Greek)**

The Programme consists of 7 compulsory courses, 2 optional courses and a Dissertation. For the completion of the Programme success in all selected courses with a minimum of a total of 67.5 ECTS is required and successful submission of the Dissertation of 22.5 ECTS. The MIM's Master Degree is based on the European Credits Transfer System(ECTS). Each credit corresponds to 25-30 hours of study.

The final grade for each course is extracted in the following manner, except otherwise agreed with the Lecturer:

I. Final Exam	60%
II. Homework/Assignment	30%
III. Class Participation	10%

A comprehensive description of each course can be found in the Programme Prospectus, which is available on the MIM website.

<b>First Term (Compulsory Courses)</b>	<b>ECTS</b>
1. Human Resource Management and Organizational Behavior	7.5
2. Accounting and Financial Analysis	7.5
3. Organization and Management of Productive Systems	7.5
<b>Second Term (Compulsory Courses)</b>	
4. Strategic Management	7.5
5. Business Information Systems	7.5
6. Marketing Management	7.5
7. Dissertation I	7.5
<b>Third Term (Elective Courses)</b>	
1. Managerial Accounting	7.5

2. Data Analysis and Decision Making	7.5
3. Business Economics	7.5
4. Entrepreneurship and Innovation	7.5

### **Dissertation**

All the participants are required to prepare and submit a Dissertation for the award of the Master's degree. The objective of the Dissertation is to engage the students in an in-depth study and analysis of their chosen topic and enable them to reach important conclusions and form concrete suggestions. Therefore, no student can get an exemption of the Dissertation I course which is considered necessary for the successful completion and submission of the Dissertation.

### **Internship**

The placement at a company/organisation with the aim of acquiring work experience (Internship) is over and above the 90 ECTS required for the successful completion of the Programme. Through the 200 hours internship the unemployed students are given the opportunity to develop their managerial skills in a real work environment. The student together with the Institution selects the company/organisation at which the student is placed.

### **Master in Public Administration (Draft)**

The Programme consists of 9 compulsory courses, 2 optional courses and a Dissertation. For the completion of the Programme success in all selected courses with a minimum of a total of 67.5 ECTS is required and successful submission of the Dissertation of 22.5 ECTS. The MIM's Master Degree is based on the European Credits Transfer System (ECTS). Each credit corresponds to 25-30 hours of study.

The final grade for each course is extracted in the following manner, except otherwise agreed with the Lecturer:

IV. Final Exam	60%
V. Homework/Assignment	30%
VI. Class Participation	10%

A comprehensive description of each course can be found in the Programme Prospectus, which is available on the MIM website.

#### **First Term (Compulsory Courses)**

	<b>ECTS</b>
1. Human Resource Management and Organizational Behavior	7.5
2. Project and Quality Management in the Public Sector	7.5
3. Financial Management in the Public Sector	7.5
4. E - government	7.5

#### **Second Term (Compulsory Courses)**

5. Principles, Structure and Operations of the Public Sector	7.5
6. Public Servants Law	7.5



7. Dissertaion I	7.5
<b>Third Term (Elective Courses)</b>	
1. Data Analysis and Decision Making	7.5
2. Strategic Management	7.5
3. Ethics, Corporate Sustainability and Responsibility	7.5
4. Entrepreneurship and Innovation	7.5

### **Dissertation**

All the participants are required to prepare and submit a Dissertation for the award of the Master's degree. The objective of the Dissertation is to engage the students in an in-depth study and analysis of their chosen topic and enable them to reach important conclusions and form concrete suggestions. Therefore, no student can get an exemption of the Dissertation I course which is considered necessary for the successful completion and submission of the Dissertation.

### **Internship**

The placement at a company/organisation with the aim of acquiring work experience (Internship) is over and above the 90 ECTS required for the successful completion of the Programme. Through the 200 hours internship the unemployed students are given the opportunity to develop their managerial skills in a real work environment. The student together with the Institution selects the company/organisation at which the student is placed.

## **8. Transfer of ECTS**

Students can apply for the recognition of up to 30 ECTS of the Postgraduate Programme corresponding to credits awarded by another recognized institution/university for similar content courses of a postgraduate Programme. The Academic Committee decides the number of transferred ECTS after the evaluation of the transcript and analytical of the courses the interested student wish to transfer. No student can get an exemption of the Dissertation I course which is considered necessary for the successful completion and submission of the Dissertation.

The grades of the transferred courses will not be recorded nor taken into account in the calculation of the final grade of the students' degree. It is noted that depending on the number of ECTS recognized, a discount of not more than 1/3 of the tuition fees will be granted.

Graduates of the MIM who wish to attend an additional Programme (Business Administration or Public Administration) should submit a relevant application. If the number of candidates exceeds the number of available places, the selection will be based on the final grade of their MIM Degree. The fees for the additional Programme are half of the total fees of the Postgraduate Program, payable in two installments.

## **9. General Provisions of the Study Programmes**

### **9.1. Attendance Regulations**

Class attendance is compulsory for all MIM programs. It is up to the discretion of the lecturer to refuse entry to the class to students who are systematically and inexcusably late. A student who is unable to attend a course must inform the Secretariat and submit the relevant supporting documents as soon as possible and no later than eight (8) days from the date of the absence. If the absence is due to illness, a medical certificate is required, while in other cases (e.g., professional obligation) another relevant certificate or solemn/formal declaration is required. Students who accumulate unexcused absences that exceed the permitted limit (25%) of courses will be given the opportunity to take a single exam (i.e. without the right to a second exam in case of failure). Also, their grade in the exam cannot be higher than 50%.

### **9.2. Maximum Period of Study**

The maximum period of study of a postgraduate student at the MIM is four (4) academic years.

### **9.3. Suspension of Studies Prior to Starting the Unit**

A student may apply for a postponement of his / her studies for a period of up to one academic year before the lectures of a particular unit begin. The application is examined by the Director and the MIM Manager, who decide whether to approve or reject it on the basis of the documentation and accompanying documents.

### **9.4. Temporary Suspension of Studies during the Unit**

A student may apply for temporary suspension of his/her studies during a unit for serious medical reasons or for maternity or paternity leave. Suspension of studies can last for up to one academic year. The application is examined by the Director and the MIM Manager.

### **9.5. Simultaneous Studies**

Studying at the same time at a Programme that leads to a final qualification in the same field is not allowed, irrespective of the attendance conditions (part-time or full-time). A student cannot attend full-time studies in two institutions at the same time.

### **9.6. Assignment**

In case of late submission of an assignment, the assignment will be downgraded by 20 marks. An assignment submitted two weeks after the deadline will not be accepted by the lecturer and in this case the assignment is marked with zero (0).

### **9.7. Exams, Advancement, Grading Scale**

For success in any course, the student must achieve a score of at least 50 out of 100 points. Success in the final exam as well as an assignment is required.

At the end of each unit the students will be informed about their progress through the MIM's Online Learning Platform. The marking scale which is used is the following:

A: Excellent 86 – 100

B: Very Good 76 – 85

C: Good 66 – 75

D: Satisfactory 56 – 65

E: Pass 50 – 55

F: Failure less than 50

In case a student fails to pass the final exam or the assignment in a specific course, he/she has to take a re-sit exam. In case of failure in a compulsory course, the student is obliged to repeat it within a period of four (4) academic years. In case of failure in an elective course, the student is entitled to repeat the same course or replace it with another one. Failure in any course is recorded in the student's transcript. A student has the right to take a re-sit provided that he/she has not failed in more than two (2) courses in each unit and in not more than four (4) courses in the entire Programme. It is noted that in the event of a re-sit exam the final mark of the specific course cannot exceed 50 %. A student who fails in more than two (2) courses in each module or fails the re-sit exam, will be automatically converted to a listener and when he/she completes the Programme, he/she will receive an 'Attendance Certificate', not the Master's Degree, provided that he/she has attended the Programme normally.

In case of a justified absence from a written exam the student has the right to take the re-sit exam which will be considered as his/her first exam.

If a student considers that a mark awarded to him/her in a final exam, or for an assignment which is considered as a final examination, is not representative of his/her performance he/she can take the following action:

- I. Within 7 working days from the date of the Progress Report the student may communicate an oral complaint to the lecturer of the course. The lecturer responds in the same manner and either amends or not the mark:
- II. If not satisfied, the student may file a written complaint with documentation of the request to the lecturer and a notification to the MIM Manager.
- III. The lecturer responds in writing and either amends or not the mark.

- IV. If the student is still not satisfied, the written complaint and the written response of the lecturer are referred to the Academic Committee whose decision on the matter is final and irrevocable.

Upon completion of all units a final grade is calculated.

### **9.8. Dissertation**

Upon completion of the courses of the second unit for the MBA Programme, the Master in Business Administration and the Master in Public Administration, students are required to submit a dissertation proposal for approval.

After the approval of the proposals, the MIM Manager will appoint a supervisor to each student. The supervisor will guide the student through the whole dissertation writing process. The Dissertation will be presented to the 'Master's Thesis Examination Committee' (see par. 15.4) and will be evaluated by two (2) members of the Committee. Students will be provided with 'A Guide to writing the final Dissertation'.

For the success of the Dissertation, a minimum of 50% both of the written report and of the presentation is required.

The supervisor may decide on the basis of documentation that the student has failed to meet his obligations for the preparation of his/her dissertation work (e.g. missed deadlines, non-submission of agreed work, non-submission of first draft, non-submission of second draft). In such a case, the student shall be informed, before the deadline for the submission of dissertation work, that he/she has not fulfilled his/her obligations for the preparation of the dissertation work.

Allowing the submission of a Dissertation does not automatically ascertain acceptance/success at the evaluation stage.

In case that the student disagrees with the decision of his/her supervisor that he/she has not fulfilled his/her obligations he/she may:

- I. Within 7 working days from the date he/she was informed submit a written complaint of disagreement to his/her supervisor, with a notification to the MIM Manager. The supervisor replies in written with notification to the MIM Manager.
- II. If still not satisfied the student's written request and the supervisor's written respond are referred to the Academic Committee whose decision is final.

During the evaluation process if there is a difference between the marks of the Members of the 'Master's Thesis Examination Committee' of more than 20 points in total and / or 20 points in more than two criteria (with the exception of the co-operation criterion which is only marked by the Supervisor) then the MIM Manager appoints a third evaluator. In this case the final mark in the affected criteria is the average of the marks of the three evaluators.

The MIM Management informs the students about their Dissertation marks after the plagiarism control has been completed.

In case a student disagrees with his / her Dissertation mark, he / she may:

- I. Within 7 working days from the date she/he was informed submit a written complaint of disagreement to the 'Master's Thesis Examination Committee', with

a notification to the MIM Manager. The 'Master's Thesis Examination Committee' replies in written with notification to the MIM Manager.

- II. If still not satisfied the student's written request and the written respond from the 'Master's Thesis Examination Committee' are referred to the Academic Committee whose decision is final.

In case of a final rejection of his/her Dissertation, the student is entitled to re-submit his/her dissertation once again. The re-submission of the Dissertation should take place within the four (4) academic years, which is the maximum duration of studies of a master's postgraduate student at the MIM.

The MIM reserves the right to use and reproduce Dissertations for teaching and research purposes.

## **10. Discipline, Rights and Obligations of the Students**

MIM is governed by the principle of academic integrity throughout its operations and expects that the same principle characterizes all those who in any way belong to its community. Academic dishonesty is not tolerated by MIM and the School supports its lecturers in the effort to immediately and effectively address any phenomenon of academic dishonesty that comes to their notice.

Actions constituting academic dishonesty and considered as misconduct by the MIM would be the following:

- I. Plagiarism, which occurs when a student submits or presents work of another person as a whole or cites extracts of the work of another person without proper referencing in such a manner as to lead the recipient/reader to the conclusion that it is his/her original work. MIM uses automated plagiarism control systems.
- II. Self-plagiarism which occurs when the student submits work which has been previously submitted for academic purposes.
- III. Copying during an exam. Giving false reasons for absence from an exam is also considered cheating.
- IV. Falsifying records, including falsified academic records, transcripts or other MIM documents or misrepresentation of one's certificates and credentials.
- V. Fabricating information or citations.
- VI. Facilitating others to commit acts of academic dishonesty.
- VII. Unauthorized possession of examination papers.
- VIII. Other forms of academic misconduct, such as the unauthorized use of recording devices or the unauthorized acquisition of computer software or other copyright material.

In cases where there is sufficient evidence to support an allegation of academic misconduct, the matter shall be discussed, in private, with the student involved as soon as possible and shall be brought to the attention of the Disciplinary Committee (DC). The incident and the decision of the DC will be notified in writing to the student involved and the MIM Manager. All relevant documentation will be filed in the student's file kept by the Institute Secretariat.

Depending on the seriousness of the misconduct, one or more of the following penalties shall be imposed:

- I. Award of a score 0 (zero) to the work or assignment or examination pertaining to the misconduct issue.
- II. A score of 0 or F (failure) in the course under which the student has committed the misconduct.
- III. Revocation of the relevant privileges of the student, if the misconduct involves inappropriate use or abuse of the library, computers or other sources which the Institute made available to the students.
- IV. Submission of a proposal by the MIM Manager, following a decision of the DC, to the Director of the Institute for discontinuation or expulsion from the MIM.
- V. Enforcement by the Director of termination of attendance or expulsion from the MIM.
- VI. Submission of a proposal by the MIM Manager, following a decision of the DC to the Director of the Institute, to withhold or withdraw a Degree and to take appropriate action.

The student has the right to lodge an appeal to the DC with regard to the imposition of any penalty.

## **11. Schedule of the Institution and official holidays**

### **11.1. Schedule of Study**<sup>1</sup>

	From	To
Three (3) or Four (4) times a week	17:00	21:00

### **11.2. Academic Calendar**

	<b>English Programme</b>	<b>Greek Programmes</b>
<b>Call for Participation</b>	March/April	September/October
<b>Written Examination</b> (scholarship claim)	September	January
<b>Registration</b>	Registration lasts up to the beginning of the 1 <sup>st</sup> term	Registration lasts up to the beginning of the 1 <sup>st</sup> term
<b>Programme Commencement</b>	The 1 <sup>st</sup> term begins in September	The 1 <sup>st</sup> term begins in February

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<sup>1</sup> The Schedule is course to changes depending on the needs of the Programmes.

<b>Exams</b>	Exams start the week after the end of each term	Exams start the week after the end of each term
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### 11.3. **Official holidays of the Institution**

<b>Date</b>	<b>Public Holiday</b>
January 1	New Year's Day
January 6	Epiphany Day
**	Green Day
March 25	Greek Independence Day
April 1	National Day
**	Good Friday
**	Easter Monday
May 1	Labour Day
**	Holy Spirit Monday
August 15	Assumption Day
October 1	Independence Day
October 28	Greek National Day
December 24	Christmas Eve
December 25	Christmas Day
December 26	Boxing Day

\*\* Variable dates

### 11.4. **Graduation Ceremony**

The Graduation Ceremony normally takes place in November.

## 12. **Degrees and Certificates awarded by the Institution**

### 12.1. **Master in Business Administration (MBA) (English taught)**

In order for the degree to be awarded, students are required to successfully complete at least 90 ECTS, as follows: 67.5 credits through courses, and the Dissertation worth 22.5 credits.

The program also offers unemployed students the opportunity to develop professional management skills in a real work environment through a 200-hour internship in various businesses and organizations.

Upon completion of all Units and of the Dissertation, a final mark/grade is calculated, in order for the degree to be awarded.

## **12.2. Master in Business Administration and in Public Administration (Greek)**

In order for the degree to be awarded, students are required to successfully complete at least 90 ECTS, as follows: 67.5 credits through courses and 22.5 credits through the Dissertation.

The Programs also offer unemployed students the opportunity to develop professional management skills in the real conditions of the labor market of Cyprus, through internship of 200 hours, in various companies and organizations.

Upon completion of all Units and the Dissertation a final mark/grade is calculated, in order for the degree to be awarded.

## **13. Faculty of the MIM**

The MIM faculty is chosen based on:

- I. Academic qualifications
- II. Teaching competency and experience

The faculty consists the MIM's permanent staff and the external lecturers.

The needs for new staff are covered by the selection procedure for External Lectures/ Trainers which is available on the CPC website.

## **14. Evaluation of Programmes and Lecturers**

The Programmes are evaluated by the students and the faculty on a systematic basis. Students are asked to evaluate among others the teaching staff.

## **15. Operation of Committees**

**The following Committees are established:**

1. Academic Committee
2. Administration Committee
3. Disciplinary Committee
4. Master's Thesis Examination Committees
5. Internal Quality Committee
6. Research Committee

### **Appointment Procedure and Period of Appointment**

The members of the committees are appointed by the Ag. Director of the School. The composition of each committee can be differentiated when the prevailing circumstances impose it. The representatives of the students are members of the Committees until their graduation.

### **Student Representatives**

At the beginning of each academic year the students of each Program are invited to elect their representatives. The representatives of each Program represent the students in various activities and act as a link between the students, the members of the academic staff and the School's Management. Student representatives are



appointed members of the School Committees and represent all students at Committee meetings. Within the second week of the first unit the students elect their representatives.

#### **15.1. The Academic Committee**

The Academic Committee is responsible for the establishment of the academic standards of the Study Programmes, the recognition of courses and the transfer of ECTS. The Committee is chaired by the Ag. Director of the Institution and its members are the MIM Manager, one member of the Faculty and two students' representatives, depending on the Programme.

#### **15.2. The Administration Committee**

The Administration Committee is responsible for the smooth and efficient administration of the MIM as well as for the welfare of the staff and the students of the Institution. The Committee is chaired by the Ag. Director of the Institution and its members are the MIM Manager, a representative of the administrative staff, one member of the Faculty, the Head of the Accounts Department of the Institution and two students' representatives, depending on the Programme.

#### **15.3. The Disciplinary Committee**

The Disciplinary Committee is responsible for all disciplinary matters. The Committee is chaired by the MIM Manager and its members are two members of the Faculty and two students' representatives, depending on the Programme.

#### **15.4. The Master's Thesis Examination Committees**

The Master's Thesis Examination Committees are ad hoc Committees, responsible for the evaluation of the Dissertation of the students. The students are required to carry out a Dissertation under the guidance of a supervisor. Each Committee is composed by two members, one of whom is the student's supervisor and the other a member of the faculty. The Committee decides on the acceptance/rejection as well as on the grading of the Dissertation and submits its decision to the MIM Manager for validation.

Appendix F of this document contains a sample of the 'Dissertation Evaluation Form'.

#### **15.5. The Internal Quality Committee**

The Internal Quality Committee is responsible for the implementation of the internal quality assurance standards. It also coordinates the preparation of special self-evaluation reports in relation to the external evaluations regarding the MIM. It is also responsible for drawing up the institution's general evaluation reports for submission to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education for the establishment of academic standards for the Programmes.

The Committee is chaired by the Ag. Director of the Institution and consists at least three (3) members of the academic staff, who have extensive academic experience covering preferably and where possible, expertise in quality assurance procedures, a representative of the administrative staff and two (2) student representatives preferably and where possible, with experience in quality assurance procedures.

#### **15.6. Research Committee**

The Research Committee is the MIM's competent body for the development and implementation of the research policy and also for the effective management of

research and other research related activities. The MIM Manager and two members of the Faculty of the Institute constitute the Committee. New members may be added to the Committee as necessary. The Committee is appointed for three years.

## **16. Fees**

The fees for participation in the Programmes amount to € 3.900 and are paid in three equal installments of €1300 at the beginning of each term.

In the event that a student withdraws from the Institution before the completion of 25% of the lectures of a term, the tuition fees paid for the particular term is refunded. In case that a student withdraws from the Institution after the completion of 25% of the lectures of a term, the tuition fees paid for the particular term is nonrefundable.

The fees may be revised whenever deemed appropriate by the Council

## **17. Scholarships**

The MIM may award scholarships to new students as follows:

### **Scholarships for new students (MBA Programme)**

Four students with the highest score at the written examination are entitled to a full tuition scholarship of the first or second term fees.

### **Scholarships for new students (Master in Business Administration – Taught in Greek)**

Two students with the highest score at the written examination are entitled to a full tuition scholarship of the first or second term fees.

### **Scholarships for new students (Master in Public Administration – Taught in Greek)**

Two students with the highest score at the written examination are entitled to a full tuition scholarship of the first or second term fees.

Additional scholarships may be granted following a relevant approval by the MIM Council.

## APPENDICES

### **Appendix A: Composition of the Council of the Institution Members (at the date of the Approval of this Internal Rule)**

<b>Ref.</b>	<b>Name</b>	<b>Position/Title</b>	<b>Department/Organisation</b>
<b>1.</b>	Othonas Theodoulou <b>(Chairperson)</b>	Vice President of Commerce	Cyprus Chamber of Commerce and Industry
<b>2.</b>	Kyprianos Nicolaidis <b>(Vice Chairperson)</b>	Senior Productivity Officer, MIM Manager	Cyprus Productivity Centre / MIM
<b>3.</b>	Marios Michaelides	Retired Head	Cyprus Academy of Public Administration, Ministry of Finance
<b>4.</b>	Panikos Giorgoudes (Dr.)	First Education Officer	Higher Education Directorate, Ministry of Education, Culture, Sport & Youth
<b>5.</b>	Ioanna Kleanthous	Director	Directorate General for European Programmes, Coordination and Development
<b>6.</b>	Daphne Symeonidou	Ag. Director	Training Services, Human Resource Development Authority
<b>7.</b>	Paraskevas Anastasiou	Director	Business Development Department, Cyprus Employers and Industrialists Federation
<b>8.</b>	Maria Nicolaou	Senior Productivity Officer	Cyprus Productivity Centre / MIM
<b>9.</b>	Giorgos Mattheopoulos	Ag. Director	Department of Turkish Cypriots Properties Management, Alumni Representative

<b>10.</b>	Panayiotis Angelides (Dr.)	Professor	Department of Educational Studies, University of Nicosia
<b>11.</b>	Alexia Panayiotou	Associate Professor	Department of Business & Public Administration, University of Cyprus

**Appendix B: Composition of the MIM Management staff at the date of the Approval of this Internal Rule**

**MIM Ag. Director**

Maria Nicolaou Christou

**MIM Manager**

Kyprianos (Akis) Nicolaides

**MIM Administration Officers**

Sophia Evripidou

Melina Neophytou

Elena Christodoulidou

**Administrative Officer**

Margarita Christodoulou

**Registry**

Yiota Charalambous

**MIM Secretariat**

Irene Demetriou-Ellina

**Accounts Department**

Vasiliki Koutsou

**Library**

Demetris Demetriou

**IT Administrator**

Froso Chrysostomou

**Telephone Operator**

Loucas Spanos

**Messenger**

Costas Solomou

## **Appendix C: The Institution Committees**

<p><b>1.The Academic Committee</b> <b>(5 members)</b></p> <ol style="list-style-type: none"><li>1. Ms Maria Nicolaou Christou (<i>Chairperson</i>)</li><li>2. Mr. Kyprianos (Akis) Nicolaides</li><li>3. Mr. Melina Neophytou</li><li>4. MBA Programme Representative (*)</li><li>5. MBA Programme Representative (*)</li><li>6. Master in Business Administration or Master in Public Administration Programme Representative (*)</li><li>7. Master in Business Administration or Master in Public Administration Programme Representative (*)</li></ol> <p>(*) depending on the Programme</p>	<p><b>2. The Administration Committee</b> <b>(7 members)</b></p> <ol style="list-style-type: none"><li>1. Ms Maria Nicolaou Christou (<i>Chairperson</i>)</li><li>2. Mr. Kyprianos (Akis) Nicolaides</li><li>3. Ms Elena Christodoulidou</li><li>4. Ms Sophia Evripidou</li><li>5. Accounting Department Representative</li><li>6. MBA Programme Representative (*)</li><li>7. MBA Programme Representative (*)</li><li>8. Master in Business Administration or Master in Public Administration Programme Representative (*)</li><li>9. Master in Business Administration or Master in Public Administration Programme Representative (*)</li></ol> <p>(*)depending on the Programme</p>
<p><b>3. The Disciplinary Committee</b> <b>(5 members)</b></p> <ol style="list-style-type: none"><li>1. Mr. Kyprianos (Akis) Nicolaides (<i>Chairperson</i>)</li><li>2. Dr. George Horattas</li><li>3. Mr. Nicos Philippou</li><li>4. MBA Programme Representative (*)</li><li>5. MBA Programme Representative (*)</li><li>6. Master in Business Administration or Master in Public Administration Programme Representative (*)</li><li>7. Master in Business Administration or Master in Public Administration Programme Representative (*)</li></ol> <p>(*)depending on the Programme</p>	<p><b>4. Master's Thesis Examination Committees (ad hoc)</b></p> <ol style="list-style-type: none"><li>1. Member of the Faculty (<i>Chairperson</i>)</li><li>2. Student's Supervisor</li></ol>

<p><b>5. Internal Quality Committee (8 members)</b></p> <ol style="list-style-type: none"><li>1. Ms Maria Nicolaou Christou <i>(Chairperson)</i></li><li>2. Mr. Kyprianos (Akis) Nicolaidis</li><li>3. Ms Sophia Evripidou</li><li>4. Dr. Paris Vogazianos</li><li>5. Dr. Pavlos Pangi</li><li>6. Programme Representatives</li></ol>	<p><b>6. Research Committee (3 members)</b></p> <ol style="list-style-type: none"><li>1. Mr. Kyprianos (Akis) Nicolaides <i>(Chairperson)</i></li><li>2. Dr. Pavlos Panayi</li><li>3. Dr. Paris Vogazianos</li></ol>
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**Appendix D: Dissertation Evaluation Form**

***Written report 80%***

<b>Grading Criteria</b>	<b>Grade</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Write-up is based on Dissertation guidelines as established by the MIM</li> <li>• Clarity of the Project title</li> <li>• Structure (Preliminaries, Main Body, End Part)</li> <li>• Referencing and use of the Harvard Citation</li> <li>• Writing style and style of presentation</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Clarity of research aim</li> <li>• Objectives and purpose of study</li> <li>• Clarity of the research problem</li> </ul>	15	
<ul style="list-style-type: none"> <li>• Literature review</li> <li>• Relevance to topic and research aims</li> </ul>	15	
<ul style="list-style-type: none"> <li>• Methodology</li> <li>• Research planning and implications. Validity and reliability of the study</li> <li>• Limitations of the study</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Results analysis</li> <li>• Qualitative and quantitative data analysis</li> <li>• Results analysis and link to the research problem</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Cooperation of the student with the supervisor appointed to her/him</li> </ul>	10	
Total		
Additional comments:		



**Oral Presentation 20%**

<b>Grading Criteria</b>	<b>Grade</b>	<b>Comments</b>
Presentation skills and style Clarity of presentation	30	
Knowledge of the course	30	
Ability to respond to questions clearly and efficiently	30	
Level of professionalism and behavior during the presentation (timekeeping, dressing code.)	10	
<b>Total</b>		
Additional comments:		

Names of the Members of the Committee:

1: .....

2: .....

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Signature of the Ag. Director of the Institution

26 March 2024