



ΜΕΣΟΓΕΙΑΚΟ ΙΝΣΤΙΤΟΥΤΟ ΔΙΕΥΘΥΝΣΗΣ  
MEDITERRANEAN INSTITUTE OF MANAGEMENT

## **STUDENT WELFARE SERVICE**

## 1. Introduction

The Student Welfare Service (SWS) of the Mediterranean Institute of Management (MIM) reports to the Administrative Services of the School and is staffed by two Officers. The offices of the Student Welfare Officers are located at the central building of the Cyprus Productivity Centre at 77 Kallipoleos Av. 1679, Nicosia and at the Ministry of Labour, Welfare and Social Insurance (MLSI) premises at 7 Vyronos Av., 1463 Nicosia. The opening hours are 8:30am - 2:30pm.

The SWS aims to offer quality services to the students during their studies at the MIM by providing them with valid and timely information and support on any problems and difficulties they might encounter. The SWS, through its Staff, serves as a communication channel between the students and the School's Management. At the present, the SWS Officers are Ms Elena Christodoulidou and Ms Katerina Kokkinou.

Ms Christodoulidou (tel.: 22806106, email: [echristodoulidou@kepa.mlsi.gov.cy](mailto:echristodoulidou@kepa.mlsi.gov.cy), office number 11) is responsible for:

- Visa for foreign students
- Student Identity Card
- Student Grant and Allowances
- Scholarships/Awards
- Attestations/Certificates
- Accommodation
- Activities and Events
- Career
- Arrangements for Students with Special Needs
- General Information

Ms Kokkinou (tel.: 22600912, email: [kkokkinou@kepa.mlsi.gov.cy](mailto:kkokkinou@kepa.mlsi.gov.cy), office number 413, MLSI) offers support and confidential advice/counselling on personal, social and financial problems as well as on welfare issues.

## 2. Information on available Services

### Visa for foreign Students

The Student Welfare Office guides the prospective foreign students in relation with all necessary documents that need to be filled out and the procedures to be followed through the competent State authorities.

### Student Identity Card

The Student Identity Card is issued for all MIM students and offers a number of benefits, for example discounts in shops/restaurants and a 50 % discount on bus fares.

For MIM students under the age of 26 the European Youth Card - Student can also be issued by the Youth Board of Cyprus. The card is issued **free of charge** and is valid for the duration of the student's studies. The benefits of the cardholder can be found on the website of the Youth Board of Cyprus <http://onek.org.cy> .



### Student Grant and Allowances

Information on the criteria and requirements, as well as on the amount of the student grant and the student allowances, is available on the website of the Student Welfare Service of the Ministry of Education and Culture:

[http://www.moec.gov.cy/ypiresia\\_foititikis\\_merimnas/](http://www.moec.gov.cy/ypiresia_foititikis_merimnas/).

### Scholarships/ Awards

Within the framework of its social responsibility, the MIM can offer a number of scholarships for the fees of the first Unit of the Postgraduate Programmes. These scholarships are offered to the candidates with the highest scores in the admission exam for the Study Programmes. In addition, the MIM may grant an award to students who graduate with a Distinction. The awards vary depending on the sponsorship funds raised.

### Attestations/Certificates

The SWS shall prepare the required attestations/certificates in collaboration with the School Secretariat. Students are invited to submit their request in a timely manner, along with any data/documents/information, where necessary.

### **Accommodation**

Students who need help to find accommodation are invited to inform the SWS promptly and give clear information about their needs and the amount they are able to pay for rent. The SWS shall then take appropriate steps to provide interested parties with relevant information by sending them lists and/or websites with available apartments for hire. The SWS does not itself assume the rental of accommodation or the payment of rent on behalf of the School's students.

### **Activities and Events**

The SWS, together with the other services of the School, undertakes the organisation of events and carries out the non-educational activities of the MIM throughout the academic year. Examples of such actions include the organisation of the "Blood Donor Day", the participation in the "Let's do it Cyprus" clean-up campaign, Open Lectures on current issues that are of interest to the students and the general public and the Open Day.

### **Careers**

The SWS undertakes activities relating to the Schools' graduates. For example, in 2018, in collaboration with the Administrative Services of the School, it carried out a survey among the School's graduates with regard to their professional career/course. The SWS examines ways in which it can support graduates in finding a job and in career advancement. An example of this is the cooperation with the National Europass Centre, which offers students the opportunity to participate in workshops to prepare and/or improve their CV. Furthermore, the SWS provides unemployed students/graduates with information regarding available posts/vacancies.

### **Students with Special Needs**

The MIM makes all necessary arrangements to meet the training/educational needs of all its students. It seeks/makes a substantial effort to provide equal opportunities for persons with special needs, ensuring the necessary resources, facilities and personnel.

Students with special needs are encouraged to inform the SWS, as soon as possible after their enrolment to the Study Programme, and submit the necessary documentation so that special arrangements can be made. For example, when an arrangement must be made for an examination, the student is required to submit a properly documented report by a doctor or other specialist, which should state explicitly that the student needs special arrangements for specific reasons. The competent SWS Officer, in collaboration with the teaching staff, shall take the necessary action.

## **General Information**

On the issue of Health and Safety, the MIM implements a specific Action Plan of which students are informed at the beginning of the academic year. A First Aid Kit is placed at the entrance of the Central Building to be used in emergency cases. The MIM pays particular attention to the cleanliness and hygiene of the indoor and outdoor areas of the School.

MIT seeks to contribute to the protection of the environment through various actions and calls upon both the staff and the students to take part in the process, by following good practices, using the recycle bins and avoiding the waste of paper and energy.

Free parking spaces are available to all students, academic staff and external partners on the School's premises. It is noted that a specially designed parking space for persons with disabilities is also available on the premises, as well as a wheelchair ramp at the entrance and a toilet for persons with disabilities on the ground floor of the Central Building.

The MIM students can use, free of charge, the facilities and equipment of the Sports Centre located at the former Higher Technological Institute (HTI) at 20 Konstantinos Kavafis st., Aglantzia, on specific days and times.