



Application Form
Academic Year 2015/2016
Master's degree in Public Management

DEADLINE for application: extended to **January 21st, 2016**

PLEASE READ the "Information on the admission process" on the last page of this form before completing it. Incomplete applications will NOT be considered.

PLEASE SEND the entire application package to mpm@bipa.gov.bh

Only typed forms can be accepted

Gender

☐ Male

☒ Female

FAMILY NAME (capital letters):

MARRIED NAME (if any):

FIRST NAME:

Nationality:

Date & place of birth:

Office address:

Photo

ZIP Code:

City:

Country:

Telephone number: +

E-mail address:

Personal address:

FOR ADMINISTRATION USE ONLY

☐ Application rejected

☐ Eligible to interview on waiting list

☐ Eligible to interview

☐ Accepted into the programme after interview

☐ Application rejected or postponed after interview

UNIVERSITY STUDIES

Highest degree obtained:

Title: Year of graduation:

Distinction University & country:

Do you have a Master Degree or equivalent?

Year of graduation	Master Degree 's title	Field of science	University & country

Do you have a Bachelor Degree or equivalent?

Year of graduation	Bachelor Degree 's title	Field of science	University & country

Language skills:

Languages	Level				Certificates, diplomas, stay or studies. (please specify)
	Native or bilingual	Full professional	Professional working	Limited working	
Arabic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
English	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
French	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Other :					

Personal Projects (studies, thesis..... please specify with the year of completion):

-
-
-

* Not to be attached to the application form but to be brought the day of the interview

Extra-professional activities:

PROFESSIONAL BACKGROUND

Most recent position held:
Since:
.....

Current organisation:

Company name:
Address:
.....

Zip code: City: Country:
Date of entry:
Function within the organisation:
Company responsibilities:
.....
.....
.....

Career development: Last positions held:

Year From to	Organisation + country	Function

FUNDING SCHEME FOR TRAINING:

☐ Organisation

Do you have the approval from your organisation's director? Yes ☐ No ☐

Name and details of your organisation's director?
.....

Do you have the approval from your immediate superior in your organisation? Yes ☐ No ☐

Name and details of your organisation's immediate superior?
.....

☐ Self-financing

☐ Other (please specify) Other (please specify)
.....

How did you come to hear about this training programme?

- | | | |
|---------------------------------------------------------|-----------------------------------|--------------------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Internet | <input type="checkbox"/> Your organisation |
| <input type="checkbox"/> BIPA | <input type="checkbox"/> AMU | <input type="checkbox"/> ENA |
| <input type="checkbox"/> Tamkeen | | |
| <input type="checkbox"/> Other (please specify) : | | |

LIST OF REQUIRED DOCUMENTS:

MANDATORY

- Curriculum vitae
- A 2 pages cover letter explaining the reasons for your application.
(Please specify your professional project and motivations.)
- Copy of highest degree
- Copy of Bachelor degree or equivalent
- Certificate of professional activity issued by current employer
- Copy of last statement of earnings

OPTIONAL

- Recommendation letter(s) attesting to your qualifications, or other documents that you may consider helpful
- Test of English language standard

INCOMPLETE APPLICATION WILL NOT BE CONSIDERED

Application Evaluation Process

The selection is made by an admissions jury based on key elements such as:

- Results and type of previous training,
- Motivations and career plans,
- Professional experience,

The selection takes place in the following manner:

The admission jury will decide on the basis of the application.

1 / notification to the applicant of the decision to convene an interview, or for inclusion on a waiting list, or a refusal / postponing

2 / Upon acceptance of your application, you will receive all necessary information to perform your administrative registration

Please read the "Information on the admission process"

The applicant certifies that to the best of his/her knowledge, this Application Form does not contain any false, misleading or incomplete information.

DONE AT : DATE : Signature:

Application form to be sent back to mpm@bipa.gov.bh

Information on the application and admission process

- ✓ Applications must be completed in English
- ✓ Deadline for application for the MPM programme is **January 21st, 2016**.
- ✓ Please return the form and the relevant documents by email to BIPA before this date.

Postal Address:

Bahrain Institute of Public Administration
P.O Box 76167 Kingdom of Bahrain
mpm@bipa.gov.bh

- This application is the first step in a two step-application procedure, **as a face to face interview is required once you are shortlisted (Interviews of pre-selected candidates scheduled on 25 and 26 January 2016)**.
- Upon acceptance of your candidacy by the Student Selection Committee you will be informed about the procedure for admission.
- The opening ceremony is held on 17th of February 2016 and courses start on 18th of February 2016.

Selection criteria to be applied by the **Student Selection Committee** are based on the application file and during interview:

- 1) Pre-required knowledge and competences
 - Proven academic ability and learning capacity
 - Level of English proficiency (C1)
 - Ability to conduct a conversation with jury members
- 2) Expectations regarding the program
 - Motivation to participate (being precise and convincing)
 - Needs identified in terms of knowledge and competences
- 3) Professional project
 - Career plan on mid-term (3 to 5 years)
 - Strong evidence of leadership potential, including potential to contribute at the senior executive level as part of the next generation of public sector leaders
 - Kind of position envisaged after completing the MPM program
- 4) Integration capacity and contribution to group dynamic
 - Commitment to contribute to class learning and share knowledge with the other participants
 - Openness for intercultural issue
 - Capacity to express itself

Please Note!

Mailing address: All communication connected with your application and admission process of the MPM programme will go to this address and/or to your email address. Any change in your contact details must be communicated immediately.

Email: Please give an email address you regularly use