

Certificate in Leadership and Management (Operational, Tactical and Strategic Levels) 2018-2019

APPLICATION PROCEDURES

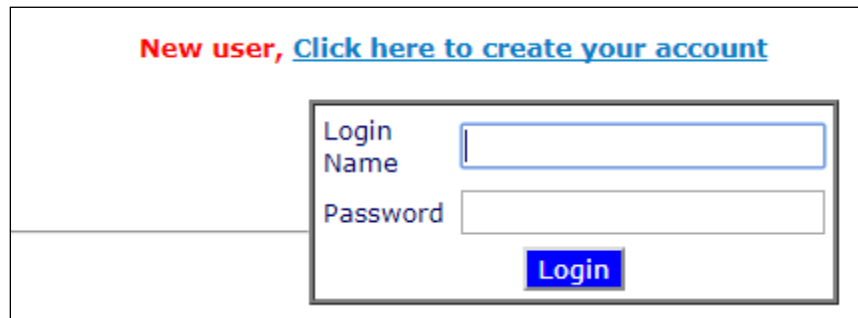
Applicants will have to complete both Steps A and B.

STEP A : Online Application

Step A.1 The url for Online Application is <https://apply.uom.ac.mu/CLM>

**You should log in with the username and password provided in the
ADMINISTRATIVE ORDER.**

Step A.2 **FOR NEW USER**, click on “[Click here to create your account](#)”, to create your **OWN Login Name** and **Password**.



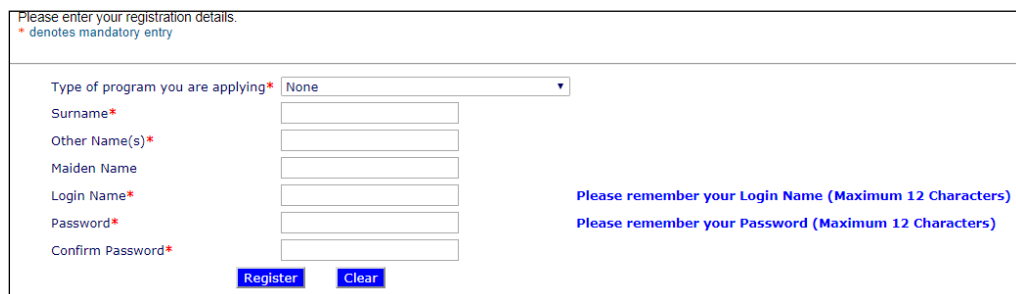
New user, [Click here to create your account](#)

Login Name

Password

[Login](#)

Step A.3 **You will have to enter details as below and create a personal login name and password.**



Please enter your registration details.
* denotes mandatory entry

Type of program you are applying*

Surname*

Other Name(s)*

Maiden Name

Login Name*

Password*

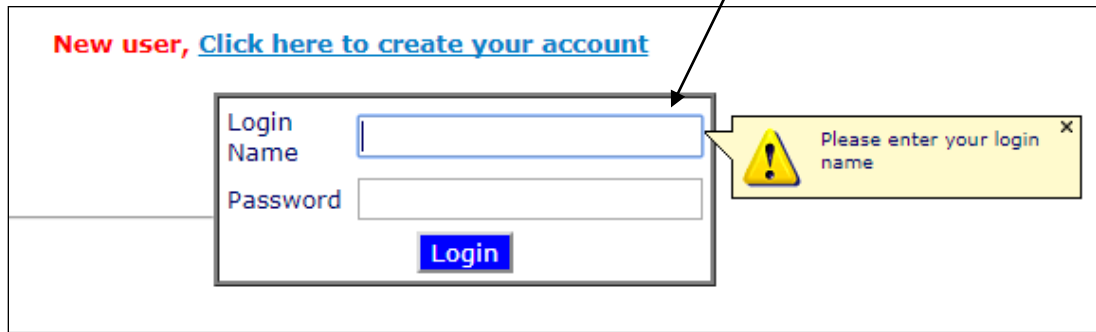
Confirm Password*

[Register](#) [Clear](#)

Please remember your Login Name (Maximum 12 Characters)
Please remember your Password (Maximum 12 Characters)

Click on “REGISTER”.

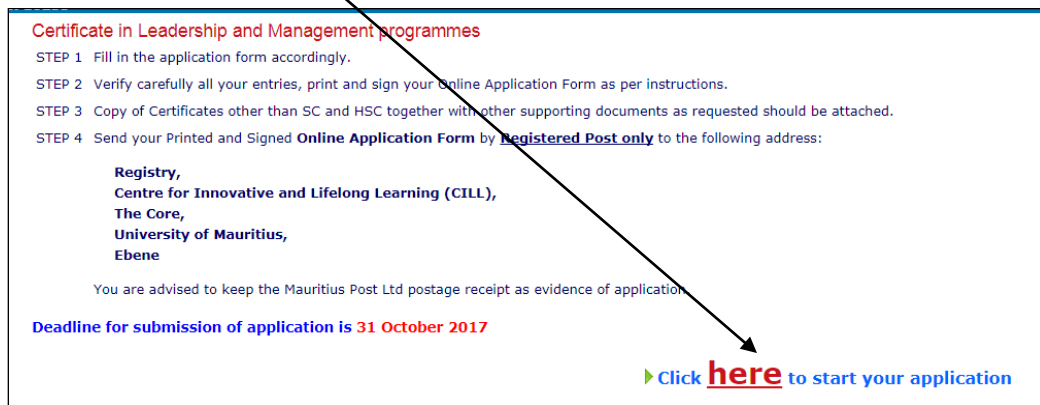
Step A.4 Use your **OWN LOGIN** Name and Password to access the Online System for Certificate in Leadership and Management programmes.



The screenshot shows a login interface. At the top, it says "New user, [Click here to create your account](#)". Below this are two input fields: "Login Name" and "Password". A blue "Login" button is positioned below the password field. A yellow warning box with a black border and a yellow triangle icon containing an exclamation mark is overlaid on the right side of the form. The text in the warning box reads "Please enter your login name" and has a small 'x' icon in the top right corner. An arrow points from the text in Step A.4 to the "Login Name" field.

Step A.5 Before filling the Online Application Form, applicants are kindly advised to read carefully this document and the **Programme Handbook on LCLM 101, LCLM102 and LCLM103** programmes downloaded at <http://www.uom.ac.mu/>, to check eligibility depending on academic qualifications, rank, years of experience and age.

Step A.6 Fill in the Online Application Form.



The screenshot displays the "Certificate in Leadership and Management programmes" application page. It lists four steps: STEP 1 (Fill in the application form accordingly), STEP 2 (Verify entries and sign the form), STEP 3 (Attach supporting documents), and STEP 4 (Send the signed form by Registered Post only to the Registry, Centre for Innovative and Lifelong Learning (CILL), The Core, University of Mauritius, Ebene). A note advises keeping the postage receipt. A red deadline is stated: "Deadline for submission of application is 31 October 2017". At the bottom right, there is a blue link: "Click [here](#) to start your application". An arrow points from the text in Step A.6 to this link.

Step A.7 View/Confirm your application. Before confirming your application, ensure that all information is correct. (Note that once you **confirm** and **exit** your application, you **WILL NOT** be able to do any modification)

Step A.8 Print and **carefully** verify your Printed Application Form.

Step A.9 Send your Printed and Signed **Online Application Form** together with photocopies of birth, and educational certificates and other supporting documents by **Registered Post only** to the following address:

**The Registry,
Centre for Innovative and Lifelong Learning (CILL),
The Core, University of Mauritius,
Ebene**

Tel: 5448 8383 / Email: policetraining@uom.ac.mu

Note:

- Married women should also submit copy of their Marriage Certificate.
- Original Certificates should NOT be submitted at the time of application but should be produced at Registration in case the applicant is selected. Please note that the photocopies of Certificate submitted will not be returned.
- Deadline for submitting the Online Application Form is **15 June 2018**.
- Incomplete applications will not be considered.
- Applications not submitted on the prescribed online forms will not be considered.
- YOUR APPLICATION WILL BE INVALID AND AN OFFER OF A SEAT, IF MADE, WILL BE AUTOMATICALLY WITHDRAWN IN CASE OF WRONG INFORMATION/ENTRIES.

ONLY SUCCESSFUL APPLICANTS WILL BE NOTIFIED OF THE OUTCOME OF THEIR APPLICATIONS

STEP B : BIO DATA FORM FOR MPF

Step B.1 **Fill in the BIO DATA FORM OF POLICE OFFICERS**

Step B.2 **In parallel** to the Online Application Form, applicants have to fill in the '**BIO DATA FORM OF POLICE OFFICERS**' and forward same to:

The Officer in Charge

Police Training School (PTS)

Beau Bassin

Note:

- Envelope should be clearly marked: **BIO DATA FORM OF POLICE OFFICERS**
- Deadline for submitting the BIO DATA FORM OF POLICE OFFICERS is **15 June 2018.**