



زمالة معهد الاداريين المحترفين (بريطانيا)

THE INSTITUTE OF PROFESSIONAL MANAGERS & ADMINSTRATORS IPMA

الان وفي 2007م ... لم تكن أسهل من ذلك

معهد الاداريين المحترفين (بريطانيا) جهة اعتبارية في بريطانيا وويلز لمنح الزمالة/ العضوية للاداريين / المدراء / المشرفين / المهندسين/ المحامين / المحاسبين / المدرسين/ ضباط الجيش والشرطة وكل الذين يعملون في مشروعات التنمية والعاملين في المجال الحكومي ورجال الاعمال. يؤخذ في الاعتبار المؤهل الاكاديمي ، المعرفة ، الخبرة العملية في المجال الاداري للزمالة/ العضوية مفتوحة حسب الفئات التالية:

1- زميل (FInstPM) FELLOWSHIP

للمدراء الحاصلين على درجة البكالوريوس/الماجستير مع سنتان على الاقل خبرة ناجحة في وظيفة قيادية (يعفى من الامتحان المقرر).

2- عضو كامل (MInstPM) FULL MEMBER

للحاصلين على درجة البكالوريوس فقط مع خبرة محدودة (الاعفاء من الامتحان يقرره المعهد حسب الخبرة)

3- عضو مشارك (AInstPM) ASSOCIATE MEMBER

للحاصلين على درجة البكالوريوس فقط (بدون خبرة) وعليهم الجلوس لامتحان المقرر نحو العضوية الكاملة ومن ثم الزمالة.

الخطوات اللازمة للحصول على العضوية أو الزمالة

1- تعبئة نموذج التقديم مع الشهادات والسير الذاتية وصورتين فوتوغرافيتين وتسديد الرسوم المقررة

2- يتم فحص الطلب وتسكين الطالب في الفئة المناسبة بحيث يعفى من الامتحان أصحاب الخبرات القيادية والشهادات العليا ويتم تصنيفهم في درجة (زميل معهد الاداريين المحترفين).

الحاصلين على درجة البكالوريوس فقط بدون خبرة يتم تصنيفهم في درجة (عضو مشارك) وعليهم الجلوس لامتحان المقرر و في حالة اجتياز الامتحان يتم تصنيفه في درجة (عضو كامل) على أن يصنف في مرتبة (زميل) بعد حصوله على سنوات الخبرة اللازمة يمنح الطالب زمالة / عضوية IPMA ويحق له الاشارة (زميل IPMA) واستخدام الاختصار FInstPM بعد أسمه (أو إختصارات العضوية حسب الدرجة الموضحة في الاعلا). كذلك يتم :

إصدار شهادة الزمالة من بريطانيا.

إصدار بطاقة العضوية (كرت الزمالة) من بريطانيا.

اشترك سنوي في مجلة (SUCCESS) التي يصدرها المعهد في بريطانيا في اخر البحوث والتطورات في مجال الادارة .

الطلاب الذين يتم قبولهم في درجة (عضو مشارك) ويرغبون في التصعيد لدرجة عضو كامل أو زميل عليهم الجلوس ل احد الامتحانات في المجالات التالية حسب التخصص:

1- إدارة الموارد البشرية

2-التسويق - النظرية والتطبيق

3-إدارة الاعمال

4-إدارة التمويل والحسابات

5-أدارة السياحة والفنادق والضيافة

6- الادارة الاستراتيجية

الرسوم(دولار)

الدرجة	رسوم العضوية/ الزمالة	مدة العضوية/ الزمالة	رسوم ال الزمالة	رسوم ال الزمالة	رسوم ال الزمالة
FELLOWSHIP زميل	800	مدى الحياة	-	-	-
FULL MEMBER عضو كامل	380	3 سنوات	-	-	800
ASSOCIATE MEMBER عضو مشارك	300	سنة	280	600	380



The Institute of Professional Managers & Administrators

*The Institute of Professional Managers & Administrators -
the Management Body with an International Membership -
for Professional Managers, Administrators and Supervisors*

In today's progressive, competitive world, management and administration have become an art, a profession. Good management/administration and leadership is ever more important in business, commerce, industry and in government, owing to the continued development of sophisticated office and production equipment, communication systems and the need for a more effective and understanding approach towards those who work in all areas. The modern manager or administrator needs to be able to motivate his/her subordinates and to provide them with leadership; to organise and to co-ordinate their activities for the best results; to train them; to motivate them; to control them and the resources which they use. All this, whilst maintaining excellent lines of communication with subordinates, colleagues, superiors, customers, clients, suppliers and other stakeholders. Good managers and management need to be recognised and encouraged for their training and experience.

Membership of the Institute is open to those engaged in management or administration and those whose duties involve the supervision or management or administration of the work of others, covering all areas of commercial, industrial and governmental activity. IPMA Members have a common interest in improving managerial and administrative skills, and in maintaining the integrity of these most important of professions.

In every country managers and administrators face problems - some are international in scope, others are more specific to their own countries - but many of those problems could be avoided or overcome by foreknowledge, by training and by experience. The knowledge and experience gained by a manager or administrator in one country can frequently be adapted and used by a manager or administrator in another country.

THE OBJECTIVES OF THE INSTITUTE

The objectives of the Institute are:-

- the promotion and advancement of efficient and effective management and administration in business, commerce, industry, public sectors and public services in countries all over the world, and
- to offer recognition for managerial expertise, managerial training undertaken and awards gained.

The Institute endeavours to achieve its objectives in the following ways:-

- by encouraging the membership of qualified and experienced managers and administrators from all fields of management and administration as Full Members and/or Fellows;
- by encouraging the membership of junior managers, supervisors, foremen and management trainees as Associate Members and encouraging them to undertake training and studies;
- by encouraging Members to contribute information about themselves, bulletins and photographs, and making available information received from IPMA Members on managerial employment vacancies and opportunities for international trade;
- by conducting Advanced Certificate Examinations, under invigilation, on a range of management and administrative subjects.

MEMBERSHIP CRITERIA
CRITERIA FOR ELECTION TO MEMBERSHIP GRADES

Membership is open to men and women over 18 years of age who are engaged in, intend to become engaged in, or who have been engaged in management/administration, in any country of the world.

All applications for Membership are assessed by the Institute to ensure the maintenance of consistently high standards of admission to Membership. The Board considers the possession of **practical managerial/administrative experience and skill** to be as important a qualification for Membership as the possession of professional and/or academic qualifications. The following is a guide to the Membership Grades for which applications may be made:-

ASSOCIATE MEMBER (AInstPM)

Open to those holding junior management/administration or supervisory posts, including foremen, and/or to those who have undertaken training or courses of study on management/administration, recognised by the Institute. (Transfer to Full Membership is possible on passing one of the Institute's Advanced Certificate Examinations).

FULL MEMBER (MInstPM)

Open to those holding middle or senior management/administration positions, and/or to those holding management qualifications recognised by the Institute, who have also had adequate practical managerial/administrative experience.

FELLOWSHIP (FInstPM)

Open to those holding top managerial/administrative posts in commerce, industry or government, or who have made an outstanding contribution to management - in their own countries or internationally, and to those who have been involved professionally in the training of managers.

Membership is also available to suitably qualified/recognised engineers, architects, lawyers, accountants, teachers, those involved in construction and project development, officers in police forces, the armed forces and central and local government. (Advice on how to advance to a higher membership grade through training/study is offered on request.)

ACCEPTANCE TO MEMBERSHIP

On election to Membership, each Member is sent:-

1. **The Institute's Membership Certificate** stating the Grade of Membership conferred.
2. **A Membership Card** with a photograph of the Member (if supplied).
3. **A quarterly Newsletter.**

THE IPMA CODE OF PRACTICE

Acceptance of the Institute's Code of Practice is mandatory on all Members and acceptance of the Code is expressly warranted by the signing of the Institute's Application for Membership Form.

1. **Professional Conduct.** In the conduct of designated duties, a Member must act with integrity and must respect and uphold the dignity of professional management. A Member must not act in any way, or be involved in any activity which might debase or discredit professional management or the Institute.
2. **Acceptance of Responsibility.** A Member must accept the responsibilities - both specific and general - of management towards their organisation, subordinates and the community at large, and similarly must accept all responsibilities to the Institute.
3. **Improvement.** A Member must ever strive to increase their own knowledge of their profession, to improve the reputation of the profession as a whole, and by training and motivation improve the knowledge and abilities of subordinates.
4. **Factual Information.** A Member must not in the course of designated duties wilfully disseminate false or misleading information. A Member must at all times act honestly and in such a manner that superiors, subordinates, customers/clients and suppliers are not caused to be misled in any way.

HOW TO APPLY FOR INSTITUTE MEMBERSHIP

Fully complete the Application Form overleaf and attach all supporting documents - if you are not certain of the Membership Grade for which you should apply, you may leave the decision to the Membership Board. Then post this Form, supporting documents/C.V. and two passport-size photographs of yourself - together with your initial Membership Subscription – to your local area Affiliate Center.

INSTITUTE EXAMINATIONS

Examinations for the Institute's Advanced Certificates are open *only* to Members. The Institute's six Advanced Certificates are in:

- | | |
|--|--|
| <input type="checkbox"/> Management & Human Resources; | <input type="checkbox"/> Marketing Theory & Practice; |
| <input type="checkbox"/> Business Administration; | <input type="checkbox"/> Financial Management and Accounting; |
| <input type="checkbox"/> Tourism, Hotel & Hospitality Management; | <input type="checkbox"/> Strategic Management. |

Examinations are held under strict invigilation; rules, regulations and syllabuses are available from the Institute's Examinations Secretary, and will be supplied automatically to all new Members. If you wish to take - and pay for now - an Advanced Certificate Examination, tick the appropriate box(es) and add US\$120 or £60 for each Examination to the Subscription Fee you are now paying.



The Institute of Professional Managers & Administrators

APPLICATION FOR MEMBERSHIP

(please complete this form in CAPITAL LETTERS)

- A. I the undersigned hereby apply for Membership of the Institute of Professional Managers & Administrators, and if elected agree to abide by the Institute's Code of Practice and Rules.

I enclose herewith the sum of _____ being Membership Subscription for **one year/three years/life** (*delete those which do not apply*) from the date of my election to Membership of the Institute.

I understand that the payment will be refunded if I am not elected to Membership. My application is for (*tick as appropriate*): ASSOCIATE Membership; FULL Membership; FELLOWSHIP of the Institute, but I agree to abide by the Membership Board's decision should a different Grade be conferred upon me, and I agree that the Subscription paid may be transferred from one Grade to another.

I certify that all information which follows is true and accurate.

Date: _____ Signature: _____

FULL NAME: _____
(write your name **exactly** as you would wish it to appear on your Membership Certificate)

FULL ADDRESS for communications: _____

Telephone/fax No. _____ Email: _____ Date of Birth: _____

- B. Current employer: _____
Name of Organisation: _____
Address of Organisation: _____

Nature of business: _____ Telephone No. _____

Date first employed: _____ Email. _____

Number of staff directly responsible to you: _____

Present position (designation/title): _____ Date appointed: _____

- C. Academic and professional qualifications, training undertaken or being undertaken, courses completed or being studied now (*copies of certificates/diplomas or curriculum vitae to be attached*):

- D. Details of previous career and managerial experience (*if necessary, continue on separate sheet*):

- E. Name and address of a person (an Institute Member if possible) who can, if required, confirm the above facts:

IPMA Membership No: _____ Reference Number: _____