

Mini-Master in International Management BBS

Up-and-coming managers, specialists, and executives in training, who are deemed especially worthy of promotion, complete an individualized and part-time foundational course in general management topics over 12 to 18 months to accelerate their careers.

CONCEPT

The first part of this foundational course in general management teaches the systematic and holistic knowledge of a general manager in a compact form and the second part permits specialization in individually chosen areas of focus, such as finance, strategy, or marketing. The course of study, with its individually tailored curriculum, is suited for managers, specialists, and executives in training who are deemed especially worthy of promotion or participants who want to demonstrate their general management proficiency, in a globalized context.

Part-time, the «Mini-Master in International Management» usually takes 12-18 months to complete. It is a non-academic course.

CURRICULUM

The course of study is split into two parts:

- Foundational Program, months 1 through 6
- Specialized Program, months 7 through 18

The foundational program is similar for all participants; it runs for the first 6 months, includes 8–10 seminar days (general management, business development and leadership), and is accompanied by 3 E-learning modules. From the 7th month onward, participants concentrate on their chosen area of specialization. This includes the remaining 4-8 seminar days that cover material from the desired subject of specialization.

Foundational Program	Specialized Program
Months 1 through 6	Months 7 through 18
General Management Seminar Business Development Leadership Seminar <ul style="list-style-type: none">■ Finance (E-Learning)■ Marketing (E-Learning)■ Strategy (E-Learning)	1-2 topical seminars (finance, marketing, strategy) <ul style="list-style-type: none">■ Bimonthly self-study modules■ Supporting literature relevant to chosen topic■ Seminar paper (15-20 pages)■ Final paper in chosen topic (30-50 pages)

INDIVIDUALIZED PLAN OF STUDY

The part-time study can be started at any time. After we have received your application, we invite you to an initial interview, which can also be conducted via telephone, to establish an individualized course of study. In this plan, the individual elements of your study program are defined. In doing so, we take your previous knowledge, practical experience, current work situation, and time restrictions into account. The study plan is structured such that this program can be completed in conjunction with your full-time workload, and tailored so as to exhibit a high degree of usefulness for your current functional role.

CONTENTS

The diploma program comprises the following elements:

Seminar Program

Over the course of the 12-18 months, part-time program, participants attend 12-18 seminar days. Together with the student advisor you define your course of study; you can choose from the entire range of seminars from Boston Business School. Boston Business School's seminars generally take place in Germany, Switzerland, Asia or the United States.


E-Learning and Distance Education

The distance education component features three month-long E-learning modules with our university partner, Florida Gulf Coast University. During the specialized part of the program (months 7–18), Boston Business School provides literature, case studies, and tools for in chosen topic of specialization in the form of bimonthly self-study.

Seminar Paper

After 6-9 months, you will compose a 15 to 20-page seminar paper about a topic assigned to you by the head of studies. In writing it, you will gain deeper insight into your field of specialization. The topic is chosen such that you can derive the highest practical benefit for your daily business. You will have 4 weeks time to write the paper between the assignment of the topic and its due date.

Illustration: Timeline for «Mini-Master in International Management»

Element	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Initial Interview, Admission Study plan	■											
3 Monthly E-Learning Modules			■		■		■					
Seminars (determined on an individual basis)		■				■			■			
Bimonthly self-study modules (distance education)		■		■		■			■			
Seminar paper (15-20 pages)						■						
Final paper (30-50 pages)											■	
Completion												

Final Paper

Towards the end of the program, you will write a 30 to 50-page final paper; you will have 2 months' time to write it. It should have a concrete connection to your professional environment and course of study, and also generate real benefit for your employer. The paper can build upon your seminar paper.

Help-Line

If at any time you have questions or feel uncertain, our study advisors are at your disposal.

COMPLETION

Those who actively participate in the 12–18 seminar days, work through the distance education content, write the seminar paper, and satisfactorily complete the final paper, receive the «Mini-Master in International Management» certificate.

DATES & APPLICATION

After the initial contact, where the course of study will be individualized together with you, has taken place, the program starts any time at the beginning of any month.

- 14-18 seminar days to be attended according to individualized study plan
 - Part-time distance education, based on e-learning and bimonthly modules
 - 1 seminar paper (15-20 pages)
 - Practical final paper (30-50 pages)
- Tuition: EUR 17.900.– / CHF 19.400.–
 - Application number Z7500

Study Advisor

For any questions and/or a consultation, we are more than ready at any time at: +41 (0)43 499 40 20

You can also sit down any time with our head of studies in Zurich.

Application

To apply, please use the application card at the back of the brochure.

General Information

Registration and Confirmation

You can register by email, mail or fax, or through our website. Once you have registered, you receive written confirmation, including detailed information on the location of the program, travel directions, hotel accommodations and an invoice for the program fees. If the program is fully booked, we notify you immediately. When you complete the program, you receive a certificate of attendance. Please note that the program curriculum, faculty and hotels are subject to change and/or amendment.

Change of Registration

If you need to change your registration, please notify us at least 6 weeks before the program starts. A change of registration entails fees of Euro 300. In some rare circumstances, a program or parts of a program may have to be postponed or modified. In such cases, we will notify you immediately to ensure that you can attend an alternative program with similar content.

Cancellation

You may cancel your registration free of charge 3 months before the program starts. If you cancel between 3 months and 6 weeks before the start date, you will be reimbursed 40% of the program fees. For cancellations within 6 weeks of the program start date, you will be charged the full program fees. You can arrange to have someone take your place up to 3 days prior to the program start date.

Program Fees

Program fees for our seminars and programs include the faculty fees and educational materials associated with the program (V.A.T. is not included). Accommodations and meals are not included. If only parts of a program are attended, missed parts may not be made up. Payment is accepted in Euros, Swiss Francs or US Dollars. Reference currency: Euro.

Accommodation, Daily Delegate Rates

Our programs are held in high-quality hotels and seminar centers. Participants are not obligated to stay at the seminar hotel. Note, however, that Boston Business School customarily negotiates a special room rate with the seminar hotel. Unless it is included in the accommodation rate, an additional daily delegate rate for lunch, coffee, etc., will be charged to participants. For rooms at the seminar hotel, participants make their own reservations following instructions provided by Boston Business School, and pay the hotel bill on the final day of the program.

Insurance, Disclaimer

Boston Business School does not offer insurance to participants. Therefore, participants must carry their own insurance policies to protect them from damages due to accidents, disease, theft and so on. Boston Business School cannot be held liable for damages. Terms, conditions and course content are subject to change and/or amendment.

Registration Form

Please complete and print this registration form and mail or fax it to:

Boston Business School
European Headquarters
Klausstrasse 43
CH-8008 Zürich/Switzerland

Phone +41 (0)43 499 40 20
Fax **+41 (0)43 499 40 21**
E-Mail info@bostonprograms.com
Internet www.bostonprograms.com

I wish to participate in the following program:

Name of Program

Program Number

Program Dates

Prefix Ms. Mr.

Title

Last Name

First Name

Company/Organization

Street, P.O. Box

Postal Code, City

Country

E-mail

Telephone

Fax

Position

Industry (opt.)

Number of Employees (opt.)

under 200 up to 1000 over 1000

Signature

Date