



Organización de los Estados Americanos
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OAS – IE Scholarship Opportunities
OAS Partnerships Program for Education and Training
Scholarships for Professional Development at the Instituto de Empresa (IE)
Madrid, Spain

The Organization of American States (OAS) and the IE, through the OAS Partnerships Program for Education and Training, have decided to support outstanding individuals of the Americas by offering scholarships to further their education through the following **44 Professional Development programs**:

IE Business School Executive Education	
English	<ul style="list-style-type: none"> ▪ Owners & Entrepreneurs Management Program ▪ Credit Management: Cómo gestionar eficazmente en épocas de crisis el crédito a clientes ▪ Managing Virtual Teams ▪ Innovative Leadership: Winning Skills for You and Your Team ▪ Finance and Accounting Workshop for Non-Financial Managers: Analyzing Opportunities, Assessing Risk and Estimating your Impact ▪ Legal Bridge to Silicon Valley ▪ Change Management Workshop: Mind Change & Changing Minsd ▪ Global Leadership for Women: Empowering your Effectiveness as a Leader ▪ Communication Skills and Public Speaking Workshop: Becoming a Confident and Persuasive Presenter ▪ Digital Marketing
Spanish	<ul style="list-style-type: none"> ▪ Gestión de la viabilidad financiera: cash management, cash pooling y cash flow ▪ Cómo elaborar un Business Plan ▪ Finanzas Corporativas: Como enfocar en un entorno de crisis la actividad financiera de la empresa ▪ El Plan Financiero ▪ Workshop de Negociación: Negociar bien una herramienta para el éxito ▪ Optimización de Gestión de Multiproyectos ¿Cómo terminar más proyectos sin aumentar recursos? ▪ E-Commerce como herramienta estratégica de ventas ▪ Dirección de Proyectos: Metodologías y técnicas para alcanzar la excelencia en Gestión Estratégica de Proyectos
IE Law School	
English	<ul style="list-style-type: none"> ▪ IE Law School ▪ Strategy and Leadership for Lawyers ▪ Drafting and Interpreting International Contracts (Online) ▪ Drafting and Interpreting International Contracts (Onsite) ▪ Start-up Lawyers

IMPORTANT: The parties are not responsible for any saturation of applications that might occur during the last week of the announcement. We recommend you to apply for these scholarships in advance.

Benefits:

- **44 scholarships for Professional Development** covering from 40% to 60% of the program's tuition costs, depending on the cost of each program¹.
- In order to apply for the OAS/IE Scholarship, applicants must first be admitted to the program².

About IE and OAS Initiatives

Having a focus and a global perspective is vital for IE to develop successful projects in both the public and private sectors. The main objective of the IE Foundation is to provide young people with the access to education and to provide training programs for professionals in different areas. The activities include processing scholarships, research projects and the creation of a special Fund for text publishing. Thus, the Foundation creates opportunities for young people starting their careers, fostering the international vocation which is of vital importance for economic and social development.

The OAS, through its Department of Human Development, Education and Culture (DHDEC) supports its Member States in creating and implementing programs that promote human development in all levels of education. The DHDEC strengthens democratic values and security under the framework of regional integration by promoting training opportunities for citizens in order to support the efforts of Member States to improve quality and equity in education. The DHDEC facilitates strategic alliances to promote regional integration and the development of human capacity in an effort to promote quality education, the growth of knowledge-based societies and decent work for all citizens of the hemisphere.

I. ABOUT THE SCHOLARSHIP AND PROGRAMS

1. Applicants' Professional Profile: Academically outstanding individuals of the Americas interested in contributing to the development of their country upon completion of their studies.

Find detailed information about each of the programs of study in the four tables below:

Table No. 1							
Program	Modality	Language	Program Schedule	No. of scholarships	Total Cost of the Program	% and cost to be covered by IE	% and cost to be covered by the student
<u>Gestión de la viabilidad financiera:</u> cash management, cash pooling y cash flow	Onsite in Madrid	Spanish	Begins: March 19, 2013 Ends: March 21, 2013	2	2,450 €	40% of the total cost	60% (aprox. 1,470 €)
<u>Owners & Entrepreneurs Management Program</u>	Onsite in Madrid	English	Begins: March 4, 2013 Ends: Sept 21, 2013	2	17.900 €	50% of the total cost	50% (Aprox 8950 €)

¹ Refer to the table in Section II "ABOUT THE SCHOLARSHIP AND PROGRAMS"

² Please review additional eligibility requirements in Section II "ABOUT THE SCHOLARSHIP AND PROGRAMS"

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- The deadline for applying to the program (Table No.1) for Professional Development courses offered by the OAS-IE Scholarships is **February 4, 2013**.
- The deadline for candidates interested in applying for the scholarship OAS-IE is the **February 11, 2013**.
- Results will be published after **February 22, 2013**, through the website www.oas.org/scholarships

Table No. 2

Program	Modality	Language	Program Schedule	No. of scholarships	Total Cost of the Program	% and cost to be covered by IE	% and cost to be covered by the student
Cómo elaborar un Business Plan	Online	Spanish	Begins: April 3, 2013 Ends: April 26, 2013	2	1,450 €	40% of the total cost	60% (Aprox. 870 €)
Strategy and Leadership for Lawyers	Blended Program 1. Online 2. Onsite in Bogotá (Colombia) o Miami (USA)	English	Bogota 1 ^{ra} Section: April 5 and 6, 2013 2 ^{da} Section: April 26 and 27, 2013	1	US\$5,200	60% of the total cost	40% (Aprox. 2,080 USD)
			Miami 1 ^{ra} Section: May 3 and 4, 2013 2 ^{da} Section: May 24 and 25, 213	1	US\$5,200	40% of the total cost	60% (Aprox. 3,120 USD)
Drafting and Interpreting International Contracts	Online	English	Begins: April 5, 2013 Ends: April 26, 2013	1	1,450 €	60% of the total cost	40% (Aprox. 580 €)
				1	1,450 €	40% of the total cost	60% (Aprox. 870 €)
Finanzas Corporativas: Como enfocar en un entorno de crisis la actividad financiera de la empresa	Online	Spanish	Begins: April 8, 2013 Ends: June 21, 2013	2	3,700 €	40% of the total cost	60% (Aprox. 2,220 €)
Credit Management: Cómo gestionar eficazmente en épocas de crisis el crédito a clientes	Onsite in Madrid	Spanish	Begins: April 16, 2013 Ends: April 17, 2013	2	1,950 €	40% of the total cost	60% (Aprox. 1,170 €)
Managing Virtual Teams	Online	English	Begins: April 17, 2013 Ends: May 10, 2013	2	1,450 €	40% of the total cost	60% (Aprox. 870 €)
Innovative Leadership: Winning Skills for You and Your Team	Onsite in Madrid	English	Begins: April 17, 2013 Ends: April 19, 2013	2	4,300 €	40% of the total cost	60% (Aprox. 2,580 €)
El Plan Financiero	Onsite in Madrid	Spanish	Begins: April 22, 2013 Ends: April 24, 2013	2	2,350 €	40% of the total cost	60% (Aprox. 1,414 €)

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<u>Workshop de Negociación:</u> Negociar bien una herramienta para el éxito	Onsite in Madrid	Spanish	Begins: April 23, 2013 Ends: April 25, 2013	2	2,350 €	40% of the total cost	60% (Aprox. 1,414 €)
<u>Optimización de Gestión de Multiproyectos</u> ¿Cómo terminar más proyectos sin aumentar recursos?	Onsite in Madrid	Spanish	Begins: April 24, 2013 Ends: April 25, 2013	2	1,950 €	40% of the total cost	60% (Aprox. 1,170)
<u>Finance and Accounting Workshop for Non-Financial Managers:</u> Analyzing Opportunities, Assessing Risk and Estimating your Impact	Onsite in Madrid	English	Begins: April 24, 2013 Ends: April 26, 2013	2	3,800 €	40% of the total cost	60% (Aprox. 2,280 €)
<u>Legal Bridge to Silicon Valley</u>	Onsite in San Francisco, USA	English	Begins: May 6, 2013 Ends: May 10, 2013	1	3,800 €	60% of the total cost	40% (Aprox. 1,520 €)
				1	3,800 €	40% of the total cost	60% (Aprox. 2,280 €)

- The deadline for applying to the program (Table No.1) for Professional Development courses offered by the OAS-IE Scholarships is **March 1st, 2013**.
The deadline for candidates interested in applying for the scholarship OAS-IE is the **March 8th, 2013**.
Results will be published after **March 22nd, 2013**, through the website www.oas.org/scholarships

Table No. 3

Program	Modality	Language	Program Schedule	No. of scholarships	Total Cost of the Program	% and cost to be covered by IE
<u>E-Commerce como herramienta estratégica de ventas</u>	Onsite in Madrid	Spanish	Begins: June 3, 2013 Ends: June 5, 2013	1,950 €	40% of the total cost	60% (Aprox. 1,170 €)
<u>Dirección de Proyectos:</u> Metodologías y técnicas para alcanzar la excelencia en Gestión Estratégica de Proyectos	Onsite in Madrid	Spanish	Begins: June 4, 2013 Ends: June 5, 2013	2,950 €	40% of the total cost	60% (Aprox. 1,170 €)
<u>Change Management Workshop:</u> Mind Change & Changing Minsd	Onsite in Madrid	English	Begins: June 5, 2013 Ends: June 7, 2013	3,800 €	40% of the total cost	60% (Aprox. 2,280 €)
<u>Drafting and Interpreting International Contracts</u>	Onsite in Madrid	English	Begins: June 13, 2013 Ends: June 14, 2013	1,750 €	60% of the total cost	40% (Aprox. 700 €)
					40% of the total cost	60% (Aprox. 1,050 €)

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<u>Global Leadership for Women:</u> Empowering your Effectiveness as a Leader	Onsite in Madrid	English	Begins: June 12, 2013 Ends: June 14, 2013	3,900 €	40% of the total cost	60% (Aprox. 2,340 €)
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- The deadline for applying to the program (Table No.1) for Professional Development courses offered by the OAS-IE Scholarships is **Match 22nd, 2013**.
- The deadline for candidates interested in applying for the scholarship OAS-IE is the **April 29th, 2013**.
- Results will be published after **May 10th, 2013**, through the website www.oas.org/scholarships

Table No. 4						
Program	Modality	Language	Program Schedule	No. of scholarships	Total Cost of the Program	% and cost to be covered by IE
<u>Start-up Lawyers</u>	Onsite in Madrid	English	Begins: June 20, 2013 Ends: June 21, 2013	1,750 €	60% of the total cost	40% (Aprox. 700 €)
					40% of the total cost	60% (Aprox. 1,050 €)
<u>Communication Skills and Public Speaking Workshop:</u> Becoming a Confident and Persuasive Presenter	Onsite in Madrid	English	Begins: June 27, 2013 Ends: June 29, 2013	3,800€	40% of the total cost	60% (Aprox. 3,280 €)
<u>Digital Marketing</u>	Online	English	Begins: July 3, 2013 Ends: July 26, 2013	1,450 €	40% of the total cost	60% (Aprox. 870€)

- The deadline for applying to the program (Table No.1) for Professional Development courses offered by the OAS-IE Scholarships is **May 13th, 2013**.
- The deadline for candidates interested in applying for the scholarship OAS-IE is the **May 20th, 2013**.
- Results will be published after **May 31st, 2013**, through the website www.oas.org/scholarships

*The awarding of the 60% scholarships will be made to the five top-ranked candidates of the evaluation and selection process. The awarding of the 40% scholarships will be made to the following three candidates from that list.

- 2. Application for Admission to the Program of Study:** Before applying for admission, we strongly recommend that you read the complete description of the program you have selected in order to ensure that the area of study meets your professional objectives. (Please refer to the links in the table above).
- 3. Deadline for admission to the programs:** The deadlines to apply for admission to the different programs of this announcement are indicated in the 4 tables above. To receive orientation about the admission process, please send an email to oeaexecutive@ie.edu. Please make sure to review the information in your application before submitting it.

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II. ABOUT THE SCHOLARSHIP

1. Financial Responsibility of the Scholarship Recipients:

- The remaining cost of tuition and mandatory fees of the study program
- Living expenses and accommodation, medical insurance, enrollment fee, books and study materials.
- Roundtrip air tickets.
- Visa arrangements (IE will provide support for this through its Student Office).
- Participants will also be responsible to cover: student services fees (certifications, diploma fees, graduation fees, etc.), and any other expenses not included in the scholarship.

2. Eligibility Requirements:

- To be eligible to apply for the scholarship, the candidate must have completed the admission process to the program and must have received admission to the study program.
- To be eligible, candidates must be nationals and/or permanent legal residents of any of the OAS Member States.
- Applicants who are Staff members of the General Secretariat, persons under performance contracts with the General Secretariat, staff members of the permanent missions to the OAS, and their relatives are not eligible for OAS scholarships.

3. Scholarship Application Process:

The deadlines for applicants to complete and submit the [OAS Scholarship Application Form](#) are the following:

- For **table No.1** the deadline to apply is **February 11th, 2013**
- For **table No.2** the deadline to apply is **March 8th, 2013**
- For **table No.3** the deadline to apply is **April 29th, 2013**
- For **table No.4** the deadline to apply is **May 20th, 2013**

For the Fall Term, the results will be announced in the dates indicated in each table above and will be published on our website: www.oas.org/scholarships.

- a) Applicants must complete and submit the [OAS Scholarship Application Form](#) and all required documents in PDF format via email to oeaexecutive@ie.edu, with a copy to Liliana Serrano lserranop@oas.org. Please indicate "OAS/IE Scholarships" along with your first and last name in the subject.
- b) Additionally, please attach the following required documents **in PDF Format, in one single PDF File and in the following order:** 3
 - Letter of admission to the Study Program
 - Completed [OAS Scholarship Application Form](#)
 - Copy of the transcripts of the latest degree obtained
 - Updated CV (1 page in the language in which the Study Program will be taught)

³ NOTE: In order to clarify any aspect of the scholarship application, IE reserves the right to conduct a telephone interview after receiving the documentation.

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- Essay (max. 500 words per essay / font Times New Roman No. 12 /line spacing 1.5) describing how the professional development program will directly impact your career; improves their professional skills in their current job or to allow access to one.

4. Scholarship selection criteria:

- The overall academic and professional merit of the candidate.
- The candidate's potential impact upon completion of the course of study and return to the country of origin.
- An extensive and equitable geographic distribution for the benefit of all Member States that takes into account the greater needs of the smaller and relatively less developed economies.
- The economic need of the applicant, according to what is indicated in the essays.

5. Evaluation Criteria:

The following evaluation criteria will be considered in the selection of candidates:

- ✓ Academic profile.
- ✓ Financial Need.
- ✓ Geographical, cultural and gender diversity.
- ✓ Availability of full-time study program.
- ✓ Intention to return to a member state of the OAS or work in an international organization.
- ✓ Work experience relevant to the field of study.
- ✓ Availability of financial resources to cover the rest of the program costs not covered by the scholarship.
- ✓ IE Results (aptitude and English language proficiency if the program is taught in English only).
- ✓ Participation in social projects.

6. Responsibilities of the Scholarship Recipients:

- a) Selected candidates must sign the completed "Acceptance of the Scholarship Award Form" and return it to the DHDEC by email (lserranop@oas.org) and refrain from activities that are inconsistent with the status of an OAS scholarship recipient and abide by all regulations set out in the form.
- b) Comply with the above-mentioned provisions set forth in the Financial Responsibilities of the Scholarship Recipient (II.2).
- c) Comply with all the academic guidelines and admission requirements requested by IE and submit to the updates of these guidelines and requirements made by the academic authorities at IE.
- d) The scholarship recipient must not fail any subjects of the program.
- e) The recipient must obtain the necessary visa(s) to travel to Spain, or any other country where the program will take place, and cover all related any related costs. (The student may contact IE to obtain support in this regard).
- f) The scholarship may be declined by the scholarship recipient before the start of the program of study without financial penalties. However, if the scholarship recipient declines the scholarship after the start of the study program without a compelling proof or reason, the scholarship recipient shall reimburse the total amount of the scholarship costs to the OAS or to IE of any monies disbursed up until the declination. In addition, the scholarship recipient shall inform the

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- DHDEC with at least one week before the program's start date in case he cannot begin the study program, in order for the scholarship to be offered to the next candidate in the order of merit.
- g) Students who benefit from these grants must agree to return to work in one of the OAS member countries or at an international organization for a minimum period equal to the duration of the scholarship. Failure to comply with this commitment, the beneficiary must return to IE for the total value of the endowment granted.

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