



OAS – Instituto de Empresa (IE) Scholarship Opportunities 2014

OAS Partnerships Program for Education and Training Scholarships (PAEC)

Professional Development Courses at Instituto de Empresa (Madrid, Spain)

The Organization of American States (OAS) and the Instituto de Empresa (IE), have decided to support outstanding individuals of the Americas by offering scholarships to further their education through the following Professional Development courses:

On Site Courses in Madrid

- Workshop de Negociación (En español)
- Innovative Leadership: Winning skills for you and your team (In English)
- Fundamentos Financieros para la Dirección (En español)
- Habilidades Avanzadas para Directivos (En español)
- Communication Skills & Public Speaking Workshop (In English)
- E-commerce como mejor herramienta estratégica de ventas (En español)
- Dirección de Proyectos (En español)
- Change Management Workshop (In English)
- Liderazgo y Coaching (En español)
- Gestión de la Innovación (En español)
- Global Leadership for Women (In English)
- Finance & Accounting Workshop for non-financial managers (In English)

Online Courses

- Dirección de Proyectos (En español)
- Gestión de Proyectos (En español)
- Finanzas Corporativas (En español)
- Mobile Marketing (in English)
- Social Media Marketing, Social –commerce & S-CRM (in English)
- Negociación Eficiente (En español)
- Managing Virtual Teams (in English)

Benefits:

- **42 scholarships will be awarded for the previously mentioned programs covering 40% of the total tuition costs for the courses for those awardees ranked in the first two (2) places of the evaluation and selection ranking for each course.**

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.

- In order to apply for the OAS/IE Scholarship, applicants must be admitted to their course of interest¹.

About the 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 Employment (DHDEE) supports its Member States by creating and implementing programs that promote human development in all levels of education. The DHDEE strengthens democratic values and security under the framework of regional integration. It fosters training and education opportunities for citizens with the purpose of supporting the efforts of the OAS Member States to improve quality and inclusion in education. The DHDEE enhances strategic partnerships 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 COURSES

COURSES STARTING IN MARCH						
Program	Modality	Language	Course Dates	Total Cost	Waiver %	% to be covered by the student
Dirección de Proyectos	Virtual	Spanish	March 3rd to May 23rd, 2014	3.700 Euros	40%	60% (approx. 2,220 euros)
Workshop de Negociación	On Site in Madrid	Spanish	March 11, 12, and 13, 2014	2.350 Euros	40%	60% (approx. 1,410 euros)
Programa Gestión de Proyectos	Virtual	Spanish	March 19 to April 11, 2014	1.450 Euros	40%	60% (approx. 870 euros)
Programa Finanzas Corporativas.	Virtual	Spanish	March 31 to June 27, 2014	3.700 Euros	40%	60% (approx. 2,220 euros)
* The estimated total program cost in Euros was calculated based on the cost for 2013.						

COURSES STARTING IN APRIL AND MAY						
Program	Modality	Language	Course Dates	Total Cost	Waiver %	% to be covered by the student
Innovative Leadership: Wining skills for you and your team	On Site in Madrid	English	April 7, 8 y 9, 2014	4.300 Euros	40%	60% (approx. 2,580 Euros)

¹ Please review additional eligibility requirements in Section II "ABOUT THE SCHOLARSHIP "

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Programa Mobile Marketing	Virtual	English	April 30 to May 23, 2014	1.450 Euros	40%	60% (approx. 870 Euros)
Fundamentos Financieros para la Dirección	On Site in Madrid	Spanish	May 6, 7, 12 and 13, 2014	2.950 Euros	40%	60% (approx. 1,770 Euros)
Habilidades Avanzadas para Directivos	On Site in Madrid	Spanish	May 7 to June 5, 2014	3.100 Euros	40%	60% (approx. 1,860 Euros)
Programa Social Media Marketing, Social –commerce & S-CRM	Virtual	English	May 7 to 30, 2014	1.450 Euros	40%	60% (Approx. 870 Euros)
Communication Skills & Public Speaking Workshop	On Site in Madrid	English	May 26, 27 y 28, 2014	3.800 Euros	40%	60% (Approx. 2,280 Euros)
E-commerce como mejor herramienta estratégica de ventas	On Site in Madrid	Spanish	May 27 and 28, 2014	1.950 Euros	40%	60% (Approx 1,170 Euros)

* The estimated total program cost in Euros was calculated based on the cost for 2013.

CURSOS QUE INICIAN EN JUNIO						
Program	Modality	Language	Course Dates	Total Cost	Waiver %	% to be covered by the student
Dirección de Proyectos	On Site in Madrid	Spanish	June 3, 4, 10, 11 and 12, 2014	3.100 Euros	40%	60% (aprox 1,860 euros)
Programa Negociación Eficiente	Virtual	Spanish	Del 4 al 27 de junio de 2014	1.450 Euros	40%	60% (aprox 870 euros)
Change Management Workshop	On Site in Madrid	English	June 4, 5 and 6, 2014	3.800 Euros	40%	60% (Approx. 2,280 Euros)
Liderazgo y Coaching	On Site in Madrid	Spanish	June 11, 12, 18 and 19, 2014	2.950 Euros	40%	60% (Approx. 1,770 Euros)
Gestión de la Innovación	On Site in Madrid	Spanish	June 11, 12, 18 and 19, 2014	2.950 Euros	40%	60% (Approx. 1,770 Euros)
Global Leadership for Women	On Site in Madrid	English	June 11, 12 y 13, 2014	3.800 Euros	40%	60% (Approx. 2,280 Euros)
Programa Managing Virtual Teams	Virtual	English	June 25 to July 18, 2014	1.450 Euros	40%	60% (Approx. 870 Euros)
Finance & Accounting Workshop for non-financial managers	On Site in Madrid	English	June 11, 12 and 13, 2014	3.800 Euros	40%	60% (Approx. 2,280 Euros)
Programa Online Dirección de Proyectos	Virtual	Spanish	June 2 to July 18, 2014	3.700 euros	40%	60% (aprox 2,220 euros)
Programa Avanzado Responsabilidad Corporativa	On Site in Madrid	Spanish	July 7 to 12, 2014	4.900 euros	40%	60% (apox 2,940 euros)

* The estimated total program cost in Euros was calculated based on the cost for 2013.

- 1. Applicants' Profile:** Academically outstanding individuals of the Americas interested in contributing to the development of their country upon completion of their studies.
- 2. Study Modality:** Online or on-site, depending on the program.
- 3. Starting date of the courses:** please refer to the table above.

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4. **Duration of courses:** Maximum of 6 months. Duration varies by program. Please refer to the tables above.
5. **Language of Instruction:** English or Spanish. Please refer to the table above.
6. **Application for Admission to the courses of study:**

6.1 Before applying for admission to the courses, we recommend that applicants read the full description of the professional development courses of their interest to ensure that the study area corresponds to their expectations and interests. To access this information, see the links included in the tables above.

6.2 The deadline for applying to the courses is one week before the closing of the Scholarship call (for this first call it will be on January 24). To receive further information about the admission process, please contact: oeaexecutive@ie.edu.

7. **Please make sure to review the information in your application before submitting it.**

8. **IE contact information:**

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II. ABOUT THE SCHOLARSHIP

1. **Benefits:** The scholarship covers 40\$ of tuition costs.
2. **Financial responsibilities of the student:**
 - a. Awardees will be responsible for covering the remaining 60% of tuition costs as well as any other possible mandatory fees (e.g.: transcripts, issuance of diploma, graduation ceremony, etc.), books, study materials, additional trips, etc.
 - b. For on site courses, awardees will be responsible for their transportation to Spain, expenses and procedures related to obtaining a student visa (if required), health insurance, and any other expenses in which they may incur for the trip to Spain.
 - c. Any other expenses not expressly included in the benefits of this scholarship.
3. **Eligibility requirements**
 - a. To qualify for the scholarship, the candidate must have completed their admission process and must have been effectively admitted in the study course.
 - b. Only nationals and/or legal permanent residents of any of the OAS Member States will be eligible to

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apply for the scholarship.

- c. Officers of the OAS General Secretariat, persons under performance contracts with the General Secretariat, the staff of the permanent missions to the OAS, and their relatives are not eligible for OAS scholarships.

4. Scholarship Application Process

In order to apply for the OAS/IE Scholarship, applicants must complete and send their Application Form before:

- For table No.1, January 31st, 2014
- For table No.2, March 4th, 2014
- For table No.3, May 9th, 2014

The results will be announced on our website www.oas.org/scholarships on the following dates:

- For table No.1, after February 13th, 2014
- For table No.2, after March 18th, 2014
- For table No.3, after May 19th, 2014

4.1 Applicants must complete and submit the [OAS Scholarship Application Form](#) together with the required documents that are listed below in PDF format.

4.1.1 Once you have completed the online application process, you will receive an email confirming your application with an attached PDF copy of your completed form.

4.1.2 Please bear in mind that the application form requires the following essays, which are to be written in English. Each essay must contain a minimum of 800 characters (not words) and a maximum of 2900 characters, including spaces.

Essay 1: Describe how the program of study will directly impact your career and improve your professional skills for your current or future job.

Essay 2: The OAS scholarships require scholars to return or remain in their country of citizenship or permanent residence upon completion of their studies for a minimum time period equal to the duration of the scholarship. Please indicate in a 5-year plan, how you intend to apply the acquired knowledge and experience to contribute to the development of your country and region. Also, please indicate the reasons for applying to this scholarship, financial need and how you will cover the additional costs not included in this scholarship.

4.1.3 Please upload to your Application Form the following scanned documents grouped in **one (1) single PDF file, no bigger than 5MB** in the following order:

- Copy of your identification document (birth certificate, citizenship document, passport or national identity card, etc.).
- Letter of admission to the study course you are applying to, or confirmation that the admission process to IE has already begun (you can include the application confirmation number, ID number of the application, or the confirmation e-mail from the university informing that your application was successfully received).

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Note: We strongly recommend applying for the scholarship as soon as the admission process to IE begins. Only candidates admitted by IE will be considered for the scholarship at the time of the selection process.

- 4.1.4 Curriculum Vitae (No more than 4 pages).
- 4.1.5 Diploma(s), degree(s), or certificate(s) of concluded studies that certify compliance with all academic requirements, including approval of final papers, if applicable.
- 4.1.6 Copy of transcript(s) of the latest degree or qualification obtained (Undergraduate, Master's or Doctorate).
- 4.1.7 A letter of recommendation from a professor or most recent employer.
- 4.1.8 Document/Certificate demonstrating proficiency in the language of study, if applicable.

5. Selection criteria:

- 5.1 Overall academic and professional merit of the candidate.
- 5.2 The candidate's potential impact on society upon completion of the course of study and motivation to return to the country of origin.
- 5.3 An extensive and equitable geographic distribution for the benefit of all Member States that takes into account their greater needs, according to the UN Human Development Index.
- 5.4 Financial need of the applicant as indicated in the essays.
- 5.5 Gender equality.

6. Evaluation Criteria

The following evaluation criteria will be considered for the analysis and selection of awardees:

- 6.1 Academic Profile.
- 6.2 Financial need.
- 6.3 Geographic Distribution.
- 6.4 Cultural and Gender Diversity.
- 6.5 Availability of a full-time program of studies.
- 6.6 Intention to return to a member of the OAS or work in an international organization.
- 6.7 Work experience relevant to the field of study.
- 6.8 Availability of financial resources to cover the remaining costs not covered by the scholarship program.
- 6.9 Involvement in social projects.

7. Selection Process

- 7.1 Applicants must ensure that all information provided in the OAS Scholarship Application is accurate, authentic, and correct.
- 7.2 The IE and the OAS will notify selected candidates according to the above-mentioned dates (Section II, numeral 4).

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8. Responsibilities of the Scholarship Recipients:

- 8.1 Return the completed and signed "Acceptance of Scholarship Award Form" to the DHDEC by email, following the instructions indicated by the system.
- 8.2 Refrain from activities that are inconsistent with the status of an OAS scholarship recipient and abide by all regulations set out in the form.
- 8.3 Comply with all the academic guidelines and admission requirements requested by the IE and submit to the updates of these guidelines or to the requirements made by the academic authorities at IE.
- 8.4 Comply with provisions set forth in the Financial Responsibilities of the Scholarship Recipient: Section II.2.
- 8.5 Not fail any subjects of the program and finish within the regular timeframe of the course.
- 8.6 Obtain the necessary visa(s) to travel to Spain, if applicable, and cover any related costs. The student may contact IE to obtain support in this regard. Please contact:

Raquel Gutiérrez
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- 8.7 The scholarship may be declined by the awardee before the start of the program of study without financial penalties. However, if the scholarship recipient declines after the study program has begun, without a compelling proof or reason, the scholarship recipient shall reimburse the total amount of the scholarship costs to the OAS or to the IE, and any monies disbursed up until the declination. In addition, the scholarship recipient shall inform the DHDEE if he/she cannot begin the study program at least one week before the program start date in order to allow the scholarship to be offered to the next candidate in the ranking.
- 8.8 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.

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