

TERMS AND CONDITIONS

“Becas Santander Skills | Business for All – Harvard Business Publishing” PROGRAMME 2022

Harvard Business School Publishing Corporation (hereinafter, “**Harvard Business Publishing**”) with the financial support of **Banco Santander, S.A.** (hereinafter, “**Santander**”), has developed the “**Becas Santander Skills | Business for All – Harvard Business Publishing**” (hereinafter the “**Programme**”), which will facilitate and promote that adults develop their soft skills, in three areas: (i) Business Fundamentals, (ii) Career Readiness and (iii) Management of their selves, in order to increase their employability opportunities.

I. Objectives

The Programme will assist adults who are nationals or residents of Argentina, Brazil, Chile, Colombia, Germany, Mexico, Peru, Poland, Portugal, Spain, UK, US and Uruguay at the time of the publication of the Programme call.

The aim of the online Programme is to implement and develop soft skills with **Harvard Business Publishing**, the Programme will be composed of 5,000 scholarships divided into three courses: (i) "Business Fundamentals", (ii) “Career Readiness”, (iii) “Managing Yourself”. All of them will be imparted in three languages (Spanish, English and Portuguese).

II. Participants

This Programme will be open to adults who also meet the selection criteria set out below in section V.

Obtaining a free place on the training course that is offered under the Programme will be compatible with holding other classroom attendance grants offered by **Santander** of a different kind that may be available to the student engaging in work experience under the Programme, regardless of whether these are public or private in nature.

III. Characteristics of the Programme

This online Programme will take place from early November 2022 to early January 2023. Exact dates will be notified to participants by Harvard Business Publishing as soon as they are scheduled. **5,000** places will be made available for one of the three courses offered: (i) “Business Fundamentals”, (ii) “Career Readiness”, (iii) “Managing Yourself”. Candidates can choose the language of the course within Spanish, English or Portuguese.

The Programme offers three courses (hereinafter known as the “Courses” or individually as the “Course”), which will last for around 8 weeks, and it will be offered in English, Spanish and Portuguese.

The Courses will be taught by means of the following learning platform: Harvard ManageMentor

IV. Subjects to be taught

The Programme will be carried out mainly online and will be estimated 8 weeks in length. Participants will include, but will not be restricted, to adults who comply with the selection criteria mentioned below.

The three Courses will have the following content,

Course 1: “Business Fundamentals” includes the modules:

- Finance Essentials
- Business Case Development
- Marketing Essentials
- Performance Measurement
- Negotiation
- Customer Focus

During the Course, participants will:

- Learn the fundamentals in core areas such as finance and marketing to make decisions, communicate with other units, and align their work in meaningful ways that are consistent with shared business practices across organizations.
- Learn to set targets, collect and analyse data, and use measurement to better understand and manage individual and team performance.
- Better understand their customers to meet their changing needs and improve their experience.
- Learn how to effectively prepare and conduct a negotiation and balance competing interests.

Course 2: “Career Readiness” includes the modules:

- Diversity, Inclusion and Belonging
- Goal Setting
- Innovation and Creativity
- Leveraging Your Networks
- Presentation Skills
- Feedback Essentials

During the Course, participants will:

- Learn to create an effective network and an inclusive culture that can improve their ability to connect with others authentically.
- Learn why goals matter, the different types of goals, and how to align their goals with their organization's key objectives.
- Build the confidence needed to present information in a meaningful way and learn to give and receive feedback effectively.
- Learn how to unleash their natural curiosity, take smart risks, and collaborate with others to generate new ideas and innovation.

Course 3: “Managing Yourself” includes the modules:

- Career Management
- Decision Making
- Difficult Interactions
- Persuading Others
- Stress Management
- Time Management

During the Course, participants will:

- Learn how to manage a fulfilling career by getting to know themselves, finding opportunities in career setbacks, and making learning a habit.
- Learn to make smarter, more purposeful choices and evaluate alternatives that create the best outcomes, use their time most effectively, and mitigate harmful stress from their day.

- Understand how to build trust and establish their expertise with those they need to influence.

Upon completion of each module, participants who earn an average grade of 70% or higher will receive a **Certificate** that states number of equivalent coursework hours.

V. Admission requirements:

The requirements for applying to the Programme are:

- Being over 18 years old at the time of application.
- Having a sufficient level of fluency in any of the three languages (Spanish, English or Portuguese)
- Being national or resident of Argentina, Brazil, Chile, Colombia, Germany, Mexico, Peru, Poland, Portugal, Spain, UK, US or Uruguay.
- To be registered user in Santander Grants Platform (www.santander-grants.com).
- To have completed the assessment test selected by Harvard Business Publishing as grantor of the Programme, and made available in the Santander Grants website, which consists of a set of tests to evaluate the competencies and skills of the candidates.

VI. Selection criteria:

The selection criteria for assigning places will be

- Answers to the application form in www.santander-grants.com
- The results of the assessment test.

With a view to ensuring that the Programme will benefit from the greatest possible number of participants, if Harvard Business Publishing believes at any time that the planned number of places is not going to be filled, it may decide to apply other criteria for obtaining a place on the Programme, and it may even extend the deadline by which participants may apply.

In the event that, once the deadline has expired, some of the places allocated have not been accepted by participants, Harvard Business Publishing will allocate these places under identical conditions to other participants who meet the necessary requirements or additionally requirements that Harvard Business Publishing will consider with the aim that the places will not be deserted.

VII. Management

Registration via the website created to this end at www.santander-grants.com is an essential requirement for anyone wishing to obtain a place, and the allocation of places will be notified using the management system provided.

Candidates should note that, in case of changing the e-mail account used for registration in the Programme, during the time the call is open for enrolment at www.santander-grants.com, the candidate will have to fulfill a new completion of the assessment test.

VIII. Allocation of places among candidates

Places will be allocated by Harvard Business Publishing to participants from 29th September, 2022 to 7th October, 2022 and it will not be possible to extend this deadline under any circumstances unless otherwise decided by Harvard Business Publishing. Participants who are notified that they have been

allocated a place will have 7 calendar days to indicate their acceptance via the website www.santander-grants.com.

In the event that, once the deadline has expired, some of the places allocated have not been accepted by selected candidates, Harvard Business Publishing will allocate these places under identical conditions to other candidates who meet the necessary requirements or additionally requirements that Harvard Business Publishing will consider with the aim that the places will not be deserted.

IX. Data protection

Regulation of personal data applicable to the Programme is set in the Privacy Policy of Santander Grants available at www.santander-grants.com/es/legal/privacy.

X. Modification of Terms and Conditions of the Programme

Participation in the call for the Programme implies acceptance by the candidates of its Terms and Conditions, which will be final, as well as the waiver of any type of claim on any aspect stipulated in them, such as allocation, selection and admission criteria.

Harvard Business Publishing and Banco Santander reserve the right to modify or amend any of the Terms and Conditions of the Call of the Programme, partially or totally at any time, even suspend, postpone or cancel the Call if there's a sufficient, justified and objective reason with the purpose of preserving the social impact that Harvard Business Publishing and Banco Santander pursue with the present Call. In any case, Harvard Business Publishing and Banco Santander shall inform to the Candidates about the modifications, corrections or amendments made through the website www.santander-grants.com.

These terms and conditions shall prevail over any form of communication that candidates may receive from www.santander-grants.com.