NATIONAL SECRETARIAT OF SCIENCE, TECHNOLOGY AND INNOVATION (SENACYT)

CERTIFICATE PROGRAM IN ADVANCED MANAGEMENT - ROUND II

Regulatory Document

May 2014

1. **GENERAL INFORMATION**

    1.1. This Regulatory Document establishes the terms and conditions that govern the execution of the Certificate Program in Advanced Management, from here on the Program, settled in the Cooperation Agreement subscribed on March 12, 2014, between The National Secretariat of Science, Technology, and Innovation (SENACYT) and UC Berkeley Center for Executive Education. This program will be developed under the High Impact of Priority Sectors, contained in the National Strategic Plan for Science, Technology, and Innovation (PENCYT) 2010-2014.

    1.2. This regulatory document regulates the selection of up to sixty (60) high potential students to participate in the program and establishes the obligations that they must comply with.

    1.3. The Documents related to this regulation, are:

    - The Program Application Form

    - Contract for economic subsidy for studies (only applies to persons of Panamanian Nationality, who reside in the Republic of Panamá)

    - Contract for studies

    - Other documents related to the Official Public Announcement

    These documents will be available in SENACYT´s website.

2. **PURPOSE OF THE PROGRAM**

    2.1. The purpose of the Program is to introduce and implement best practices derived from successful companies with innovating experiences in different productive sectors in order to adopt and adapt these practices in the organization where the beneficiary works.

    2.2. SENACYT grants partial subsidies to participants of Panamanian nationality, who reside in the Republic of Panamá and meet all other requirements established in this Regulatory Document.

3. **APPLICANT SELECTION TO PARTICIPATE IN THE PROGRAM**

    3.1. SENACYT will promote the Certificate Program in Advanced Management through different media, for professionals interested in improving best practices in their organizations.

    3.2. Those interested in participating must fill out the application form and send it, via email, within the settled terms; both of these are established in the Official Public Announcement.

    3.3. SENACYT must review and verify the application forms in order to assure that candidates to the program comply with the requirements established in the Official Public Announcement.

3.4. At the same time, it will be verified if students that have requested economic subsidy in their application form comply with the requirements established in the Official Public Announcement.

3.5. Once the mentioned revision is completed, a table that specifies if participants comply with the eligibility profile will be elaborated. It will also be indicated, considering the budget availability, what participants will be granted the economic subsidy for the program.

3.6. Considering the availability of spots in the Program, SENACYT may dispose that any participant that does not appear in the table mentioned in the previous paragraph may be put on a waiting list.

3.7. Those application forms that are turned in incomplete may be rejected by SENACYT.

3.8. SENACYT´s Business Innovation Department must issue the corresponding communication to each one of the selected applicants.

3.9. SENACYT will have the power to decide on situations not foreseen in this Regulatory Document.

4.1 ELEGIBILITY PROFILE OF PARTICIPANTS

Participants of the Program must meet the following requirements:

- Have a Bachelor´s Degree or equivalent or currently be coursing last two years of University Career.

- Have at least one year of professional experience, which should be reflected in their CV, document required for the application process.

- Have an acceptable level of English (all program material will be handed out in English)

4.2 The Program applicants must attach the following documents to their application form:

- Copy of their Cedula de Identidad Personal (National ID Card) or copy of passport

- Good Standing (Paz y salvo) issued by SENACYT (will be processed through the Business Innovation Department)

- Copy Bachelor´s Degree or Certification from University whereby they confirm that the you are coursing the last two years of University to obtain your Bachelor´s Degree

- Curriculum Vitae

- Motivational essay about why you wish to take this Certificate Program (the essay must comply with the structural criteria pointed out in the application form)

5 SELECTED PARTICIPANTS´ OBLIGATIONS

5.1 Subscribe contract with SENACYT, whereby the form of payment and value of the contract is established, among other terms.

5.2 Make payments corresponding to the amounts and dates established in the contract.

5.3 Satisfactorily pass all exams, tests, and other assignments of the Program.

5.4 Complete the program in the established time

5.5 All absences to classroom based classes must be justified.

5.6 Any partial or complete delay or breach of any of the preceding obligations will empower SENACYT to suspend the participant from the program.

6 ECONOMIC SUBSIDY BENFICIARIES´ OBLIGATIONS

6.1 Subscribe economic subsidy contract for studies with SENACYT

6.2 . Make corresponding payments to their counterpart for the amount and on the dates established in the economic subsidy contract.

6.3 The beneficiary must remain in the country, for a period equivalent to the period of studies.

6.4 Participate in activities organized by SENACYT.

6.5 Put at SENACYT´s disposal any information related to the development of their studies every time it is requested.

6.6 . The total or partial delay and/or breach of any of the preceding obligations will empower SENACYT to suspend or terminate the economic subsidy of the conferred scholarship and the beneficiary will be obliged to reinstate the economic subsidy issued, in attention to the expenses incurred by SENACYT for the development of the program.

6.7 . In the case that the beneficiary cannot immediately cancel said amount, he/she will make a compromise to issue this payment through quotas in favor of SENACYT, in compliance with the terms and conditions to be established in the Administrative Resolution issued by this institution or the entity responsible for collecting debts owed to the Panamanian State.