



EXHIBIT A

TERMS AND CONDITIONS

"SANTANDER COURSE | ESSENTIAL TEACHING TECHNIQUES"

Harvard Business Publishing with the financial support of Banco Santander, S.A., has developed the "Santander Course | Essential Teaching Techniques", which will allow professors with existing higher educational experience to improve their teaching methodology and seek to improve their teaching skills in higher education level.

I. Objectives

The "Santander Course | Essential Teaching Techniques" ("the Programme") will assist professors in higher educational level and possessing more than three (3) years of work experience and fluent in English, Spanish or Portuguese.

The aim of the Programme is to offer to professors in higher educational level the abilities to acquire university good practices and active educational and working collaboration skills by promoting a growing space for creation and innovation within the education global community.

1. The academic objectives of the Programme are: identifying the best university teaching practices worldwide, identify success factors, challenges and the evidence available to attain effective learning.
2. Collaborating in the development of other professors in their areas of teaching, generating networks and promoting good practices.
3. Shifting university teaching, considering the principles of active learning and from "inverse design" or "backward design" models design curriculum.
4. Understanding the importance of feedback and evaluation for university training and student learning.

II. Recipients



This Programme will be open to professors in higher educational level possessing more than three (3) years of work experience, fluent in English, Spanish or Portuguese and, who are, residents of Spain, Portugal, United Kingdom, Germany, Peru, Poland, Mexico, Argentina, United States, Colombia, Chile, Uruguay and Brazil (hereinafter, the "**Candidates**").

These Candidates will have to meet the admission requirements and selection criteria set out below.

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

III. Characteristics of the Programme

This Programme will have 300 places available, which provide an enriching online learning experience, outstanding learning content from Harvard Business Publishing and networking opportunities with other participants.

The Programme offers a course, which will last from October 2024 to December 2024. .

Details of the Programme will be articulated by Harvard Business Publishing and it will be offered entirely online on the Harvard Business Publishing learning platform (hereinafter, the "Course").

Subjects to be Taught

This Programme is designed for Candidates with existing higher educational experience who aspire to improve their methodology in teaching their respective students in class and seek a better performance as a professor in higher educational level.

Key benefits of the Programme

The content of the Programme is entirely based on practice materials. Candidates will work on a results presentation project, sharing their learning curve, which, in return, will promote knowledge and change in education for their respective students in class.



This Programme offers fundamental concepts of effective education and inspiration for exploration for a better good practice.

Course Overview

The Course consists of four (4) modules to be conducted between October 2024 to December 2024. **Exact dates will be communicated to the participants in advance of the commencement of the Programme.**

At the end of the Programme, a Forum of Pedagogical and Learning Excellence will be arranged. Upon completion, Candidates will receive a Certificate. **Certification** from this program is contingent upon:

- a. Completion of all modules' activities and assignments, with the parameters defined.
- b. Participation and completion of the final project.

The details and parameters of Certification will be shared with the participants at the beginning of the program. Harvard Business Publishing will determine completion of the Programme and eligibility for Certification for each Candidate.

IV. Admission requirements:

- To be older than 18 years old at the time of application.
- To be a resident of the following countries at the time of application and completion: Spain, Portugal, United Kingdom, Germany, Peru, Poland, Mexico, Argentina, United States, Colombia, Chile, Uruguay and Brazil
- To be a professor teaching in higher educational level.
- To possess more than three (3) years of teaching experience in higher educational level.
- To be fluent in either English, Spanish or Portuguese (Both spoken and written).



- To be registered user in Santander Open Academy (www.santanderopenacademy.com) and sign in to “Santander Courses | Essential Teaching Techniques” Call.
- To complete the assessment tests.

V. Selection criteria:

The selection of the Programme will take place in two phases.

Phase 1.

In this phase and in order to be eligible for the next phase of the registration process, candidates must comply with the following selection criteria:

- Comply with all the admission requirements.
- Results of the assessment tests.

Phase 2.

Harvard Business Publishing will evaluate the Candidates, who are invited to this phase of the registration process, according to and in consideration of the following requirements:

- An up-to-date Curriculum Vitae.
- Additional information might be required during Phase 2.

In order for seats/places on the Programme to be allocated to Candidates, **Harvard Business Publishing** will:

- Define the parameters and selection criteria.
- Confirm that the final list of selected candidates complies with the admission requirements.
- Will allocate the seats.
- Harvard Business Publishing may also assess any other selection criteria that it deems appropriate in the event that demand for seats/places from candidates exceeds the number available.

With a view to ensuring that the Programme will benefit from the greatest possible number of Candidates, 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 candidates may apply. Harvard Business Publishing and Santander will agree upon a date for the selection period extension, if necessary.

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

VI. Management

Registration via the website created to this end at www.santanderopenacademy.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.

In addition, once the Candidates have completed the Programme, the Candidates will receive a communication through Santander Grants platform so that they can transmit their satisfaction with the Programme by means of a short questionnaire in test mode.

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.

VII. Allocation of places among candidates

In order to allocate the places, the Candidates will be able to apply for the Call of the Programme from April 02nd 2024 until July 01st 2024. Notifications and request for additional information for Phase 2 of the selection will go to a subset of candidates by July 16th, 2024. Allocation of seats/places will be notified to beneficiaries by August, 26nd 2024, and it will not be possible to extend this deadline under any circumstances unless otherwise decided by the Working and Oversight Forum. Candidates who are notified that they have been allocated a seat/place will have seven (7) calendar days to notify their acceptance via the website www.santanderopenacademy.com.



In the event that, once the deadline has expired, some of the places allocated have not been accepted by Candidates, Harvard Business Publishing will allocate these places under similar conditions to other Candidates who meet the admission requirements or other additional requirements that the Working and Oversight Forum will consider with the aim that the places will not be deserted.

VIII. Taxation of the Programme

The corresponding tax regulations in force will be applied to the courses and that on occasions, if applicable, could give rise to the practice of withholdings on account of the aforementioned Tax for part of Harvard Business Publishing and the obligation for the beneficiary of the Programme to include the corresponding amounts in their annual income statement (compliance with the fiscal obligations of the beneficiary of the Programme will be their sole responsibility). Nothing contained herein shall impose any obligations on Harvard Business Publishing to pay any amounts to Santander or any tax authorities.

IX. Data protection

The Data Controller is the Harvard Business School Publishing Corporation (hereinafter, the "Institution") bearing corporate tax number 04-3177990- and with postal address at 20 Guest Street, Suite 700 en Brighton, MA 02135 USA and contact details for the Data Protection Officer: winona.hudak@harvardbusiness.org

Data that we process and the source of the data.

The Institution obtains the data of the users (hereinafter, the "User" or "Users") who register for this Programme from the Santander Open Academy platform, whose data controller is Universia Holding, SL, in relation to participation in this Programme. These data are: name, surname, country of residence, e-mail, date of birth and data relating to browsing and use of the Portal (the latter only insofar as applicable since the process is managed by the Institution through Santander Open Academy platform).

Likewise, the Institution will include the questions and requests for information necessary to accredit, evaluate and manage the User's candidacy in the call for applications for this Programme. In this regard, it may process: identification data, data relating to personal characteristics, academic and professional data, data relating to employment, and data relating



to personality (the latter in relation to the assessment that the Institution may make of Users for the Programme).

Purposes for which the personal data will be processed.

The data of the Users collected for the purposes of this Programme will be processed by the Institution in order to manage this call for applications, evaluate the applications and, where appropriate, grant or deny the Programme. The legitimising basis that allows the aforementioned processing is the execution of these Particular Conditions or Legal Bases.

Likewise, the Institution may additionally process Users' data in order to comply with the legal obligations required by the legislation in force, the legitimising basis for this processing being therefore compliance with a legal obligation.

Recipients of personal data.

Users' personal data will only be communicated to public authorities and bodies for the performance of their functions when they are competent to request them. In some cases, the applicable regulations require information to be shared with public authorities or bodies in order for them to carry out their functions. For example, tax authorities or courts of law, which would use Users' data for their own purposes.

Likewise, for the proper development of the Programme, Users' personal data will be shared with Banco Santander, S.A. (hereinafter, the "Promoter") that has sponsored, promoted or financed it so that the Programme can be carried out.

Criteria for the conservation of personal data.

The data collected as a result of this call for applications may be kept by the Institution in the following manner:

- In the case of Users who are not admitted to the Programme, the data will be kept for the duration of the call for applications and subsequently for the period of time required to carry out the necessary procedures until the closure of the same.
- With respect to the applicant Users admitted to the Programme, the data will be kept for the entire period linked to the management of the call, will be incorporated, if applicable, into the student's file at the Institution and will be kept for the purposes of accreditation and certification of the award and any other related academic merit.



Users have the right to access their data, as well as to request the rectification of inaccurate data, the limitation of its processing, the portability of their data or, where appropriate, to request its deletion when, among other reasons, the data is no longer necessary for the purposes for which it was collected, as well as not to be subject to automated individual decisions. Likewise, users have the right to withdraw their consent for the purposes for which they gave it at any time.

Users may contact winona.hudak@harvardbusiness.org to exercise their rights or, where appropriate, at 20 Guest Street, Suite 700 en Brighton, MA 02135 USA providing proof of their identity.

X. Modification of Term and Conditions of the Programme

Participation in this Call for the Programme implies acceptance by the Candidates of its Terms and Conditions, and its resolution, 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.

Santander and Harvard Business Publishing reserves the right to modify the Terms and Conditions of the Call of the Programme, partially or totally at any time, with the purpose of preserving the social impact that Santander and Harvard Business Publishing pursue with the present Call, informing about the modifications made to the candidates through the website www.santanderopenacademy.com.