

**Call for Scholarship Applications for InFiNe.lu Members to attend  
the Certified Expert in Microfinance e-learning course  
or  
the Certified Expert in SME Finance e-learning course**

**organised by the Frankfurt School of Finance and Management**

**September 2017 – February 2018**

**Deadline to apply for InFiNe.lu Scholarship Tuesday June 6<sup>th</sup> 2017, 4pm**

The goal of InFiNe.lu Scholarship Programme is to enable InFiNe.lu members to strengthen expertise in Luxembourg to advance financial inclusion.

InFiNe.lu offers **2 grants** to employees from an InFiNe.lu member organisation for the following e-learning courses:

- 1 grant for the Certified Expert in Microfinance e-learning course;
- 1 grant for the Certified Expert in SME Finance e-learning course.

These 2 e-learning courses take place from September 2017 to February 2018. The scholarship offered by InFiNe.lu covers the tuition and final exam fees for both courses.

## **1 Certified Expert in Microfinance / e-learning course**

The Frankfurt School of Finance and Management Certified Expert in Microfinance e-learning course is a 6 month programme. During the programme, you will get a better understanding of, *inter alia*, the microfinance business, the risks related to it, how to manage micro-credits and micro-savings. The programme will discuss also financial and social performance management.

For further details of this programme, visit the website:

<http://www.frankfurt-school.de/home/international-advisory-services/fsdf-e-campus/expert-microfinance.html>

Tuition fee is EUR 650 and final exam fee is EUR 50.

## **2 Certified Expert in SME Finance / e-learning course**

Access to SME finance has become a key priority in developing and transition countries. The Frankfurt School of Finance and Management Certified Expert in SME finance e-learning course is a 6 month programme. During the programme, you will learn how to manage SME Finance as an independent product line/customer segment within a financial institution. There will be a focus on

the credit risk assessment based on clients' individual analysis although all management levels will be taught.

For further details of this programme, visit the website:

<http://www.frankfurt-school.de/home/international-advisory-services/fsdf-e-campus/expert-sme-finance.html>

Tuition fee is EUR 1300 and final exam fee is EUR 50.

### 3 InFiNe.lu scholarship application

#### 3.1 Eligibility criteria

InFiNe.lu scholarships are open to the following candidate:

- Employee working for an organisation member of InFiNe.lu at the time of the application and at the time of the training;
- Fluency in English.

#### 3.2 Guidelines to apply for InFiNe.lu scholarships

The candidate must submit the following documents in PDF format (in separate files):

- a Curriculum Vitæ of maximum 2 pages in English (pdf document entitled **Last Name\_CV**);
- a cover letter of max 2 pages in English (pdf document entitled **Last Name \_Cover letter**) demonstrating:
  - the link between her/his professional background and her/his participation to the chosen e-learning course;
  - how the participation in the programme will be useful to his/her professional development
- a letter of recommendation from the employer (pdf document entitled **Last Name\_Recommendation letter**)

Applications must be submitted mentioning clearly the e-learning course for which you are applying (Certified Expert in Microfinance or Certified Expert in SME Finance) **no later than the 6<sup>th</sup> of June 2017, 4pm by email** to:

julie.bouchat@infine.lu, Manager, with the email subject: **[Name of the Programme]  
InFiNe.lu Scholarship Application 2017.**

**Applications received after the deadline will not be considered**

### 3.3 Selection Process and Notification

- All applications will be reviewed by InFiNe.lu;
- A selection committee composed of representatives from InFiNe.lu members will select the successful candidate;
- Shortlisted applicant will be invited for an in-person Skype or telephone interview with the selection committee;
- The successful candidate will be directly notified after the selection committee.

#### Important note:

- The Frankfurt School of Finance and Management e-learning courses are 6 months online training. Therefore, **the successful candidates commit themselves to follow the whole programme and to pass the final examination.**
- The successful candidates are responsible to apply directly online to the Frankfurt School of Finance and Management:  
**Certified Expert in Microfinance:** <http://www.frankfurt-school.de/home/international-advisory-services/fsdf-e-campus/expert-microfinance.html>  
**Certified Expert in SME Finance:** <http://www.frankfurt-school.de/home/international-advisory-services/fsdf-e-campus/expert-sme-finance.html>
- The InFiNe.lu scholarship is conditional to the final admission.

### 3.4 Follow up of the Scholarship

The successful candidates will have to:

- publish articles during the e-learning courses about what she/he is learning on the InFiNe.lu website and social networks;
- pass the final examination of the e-learning courses and provides a copy of the certificates;
- submit a max. 5 pages report about the e-learning course and present it to the InFiNe.lu board;
- make a presentation to InFiNe.lu members after the completion of the e-learning courses.

### 3.5 Information

For information regarding the InFiNe.lu scholarship programme, you can send an email to [contact@infine.lu](mailto:contact@infine.lu)