§1
TERMINOLOGY

1. Basic terminology and definitions:
a. EAD - European Academy of Diplomacy;
b. AYD - annual Program Academy of Young Diplomats;
c. Participant- a person who has undergone the admission process and has been accepted to the Program;
d. Head of the AYD - person who is responsible for coordination of Program.

§2
PROGRAM

1. The Academy of Young Diplomats is organized by the EAD, located in Warsaw, Poland.
2. Academy of Young Diplomats is a yearlong Program, divided into three specializations: Polish Foreign Service, International Organizations and International Security.
3. Sessions are held once a month or less often, from Friday to Sunday. Participation during all three days is obligatory. Presence at 5 out of 7 Sessions is mandatory. Further details are given on the first Session.

§3
PARTICIPANTS

1. The Academy of Young Diplomats participant status is given to candidates who have completed the admission process.
2. Status as AYD participant is granted for one year, starting on the Inauguration Ceremony and ending with the Graduation Ceremony.
3. Each AYD Participant is entitled to:
a. Participation in all AYD Sessions;
b. An e-mail account in the „@post.diplomats.pl" domain;
c. Executive Diploma in the Art of Diplomacy issued by the European Academy of Diplomacy, providing he/she has fulfilled all obligations outlined in this document.
d. Invitation to the AYD Alumni community upon successful completion of the Program.

§4
REQUIREMENTS

1. Participants are required to abide by and submit to the Rules and Regulations for AYD Participants 2020/2021, the EAD regulations, the recommendations of the EAD representatives and to avoid any action that would bring the name of the EAD into disrepute.
2. Participants are required to regular and active participation in the AYD Sessions, presence at 5 out of 7 Sessions is mandatory. Absence during the external Sessions and Warsaw Security Forum 2021 is considered equal to absence during Sessions held in Warsaw.
3. Absence during a Session may be excused and justified based on certificate, on formal legally accepted form, signed by a medical practitioner or a formal excuse letter issued by the participant's university/employer/legal representative.
4. Participants are required to pass the final exam. The exam covers topics discussed during the Sessions and general knowledge in the field of international relations. The final exam is held during the Session in June.

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a. Participants taking the exam are required to present a valid ID document if requested by an EAD representative;
b. A Participant who is prevented from attending the exam may submit, within 7 days before the exam date, a written request for the absence to be excused. The Head of the AYD may assign an additional exam date. However, such an additional exam cannot be organized later than September 2021;
c. A Participant who fails to show for an additional exam term assigned, based on paragraph 4, point 4 letter b, will not be granted any additional exam terms;
d. Participants who fail an exam will be offered only one retake opportunity during the resit Session, no later than September 2021;
e. A Participant may make the first attempt to pass the exam during the last resit. Participant who decides to pass the exam in the last term (resit term in September 2021), assigned based on paragraph 4, point 4, letter b, forfeits his/her right to retake. September 2021 date is the last available opportunity to take the final exam;
f. Head of the AYD may request Participants to register for resit exams. Registration closes 7 calendar days before the exam date. Once the registration closes, no changes are allowed without prior approval of the Head of the AYD;
g. The resit exam is possible only in two additional dates, July and September, communicated during the first Session. No exceptions will be accepted.
5. A Participant is required to submit and pass the final Policy Paper.
a. Topics of the Policy Paper and submission dates will be communicated during the first AYD Session;
b. Final Policy Papers are to be sent in the electronic form to the email address indicated by the Head of the AYD;
c. The Policy Paper is marked as passed by the Head of AYD based on review by an expert;
d. A Participant who fails to pass the Policy Paper assignment may re-submit the paper once. Second failure to pass the Policy Paper assignment equals to failing to complete the Program;
e. A Participant who is not able to submit Policy Paper in due time is required to notify the Head of AYD no later than 7 calendar days before the due date and provide a reason for the delay. Only compelling and unexpected circumstances will be accepted;
f. Head of AYD may extend the submission deadline. However, the deadline cannot be later than 31 August 2021;
g. Any cases of plagiarism result in Participant's automatic expulsion from the Program. Plagiarism is defined as copying work or part of work of another Participant, copying texts or graphics without citing the sources and/or quotation marks or any other cases which are in breach of university standards and good practices.
6. Participants are required to notify the Head of AYD about changes in their contact information.
7. All communications without exception are conducted via the email account at "@post.diplomats.pl". Emails from private accounts may not be taken into consideration. Participants are required to check their email account on a regular basis.
8. Participants are expected to conform to a reasonable standard of behavior, and to undertake to act with consideration and respect towards the trainers, guests of the Program, EAD representatives and fellow Participants.
9. Participants are required to meet all requirements necessary to complete the Program no later than September 2021.
10. Any Participant failing to oblige by the Rules and Regulations for AYD Participants 2020/2021 may be removed from the Participant list.

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§5
PAYMENT POLICY

1. Full payment needs to be registered within 14 days from the acceptance to the Program, together with this document signed (details in §10). The tuition fee for one-time payment option is 1390,00 EUR or 5900,00 PLN.
2. A Participant can pay in installments, depending on the application date.
a. The first installment, of 500,00 EUR or 2000,00 PLN, is due to 15th April 2020.
b. The second installment, of 500,00 EUR or 2000,00 PLN, is due to 15th May 2020.
c. The third installment, of 390,00 EUR or 1900,00 PLN, is due to 15th June 2020.
d. All the installments need to be in the same currency, so i.e. the 1st and the 2nd only in EUR.
3. In case of a missing payment, within 14 days from the acceptance to the Program, Participant will be removed from the Participant list.
4. The tuition fee covers: 5 three-days Sessions in Warsaw, two-day Workshop Session in Cracow, two-day Participation at the Warsaw Security Forum 2021, all Program materials, Inauguration and Graduation Ceremony, Study visits in Warsaw, lunches during all Sessions, issuing of the Executive Diploma in the Art of Diplomacy.
5. The tuition fee does not cover accommodation, visa, insurance, travel expenses & coffee breaks.

§6
PAYMENT METHODS

1. EAD can only accept payments through bank transfer, from accounts using the IBAN format: *(XX - two letters as country code and approximately 26 number digits as account number, i.e. PL12 3456 7891 0000 1234 5678 9100)* and using BIC/SWIFT code (bank identifier code in capital letters), as in the European banking system.
2. If needed EAD also accepts PayPal transactions. Keep in mind that due to PayPal charging the transaction fee, the total amount is increased. To avoid paying the PayPal fee we encourage you to use bank transfers.
3. EAD does not accept Western Union transfers or similar, neither credit card payments or cash.

§7
REIMBURSEMENT POLICY

1. The EAD reimburses tuition paid, without Participant providing any reason, only if the Participant withdraws his/her participation in the Program, in writing via email, not later than 30 days before the Inauguration Ceremony. The EAD will deduct 100,00 EUR processing fee.
2. Withdrawals of participation received after the 30 day cancellation period but before the Inauguration Ceremony are eligible for a 50 percent refund of the whole balance paid. Additionally, EAD will deduct 100,00 EUR processing fee.
3. A Participant will not have the right to be reimbursed with any amount after the Inauguration Ceremony of the Program.
4. The reimbursement will be made using the same means of payment as used for the initial transaction unless expressly agreed otherwise.
5. Participants who resign from the Program, fail to complete the Program or are removed from Participant list following breach of the Rules and Regulations for AYD Participants 2020/2021 will not be entitled to any refund and are still obliged to pay full admission fee within 14 days from the notification from the Head of AYD, to the bank account indicated.

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§8
VISA

1. The applicant is solely responsible for securing a visa.
a. EAD does not cover any costs and does not provide any assistance in the process of obtaining a visa.
b. A Participant who has been accepted to the AYD will receive a Visa Support Letter that can be used in the visa application process.
c. Participants who need a visa are encouraged to apply and in case of being accepted to the Program start their visa applications as soon as possible, at least six months before the AYD Inauguration Ceremony (11 December 2020).
2. In case of a visa application being rejected, the Participant is requested to inform EAD immediately. The reimbursement procedures are as follow:
a. If the information is provided to EAD more than 30 days before the Inauguration Ceremony, EAD will reimburse the admission fee after deducting 100,00 EUR processing fee.
b. If the information is provided to EAD within the 30 days before the Inauguration Ceremony, EAD will deduct 50% of the whole balance paid plus 100,00 EUR processing fee.
c. If the information is provided after the Inauguration Ceremony – no refunds will be made by EAD.
d. No exceptions will be granted to the above rules.
e. In case of visa application rejection, it is not possible to transfer participation for future AYD editions or other EAD Programs. Refund Policy will be applied as above in §8.

§9
CHANGES

1. EAD reserves the right to introduce changes to the Program of Academy of Young Diplomats.
2. Detailed rules and conditions of participation in the Academy of Young Diplomats, not regulated by Rules and Regulations for AYD Participants 2020/2021, are set by the Head of AYD in coordination with the Director of the EAD.

§10
SIGNATURE

Rules and Regulations for AYD Participants 2020/2021 are binding from the day of signing by the Participant**.** Original of the Rules and Regulations has to be signed, scanned and emailed to the email address indicated by the Head of the AYD within 14 days from the acceptance to the Program, along with the payment.

I, undersigned (name & surname) .....,
resident of (full address) .....,
with personal identification document number (ID/stay permit/passport with photo)
.....,
hereby certify, that I have read and accepted Rules and Regulations for AYD Participants 2020/2021.

_____ _____

Date and place Signature

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