

**§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. The Academy of Young Diplomats is a yearlong program, divided into three specializations: Polish Foreign Service, International Organizations and International Security.
3. It consist of 6 sessions, which are held in Warsaw (5 sessions) and in Cracow (1 session). The sessions are held once a month (or less often), from Friday to Sunday.
4. The session dates are announced for each AYD edition on the EAD website.
5. The announced dates are subject to change in circumstance which are not within the reasonable control of EAD (such as events of Force Majeure) or serve the safety and health of participants.
6. If there is no other possibility, the EAD reserves the right to organize some sessions (no more than two however) online.

**§3**  
PARTICIPANT STATUS

1. The Academy of Young Diplomats Participant status is given to candidates who have successfully completed the application process and have been admitted to the program.
2. The AYD Participant status is granted for one year, starting on the day of the Inauguration Ceremony and ending with the Graduation Ceremony.
3. During the duration of the program each AYD Participant is entitled to:
  - a. Participation in all AYD Sessions;
  - b. An e-mail account in the „@post.diplomats.pl” domain;
  - c. Obtaining an Executive Diploma in the Art of Diplomacy issued by the European Academy of Diplomacy, providing he/she has fulfilled all graduation requirements outlined in this document.
  - d. Invitation to the AYD Alumni community upon successful completion of the Program.

**§4**  
PROGRAM COMPLETION 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 regularly and actively participate in the AYD sessions. Participation in at least 5 out of 6 regular AYD sessions is mandatory.

3. Participation at the Warsaw Security Forum 2021 is not mandatory and will not be counted towards the total number of presences/absences. All AYD participants will be required to separately register to the Warsaw Security Forum in the time framework provided by the WSF organizers.
4. Absence during a session may be excused and justified only on a case-to-case basis and on the grounds of a certificate, on a formal legally accepted form, signed by a medical practitioner or a formal excuse letter issued by the participant's university/employer/legal representative.
5. All Participants are required to pass the final exam. The exam covers topics discussed during the AYD sessions, but also verifies the Participant's general knowledge in the field of international relations.
  - a. The final exam is held during the session in June 2021.
  - b. A Participant who is not able to attend the final exam in June may submit, within 7 days before the exam date, a written request for the absence to be excused. The Head of the AYD may then assign an additional exam date – either in July or September 2021.
  - c. A Participant who fails to show for an additional exam term assigned, based on paragraph 4, point 4 letter c, will not be granted any additional exam terms;
  - d. Participants who fail the final exam in June will be offered one make-up exam, to be organized in the EAD office in Warsaw.
  - e. The make-up exam will be offered to all participants in two dates – one in July and one in September 2021. The dates will be communicated after the June session. No exceptions to these dates will be allowed.
  - f. A Participant who has not taken the exam before and selects the September 2021 date for his/her first attempt, automatically forfeits his/her right to a retake if he fails this exam. September 2021 date remains the last available opportunity to take the final exam.
  - g. Head of the AYD may request Participants to register for make-up 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;
  - h. All Participants taking the final or retake exams are required to present a valid ID document if requested by an EAD representative;
6. All Participants are required to submit and pass the final Policy Paper.
  - a. Topics of the Policy Paper and submission dates will be communicated at least 3 months before the submission deadline;
  - b. Final Policy Papers are to be sent in an 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 a review and grading delivered by external experts hired by the EAD to grade policy papers;
  - 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.

7. Participants are required to notify the Head of AYD about changes in their contact information.
8. 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.
9. Participants are expected to conform to a reasonable standard of behavior, and to act with consideration and respect towards the trainers, guests of the Program, EAD representatives and fellow Participants. Participants are also obliged to observe the safety regulations that are valid for the event location.
10. Participants are obliged to meet all requirements necessary to complete the Program no later than September 2021.
11. Any Participant failing to oblige by the Rules and Regulations for AYD Participants 2020/2021 may be removed from the Participant list, with no refund of the admission fee.

## **§5**

### **TUITION PAYMENT POLICY**

1. The tuition payment for the program must be registered on the EAD account within 14 days from the Participant's acceptance to the Program. The tuition fee for the academic year 2020/2021 is 1390,00 EUR.
2. A Participant may pay the tuition in installments, broken down depending on the date of the acceptance letter receipt.
  - a. The first installment, of 500,00 EUR is due 14 days from the receipt of the letter of acceptance to the program.
  - b. The second installment, of 500,00 EUR is due one month from the first installment.
  - c. The third installment of 390,00 EUR is due two months from the first installment.
  - d. All the installments must be paid in either Euro or in PLN (based on the exchange rate provided in the acceptance letter to the program).
  - e. Any bank fees or other costs should be borne by the Participant.
3. If the first installment is not paid within 14 days from the acceptance to the Program, the Participant is automatically removed from the Participant list.
4. The tuition fee covers: 5 three-days sessions in Warsaw, a two-day workshop session in Cracow, two-day participation in the Warsaw Security Forum 2021, all program materials, study visits in Warsaw, lunches during all sessions – except at the Warsaw Security Forum - and 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 26 number digits as account number)* 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 a transaction fee, the total amount paid will be 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 the 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 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 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.

**§8**

**VISA**

1. The applicant is solely responsible for securing a visa, if such is necessary for him/her to enter Poland.
  - 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 however receive a Visa Support Letter that can be used in the visa application process.
  - c. Participants who need a visa are encouraged to apply early 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 (December 2021).
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 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 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 EAD Foundation Board.

**§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.

By signing the document the Participant consents for his personal data (including: image recorded in the photograph and video, name and surname, telephone number, e-mail address, date of birth, citizenship, education, professional experience, language skills) to be processed by the European Academy of Diplomacy seated at Oleandrow 6, 00-629 Warsaw, for the purposes of recruitment and promotion of the Academy of Young Diplomats Program. The personal data consent is expressed voluntarily and can be withdrawn at any time (as defined in the *General Data Protection Regulation (EU) 2016/679*).

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