

§1 TERMINOLOGY

1. Basic terminology and definitions:
 - a. EAD - European Academy of Diplomacy;
 - b. AYD - Academy of Young Diplomats Program;
 - c. Participant- a person who has undergone the admission process and has been accepted to the Program;
 - d. Coordinator of the AYD - person who is responsible for coordination of the 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: Foreign Service, International Organizations and International Security.
3. It consists of 8 sessions, 4 of which are held online, and 4 in Warsaw. The sessions are held approximately once a month, from Friday to Sunday (if online - from Friday to Saturday).
4. In case of the Covid-19 pandemic and restrictions deriving from it, EAD reserves the right to modify the dates and format of the sessions to deliver the syllabus on time.
5. The session dates are announced for each AYD edition on the EAD website.
6. The announced dates are subject to change in circumstances which are not within the reasonable control of EAD (such as events of Force Majeure) or serve the safety and health of participants.
7. If there is no other possibility, the EAD reserves the right to organize all or selected sessions 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 2023/2024, 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 6 out of 8 sessions AYD sessions is mandatory with Camera on during all online elements of the Program.
3. 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.
4. All Participants are required to pass the final exam. The exam covers topics discussed during the mandatory elements of AYD sessions (Diplomatic Skills Workshops and Specialization classes), but also verifies the Participant's general knowledge in the field of international relations.
 - a. The final exam is held after the last session of the AYD Program;
 - b. A Participant who is not able to attend the final exam on the original date may submit, within 7 days before the exam date, a written request for the absence to be excused. The Coordinator of the AYD may then assign an additional exam date;
 - 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 will be offered one make-up exam;
 - e. The make-up exam will be offered to all participants in two dates. The dates will be communicated after the last session. No exceptions to these dates will be allowed;
 - f. A Participant who has not taken the exam before and selects the make-up exam date for his/her first attempt, automatically forfeits his/her right to a retake if he/she fails this exam. A second make-up date remains the last available opportunity to take the final exam;
 - g. Coordinator 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 Coordinator 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.
5. 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 10 weeks before the submission deadline;
 - b. Final Policy Papers are to be sent in an electronic form (docs.) to the email address indicated by the Coordinator of the AYD;
 - c. The Policy Paper is marked as passed by the Coordinator 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 Coordinator 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. Coordinator of AYD may extend the submission deadline. However, the deadline cannot be later than 31 August 2023;
 - g. Any cases of plagiarism result in participants' 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 Coordinator 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 (at least 2-3 times per week are recommended), especially before and after every session.**
8. 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.
9. Participants are obliged to meet all requirements necessary to complete the Program no later than September 2024.
10. Any Participant failing to oblige by the Rules and Regulations for AYD Participants 2023/2024 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 30 days from the Participant's acceptance to the Program. The tuition fee for the academic year 2023/2024 is 1 850,00 EUR (8 900,00 PLN).
2. A Participant should pay the tuition in installments, broken down depending on the date of the acceptance letter receipt.
 - a. The first installment, of 300,00 EUR (1 400,00 PLN) is due 14 days from the receipt of the letter of acceptance to the program.
 - b. The second installment, of 300,00 EUR (1 400,00 PLN) is due one month from the first installment.
 - c. The third installment of 300,00 EUR (1 400,00 PLN) is due two months from the first installment.
 - d. The fourth installment of 300,00 EUR (1 500,00 PLN) is due three months from the first installment.
 - e. The fifth installment of 300,00 EUR (1 600,00 PLN) is due four months from the first installment.
 - f. The sixth installment of 350,00 EUR (1 600,00 PLN) is due five months from the first installment.
 - g. **All the installments must be paid in either EUR or in PLN.**
 - h. Any bank fees or other costs should be borne by the Participant.
 - i. All installments have to be paid before the beginning of the program. Participants that apply closer to the date of the first session, are entitled only to as many installments as possible leading to complete the payment no later than by the Inauguration Ceremony.
3. If the first installment is not paid within 30 days from the acceptance to the Program, the Participant is automatically removed from the Participant list.
4. The tuition fee covers 140 hours of hands-on diplomatic experience divided into 8 sessions, all program materials, virtual and regular study visits in Warsaw and online, lunches and coffee breaks during all live sessions and issuing of the Executive Diploma in the Art of Diplomacy.
5. The tuition fee does not cover accommodation, visa, insurance, travel expenses, and meals.

§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 from the program, in writing via email, not later than 60 days before the Inauguration Ceremony. The EAD will deduct 100 EUR processing fee.
2. Withdrawals of participation received between the 60th day and 30th day before the Inauguration Ceremony are eligible for a 70 percent refund of the whole balance paid. Additionally, EAD will deduct 100 EUR processing fee.
3. Withdrawals of participation received between the 29th day and 7th day before the Inauguration Ceremony are eligible for a 50 percent refund of the whole balance paid. Additionally, EAD will deduct 100 EUR processing fee.
4. A Participant will not have the right to be reimbursed with any amount after 7th day before the Inauguration Ceremony of the program.
5. The reimbursement will be made using the same means of payment as used for the initial transaction unless expressly agreed otherwise within 21 days.
6. 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 2021/2022 will not be entitled to any refund and are still obliged to pay full admission fee within 14 days from the notification from the Coordinator 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 if requested at least 2 weeks before application.
 - 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 2023).

2. In case of a visa application being rejected, the Participant is requested to inform EAD immediately by providing the written proof (document) of the visa rejection. The reimbursement procedures are as follows:
3. In case of visa application rejection, it is possible to transfer participation for the next AYD edition only if presented with a proof of rejection.
 - a. Unless being transferred, 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. Unless being transferred, if the information is provided to EAD within the 30 days before the Inauguration Ceremony, EAD will deduct 50 percent of the whole balance paid plus 100 EUR processing fee.
 - c. If the information is provided later than 7 days before the Inauguration Ceremony – no refunds will be made by EAD.
 - d. No exceptions will be granted to the above rules.

§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 2023/2024, are set by the Coordinator of AYD in coordination with the EAD Management Board.

§10 SIGNATURE AND AGREEMENT

Rules and Regulations for AYD Participants 2023/2024 are binding from the day of applying for the Program by the Participant. Original of the Rules and Regulations has to be signed, scanned and emailed to the email address indicated by the Coordinator 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 Oleandrów 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*).