

Warsaw Euro-Atlantic Summer Academy
2017 Edition

RULES OF PROCEDURE

CHAPTER 1
GENERAL PROVISIONS

§ 1

Warsaw Euro-Atlantic Summer Academy (WEASA) is organized jointly by the College of Europe Natolin, the German Marshall Fund of the United States and the Polish-American Freedom Foundation, further on referred to as “the Organizers.”

§ 2

Participation in WEASA means to follow a complementary, non-degree two-week program of study, carried out at the College of Europe Natolin Campus, located at 84 Nowoursynowska St., Warsaw, Poland.

CHAPTER 2
ELIGIBILITY

§ 1

1. A person applying for participation in WEASA must meet the following eligibility criteria:
 - citizenship and permanent residence in one of the Eastern Partnership countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine;
 - higher education (Master's degree or equivalent);
 - minimum 5 years of professional experience within a field of the WEASA mandate;
 - English language proficiency required to effectively participate in the WEASA program.
2. WEASA is addressed to the individuals who are actively involved in professional and social fields, with significant academic, policy or business achievements. Promising policy analysts, experts, advisers, civil servants, private sector/NGO professionals and journalists, dealing with the European integration, state transformation processes and/or transatlantic cooperation, are in the Organizers' area of interest.
3. A holder of a permanent residence card in the Republic of Poland may not apply for WEASA.



§ 2

To apply to WEASA, the Candidate shall comply with the requirements specified in the present Rules of Procedure by submitting the following documents:

- a duly filled in application form (accessible at www.weasa.org), including a motivation letter in English describing Candidate's background and reasons for application

§ 3

1. The closing deadline for submitting applications is **19 February 2017, 23:59pm (GMT+1)**. This may be prolonged at the discretion of the Organizers, who are hereby obliged to inform applicants of any occurring changes via the WEASA website (www.weasa.org).
2. Recruitment process will start with reviewing the applications to WEASA. Applications not complying with the requirements listed in the present Rules of Procedure will not be considered. Eligible applicants will be evaluated by the Selection Committee appointed by the organizing institutions: the College of Europe Natolin Campus; the German Marshall Fund of the United States and the Polish-American Freedom Foundation.
3. Only short-listed candidates might be contacted for interview.
4. Successful Candidates shall be admitted to the WEASA 2017 edition following the decision of the Selection Committee.

§ 4

The Organizers shall inform the Candidate about being accepted to WEASA following their collective approval described in §3.2 without delay. The Organizers are not obliged to inform the Candidates about the reasons for the unsuccessful result of their application.

§ 5

A person admitted to WEASA will be required to sign the "Participant Declaration" of the Natolin Campus upon his/her arrival.

§ 6

The applicants accepted to WEASA shall agree to have their personal data processed, strictly for the purposes of WEASA recruitment and implementation, in accordance with the Polish law, namely the Act of 29 August 1997 on the Protection of Personal Data (unified text: Journal of Laws of 2002, No.101, item 926 with later amendments).

CHAPTER 3
OBLIGATIONS OF PARTICIPANTS

§ 1

The Participant of WEASA shall:

- comply with the present Rules of Procedure;
- stay in the Republic of Poland during the whole period of WEASA 2017 edition;
- comply with the program of stay;
- pursue the agreed educational program;
- participate in integration and cultural events organized under WEASA.

§ 2

The Participant shall fill out the evaluation surveys and other documents during participation in WEASA and after its conclusion, if required.

§ 3

Misrepresentation, incomplete or false information indicated in the application form or in the “Participant Declaration”, non-compliance with the program, acts to the detriment of WEASA, breaking the law in the Republic of Poland, and/or any other acts that might harm or hinder other WEASA Participants or non-participants alike, may serve as the basis for expelling the Participant from WEASA with immediate effect.

§ 4

No person(s) other than Participant is allowed to be accommodated at the College of Europe Natolin Campus. Participants failing to comply with this requirement will be subject to the procedures described in § 3 above.

§ 5

Candidate admitted shall inform the WEASA coordinator about any changes in his/her data submitted in the application form immediately.

CHAPTER 4
OBLIGATIONS OF THE ORGANIZERS

§ 1

The Organizers shall:

- organize the Participant's academic and educational activities according to the Program;
- monitor the Participant's progress and evaluate the completion of the educational and academic program;
- inform the Participants on any relevant changes to WEASA agenda, also via the WEASA website.

§ 2

The commitments of the Organizers towards the Participant include:

- coverage of the Participant's accommodation costs in a single room in the academic residence at the Natolin Campus of the College of Europe in Warsaw during the WEASA 2017 edition;
- coverage of the Participant's meals served in the canteen of the Natolin Campus of the College of Europe in Warsaw during the period of WEASA 2017 implementation;
- purchase of roundtrip transportation tickets - according to the established limits - from the Participant's country of origin to the Republic of Poland.
- coverage of the costs related to the implementation of WEASA 2017 program.

§ 3

WEASA Participants, fulfilling the obligations listed in Chapter 3 hereof, shall be awarded with a certificate confirming their successful completion of WEASA 2017 edition.

CHAPTER 5
FINAL PROVISIONS

§ 1

Any amendments to the present Rules of Procedure require a written form, otherwise they shall be considered null and void. The Organizers shall publish the information about any adopted amendments to the present Rules of Procedure on the website www.weasa.org without delay.