

WARSAW EURO-ATLANTIC SUMMER ACADEMY 2026 EDITION

RULES OF PROCEDURE

CHAPTER 1

GENERAL PROVISIONS

§1

The Warsaw Euro-Atlantic Summer Academy (WEASA) is a joint program by the College of Europe Natolin and the Polish-American Freedom Foundation.

This year WEASA 2026 program is elaborated by the College of Europe in Natolin together with the Polish-American Freedom Foundation further on referred to as “the Organizers”.

§2

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

CHAPTER 2

ELIGIBILITY

§3

1. A person applying for participation in WEASA must meet the following eligibility criteria:
 - Be a citizen of/or hold a permanent residence in one of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine;¹
 - Higher education (master's degree or equivalent);
 - Minimum five years of professional work experience within the field of the WEASA mandate;

¹ For example, a person with a Belarusian citizenship currently residing in Poland or elsewhere in the European Union, but working within a field of the WEASA mandate, is eligible to apply for WEASA.

- 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, non-governmental organization (NGO) or business achievements. Promising policy analysts, experts, advisers, civil servants, private sector/NGO professionals and journalists, dealing with European integration, state transformation processes, transatlantic cooperation, and the challenges of the digital age, are in the Organizers' area of interest.
 3. If a person applying for participation in WEASA has more than one country of citizenship, they must hold a passport or other eligible travel document from the country listed in §1.1

§4

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 cover letter in English describing the Candidate's background and reasons for application.

§5

1. The closing **deadline** for submitting applications is the **3 May 2026**, 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. The recruitment process will start with the reviewing of 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 and the Polish-American Freedom Foundation.
3. Successful Candidates shall be admitted to the WEASA 2026 edition following the decision of the Selection Committee.

§6

The Organizers shall inform the Candidate about being accepted to WEASA following their collective approval described in §5.2 without delay. The Organizers are not obliged to inform the Candidates about the reasons for an unsuccessful result of application.

§7

A person admitted to WEASA will be required to sign the “Participant Declaration” of the Natolin Campus upon their arrival.

§8

In accordance with Article 13 Sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as GDPR, we are informing you that:

The joint controllers of the personal data of Candidates and Participants of the WAESA Program (henceforth: Programme), who jointly determine the purposes and means of data processing (henceforth: "Personal Data"), are:

- a) The College of Europe with its seat in Warsaw (02-797), at ul. Nowoursynowska 84, the controller has appointed a Data Protection Officer to supervise the correctness of the processing of personal data, who can be contacted via email address: iodo.pl@coleurope.eu
- b) The Polish-American Freedom Foundation, whose main office is located at 250 Park Avenue, 7th Floor, New York, NY 10177, USA,

For more information on the principles for processing personal data, please see Annex 1.

We will only process your personal data for informational purposes if you have consented to receive emails from us for this purpose. For more information on the principles for processing personal data for informational purposes, please see Annex 2.

CHAPTER 3
OBLIGATIONS OF PARTICIPANTS

§9

The Participant of WEASA shall:

- Comply with the present Rules of Procedure;
- Stay in the Republic of Poland during the whole period of WEASA 2026 edition;
- Comply with the program of stay;
- Pursue the agreed educational program and attend **all** sessions of WEASA 2026;
- Participate in integration and cultural events organized under WEASA;
- Once fully completing the WEASA program, the participant will be graduated to alumnus status and be allowed and encouraged to take part in all alumni activities and networking programs.

§10

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

§11

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.

§12

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 § 11 above.

§13

The Candidate admitted shall immediately inform the WEASA coordinator about any changes in their data submitted in the application form.

CHAPTER 4
OBLIGATIONS OF THE ORGANIZERS

§14

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;
- Provide additional support and engage with the Participant after completion of WEASA via the alumni networking platform and activities.

§15

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 2026 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 2026 implementation;
- Reimburse roundtrip transportation tickets up to 350 EUR (three hundred fifty Euros) from the Participant's country of origin to the Republic of Poland;
- Coverage of all costs related to the implementation of the WEASA 2026 Program (speakers' fees, education sessions, forums, training materials, etc.).

§16

WEASA Participants, fulfilling the obligations listed in Chapter 3 hereof, shall be awarded with a certificate confirming their successful completion of WEASA 2026 edition.

CHAPTER 5
FINAL PROVISIONS

§17

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.

Information on data processing in the framework of the WEASA Programme (Annex 1)

Data Controller

The data controller is the College of Europe, headquartered in Warsaw at 84 Nowoursynowska Street, 02-797 Warsaw (hereinafter: College of Europe).

For all matters concerning the processing of personal data and exercising rights related to data processing, you may contact us by mail at the above address or by email at: privacy_office.pl@coleurope.eu.

The controller has appointed a Data Protection Officer supervising the proper processing of personal data, who can be contacted via email at: iodo.pl@coleurope.eu.

Purpose and Legal Basis for Processing Personal Data

Personal data will be processed for the purposes of organizing and conducting training to be held from 12 to 19 July 2026, in Warsaw as part of the Natolin for Warsaw Euro-Atlantic Summer Academy (WEASA) project (hereinafter: the Project). This includes, in particular, organizing accommodation, local transport, key handover, reimbursement of transport costs, insurance organization for Program Participants during their stay in Poland, issuance of access passes, and certificates, and monitoring training effects.

Additionally, personal data will be processed for accounting, reporting, and auditing purposes related to the Project by the Polish-American Freedom Foundation, which fund the Project.

The legal basis for processing data is the legitimate interest of the controller under Article 6(1)(f) of the GDPR, which consists of fulfilling obligations set out in the contract concluded by the College of Europe with Polish-American Freedom Foundation funding the Project.

Your personal data may be processed to fulfill legal obligations, including tax and accounting regulations and for dietary preferences, food allergies, other health-related information, sending marketing information electronically, image publication.

Consent may be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal. Consent withdrawal can be made by sending an email to: privacy_office.pl@coleurope.eu.

Recipients of Personal Data

Authorized employees and service providers involved in organizing and implementing the Project, who have been contractually entrusted with processing personal data to provide the above services (e.g., IT companies), may have access to personal data.

Access to personal data is granted only to persons justified by their duties and services provided. All persons authorized to process personal data are obliged to maintain data confidentiality and secure data against unauthorized disclosure.

Entities authorized under law, such as courts, legal, or advisory offices, may also have access to personal data.

Representation in Poland of the Polish-American Freedom Foundation, ul. Królowej Marysieńki 48, 02-954 Warsaw and/or institutions designated by it in connection with Project funding may have access to the data.

Disclosure of personal data to certain recipients may result in the transfer of data to third countries that may offer a lower level of data protection than that applicable in the European Economic Area (EEA). In such cases, the controller will secure transferred personal data in accordance with GDPR requirements to ensure an adequate level of protection, including where processing occurs in such third countries. Adequate protection may be ensured by signing data transfer agreements based on the European Commission's Standard Contractual Clauses for transfers to third countries.

Duration of Personal Data Processing

Personal data will be processed for the duration of the Project and the period related to accounting, tax, and financial settlement of the Project with the funding institution, audits, and controls, i.e., for 5 years from the end of the year in which the project is completed.

Your Rights

Everyone has the right to:

- Access their data and request rectification or deletion,
- Restrict processing,
- Object to data processing,
- Withdraw consent at any time (withdrawal does not affect the legality of processing before withdrawal),
- Data portability.

Individuals exercising their rights may be asked to answer questions to verify their identity.

Furthermore, data subjects have the right to lodge a complaint regarding data processing with the President of the Polish Personal Data Protection Office.

Obligation to Provide Data

Providing data is a condition for participation in the Project. Failure to provide data will result in the inability to properly organize and conduct the Project.