

Rules and Regulations for Half Scholarship Students of the Academy of Young Diplomats 15th edition 2018/2019

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TERMINOLOGY

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

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PROGRAM

1. The Academy of Young Diplomats is organized by the European Academy of Diplomacy, located in Warsaw, Poland.
2. Academy of Young Diplomats is a yearlong program, divided into three specializations: Foreign Service, International Organizations and International Security.
3. Three day sessions are held once or twice a month, from Friday to Sunday. Participation is mandatory during the second day and optional during the first and third day of each session. Participation on Friday is rewarded with additional points. Points are collected during the whole program in order to graduate. Further details are given on the first session.
4. Participation in Sunday extracurricular workshops is subject to limitations and requires prior registration.

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STUDENTS

1. The Academy of Young Diplomats student status is given to candidates who have successfully completed the admission procedure.
2. Status as AYD student is granted for one year, starting on the inauguration meeting and ending with Academy graduation ceremony.
3. Each AYD student is entitled to:
 - a. Participation in all AYD sessions, including the external session;
 - b. An e-mail account in the „@post.diplomats.pl” domain;
 - c. A diploma of the Academy of Young Diplomats, providing he/she has fulfilled all obligations outlined in paragraph 4 of the Rules and Regulations for Students of the Academy of Young Diplomats;
 - d. invitation to the AYD Alumni community upon successful completion of the program.

§4 REQUIREMENTS

1. Students are required to abide by and submit to Rules and Regulations for Students of the Academy of Young Diplomats, 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. Students are required to regular and active participation in the AYD sessions (presence at 6 out of 8 sessions is mandatory). Absence during the external sessions is considered equal to absence during sessions held in Warsaw.
3. Absence during a session may be excused based on certificate, on formal legally accepted form, signed by a medical practitioner or a formal excuse letter issued by the student's university / employer / legal representative.
4. Students are required to pass the final exam. The exam covers topics discussed during the sessions and general knowledge in the field of international relations. Final exam is held during the last session of the program.
 - a. Students taking the exam are required to present a valid ID document if requested by an EAD representative;
 - b. A student who is prevented from attending the exam may submit, within 7 days from the exam date, a written application 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 30 September of the fall following the last AYD session;
 - c. A student who is prevented from attending the exam during the last session of the AYD may only take a resit exam unless the absence is excused based on the paragraph 4, point 4, letter b, of the Rules and Regulations for Students of the Academy of Young Diplomats;
 - d. A student 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;
 - e. Students who fail an exam will be offered only one retake opportunity during the resit session, no later than 30 September;
 - f. A student may make the first attempt to pass the exam during the last resit. Student who decides to pass the exam in the last term (resit term in September), assigned based on the paragraph 4, point 4, letter b, forfeits his/hers right to retake, September date is the last available opportunity to take the final exam;
 - g. Head of the AYD may request students to register for resit exams. Registration closes seven calendar days before exam date. Once the registration closes, no changes are allowed without prior approval of the Head of the AYD.
 - h. 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 student is required to submit and pass 3 out of 5 home assignments.
 - a. Topics and submission dates will be communicated during the 1st AYD session;
 - b. A student is required to pass 3 out of 5 home assignments;
 - c. Home assignments are to be sent in electronic form to the email address indicated by the Head of the AYD;
 - d. The Head of the AYD communicates the results of home assignments to the Students.
6. A student is required to submit and pass the final policy paper.
 - a. Topics of the final policy paper and submission dates will be communicated during the 1st AYD session;

- b. Final policy papers are to be sent in electronic form to the email address indicated by the Head of the AYD;
 - e. For a policy paper to be reviewed, the student is required to provide a written statement confirming the policy paper is the author's original work (original of the statement has to be signed, scanned and emailed to the email address indicated by the Head of the AYD or delivered in person);
 - c. The policy paper is marked as passed by the Head of AYD based on review by an expert;
 - d. A student 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 student who is not able to submit policy paper in due time is required to notify the Head of AYD no later than seven calendar days before the due date and provide a reason of 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 31st of August.
7. Any cases of plagiarism result in student's automatic expulsion from the program. Plagiarism is defined as copying work or part of work of another student, 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.
 8. Students are required to notify the Head of AYD about changes in their contact information.
 9. All communications without exception are conducted via the email account at "@post.diplomats.pl". Emails from private accounts may not be taken under consideration. Students are required to check their email account on regular basis.
 10. Students 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 students.
 11. Students are required to meet all requirements necessary to complete the program no later than 30 September.
 12. Any student failing to oblige by the Rules and Regulations for Students of the Academy of Young Diplomats may be removed from the student list.

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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 490,00 EUR or 1990,00 PLN.
2. In case of a missing payment, within 14 days from the acceptance to the program, student will be removed from the AYD accepted student list.

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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 amount is increased by 4% of the total fee (20,00 EUR). To avoid paying the PayPal fee we encourage you to use bank transfers.
3. EAD does not accept nor Western Union transfers or similar, neither credit card payments.

§7

REIMBURSEMENT POLICY

1. The EAD reimburses tuition paid, without student providing any reason, only if the student withdraws his/her participation in the program, in writing via email, not later than 30 days before the Inauguration day. The EAD will deduct 100,00 EUR processing fee.
2. Withdrawals of participation received after the 30 day cancellation period but before the Inauguration day are eligible for a 50 per cent refund of the whole balance paid. Additionally EAD will deduct 100,00 EUR processing fee.
3. Student will not have the right to be reimbursed with any amount after the Inauguration day 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. Students who resign from the program, fail to complete the program or are removed from student list following breach of the Rules and Regulations for Students of the Academy of Young Diplomats 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.
 - a. EAD does not cover any costs and does not provide any assistance in the process of obtaining a visa.
 - b. A student who has been accepted to the AYD will however receive a confirmation letter that can be used in the visa application process.
 - c. Students 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 two months before the AYD Inauguration day.**
2. In case of 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 day, 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 day, EAD will deduct 50% of the whole balance paid.
 - c. If the information is provided after the Inauguration day – 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.

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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 Students of the Academy of Young Diplomats, are set by the Head of AYD in coordination with the Director of the European Academy of Diplomacy.

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SIGNATURE

Rules and Regulations for Students of the Academy of Young Diplomats are binding from the day of signing by the Student. 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 two weeks from the acceptance to the program, along with the payment.

I, undersigned, resident of
(full address).....
with personal identification document number (ID/stay permit/passport with
photo).....hereby certify, that I have read and accepted the Rules and
Regulations for Students of the Academy of Young Diplomats.

.....
Date and place

.....
Signature