

OEAD - 411-2/24

Krakow, 02.01.2024

Thesaurus Poloniae

A fellowship programme of the Ministry of Culture and National Heritage of the Republic of Poland, implemented by the International Cultural Centre in Krakow.

Programme idea

The idea of the Thesaurus Poloniae fellowship programme dates back to 2007, when the First Congress of the Foreign Researchers of Polish History was organised in Krakow. This event demonstrated a growing interest in Poland in different parts of the world and revealed a lack of fellowship programmes offered by Polish institutions to scholars living and working outside Poland. To address this need, in response to the petition of the International Cultural Centre in Krakow, the Minister of Culture and National Heritage of the Republic of Poland launched the Thesaurus Poloniae fellowship programme. The ICC has been responsible for implementing the programme since 2009. Thesaurus Poloniae fellowship programme is addressed to scholars of culture, history, and the multicultural heritage of Poland and Central Europe. It welcomes applicants who are professionally involved in practical aspects of management and protection of cultural heritage, as well as scholars of history, art history, sociology, ethnography, and cultural anthropology. The Thesaurus Poloniae programme is addressed to scholars who live and work outside Poland. The programme offers successful participants a three-month stay during which the fellows live and work in Krakow.

Recruitment rules and regulations

The rules of the recruitment to the Thesaurus Poloniae programme are based on the following provisions:

Article 1: Fellowship competition organiser:

1. The recruitment of fellows is organised by the International Cultural Centre (hereinafter: ICC) on the basis of the mandate given by the Minister of Culture and National Heritage of the Republic of Poland. The recruitment process is organised

- by the Recruitment Committee appointed by the Director of the ICC who also acts as the Chairperson of the Recruitment Committee.
2. The recruitment of fellows is organised in accordance with the Recruitment rules and regulations approved by the Chairperson of the Recruitment Committee.
 3. The Recruitment Committee consists of the following members:
 - a. Director of the ICC, Chairperson of the Recruitment Committee;
 - b. Representative of the Ministry of Culture and National Heritage;
 - c. Representative of the ICC Programme Council;
 - d. Up to three representatives of the ICC, including a representative of the Educational Department – the Academy of Heritage, who shall act as the Secretary of the Recruitment Committee.
 4. Members of the Recruitment Committee are appointed by the Director of the ICC, Chairperson of the Recruitment Committee.
 5. The Director of the ICC, Chairperson of the Recruitment Committee, shall have the right to replace the members of the Recruitment Committee before convening each meeting of the Recruitment Committee.
 6. Recruitment shall take place during the meeting of the Committee convened by the Director of the ICC, Chairperson of the Recruitment Committee, within twenty-one days after the deadline of application submission.
 7. In case of applications that display a high level of research proficiency but represent a highly specialised research area the Director of the ICC, Chairperson of the Recruitment Committee, shall have the right to seek the opinion of an expert representing this research area, who will be invited to the Recruitment Committee meeting to act as an advisor.
 8. The ICC Educational Department – the Academy of Heritage shall be responsible for the organisation of the recruitment process and the course of the fellowship programme.
 9. The representative of the Educational Department – the Academy of Heritage, acting as the Secretary of the Recruitment Committee, will be responsible for organising the meetings of the Recruitment Committee.

Article 2: Organisation of the fellowship competition:

1. The programme is organised as a fellowship competition.
2. The fellowship programme consists of two parallel fellowship programmes:
 - a. The Senior Programme – addressed to experienced scholars with a doctoral or higher degree, representing research or cultural institutions;
 - b. The Junior Programme – addressed to early career researchers, junior staff of research or cultural institutions, and doctoral candidates.

3. Recruitment process for the fellowship competition is organised at least once a year and up to two times a year.
4. The decision about the opening of the call for applications for the competition shall be taken by the Director of the ICC, the Chairperson of the Recruitment Committee.
5. The call for applications for the first round of the programme will commence between November 1st and December 15th of given year and conclude between December 31st and February 15th of the following year. The recruitment process lasts at least six weeks. The fellows' stay in Krakow under the first round shall last three months and take place between early March and the end of July of the following year.
6. The call for applications for the second round of the programme will commence between May 1st and June 15th and conclude between June 30th and July 15th of given year. The recruitment process lasts at least six weeks. The fellows' stay in Krakow under the second round shall last three months and take place between early September and the end of December of the same year.
7. The specific dates of each fellow's stay in Krakow will be decided individually by the fellow and the Secretary of the Recruitment Committee and shall be adjusted to the timetables of the means of transport used by the fellow to travel to Krakow.
8. In accordance with Article 3 of rules and regulations, the recruitment process shall involve the selection of successful candidates as well as a reserve list. Candidates from the reserve list will qualify for the programme in case of unforeseen events, when successful candidates fail to confirm participation in the programme or withdraw from the programme. Lack of confirmation of participation in the programme allows the Committee to include candidates from the reserve list.
9. The order of applicants on the reserve list will be determined by the number of points awarded to the application by the Recruitment Committee (see: Article 3).
10. The Recruitment Committee will compile the final list of fellows in accordance with the recruitment criteria, taking into consideration the merit of the applications submitted, and the Thesaurus Poloniae programme budget for given year.
11. Candidates who submitted their applications will be notified about the recruitment results by e-mail and by post within three days after the conclusion of the meeting of the Recruitment Committee.
12. Recruitment results will be published on the ICC website along with a short information on the research projects submitted for the programme by successful applicants.
13. The Secretary of the Recruitment Committee, supervised by the Chairperson, shall be responsible for notifying the applicants about the recruitment results by e-mail and by post.

14. Successful applicants will be asked to confirm their participation in the programme within two weeks of the announcement of the competition results. The lack of such confirmation will be tantamount to the candidate's withdrawal from the programme.
15. In the event of a lack of confirmation of participation in the programme or a stated withdrawal from the programme the Chairperson of the Recruitment Committee shall be authorised to contact the first person on the reserve list who will be eligible to participate in the programme.

Article 3: Selection of submitted applications:

1. Submitted applications will be subject to the assessment of the Secretary to determine their compliance with the formal requirements. Submissions that qualify to further proceedings will then be approved by the Recruitment Committee.
2. To qualify to the competition the submissions need to comply with the following formal requirements:
 - a. the date of the postmark on the envelope containing the application shall not exceed the deadline, i.e. the final day of the recruitment;
 - b. the application was electronically delivered before the closing of the recruitment;
 - c. the application contains the following forms filled in with valid information:
 - application form retrieved from the ICC website;
 - the candidate's CV;
 - an essay presenting the research programme of the fellowship in Poland;
 - the candidate's photograph (passport size);
 - two recommendations by senior or mid-career researchers (obligatory only for applicants for the Junior programme).
 - d. The applicant is a national of a country different than the Republic of Poland.
3. The applications that meet all formal requirements shall be subject to further assessment under which the Recruitment Committee shall award them the scoring of 1–10 points when assessing the following categories:
 - a. the candidate's research output to date (maximum 10 points);
 - b. the merit of the submitted research project (maximum 10 points).
4. In view of the efforts of the Ministry of Culture and National Heritage to promote closer relations between Poland and other countries – member states of the European Union and the European Economic Community and openness towards countries participating in the Eastern Partnership and in the Visegrad Group, the Recruitment Committee shall be authorised to award additional 7 points to

applicants representing countries belonging to the abovementioned international communities.

5. Should emergency situations, e.g. cataclysms and disasters, take place in partner countries of the Republic of Poland, the Chairperson of the Recruitment Committee shall be authorised to award additional 7 points to applicants representing the country where this emergency situation occurred.
6. Fellowships will be awarded to applicants who received the highest scoring (maximum 34 points).
7. The decision of the Recruitment Committee regarding the selection of the fellows and the reserve list shall be final and irrevocable.

Article 4: Organisation of the fellowship stays in Poland

1. The organiser of the programme shall ensure suitable conditions of the fellow's stay in Krakow, i.e. the renting of self-contained apartments located in the city centre or the immediate neighbourhood of the centre.
2. The organiser of the programme shall cover the cost of basic insurance for each fellow for the duration of their stay in Poland.
3. The organiser of the programme shall book and purchase flight tickets or provide reimbursement of the costs of one-off return travel from the fellow's city of residence to Krakow.
4. The organiser of the programme shall provide the programme fellows with three monthly paid stipends (each amounting to PLN 4.500 net for Senior Programme participants and PLN 3.500 net for Junior Programme participants) as well as a one-off grant for textbooks and other research materials payable together with the first stipend (PLN 1.500 net).
5. The amounts granted to fellows by the programme organiser may change the following year by the decision of the Director of the ICC, the Chairperson of the Recruitment Committee.
6. The organiser of the programme shall facilitate research contacts and access to Polish library, archive, and museum collections to programme fellows.
7. The fellows participating in the Junior Programme shall conduct their research under the supervision of the research supervisor appointed by the Chairperson of the Recruitment Committee and selected from among the ICC research staff.
8. Fellows are obligated to submit a report from the fellowship programme, containing a summary of conducted research, to the ICC one week before the closing date of their fellowship stay in Poland.

9. The fellows shall include information on their participation in the “Thesaurus Poloniae” Fellowship Programme of the Minister of Culture and National Heritage of the Republic of Poland in their art portfolios/professional CVs and any promotional materials concerning their further artistic, research or commercial work (whether in paper or electronic form, including the Internet).

Agata Wąsowska-Pawlik

Chairperson of the Recruitment Committee
of the Thesaurus Poloniae Fellowship Programme
of the Minister of Culture and National Heritage of the Republic of Poland