

OEAD-441/22

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## Recruitment rules of the Thesaurus Poloniae programme for Ukraine:

In connection with the armed attack of the Russian Federation on Ukraine on 24 February 2022, the International Cultural Centre in Krakow acting in agreement with the Ministry of Culture and National Heritage on the basis of Article 12, paragraph 18 of the Act of 12 March 2022 *On assistance for citizens of Ukraine in connection with armed conflict on the territory of this country* (Journal of Laws of 2022; item 583), decided to create in the current year a program entitled Thesaurus Poloniae for Ukraine, addressed to employees of the scientific and cultural sector from Ukraine who left the territory of Ukraine after 23 February 2022. (hereinafter referred to as applicants).

### **Art. 1. The organiser of the scholarship competition**

1. Recruitment of fellows is carried out by the International Cultural Centre in Krakow on the basis of the mandate given by the Ministry of Culture and National Heritage of the Republic of Poland based in Warsaw
2. Recruitment is conducted by the Recruitment Committee appointed by the ICC Director, who is also its Chairperson.
3. Recruitment of fellows is based on *the Rules of Recruitment for the Thesaurus Poloniae Programme for Ukraine* approved by the Chairperson of the Recruitment Committee.
4. The Recruitment Committee consists of the following persons: Director of the ICC, Deputy Director of the ICC for Programme Affairs, Secretary of the Recruitment Committee, representative of the Department of International Cooperation of the Ministry of Culture and National Heritage.
5. The detailed composition of the Recruitment Committee is determined by the ICC Director, Chair of the Recruitment Committee.
6. The Chair of the Recruitment Committee has the right to make changes to the composition of the Recruitment Committee before any subsequent meeting of the Recruitment Committee is convened.
7. Recruitment Committee meetings are convened one day in advance by the Chairperson of the Recruitment Committee, depending on incoming applications and current needs.
8. In the case of applications that are of high merit but relate to a narrow and specialised research topic, the Chairperson of the Committee has the right to seek advice from a specialist representing the field of knowledge concerned, who may be invited to a meeting of the Selection Committee.
9. The organisation of recruitment and the running of the scholarship programme is the responsibility of the ICC, Centre for Education - Heritage Academy.

10. A representative of the Education Centre - the Heritage Academy, who is also the Secretary of the Commission, is responsible for the preparation of materials for the Selection Committee. The Secretary is appointed to carry out the above mentioned work by the Chairperson of the Commission.

## **Article 2. Method of organising the scholarship competition**

1. The programme is a fellowship competition.
2. The programme follows a uniform format, with no distinction being made on the basis of the applicant's professional or scientific degree.
3. Recruitment for the scholarship programme is ongoing from 10 March 2022 to 31 December 2022.
4. The length of the scholarship stay is determined individually, depending on the needs expressed by the applicant and the financial capacity of the ICC. At the request of the fellow, the Recruitment Committee may decide to extend the stay.
5. The final dates of stay in Krakow for particular fellows are agreed individually with the Secretary of the Recruitment Committee.
6. The final number of fellows is determined by the Recruitment Committee, taking into account the purposefulness of the applications and the amount of the budget allocated for the implementation of *the Thesaurus Poloniae for Ukraine* programme.
7. Applicants will be informed by the Selection Committee of the outcome of their application within three days of the conclusion of its deliberations.
8. Recruitment results are publicly announced on the ICC website.
9. Notification to applicants by e-mail is the responsibility of the Secretary of the Commission, whose work is supervised by the Chair of the Commission.
10. Candidates selected to participate will be asked to confirm their participation in the programme within seven days of being notified of the Selection Committee's decision. Failure to confirm will mean withdrawal from participation.
11. A scholarship agreement, a copy of which is attached as Annex 1 to these Regulations, shall be signed with the person awarded the scholarship.

## **Article 3. Selection of Submitted Applications**

1. Verification in terms of formal requirements of the applications submitted shall be carried out by the Secretary and approved by the Recruitment Committee.
2. Only citizens of Ukraine who arrived on the territory of Poland after 23 February 2022 may apply for the scholarship.
3. Applications submitted electronically between 10 March 2022 and 31 December 2022 need to contain:
  - the application form which can be downloaded from the ICC website;
  - CV of the candidate

- a passport photo or a scan of a passport page.
- 4. Applications that meet the formal requirements are subject to further evaluation, during which the members of the Recruitment Committee consider the advisability of the stay in Krakow in the context of the applicant's continuous scientific, cultural or creative work.
- 5. The decision of the Recruitment Committee on the selection of fellows is final and not subject to appeal.

#### **Article 4. Rules of fellows' stay in Poland**

1. The programme organiser shall provide fellows with an independent accommodation in Krakow.
2. In the event that the fellow requests accommodation with members of their family, the organiser may consider such a request favourably.
3. The organiser does not provide basic medical insurance for fellows.
4. The organiser has the right to decide on a one-off reimbursement of the fellow's travel costs to Krakow.
5. In case the fellows does not have sufficient financial means to support themselves, the Recruitment Committee, within its financial capacity, has the right to award them a scholarship of PLN 2000 net per month for three months.
6. In individual situations, the Recruitment Committee may, within its financial capabilities, extend the period of the financial scholarship beyond the three months indicated above.
7. If the programme continues in the future, the amounts awarded to fellows by the programme organiser may change in each subsequent calendar year.
8. The organiser of the programme shall facilitate research contacts and ensure access to Polish library, archive and museum collections to programme participants.
9. The fellow shall submit a report from the fellowship programme to the ICC a week before the planned end of their fellowship in Poland, in the form of a report template.
10. The fellows shall include information on their participation in the *Theasurus Polonia for Ukraine 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 and commercial work (whether in paper or electronic form, including the Internet).

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Chairperson of the Recruitment Committee  
Thesaurus Poloniae Scholarship Programme for Ukraine.