

RULES OF PARTICIPATION

Applicable to Participants of the six-week on-site knowledge and analytical skills programme organised in Poland, within **Natolin4Capacity Building Phase II – Strengthening Ukrainian Public Administration for EU Integration** Project, implemented by the College of Europe in Natolin and High School of Public Governance, and financed by the European Union.

I. OBLIGATIONS OF PARTICIPANTS DURING TRAINING ASSIGNMENTS

1. To obtain the best possible results from participation in the Programme, Participants are required to be punctually present, actively participate in the activities of the training Programme, and take part in all its activities.
2. Participants commit to upholding the principles of academic integrity regarding the use of sources while carrying out tasks related to participation in the Programme.
3. As part of their obligations related to participating in the Programme, Participants ought to deliver an analytical paper developed under the supervision of the Project Mentor during the Programme and orally present its main conclusions at the end of the stay.
4. Out of respect to others, during Programme workshops and other events, all electronic devices, such as mobile phones, are to be switched to silent mode. During workshop sessions, Participants can use personal computers and mobile phones for training purposes only. They are required to put these devices away if asked by an expert leading a workshop. Not abiding by the rules outlined above may result in expelling the Participant from the workshop or event in order not to disrupt the focus of other assignment Participants.
5. Participants are expected to share their anonymous opinions on the Programme they have participated in by engaging in the evaluation process, completing surveys and other documents during the Programme, and, if necessary, following the Programme's conclusion.
6. In principle, each Participant is expected to be 100% present at all training related assignments in order to obtain a non-degree certificate of completion of the Programme.
7. The presence will be confirmed by signing the presence lists on a daily basis by the Participants.
8. The Organiser may consider giving consent for a Participant's absence from the Programme only in exceptional circumstances.
 - a. For this reason, the Participant concerned will be obliged to address the Organiser with a justified request for absence in due advance, enabling the Organiser to react adequately.
 - b. The total maximum number of days of absence from the training-research programme shall not exceed 2 days.
9. Only Participants who have fulfilled the obligations set forth in these Rules of Procedure will receive a certificate of completion of the Programme.

II. RULES OF CONDUCT ON CAMPUS

1. Access to and stay on the College of Europe Natolin campus, which is a closed area, is limited to authorised persons only.

In view of the above, the Participants will receive individual identification badges at the beginning of their stay.

- a. The Participants will be required to wear the badges and present them on request to the College of Europe, Natolin and the Project staff, including College entrance security and Natolin restaurant. Participants must return their badges on departure after the training.
 - b. The fact that the individual badge has been lost must be reported by the Participant immediately to the guards at the entrance to the College premises, as well as the Participants Relations Officer of the Project.
2. For the benefit of each Participant and others, Participants are advised to take the utmost care not to damage the property of the College of Europe Natolin, the property of the accommodations, or the property of others. Damage caused to the College of Europe property, as well as the assigned accommodation, will be paid for by the person(s) responsible. Individual residents will be held responsible for any damage caused to their rooms, if applicable, or to any part of the residence hall and its facilities.
 3. It is recommended that no personal object be left unattended. Either the Natolin4Capacity Building-II Project or the College of Europe in Natolin assume responsibility for damage or loss of participants' personal property due to theft, fire, or other causes, as Participants are responsible for their personal belongings. The participants are advised to purchase personal liability insurance covering these risks.
 4. Due to fire security reasons, smoking inside any of the College's premises is strictly prohibited and may result in financial fines for the person in question.
 5. Alcohol consumption is not allowed in the following common spaces: library, halls of residences, classrooms, and Natolin restaurant.
 6. The possession, use or distribution of illegal drugs in the College of Europe in Natolin is strictly forbidden and can lead to expulsion from the training.

III. RULES OF CONDUCT IN ACCOMMODATION

1. The accommodation provided by the Organizer for the duration of the on-site training is for the benefit of the Project Participants; therefore, no other persons are allowed to stay in this accommodation. Failure to comply with this requirement may result in the leasing entity immediately terminating the lease agreement.
2. Out of respect to others, the Participants are expected to respect quiet hours in the places of their Project-related residence between 10:00 p.m. and 7 a.m.

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IV. OBLIGATIONS OF THE ORGANISER

1. In order to provide Participants with optimal training conditions, the Organiser undertakes to:

- a. Organise the six-week knowledge and analytical skills Programme for its Participants.
- b. Inform the Participants of any relevant changes to the Programme agenda.
- c. Monitor the Participant's progress and evaluate the completion of the Programme.
- d. Provide required support and assistance to the Participants during their stay at the Programme.
- e. Initiate and propose team-building activities for the Participants during leisure time.

2. The commitments of the Organiser towards the Participants during the 6-week training-research programme in Poland, include:

- a. Provision of accommodation, health insurance and meals for each Participant.
- b. Reimbursement of roundtrip travel costs from Ukraine to the Republic of Poland (economy class) or exceptionally, cost of fuel if travelling by own car.
- c. Provision of local transportation from the Warsaw train/bus station on the day of arrival and to the Warsaw train/bus station on the day of departure.
- d. Provision of financial allowance.
- e. Provision of Project Experts and Mentors, executing assignments within the framework of the Programme.
- f. Provision of training facilities, including lecture rooms and related equipment (laptops).
- g. Provision of access to the Library collections of the College of Europe in Natolin under the conditions set for all Library users.
- h.

V. FINAL PROVISIONS

- 1. Any public behaviour resulting in detrimental consequences to the Project or/and the College's reputation imputable due to the consumption of alcohol, illegal drugs or any other intoxicants by the Participant or one of their guests can lead to expulsion from the training.
- 2. Non-compliance with the Programme, acts to the detriment of the N4CB-II Project or the College of Europe in Natolin, breaking the law in the Republic of Poland, and/or any other acts that might harm or hinder other Project Participants or non-participants alike, may serve as the basis for expelling the Participant from Project with immediate effect.
- 3. Any amendments to the present Rules of Procedure require a written form. Otherwise, they shall be considered null and void. The Organisers shall inform the Participants about any adopted amendments to the present Rules of Procedure without unnecessary delay.

By signing these Rules of Procedure, I hereby confirm that I have read their contents and undertake to abide by them.

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Date

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Participant's full name

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Participant's signature