

Regulations of recruitment and participation in the “POLIN Meeting Point - Summer Education School” Program, 2019 edition, implemented by the POLIN Museum of the History of Polish Jews (hereinafter: “Regulations”)

§1.

Information about the Program

1. The “POLIN Meeting Point - Summer Education School” program, hereinafter referred to as the “Program” or “School”, includes the implementation of summer school classes for students and graduates (who have obtained a diploma or completed their studies without a degree in the last 3 years) of higher education institutions from Poland, Germany, Israel, and Ukraine.
2. The goal of the Program is:
 - 1) initiating intercultural dialogue;
 - 2) strengthening the relationship between the Program Participants and enabling the exchange of knowledge and experiences;
 - 3) counteracting prejudices and overcoming stereotypes;
 - 4) expanding the participants’ knowledge of history.
3. The program is implemented by the POLIN Museum of the History of Polish Jews with its registered office in Warsaw at ul. Anielewicza 6, 00-157 Warsaw, hereinafter referred to as the “Organizer” or “Museum”.
4. The Program’s co-organizer is the Association of the Jewish Historical Institute of Poland seated in Warsaw, at ul. Tłomackie 3/5, hereinafter referred to as “SŻIH”.
5. The program is implemented thanks to the support of the Nissenbaum Family Foundation, seated in Warsaw at ul. Gibalskiego 21, within the framework of the Educational Fund of the Nissenbaum Family Foundation.
6. The School's program is created under the scientific supervision of the Program Council established for this purpose (you can find information on the members of the Program Council at www.polin.pl).
7. The period of implementing the Program in 2019 covers the time from August 19 to September 1, 2019.
8. The School’s classes will take place at the Museum or another place in the territory of the Republic of Poland indicated by the Organizer.
9. There will be 80-100 clock hours of classes held within the Program.
10. The classes include workshops, lectures, discussion panels and integration activities, will be conducted by scientists, experienced educators, as well as employees and coworkers of the Museum.
11. All classes will take place in English, therefore, very good knowledge of the English language is required to participate in the Program.

§2.

Costs of participation in the Program

1. The Museum organizes accommodation for Program Participants and boarding during the classes.
2. The costs of accommodation, admission tickets to the institutions visited during School classes and boarding during the classes are borne by the Organizer.
3. The Organizer shall reimburse the Program Participants the travel expenses to and from the place

of classes held within the School on the basis of presented tickets or invoices for the purchase of these tickets to the bank account indicated by the Participant, up to the amounts set out in the Regulations:

- 1) the maximum amount of travel expenses' reimbursement for Participants from Germany is PLN 1,300.00
 - 2) the maximum amount of travel expenses' reimbursement for Participants from Poland is PLN 300.00
 - 3) the maximum amount of travel expenses' reimbursement for Participants from Israel is PLN 1,800.00
 - 4) the maximum amount of travel expenses' reimbursement for Participants from Ukraine is PLN 1,300.00
4. The Program Participant undertakes to provide the Organizer with the originals of the documents necessary to settle the reimbursement of the travel expenses referred to in paragraph 2 above.
 5. Settlements regarding the Participants' travel expenses should be submitted up to 10 days after the end of the Program.
 6. The Organizer shall not reimburse travel expenses in case the Participant resigns from participation in the Program or a part of the Program during its duration, as well as in the event the Participant is expelled from the Program.
 7. The provisions of para 5 above may not apply if the resignation is caused by a random accident, however it shall each time be at the Museum's discretion.
 8. The Organizer provides training materials as part of the Program.
 9. The Participants qualified for the Program shall cover travel insurance (for the event of sickness or accident) by themselves.

§3.

Recruitment rules

1. Recruitment is conducted in open and closed mode. As part of closed recruitment and contracts concluded by the Organizer with partner institutions cooperating with the Museum in the implementation of the Program, no more than 22 places are available. Other places are available as part of open recruitment.
2. Students of all types of studies as well as graduates of higher education institutions (3 years after obtaining a diploma or completed their studies without a degree) from Poland, Germany, Israel, and Ukraine are invited to participate in the open recruitment in the Program.
3. Due to the differences in curricula in the education systems of the four countries participating in the Program, the Organizer reserves that a group of Program Participants does not have to be a homogeneous group age wise.
4. Open recruitment for the Program will take place in two stages. The first stage is to fill in the application form and the second stage is the recruitment interview.
5. The condition for participation in the first stage of recruitment is filling out an application form at www.polin.pl or sending it to the e-mail address meetingpoint@polin.pl within the deadline announced at www.polin.pl.
6. The criteria of admission to the Program are as follows:
 - 1) interest in the subject of the history of Jews in Central and Eastern Europe;
 - 2) substantive preparation for participation in the Program (knowledge on the migration of Jews in the years 1881-1939);

- 3) motivation to explore the history of Poland, Germany, Israel, and Ukraine;
 - 4) interpersonal competences for group work, openness to dialogue and cooperation;
 - 5) readiness to share knowledge and experiences with other Program Participants.
7. As part of the first stage of open recruitment, the Recruitment Committee appointed by the Organizer will evaluate the candidates on the basis of the information contained in the application form, taking into consideration the criteria listed in § 2 para 6 of the Regulations.
 8. Persons who obtain the highest assessment of the submitted application forms during the first stage of open recruitment will be admitted to the second stage of open recruitment.
 9. The candidates will be informed about the results of the first stage of recruitment by e-mail.
 10. As part of the second stage of open recruitment, the Recruitment Commissions, appointed by the Organizer, will conduct interviews with the candidates who qualified for the second stage. The candidates who qualified will receive information on the details regarding the dates and the course of the recruitment interviews.
 11. The Recruitment Commissions will qualify candidates for the Program based on the evaluation of the recruitment interviews. Both the criteria previously assessed based on the application form and the additional criteria assessed during the interview will be taken into account. These criteria include: motivation and interpersonal and communication skills, as well as additional strengths and competences of the candidate.
 12. The candidates will be informed about qualifying for participation in the Program by e-mail.

§4.

Rights and obligations of Program Participants

1. The condition for participation in the Program is signing an agreement on participation in the Program by the Participant.
2. The Participants have the right to:
 - 1) participate in the Program classes in accordance with the provisions of the Regulations;
 - 2) receive training materials for specific types of activities;
 - 3) make any comments and suggestions regarding the improvement of the Program to the persons responsible for its implementation;
 - 4) absence in the classes on one class day without justification.
3. The Participants are required to:
 - 1) systematically and actively participate in the Program, including the classes;
 - 2) confirm participation in classes with a signature on the attendance list;
 - 3) cooperate in the ongoing evaluation of the Program, including completion of the evaluation surveys during the School and after 60 days from the date of the School completion;
 - 4) maintain confidentiality regarding the information obtained as a result of participating in the Program connected with other participants involved in the implementation of the Program;
 - 5) respect the views and religion of other Program participants.
4. The condition for receiving a certificate of completing the Program by the Participant is:
 - 1) participation in the classes;
 - 2) preparation of the final task specified in the School Program.
5. A Participant may be removed by the Organizer from the list of Program participants in the event of a material breach of the Regulations, in particular unjustified absence of the Participant on more than one day of classes or in the event of inappropriate behavior (including that related to drugs, alcohol, misdemeanor, or crime).

6. If the Participant is removed from the list of Program participants, the Organizer has the right to demand from the Participant reimbursement of costs related to his/her participation in the Program (e.g. travel costs, accommodation costs).

§5.

Consents

A Participant qualified for participation in the Program agrees to free of charge and unlimited in time and territory:

- 1) use of the final works created by the Participant during classes conducted during the Program's duration, as part of the statutory activities of the Organizer, including in publications, at exhibitions and public performing, exhibiting, displaying, reproducing and broadcasting and re-broadcasting, as well as publicly sharing works in such a way that everyone can have access to them in a place and time chosen by them, including on the Internet;
- 2) recording the Participant's image by the Organizer or a person authorized by the Organizer during the Program and for use and disseminate the image of the Participant, i.a. on photos and audiovisual materials as part of the Organizer's statutory activities, including in publications and at exhibitions;
- 3) public access to photos and audiovisual materials recorded during the Program's duration, including the Participant's image and voice captured in the pictures and in audiovisual materials, at any place and time, including on the Internet;
- 4) providing other institutions with access to materials listed in points 1-3 above or granting by the Organizer a sublicense to use these materials by other institutions.

§6.

Personal data

1. Personal data of the candidates and participants shall be processed in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data by the Museum as the controller of these data, in order to participate and carry out, to which the Partner should give consent in the manner specified in Art. 6 para 1(a) of the Regulation by joining the Program.
2. The Museum has appointed a Data Protection Officer (DPO), who can be contacted by e-mail: iod@polin.pl, or by telephone: 22 471 03 41.
3. The Museum informs that the following categories of the Participants' data will be processed: first name, last name, e-mail address, and image.
4. Expressing consent to the processing of personal data of a Participant under the conditions specified in the Regulations is voluntary, although necessary to participate in the recruitment process and the Program.
5. Every candidate and Participant who has transferred his/her personal data to the Museum has the right to access the contents of their data and the right to have them rectified, deleted, or limit their processing, the right to data transfer, the right to raise objections, the right to withdraw consent at any time without affecting the lawfulness of the processing which was carried out on the basis of the consent obtained prior to its withdrawal.
6. Withdrawal of consent requires sending a message by e-mail to the following address: iod@polin.pl

§7.

Final provisions

1. The Regulations shall enter into force on the day of their announcement.
2. By participating in the Program, the Participant accepts the Regulations. The Regulations are made available by the Organizer, i.a. on the Organizer's website.
3. The Organizer reserves the right to change the Regulations in justified cases in the period starting from the beginning of recruitment to the Program's completion. The Organizer shall inform the Participants about any changes to the Regulations.
4. The Organizer reserves the right to stop recruitment or to terminate the Program's implementation without giving reasons, and to terminate the Program's implementation for reasons of force majeure (e.g. related to the political situation or economic crisis).
5. The Participant who does not give consent to a change of the Regulations regarding his/her rights and obligations, has the right to resign from participation in the Program.
6. The Regulations were created both in the Polish and English language versions. In the event of discrepancies, the Polish version will be binding.