

## REGULATIONS FOR THE APPLICATION, ADMISSION, AND PARTICIPATION IN THE INTERNATIONAL ANTI-CORRUPTION SUMMER ACADEMY 2019

### PLEASE NOTE

By submitting the application form, the applicant declares to have read and understood these regulations and agrees to them.

All correspondence pertaining to the training/programme, such as inquiries, complaints, cancellation notices, notices of technical nature should be exclusively sent to the following email-address in English only:

[summeracademy@iaca.int](mailto:summeracademy@iaca.int)

Any such correspondence conveyed to IACA by postal mail, fax, or other means of communication, or in another language than English may not be deemed valid and processed.

### 1 THE TRAINING/PROGRAMME

1.1 General: The International Anti-Corruption Summer Academy is a standardized training/programme of the International Anti-Corruption Academy (IACA), an international organization with its official seat at Muenchendorfer Strasse 2, 2361 Laxenburg, Austria ("IACA's campus"). The training/programme will run from **28 June to 5 July 2019**. Its structure and content is described at:

[http://www.iaca.int/opentrainings/summer\\_academy.html](http://www.iaca.int/opentrainings/summer_academy.html)

1.2 Target Group: Professionals from around the world, with a minimum of five years of relevant work experience in the public or private sector, international or non-governmental organizations, as well as media representatives, students, and researchers in areas related to anti-corruption and/or compliance.

1.3 Language: The training/programme is administered and will be held in the English language only (translation/interpretation will not be provided).

1.4 Further information is available at:

[http://www.iaca.int/opentrainings/summer\\_academy.html](http://www.iaca.int/opentrainings/summer_academy.html)

### 2 REGISTRATION

Only registered users of IACA may apply. Users can register at:

<https://www.iaca.int/restricted>

### 3 APPLICATION

3.1 Application Requirements: Interested professionals (see 1.2- “Target Group”) have to apply personally by **18 March 2019** via the online application form at

[http://www.iaca.int/opentrainings/summer\\_academy.html](http://www.iaca.int/opentrainings/summer_academy.html),

attaching all required documentation, as specified below:

- a. Curriculum Vitae
- b. Passport Copy
- c. 1 Passport Photo
- d. Applicants should have the appropriate command of English to successfully participate in the training/programme. Therefore, non-native English speakers have to provide ideally one of the following documents:
  - Test of English as a Foreign Language (TOEFL) - overall score of: paper-based 574, computer-based 210, internet-based 89.
  - Cambridge First Certificate in English (FCE) - corresponding to level B2 of Common European Framework of Reference for Languages (CEFR).
  - Academic IELTS Test - overall score of: 6.0.
  - Certificate of completion of at least one year of full time university studies or in a tertiary institution where the language of instruction was English. Proof of professional experience in an English speaking environment may be equivalent to such certificate.
  - An academic degree where the language of instruction was English.

Applicants, who do not submit any of these documents will be required to conduct a telephone or Skype-interview with IACA staff to confirm their language abilities.

- e. Optionally in support of the application: Professional references.

3.2 Application Process: IACA will confirm the receipt of applications by email. IACA will not process applications and will not return documents sent by postal mail. Incomplete applications will not be considered. Late applications may be considered subject to available places on the training/programme.

Applicants experiencing problems with the online registration/application are kindly asked to contact IACA for further guidance.

### 4 ADMISSION

4.1 Admissions are at the sole discretion of IACA based on relevant criteria, such as the applicants’ personal and professional suitability for the training/programme, as well as gender, professional and regional diversity of participants.

4.2 IACA may request additional information/documentation from applicants, as well as their participation in interviews.

4.3 All applicants will be notified about admission results. Unsuccessful applicants are encouraged to re-apply on another occasion.

## 5 OFFER/ACCEPTANCE/FEEES

5.1 Selected applicants will receive an offer to participate in the training/programme, together with an invoice and/or a scholarship offer.

5.2 Tuition fees are stated at:

[https://www.iaca.int/opentrainings/summer\\_academy.html](https://www.iaca.int/opentrainings/summer_academy.html)

5.3 Once the applicant has settled his/her invoice, or the applicant's written scholarship acceptance has been received by IACA, both by the deadline set by IACA, the seat on the training/programme is guaranteed and the respective applicant becomes a participant.

## 6 RULES ON PAYMENT

6.1 Payments shall be made in the Euro currency by the stated deadline, either by bank transfer or any other mode of online-payment offered by IACA for the training/programme. Other forms of payment, such as cheque, credit card or cash payments, will not be accepted.

6.2 Payments are deemed settled once accredited to IACA's bank account. Please note that the payment-process may take a couple of days. IACA shall not assume any liability which may arise from the participant's use of any banking and/or online service.

6.3 Except for any refund-payments (see 8.) processed by IACA under European law on payment services (within the European Economic Area), any costs or fees associated with the transfer of payments, including but not limited to bank and/or currency conversion charges, are to be borne exclusively by the participant.

## 7 NON-PARTICIPATION/ LATE OR INCOMPLETE PARTICIPATION

No fees shall be refunded by IACA in cases of non-participation, late participation, or incomplete participation. Denied or late visa are not cases of *force majeure* (see 9.3 - "Visa" and 8 - "Force Majeure [& other Exceptional Circumstances]").

## 8 CANCELLATIONS

8.1 Cancellation by Participants: Cancellation notices of participants shall be sent to IACA per email to

[summeracademy@iaca.int](mailto:summeracademy@iaca.int)

Cancellation fees are:

- a. 100 Euro, for cancellations received before 7 June 2019;

- b. 10 % of the tuition fee, for cancellations received between 7 June 2019 and 13 June 2019 inclusively;
- c. 20 % of the tuition fee for cancellations received between 14 June 2019 and 20 June 2019 inclusively;
- d. 30 % of the tuition fee for cancellations on or after 21 June 2019.

IACA will balance cancellation fees with payments received and return any surplus to the participant's bank account.

8.2 Cancellation by IACA: Save cases of *force majeure*, paid tuition fees will be refunded, as appropriate.

## 9 ADMINISTRATIVE MATTERS

9.1 Arrival: The training/programme starts on **28 June 2019** in accordance with the timetable issued by IACA. Participants are requested to arrive on time. Shuttle services will be provided by IACA only on the routes, dates and times set by IACA.

9.2 Insurance: Participants are strongly advised to make health and travel insurance arrangements for the duration of the training/programme, including travel. IACA does not make any arrangements or cover any costs relating to travel/health/medical issues (scholarship holders see 11.2 - "Scholarships").

9.3 Visa: Visa arrangements are at the sole risk and costs of participants, including scholarship holders. Participants are strongly advised to arrange and plan visa early, and inform themselves about the required timeframe. Participants have to apply for the necessary visa at the diplomatic or consular representation of the country of the location of the training/programme, well in advance of their planned arrival and at their own costs. For trainings/programmes in Austria: If Austria does not have a diplomatic or consular representation in the country where a visa is being applied for, the visa application can be submitted to the consular authority of another country of the "*Schengen Area*", which will process the visa application on behalf of Austria.

PLEASE NOTE: The denial or late issue of visas are not cases of *force majeure* and do not exempt a participant from his/her payment obligations *vis-à-vis* IACA.

9.4 Certificates: Upon completion of the training/programme, participants who attended all classes and signed the daily attendance sheets will receive a certificate of the training/programme.

## 10 LEGAL MATTERS

10.1 Communication/Reporting: Participants shall communicate to IACA through the designated addresses, including email, all changes of circumstances and data that may be relevant for their participation in the training/programme. Where IACA makes arrangements for participants under these Regulations, such arrangements are made on the basis of data and circumstances communicated by the concerned participant to IACA. Any costs or

adverse consequences caused by changed or unknown circumstances or data of participants, such as the rebooking of flight arrangements due to change of residence or name (e.g., marriage), not communicated to IACA before such arrangements were made by IACA, are not attributable to and shall not be borne by IACA.

10.2 Copyrights: All materials provided to participants during the training/programme are subject to copyrights and are for each participant's non-commercial and personal use or study only. Any further use, including the reproduction in digital or hard-copy format, requires IACA's authorization. Participants shall not make audio/video recordings during the training/programme. In exceptional cases such recordings may be authorized by IACA.

10.3 Use of Personal Data: IACA respects the participants' privacy and takes appropriate measures to protect their personal data. IACA will process the participants' data in line with IACA's Privacy Notice (available at <https://www.iaca.int/privacy.html>). In order to facilitate the academic dialogue amongst fellow participants and faculty, IACA will share participants' data (name, surname, job-affiliation, email address) amongst them.

10.4 Personality Rights: IACA may arrange photo/video and/or other recordings during the training/programme and publish them at its discretion. Participants shall respect the privacy of their classmates and refrain from taking photos during the training/programme unless permitted by the persons concerned. Participants shall inform IACA in writing prior the start of the training/programme if they do not wish to be included in photo/videos and/or other recordings arranged by IACA.

10.5 Laws and Regulations: Participants shall observe all applicable laws and regulations, pertinent to their studies at IACA and their presence in the country of the training/programme, including the "*Code of Conduct for IACA Programmes and Activities*" (see Annex I).

10.6 Limitation of Liability: IACA's liability for damages shall be limited to cases of gross negligence or willful misconduct on its side, and shall not cover consequential damages. IACA does not assume any liability for damages to or the loss or theft of participants' possessions, including in designated hotels.

10.7 Changes to Programme/Regulations: IACA reserves the right to adapt the programme, such as replacing lecturing personnel, schedule, if required for the successful implementation of the training/programme. Participants will be informed about any changes to the training/programme or to these Regulations.

10.8 Force Majeure [& other Exceptional Circumstances]: IACA may, at its sole discretion and on a case-by-case basis, evaluate and decide on well-documented cases of *force majeure* (extraordinary events or circumstances beyond either party's control, such as a war, strike, natural disaster or other acts of a similar nature or force), or other exceptional circumstances, such as where the health/safety of the participant him/herself and/or other participants would be endangered.

## 11 SCHOLARSHIPS

11.1 General: Scholarships for the training/programme are offered by IACA for participants from Least Developed Countries (LDCs<sup>1</sup>) who have requested such a scholarship with their application, have not been granted a scholarship by IACA before, and have been selected by IACA on a competitive basis. IACA may request applicants to submit evidence in support of their request for a scholarship.

11.2 What is covered: IACA's scholarship includes

- a. a tuition fee waiver and the below-stated support arrangements by IACA;
- b. round-trip transportation between the scholarship holder's country of residence or other location designated by IACA, and the location of the training/programme, not including airport transfers;
  - travel will be usually arranged between the airport near the scholarship holder's residence or other location designated by IACA, and the location of the training/programme;
  - in general, travel will be booked at the most cost-effective fares and may involve early/late travel times, including overnight-travel, and or the scholarship holder arriving on an earlier date/departing on a later date;
- c. accommodation in a budget hotel of IACA's choice;
- d. shuttle services between the location of training/programme and the designated hotel (see c.);
- e. standard travel health insurance coverage arranged by IACA for the duration of the training/programme;
  - this insurance will not cover pre-existing medical conditions;
  - the scholarship holder will have to prepay for health services and reclaim these payments from the insurance provider;
  - apart from contracting insurance coverage on behalf of the scholarship holder and paying the premium, IACA will neither get involved with health services, nor with the insurance provider, nor make any related arrangements or payments;
- f. a flat-rate subsistence allowance of 150 EUR for non-provided meals and airport transfers for the period of the training/programme;
  - in cases of late arrival this allowance shall be reduced by 10 % for one complete day, by 30 % for two complete days, and by 50 % by three and more complete days of non-attendance;

---

<sup>1</sup> A list of LDCs, published by the UN Office of the Representative of the Least Developed Countries (UN-OHRLS), available under: <http://unohrlls.org/about-ldcs/>

11.3 Arrangements/Bookings: All arrangements/bookings under this section are made exclusively by IACA and at the most cost-effective economy/budget rates, standards, and dates. That may entail earlier/late arrival/departure as well as stopovers during travel. Any costs for additional services, such as utility charges, extra-luggage/weight, telephone or internet, minibar-consumption, are not covered by IACA. Any other arrangements/bookings other than at the most cost-effective economy/budget rates, standards, and dates, including re-bookings/change of itinerary, will only be made by IACA for imminent and unforeseeable reasons and on a written request of the scholarship holder. All costs of such adaptations shall be borne by the scholarship holder.

11.4 Prohibition of Double-Funding: Scholarship holders warrant that they have not received and will not receive in the future any financial support by a third party pertaining to their participation in the training/programme and covered by IACA's scholarship. They undertake to immediately report to IACA any such support granted to them and to refund to IACA any such amount received.

11.5 No-Shows/Non-Participation/Incomplete Participation or Late Participation: Due to the commitments of funding by IACA, scholarship holders are to participate in the full training/programme. In cases of no-shows, non-participation, incomplete participation, or late participation, the scholarship holder shall pay to IACA the following fees/damages:

- a. 1,000 Euro in cases of non-participation and/or no-shows, plus those costs incurred by IACA due to the non-participation and/or no-shows;
- b. 100 Euro for each day of absence in cases of incomplete participation.

11.6 Cancellation by Scholarship Holders/Reimbursement of Costs: Cancellations by scholarship holders shall only become effective, if sent personally to IACA in writing to [summeracademy@iaca.int](mailto:summeracademy@iaca.int) and upon receipt by IACA. Scholarship holders, who cancel their participation in the training/programme, shall reimburse and hold IACA harmless for all costs and liabilities, including for travel and accommodation costs, incurred by IACA until the receipt of the respective cancellation notice.

Denied or late visa issues are not cases of *force majeure* or *exceptional circumstances that will be reviewed by IACA* (see 10.8 - "Legal Matters" and 9.3 - "Visa").

Annex I – Code of Conduct for IACA's Programmes and Activities