



College of Europe  
Collège d'Europe



# NATOLIN FELLOWSHIP PROGRAMME

## Rules and Regulations

### CHAPTER 1

#### GENERAL PROVISIONS

##### §1

The Natolin Fellowship Programme is a new non-degree initiative for young professionals coming from Ukraine, Moldova, and Georgia, tailored for individuals with a robust educational and professional interest in European affairs. The Natolin Fellowship Programme is funded by the EU and the Ministry of Foreign Affairs of the Republic of Lithuania as part of and in the framework of the project *EU4YOUTH – Phase III Youth Employment, and Entrepreneurship programme Scholarship Scheme for Eastern Partners at the College of Europe, Natolin Campus* (Grant Contract concluded in 2021, ENI/2021/423-431-01-0001) and organised by the College of Europe in Natolin (henceforth: Organiser).

##### §2

Participation in the Natolin Fellowship Programme means to follow a complementary, non-degree programme of study, online / e-learning and onsite courses, field trips/visits, compulsory traineeship, supplemented by follow-up activities, carried out by the College of Europe in Natolin, located at 84 Nowoursynowska St., Warsaw, Poland.

CHAPTER 2  
ELIGIBILITY AND APPLICATION PROCESS

§3

1. In order to be eligible for Natolin Fellowship Programme, the Applicant must:
  - be a citizen of Ukraine, Moldova, or Georgia;
  - be up to 35 years old;
  - be enrolled in a PhD programme in one of the universities of Ukraine, Moldova, or Georgia, or be a recent (within 12 months from the graduation day) doctoral graduate from the universities of respective countries;
  - hold a Bologna MA degree or equivalent (240 ECTS); in case of PhD graduates, one must hold a doctoral degree awarded by universities or other educational institutions in Ukraine, Moldova, or Georgia. This may include joint or double master's /doctoral degree programs developed by universities from Ukraine, Moldova, Georgia in cooperation with other institutions in Europe;
  - be an independent English speaker (at least B1 level or higher, according to the Common European Framework of Reference for Languages (CEFR)).
2. The Natolin Fellowship Programme is addressed to those who are keen in pursuing a degree / career in European affairs, political science, international relations, economics, law, history, journalism, languages (although, Applicants with other academic profiles, e.g., STEAM-related disciplines may also be considered). The Applicants should have a strong interest in the European Union, its policies, and relations with the neighbourhood, the transformation of the Eastern Partnership (EaP), relations between the countries of the EaP, etc.
3. If a person applying for participation in the Natolin Fellowship Programme has more than one country of citizenship, he/she must hold a passport or other eligible travel document from at least one of the countries listed above. Double citizenship cases will be reviewed additionally.

#### §4

To apply to the Natolin Fellowship Programme, the Applicants shall comply with the requirements specified in the present Rules and Regulations by submitting the following:

A duly filled in application form (accessible at [here](#)), including a short motivation letter in English describing their background, reasons for application, the research proposal. Additionally, the Applicants may wish to propose (optional) a potential institution that is ready to host them and support in their traineeship.

#### §5

1. All candidates are invited to apply until 10 May 2024. At the same time, the Organiser reserves the right to extend the deadline – relevant information shall be published in advance via the following webpage: [www.coleurope.eu/natolinfellowships](http://www.coleurope.eu/natolinfellowships).
2. The recruitment for the fellowship scheme will comprise a two-stage recruitment process including submission of an online application and an interview with the Selection Committee. The recruitment process will be merit-based, although, insofar as the submitted applications permit it, the results of the recruitment process shall ensure gender balance, diversity of national backgrounds, and prioritise the inclusion of candidates from disadvantaged backgrounds.
3. There will be a maximum of 16 admitted Applicants qualified for participation in the Natolin Fellowship Programme. In order to secure appropriate geographical balance among eligible countries, the Organiser reserves the right to apply country-specific quotas.
4. The Selection Committee will assess each Applicant basing on the following criteria (in particular): the Applicant's potential, motivation and purpose, academic and professional background (including the expected impact that the Fellowship would have on the Applicant's career). We are also glad to invite young people with fewer opportunities (who are at a disadvantage compared to their peers because they face one or more of the seven exclusion factors, for instance: disability and health problems, cultural differences, economic obstacles, social obstacles or geographic

obstacles, barriers referring to discrimination etc. - please get familiar with example definitions provided by the European Commission within the Erasmus+ Programme).

4.1 Due to Russia's invasion of Ukraine, which has resulted in unfavourable living and professional circumstances, all Ukrainian applicants will automatically be viewed as candidates having fewer opportunities. This point should be completed in a manner akin to the projects implemented in the framework of Erasmus+ programme.

4.2 Relevant justification / information shall be presented in the application form.

5. The recruitment process will start with the reviewing of applications for the Natolin Fellowship Programme. Applications not complying with the requirements listed in the present Rules and Regulations will not be considered. All eligible, positively, evaluated and shortlisted Applicants will be scheduled for the second stage of the selection process, the virtual interviews (initially planned in May and/or early June 2024, detailed information shall be communicated in advance). The whole process will be conducted by a dedicated Selection Committee appointed by the Organiser.
6. If necessary, the Organiser reserves the right to consult selected applications with representatives of funding authorities, the Central Project Management Agency in Vilnius.
7. During and after the evaluation process, the Organiser reserves the right to call a selected Applicant to present additional documents, information, evidence, etc. (if needed), in addition to data presented in the application forms (i.e. in case the College of Europe in Natolin obtains information about possible irregularities in submitted declarations or about circumstances which may give rise to doubts as to the correctness and accuracy of submitted documents / declarations).
8. Successful Applicants shall be admitted to the Natolin Fellowship Programme following the decision of the Selection Committee. The Selection Committee's decision is final.
9. The Natolin Fellowship Programme is planned to be launched at the turn of June/July 2024 and will last until January/February 2025 (around 8 months, the final schedule

and starting dates shall be communicated in advance). The selected Applicants are required to be available in person for the whole duration of the Programme.

#### §6

1. The Organiser shall inform the Applicants about being accepted to the Natolin Fellowship Programme without delay and provided not later than 2 weeks after receiving the positive decision of the Selection Committee. The Organiser is not obliged to inform the Applicants about the reasons for an unsuccessful result of application.
2. If a qualified/successful Applicant resigns from participating in the Natolin Fellowship Programme before the launch of trainings, the Organiser may decide to qualify another eligible Applicant with the highest score from the reserve list.

#### §7

A person admitted to the Natolin Fellowship Programme will be required to sign the “Participant Declaration” and relevant Rules and Regulations provided by the Organiser upon arrival.

#### §8

The personal data provided by the Applicants will be protected in compliance with the Act of 29 August 1997 on the Protection of Personal Data, in force in the Republic of Poland and in accordance with Article 13 Sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as GDPR. Detailed information about the principles for processing your personal data constitutes an integral part of your application form.

Personal data shall be gathered in particular for the purpose of recruitment and selection of participants for the Programme.

CHAPTER 3  
OBLIGATIONS OF FELLOWS

§9

Once admitted to the Natolin Fellowship Programme, the Applicant becomes a Natolin Fellow (henceforth: Fellow). The Fellow shall:

- comply with the present Rules and Regulations;
- stay in the Republic of Poland during the whole period of the Natolin Fellowship Programme;
- pursue the agreed educational programme and attend all online and onsite activities designed for the Natolin Fellowship Programme;
- submit two short research papers (c. 3000 words each) or one longer and more comprehensive analysis (c. 6000 words) on topics related to European affairs agreed with the experts-mentors in advance before the end of the Fellowship.
- attend c. 260 hours of language courses, knowledge-based modules, and professional skills training.
- participate in integration and cultural events organised under the Programme;
- make their own arrangements for the board and lodging. Meanwhile, the Organiser will notify in advance, if available, of the possibilities and conditions of using the student residences and student restaurant services at the premises of the College of Europe in Natolin.
- Once fully completing the Natolin Fellowship Programme, the Fellow will be graduated to alumnus status of the Programme.

§10

The Fellow shall fill out the evaluation surveys and other documents during participation in the Natolin Fellowship Programme and after its conclusion, if required.

§11

Misrepresentation, incomplete or false information indicated in the application form or in the “Participant Declaration”, non-compliance with the programme, acts to the detriment of the Natolin Fellowship Programme, breaking the law in the Republic of Poland, and/or any other acts that might harm or hinder other Natolin Fellows, professors or staff members alike, may serve as the basis for expelling the Fellow from the Natolin Fellowship Programme with immediate effect.

#### §12

No person(s) other than the Fellows are allowed to stay at the College of Europe in Natolin. Fellows failing to comply with this requirement will be subject to the procedures described in § 11 above.

#### §13

The admitted Applicants shall immediately inform the Organiser about any changes in data submitted in the application form.

### CHAPTER 4

#### OBLIGATIONS OF THE ORGANISERS

#### §14

The Organiser shall:

- organise the Fellow’s educational and professional activities according to the Programme;
- monitor the Fellow’s progress and evaluate the completion of the educational and professional programme;
- inform the Fellows on any relevant changes to the Natolin Fellowship Programme agenda, also via the website of the College of Europe in Natolin.

#### §15

The commitments of the Organiser towards the Fellows include:

1. Provision of a scholarship-stipend of **1 197 EUR per month** for an eight-month period to each Fellow; the total amount will be **9 576 EUR (contribution** to subsistence costs, other allowances, and related personnel income taxes if applicable).

The purpose of the financial support for all Natolin Fellowship holders is not to cover full costs connected with staying abroad, the above financial support shall be treated as a contribution towards all costs of living and studying abroad (similarly to the Erasmus+ mobility schemes). Therefore, all Applicants shall retain the right to be provided with other forms of support, including the financial one, in particular provided on the basis of national law and regulations in Ukraine, Georgia or Moldova. However, in case of support coming from EU-funded programmes / projects, it will be highly recommended for each Applicant to check carefully the possible overlaps in consultation with the funding / implementing bodies, which provide that separate grant / or other forms of support etc. (additional to funds provided by the Natolin Fellowship Programme by the College of Europe in Natolin), looking for any possible irregularities related to double funding in particular. Moreover, additional confirmation from Applicants will be collected and may be supplemented by declarations / information from the above donors / funding bodies providing that additional / potential EU aid, if necessary. Furthermore, if a particular Applicant is going to use any financial support from other EU-funded programmes / projects etc. he / she must declare it clearly on the application form. Furthermore, each such case will be carefully analyzed, in consultation with the Central Project Management Agency, if necessary. Finally, appropriate information will be added to the agreement with each Fellow (including information about double financing and EU funds, as well as about the right to claim for reimbursement of improperly used funds). Finally, the rule of preventing risks of double financing from EU funds shall always apply.

2. The travel costs to and from home countries will be co-financed through a travel allowance in the amount not exceeding **530 EUR** (paid in 2 instalments).

\* The unit rate is determined by taking into account the travel distance of each Fellow (referring to the Erasmus+ scheme). The distance [calculator](#) provided by the European Commission, must be used by the Applicants to identify the distance between their place of residence and the venue of the Fellowship: Warsaw.

3. Allowance of up to 1 000 EUR to each Fellow for attending an international conference and/or local field/research trips.
4. Coverage of Insurance costs for the whole duration of the Fellowship by the Organiser.
5. Provision of a dedicated training and comfortable and well-equipped office space for all Fellows for implementation of their fellowship research.
6. Notification in advance, if available, of the possibilities and conditions of using the student residences and student restaurant services.

#### §16

The Fellow, fulfilling the obligations listed in Chapter 3 hereof, shall be awarded with a certificate confirming their successful completion of the Natolin Fellowship Programme and the Traineeship Programme (offered by the College of Europe in Natolin or other partnering institutions).

### CHAPTER 5 FINAL PROVISIONS

#### §17

1. Any disputes arising and matters not settled in the present Regulations shall be finally settled by the Organiser. The Organiser reserves the right to alter these Rules and Regulations and to withdraw or modify the competition without providing any reasons. The Organiser shall be absolved from any liability whatsoever which may arise after such cancellation, termination, or alteration. Any changes made by the Organiser shall be valid from the day of publishing the amended version of the Rules and Regulations on the project website.