

TERMS AND CONDITIONS OF THE SCHOLARSHIP PROGRAMME “#HELPUKRAINE – ICOM POLAND RELIEF FUND”

In the situation of the war in Ukraine and the refugee crisis, taking into account the statutory objectives of the Polish Committee of the International Council of Museums, i.e. to support the activities of the members of the International Council of Museums (ICOM) in the territory of Poland, and to contribute to the development of museology in Poland and abroad by fostering international, regional, national and local contacts between museologists and museums, and cooperation with the media, public institutions, social organisations, other entities working for the benefit of museums and their audiences – under the resolution of the Presidium of the Polish Committee of ICOM of 8 March 2022 – a special scholarship programme was established under the name: #HELPUKRAINE ICOM POLAND RELIEF FUND.

The organiser of the #HELPUKRAINE - ICOM POLAND RELIEF FUND scholarship programme, hereinafter referred to as the “Programme”, shall be the Polish Committee of the International Council of Museums, hereinafter referred to as “ICOM Poland”.

The aim of the Programme shall be to provide assistance to citizens of Ukraine who are employees of museums from Ukraine and members of ICOM Ukraine – currently staying in Poland as a result of the attack of Russia on Ukraine.

The scholarships granted within the Programme shall be financed from the funds accumulated by ICOM POLAND in a special scholarship fund. Funds for scholarships shall be collected by ICOM Poland thanks to contributions made by institutions, entrepreneurs, private persons and other entities, and earmarked especially for this purpose.

§ 1

General rules

1. The scholarships awarded under the Programme, hereinafter referred to as the “Scholarship” or the “Scholarships”, shall be given on a continuous basis from the funds raised for that purpose.
2. The Scholarship may be applied for only by citizens of Ukraine – regardless of the applicant's academic title/degree – who are:
 - 1) employees of Ukrainian museums, or
 - 2) professionally related to Ukrainian museums, or
 - 3) members of ICOM Ukraine,who arrived in the Republic of Poland after 23 February 2022 because of the war in Ukraine and who are staying within the Republic of Poland.
3. Members of the bodies of ICOM Poland, employees of ICOM Poland and members of the Committee specified in § 2, as well as their immediate family members, may not participate in the Programme. Members of the immediate family shall mean ascendants and descendants in direct line, siblings, spouses and adopted persons.
4. The Scholarships shall be humanitarian aid as defined in Article 52zh of the Polish Personal Income Tax Act of 26 July 1991.

5. The call for applications under the Programme, including the procedure and deadline for submitting applications, and the results of the call shall be published on the website <https://icom-poland.mini.icom.museum/stypendia-informacje/>.
6. Participation in the Programme shall be conditional upon submission of the application for the Scholarship by an interested person in accordance with the conditions of the call. A specimen application form can be downloaded at <https://icom-poland.mini.icom.museum/stypendia-informacje/>

§ 2

Procedure for awarding Scholarships

1. The Scholarships shall be awarded by the scholarship committee, hereinafter referred to as the "Committee".
2. The Committee (consisting of 5 persons) shall be appointed by the Presidium of ICOM Poland. The Committee shall include at least one member of the Presidium of ICOM Poland and one representative of Ukrainian museologists.
3. The Committee shall elect the Chairperson from among its members. The Chairperson shall convene Commission meetings at least one day in advance and chair them.
4. Decisions of the Committee shall be taken by simple majority of votes in the presence of at least half of its members on the basis of the application referred to in § 1 (4).
5. The Committee may meet in person or remotely by means of distance communication.
6. Committee meetings shall be minuted. The minutes and the results of the meetings shall be published at <https://icom-poland.mini.icom.museum/stypendia-informacje/>

§ 3

Scholarship implementation

1. The Scholarships of PLN 2,000-4,000 gross per person/per month shall be awarded for a period of 1 to 3 months.
2. The final amount and nature of the Scholarship shall be determined by the Committee on the basis of the submitted application, taking into account the applicant's life situation and available funds.
3. The Scholarship shall be paid, depending on the decision of the Committee, as a one-off payment or in monthly instalments – by transfer to the indicated bank account of the scholarship holder.
4. The condition of receiving the Scholarship is staying in the Republic of Poland by the scholarship holder.
5. At the scholarship holder's justified request, the period of receiving the Scholarship may be extended (but not more than up to 6 months) or shortened by the Committee.

§ 4

Rights and obligations

1. The basis for the payment of the Scholarship shall be the agreement between ICOM Poland and the scholarship holder, specifying in particular the rights and obligations of the scholarship holder. Scholarship holder's failure to sign the agreement within the specified time limit shall be tantamount to ICOM Poland's refusal to pay the Scholarship.
2. In the event of non-fulfilment of the conditions defined in the Terms and Conditions or non-compliance with the agreement by the scholarship holder, ICOM Poland shall be entitled to:
 - 1) suspend the payment of the Scholarship until the breach is remedied, or
 - 2) terminate the agreement, which is tantamount to ICOM Poland's refusal to pay the Scholarship,
3. In the case defined in section 2 point 2, ICOM Poland shall have the right to claim, from the scholarship holder, the return of the amount of the Scholarship already received.
4. ICOM Poland shall be entitled to publish, in particular through its own information channels (website, newsletter, social media, etc.), information about the scholarship holders and the implementation of the Scholarships.
5. During the Scholarship period, ICOM Poland may assist the scholarship holder in establishing contacts with Polish museum institutions in order to get familiar with Polish museology and exchange experiences.
6. The scholarship holder shall be obliged to send a report (of min. 3500 characters) on the stay in Poland when he/she received the Scholarship. ICOM Poland shall have the right to make the report public.

§ 5

Protection of personal data

1. The controller of the personal data provided by the applicants for the Scholarship (hereinafter referred to as the "Applicants") shall be the Polish Committee of the International Council of Museums, Zachęta – National Gallery of Art, pl. Małachowskiego 3, 00-916 Warsaw (hereinafter referred to as the "Controller").
2. In matters related to the processing of personal data, please contact the Controller by sending an e-mail to: sekretariat@icompolska.eu.
3. The Applicant's data shall be processed for the following purposes: considering scholarship applications, concluding and implementing the scholarship agreement and pursuing or defending possible claims arising therefrom.
4. The legal basis for data processing under 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 GDPR) shall be:
 - a. the performance of the scholarship agreement, as well as taking steps prior to the conclusion of the agreement in accordance with Article 6(1)(b) of the GDPR;
 - b. the discharge of legal obligations pursuant to Article 6(1)(c) of the GDPR as defined by accounting and tax provisions, in particular when personal data are part of accounting records;
 - c. the legitimate interest of the Controller referred to in Article 6(1)(f) of the GDPR, connected with the performance of the Scholarship Agreement and the assertion of potential claims arising therefrom.

5. The data shall be processed during the performance of the scholarship agreement, and – after its completion – until the expiry of the limitation period for any claims related to the agreement, and for the time specified by the regulations on financial reporting. If no agreement is concluded, the Applicant's data shall be stored for 1 year after the submission of the application.
6. Only entities which are entitled to receive personal data under the provisions of law may be recipients of such data. Besides, the data may be disclosed to subcontractors, e.g. law firms, couriers, postal operators, companies operating IT systems (hosting or email server providers, etc.).
7. As the Applicants may be verified by contacting persons indicated by the Applicants as those who can confirm the information provided by the Applicants or recommend them, there may be a transfer of the Applicants' data to Third Countries (e.g. Ukraine) – including countries for which no adequate level of personal data protection has been ascertained by the European Commission. In this case, the legal basis for the transfer of data shall be Article 49(1)(b) of the GDPR.
8. Within the scope provided by the law, the Applicants shall have the right to demand access to their personal data, rectify them, erase or restrict their processing, transfer the data, as well as to lodge an objection in case of data processing based on the Controller's legitimate interest referred to in point 4c above.
9. If the data processing violates the provisions of the GDPR, the Applicant shall have the right to lodge a complaint with the Polish Data Protection Commissioner.
10. Providing data shall be voluntary. If the data are not provided, it shall not be possible to consider the application or conclude the scholarship agreement.

§ 6

Privacy policy

1. This article describes the rules of collecting and using the Programme website user data, collected directly from the users or through cookies or similar technologies.
2. This privacy policy shall be addressed to the users of the Programme website.
3. The website of the Programme ("Website") enables you to contact the Controller and provide it with your identification and contact data, as well as data related to the content of the message.
4. The Controller shall collect the data related to the user's activity, such as time spent visiting the Website, search phrases, number of subpages displayed, date and source of the visit.
5. The data may be processed to analyse network traffic, ensure safety within the Website and adjust content to users' needs on the basis of the Controller's legitimate interest (Article 6(1)(f) GDPR), including answering questions and corresponding with the users.
6. The data related to web traffic analysis collected through cookies and similar technologies may be stored until the cookie expires. Some cookies never expire and therefore the duration of data storage shall be equivalent to the time required for the Controller to meet the objective of data collection, such as ensuring security and analysing historical data related to Website traffic.
7. Information obtained through cookies and similar technologies shall not be combined with other data of the Website users and shall not be used to identify the users by the Controller.

8. You may set your browser to block certain types of cookies and other technologies by specifying, for instance, that only those necessary for proper display of the Website will be allowed.
9. By default, most browsers allow all cookies, but you can change these settings at any time and delete any cookies already installed.
10. Each browser makes this possible through one of the options available in the Settings or Preferences. The user may also use the Website in the so-called incognito mode, which blocks the collection of data about his/her visit.

§ 7

Final provisions

1. ICOM Poland shall reserve the right to amend these Terms and Conditions.
2. The Presidium of ICOM Poland shall be entitled to provide a binding interpretation hereof.
3. ICOM Poland may discontinue or cancel the Programme for important reasons, in particular if the running of the Programme becomes impossible or significantly hindered.
4. Submitting an application for the Scholarship shall be tantamount to accepting the conditions hereof.
5. The specimen scholarship application form and the scholarship agreement template referred to in § 4 section 1 are attached hereto and shall constitute an integral part hereof.
6. The Terms and Conditions shall be available at the website <https://icom-poland.mini.icom.museum/stypendia-informacje/>