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Ministerstwo  
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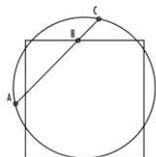
Kraków, 21.06.2017

## Thesaurus Poloniae

A fellowship programme of the Ministry of Culture and National Heritage of the Republic of Poland, implemented by the International Cultural Centre in Kraków.

### Project idea

The idea of the Thesaurus Poloniae dates back to 2007 and the First Congress of the Foreign Researchers of Polish History which was held in Kraków. This event revealed a growing interest in Poland in different parts of the world and a gap in the then existing offer of fellowship programmes of Polish institutions addressed to researchers who live and work outside Poland. To address their needs the Minister of Culture and National Heritage of the Republic of Poland created a fellowship programme at the initiative of the International Cultural Centre. Since 2009, the Thesaurus Poloniae programme has been run by the Kraków-based International Cultural Centre. The programme is addressed to individuals who carry out research on culture, history and the multicultural heritage of Poland and Central Europe. Researchers who deal with practical aspects of management and the protection of cultural heritage as well as theorists dealing with history, sociology, ethnography, anthropology of culture etc. are welcome to apply and participate in the programme. The Thesaurus Poloniae programme is addressed to researchers who are non-residents of Poland and work abroad. Each round of the programme lasts three months, during which time the fellow stays and works in Kraków.

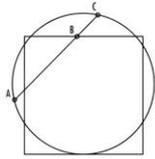


## Recruitment rules

The rules of recruitment to the Thesaurus Poloniae programme are based on the following provisions:

### **Article 1: Organiser of fellowship competition**

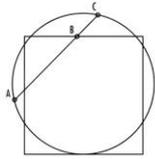
1. Recruitment of fellows shall be run by the International Cultural Centre in Kraków according to the mandate given by the Ministry of Culture and National Heritage of the Republic of Poland, headquartered in Warsaw.
2. Recruitment shall be run by the Recruitment Committee appointed by the Director of the ICC who is the Chairman of the Committee.
3. Recruitment of fellows shall abide by the Recruitment Rules approved by the Chairman of the Recruitment Committee.
4. The membership of the Recruitment Committee shall consist of the following persons:
  - a. The Director of the ICC who is the Chairman of the Recruitment Committee;
  - b. A representative of the Ministry of Culture and National Heritage;
  - c. A representative of the ICC Programme Board;
  - d. Three representatives of the ICC, including a representative of the Educational Department – the Academy of Heritage, who shall act as the Secretary of the Recruitment Committee.
5. The detailed composition of the Recruitment Committee shall be decided by the Director of the ICC, the Chairman of the Recruitment Committee.
6. The Chairman of the Recruitment Committee shall have the right to replace members of the Recruitment Committee before convening each meeting of the Recruitment Committee.
7. Recruitment shall take place at the meeting of the Committee convened by the Director of the ICC within twenty one days after the deadline for the submission of applications.
8. In the case of applications which are of a high substantive value but refer to a narrow and highly specialist research discipline, the Chairman of the Committee shall have the right to seek the opinion of an expert representing that discipline who may be invited to the meeting of the Recruitment Committee.



9. The ICC Educational Department – the Academy of Heritage shall be responsible for the organisation of recruitment and the course of the fellowship programme.
10. The representative of the Education Department – the Academy of Heritage who shall act as the Secretary of the Committee shall be responsible for organising the debates of the Recruitment Committee. The Secretary shall be appointed to do the above-mentioned work by the Chairman of the Committee.

## **Article 2: The method of organising a fellowship competition**

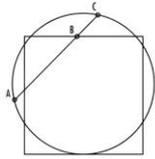
1. The programme is a fellowship competition.
2. The following two paths of the programme shall be run in parallel:
  - a. The Senior Programme – addressed to experienced members of staff of research or cultural institutions with a doctoral degree;
  - b. The Junior Programme– addressed to junior staff of research or cultural institutions who are students of doctoral studies or PhD candidates but who have not defended their doctoral dissertation yet.
3. Calls for applications are held at least once a year but no more times than twice a year.
4. The decision about the opening of the call for applications for the competition shall be taken by the Director of the ICC who is the Chairman of the Recruitment Committee.
5. The call for applications for the first round of the programme will be announced from the 1<sup>st</sup> of November to the 15<sup>th</sup> of December of a given year and end between the 31<sup>st</sup> of December and the 15<sup>th</sup> of February of the following year. The recruitment process lasts at least six weeks. The fellows' stay in Kraków under the first round shall last three months between the beginning of March and the end of July the same year.
6. The call for applications for the first round of the programme will be announced from the 1<sup>st</sup> of May to the 15<sup>th</sup> of June of a given year and end between the 30<sup>th</sup> of June and the 15<sup>th</sup> of July the same year. The recruitment process lasts at least six weeks. The fellows' stay in Kraków under the first round shall last three months between the beginning of September and the end of December of that year.



7. The final dates of the stay in Kraków of individual candidates shall be agreed on a case-by-case basis with the Secretary of the Recruitment Committee and shall be adjusted to the timetables of the means of transport which will be used by the fellows to travel to Kraków.
8. As a result of the recruitment procedure the final list of award-winning candidates will be created as well as a reserve list which will be helpful to set the final list of fellows in case of any fortuitous events or withdrawal of successful candidates.
9. The sequence of persons on the reserve list shall depend on the scoring awarded by the Recruitment Committee to the application (see Article 3).
10. The final list of fellows shall be set by the Recruitment Committee considering the merit of the applications submitted and the budget for the implementation of the Thesaurus Poloniae programme in a given year.
11. Candidates who participated in the call for applications for the fellowship shall be notified about the results of the recruitment procedure by e-mail and by regular post within three days after the end of debates of the Recruitment Committee.
12. The results of the recruitment procedure shall be announced on the ICC website along with brief information on the award-winning projects submitted to the competition.
13. The Secretary of the Committee supervised by the Chairman of the Committee shall be responsible for notifying the applicants in the form of letters and via e-mail.
14. Eligible candidates will be asked to confirm their participation within two weeks of the announcement of the competition results. The lack of confirmation shall automatically mean withdrawal from participation.
15. In the event of no confirmation of participation in the programme or withdrawal from participation, the Chairman of the Committee shall be authorised to address the first person on the reserve list and offer him/her participation in the programme.

### **Article 3: The method of selecting applications**

1. The formal assessment of applications shall be run by the Secretary subject to the approval by the Recruitment Committee.



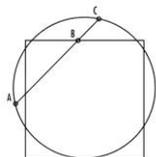
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2. Only the applications which comply with the following formal requirements shall be eligible to the competition:
  - a. the date of the postmark on the envelope containing the application shall not exceed the deadline – the last day of the recruitment;
  - b. the application was delivered to the ICC via Internet before the deadline – the last day of the recruitment;
  - c. the application shall contain the following documents, correctly filled in:
    - the application form to be retrieved from the ICC website;
    - CV of the candidate;
    - an essay presenting the research programme of the fellowship in Poland;
    - a photo (passport size);
    - two recommendations of senior researchers (obligatory only for participants in the Junior programme).
  - d. The applicant shall be a national of a country different than the Republic of Poland.
3. The applications which meet all formal requirements shall be subject to further assessment under which the Recruitment Committee members shall award them the scoring of 1-10 points when assessing the following categories:
  - a. the candidate's research output so far (maximum 10 points);
  - b. the merit of the project submitted (maximum 10 points).
4. In view of the rapprochement of Poland with other Member States of the European Union and the European Economic Community which is promoted by the Ministry of Culture and National Heritage and the opening up to the countries participating in the Eastern Partnership and in the Visegrad Group, the Recruitment Committee shall be authorised to award additional 7 points to applicants who represent countries belonging to the abovementioned international communities.
5. Should emergency situations, e.g. cataclysms and disasters, take place in partner countries of the Republic of Poland, the Chairman of the Committee shall be authorised to award an additional 7 points to applicants representing the country in which this emergency took place.
6. Fellowships shall be awarded to applicants who receive the highest scoring (maximum 27 points).



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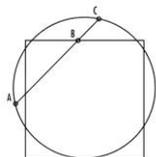


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7. The Recruitment Committee decision on selecting the fellows shall be final and irrevocable.

#### **Article 4: The organisation of the fellows' stay in Poland**

1. The organiser of the programme shall ensure suitable conditions of the fellow's stay in Kraków, i.e. the renting of self-contained apartments situated in the city centre or the immediate neighbourhood of the centre.
2. The organiser of the programme shall purchase basic insurance for each fellow for the period of his/her stay in Poland.
3. The organiser of the programme shall book and purchase flight tickets or ensure the reimbursement of the costs of one-off return travel from the fellow's city to Kraków.
4. The organiser of the programme shall ensure the fellowship amount to eligible programme participants on a monthly basis (PLN 3,500 net for participants in the Senior Programme and PLN 2,500 net for participants in the Junior Programme), payable three times, and a one-off grant payable together with the first fellowship amount meant to be spent on publications and other study aids (PLN 1,500 net).
5. The amounts granted to fellows by the programme organiser may change in the following calendar year.
6. The organiser of the programme shall facilitate research contacts and ensure access to Polish library, archive and museum collections to programme participants.
7. The fellows participating in the Junior Programme shall carry out research under the supervision of their scientific supervisor appointed by the Chairman of the Recruitment Committee and selected from the ICC research staff.
8. The fellow shall submit a report from the fellowship programme to the ICC a week before the planned end of his/her fellowship in Poland, in the form of a report template.
9. The fellows shall include information on their participation in the Theasaurus Poloniae Fellowship Programme of the Minister of Culture and National Heritage of the Republic of Poland in their art portfolios/professional CVs and any promotional materials concerning their further artistic, research and commercial work (whether in paper or electronic form, including the Internet).



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Professor Dr. Jacek Purchla

Chairman of the Recruitment Committee  
of the Thesaurus Poloniae Fellowship Programme  
of the Minister of Culture and National Heritage of the Republic of Poland  
Thesaurus Poloniae