

**REGULATIONS FOR
APPLICATION, ADMISSION, AND PARTICIPATION
IN THE IACA ANTI-CORRUPTION TAILOR-MADE TRAINING FOR REPRESENTATIVES OF
EURASIAN ECONOMIC UNION MEMBER STATES**

PLEASE NOTE

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

All inquiries, complaints, cancellation notices, and other correspondence pertaining to the training should be sent to IACA exclusively by email to

eaetraining@iaca.int

Any correspondence conveyed to IACA by postal mail, fax or other means of communication, may not be deemed valid and processed.

1 THE TRAINING

1.1 General: The IACA Anti-Corruption Tailor-Made Training for Representatives of Eurasian Economic Union Member States (EAEU Training) is a tailor-made training that will be held from **2 to 4 October 2017** at IACA's campus, Muenchendorfer Strasse 2, 2361 Laxenburg, Austria.

1.2 Target Group: Professionals (citizens of EAEU Member States) with a minimum of three years of relevant work experience in the anti-corruption and/or compliance field in EAEU Member States.

1.3 Language: The training is administered and will be held in the English language, some lectures will be conducted in Russian (translation/interpretation not provided).

1.4 Further information: www.iaca.int/tailor-made-trainings/aeu.html

2 APPLICATION/ ADMISSION

2.1 Application: Interested professionals (see 1.2) have to apply personally by **16 July 2017** via the online application form at www.iaca.int/tailor-made-trainings/aeu.html, including all required documentation, as specified below:

- a) Curriculum Vitae
- b) Passport Copy
- c) 1 Passport Photo

d) Non-native English speakers are to provide one of the following documents as proof of English language proficiency:

- Test of English as a Foreign Language (TOEFL)
- Cambridge First Certificate in English (FCE)
- Academic IELTS Test
- Certificate of completion of at least one year of full-time study at a university or tertiary institution where the language of instruction was English. Proof of professional experience in an English speaking country may be equivalent to such certificate.
- An academic degree where the language of instruction was English

e) Non-native Russian speakers have to prove that they are fluent in the Russian language, orally and in writing, by presenting a language certificate or proof of completion of at least one year of secondary/higher education studies and/or professional experience where the language of instruction/work was Russian.

f) Optional: Professional references

IACA will not process hard copy applications or return to applicants any original documentation sent by post.

Incomplete applications will not be considered. Late applications may be considered, subject to available places.

IACA will confirm the receipt of applications by email.

Applicants experiencing problems with the online registration are kindly asked to contact IACA at eaetraining@iaca.int for further guidance.

2.2 Admission: Admission decisions are purely at the discretion of IACA. They will be granted by a proposal of a selection board, subject to the criteria stated in these regulations, including personal and professional suitability, required language skills, and the values enshrined in IACA's Guiding Principles (see at <https://www.iaca.int/about-us/guiding-principles.html>). Other considerations will be gender balance as well as professional and regional diversity. In exceptional cases, IACA may admit applicants who do not fulfill all criteria stated in 1.2 but whose personal and/or professional profile would add value to the training.

The selection board may request from applicants additional information/documentation, as well as interviews.

Applicants who applied before 6 June 2017 will be notified by email of the results of the admission procedure by **20 June 2017**. Applicants who applied after 6 June 2017 will be notified by **10 August 2017**. IACA's decisions on admission are final and not subject to any administrative or judicial review or remedy.

3 PARTICIPATION

3.1 Notification/Acceptance: Selected applicants will be offered a place in the training and have to return to IACA by the given deadline a written and binding acceptance.

3.2 Participatory Costs: With the training co-sponsored by the Russian Federation, IACA will cover the costs of the training (including coffee, lunch breaks, and dinner) as well as costs for accommodation for the period of the training, a daily shuttle service between the participants' hotel and IACA's seat, and costs for a study trip.

Arranging and covering the costs for travel, visas, health insurance, and other matters are the participant's own responsibility. Any costs for additional services for accommodation, such as utility charges, telephone or internet, minibar-consumption, etc., are not covered by IACA. Participants may wish to extend their stay in Austria at their own expenses.

3.3 No Show/Late or Partial Attendance: In cases of no-shows and late, or partial attendance, participants shall pay a no-show fee of 100 EUR to IACA. Well-documented cases of *force majeure* may be dealt with by IACA on a case-by-case basis and exclusively at IACA's discretion. Denied or late visa issues are not cases of *force majeure* (see below "Visa")!

3.4 Cancellation: Cancellations by participants should be sent to IACA no later than **1 September 2017** by email, attaching a hand-signed cancellation notice, to eaetraining@iaca.int and have to be confirmed by IACA.

The participant shall refund IACA for the costs for accommodation and 100 EUR for administrative costs of the training if the cancellation of participation occurred after **1 September 2017**.

4 ADMINISTRATIVE MATTERS

4.1 Arrival: The training starts on **2 October 2017**, in accordance with the timetable issued by IACA. Participants are requested to arrive on time. IACA will not provide transfer services between the airport or other places of arrival in Austria and hotels.

IACA will provide transfer services between the hotel designated by IACA and IACA's campus at the dates and times set by IACA.

4.2 Health: Participants are strongly advised to inform themselves about their individual insurance requirements regarding medical treatment in Austria. IACA does not make any arrangements or cover any costs relating to travel/health/medical issues.

4.3 Visa: Visa arrangements are at the sole risk and costs of participants. Participants are strongly advised to arrange and plan visas early and to inform themselves about the required

timeframe. Participants have to apply for necessary visas with the Austrian diplomatic or consular authorities well in advance of their planned arrival in Austria and at their own costs. In countries where Austria does not have a diplomatic or consular representation, visa applications can be submitted to the consular authority of another State Party to the Schengen Agreement, acting on behalf of Austria in the country concerned.

The denial or late issue of visa does not exempt the participant from his/her payment obligations vis-à-vis IACA.

5 LEGAL MATTERS

5.1 Copyrights: All materials provided to participants during the training are subject to copyrights and are for each participant's 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. In exceptional cases, such recordings may be authorized by IACA.

5.2 Use of Personal Data: IACA is authorized to store, process, and use participants' personal data in connection with its programmes and activities, including the distribution of their contact details amongst fellow participants of the same programme/activity, until a participant's written revocation in accordance with applicable laws.

5.3 Personality Rights: IACA may arrange photo/video and/or other recordings during the training and publish them at its discretion. Participants shall respect the privacy of their classmates and refrain from taking photos during the training unless permitted by the persons concerned.

5.4 Applicable Laws: Participants shall observe all applicable laws and regulations pertaining to IACA's campus as well as the training. Furthermore, they are subject to local laws during their stay in Austria.

5.5 Standards of Conduct: Participants are expected to conduct themselves at standards suitable for professionals in an international academic environment. Any grave breach of these standards, such as cases of harassment, bullying, but also the abuse of alcohol, may lead to disqualification of the participant from the training without refund.

5.6 In-Class Conduct: Freedom of speech and expression are indispensable values of an academic dialogue. Statements or representations made by lecturers and participants are not necessarily shared by IACA. During lectures or other in-class activities, the *Chatham House-Rule* applies. All sensitive information shared by participants during the training shall be treated with mutual respect and confidentiality.

5.7 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.

6 CERTIFICATE OF ATTENDANCE

Upon completion of the training, participants will receive a certificate of attendance. In order to obtain the certificate, participants will need to complete the full training, as scheduled by IACA, and sign the daily attendance sheet.

7 FINAL PROVISIONS

IACA reserves the right to adapt the schedule of the training, or replace lecturing personnel, where needed. Any changes to the training or these regulations can be found at: <http://www.iaca.int/tailor-made-trainings/eaeu.html>