

Appendix no. 4

to the Competition Regulations for the best Bachelor's, Master's, Doctoral, and Habilitation thesis devoted to the problems of identifying and describing the consequences of the Second World War.

****PLEASE REMEMBER TO SUBMIT YOUR COMPETITION ENTRY ON THE POLISH VERSION OF THIS FORM – THIS TRANSLATION IS FOR GUIDANCE PURPOSES ONLY****

RULES FOR THE JURY OF THE COMPETITION TO ASSESS THE BEST BACHELOR'S, MASTER'S, DOCTORAL AND HABILITATION THESIS DEVOTED TO THE PROBLEMS OF IDENTIFYING AND DESCRIBING THE CONSEQUENCES OF THE SECOND WORLD WAR

§ 1

General provisions

1. These rules define the scope and procedure of how the Competition Jury evaluates Bachelor's, Master's, Doctoral and Habilitation theses submitted by participants in the Competition for the best Bachelor's, Master's, Doctoral, and Habilitation thesis devoted to the problems of identifying and describing the consequences of the Second World War II (“Jury”).
2. The list of the Jury members is published on the website of the Jan Karski Institute of War Losses (“Institute”).

§ 2

Organisation of the Jury’s work

1. A meeting of the Jury must be convened by the Chair of the Jury or a person they have designated.
2. Jury meetings must be held at least twice in the period between the closing date for the submission of entries to the Competition and the date of the results of the Competition.
3. Jury members must be notified of the date of the meeting by e-mail at least 3 days before the planned date of the meeting.
4. Jury meetings may not be public.
5. Jury meetings may be held in person where the meeting is held, remotely, or by hybrid arrangement.
6. Minutes of the Jury meeting must be drawn up and signed by all present Jury members.
7. Jury members must:
 - 1) respect confidentiality and not divulge information concerning the Jury’s work to third parties;
 - 2) exclude themselves from the Jury if any of the circumstances indicated in paragraph 8 below are met.
8. Jury members must exclude themselves from the Jury:
 - 1) if they were promoters or reviewers for a thesis entered into the Competition,
 - 2) if they have co-authored or co-published any scientific works with an author,
 - 3) if an author is a Jury member’s next of kin, i.e. a spouse, cohabitant, ascendant, descendant, sibling, relation by affinity in the same line and degree, relation by adoption, or
 - 4) if a Jury member has a factual or legal relationship with an author that might call into question the impartiality of the Jury member.

9. If a circumstance referred to in § 2.8 arises, the Jury member must immediately inform the President who may appoint another Jury member to assess the Competition entry.
10. Jury members must declare their exclusion in writing due to the circumstances referred to in § 2.8.
11. Institute Employees and Institute Council members who are Jury members do not receive additional remuneration for their participation in the Jury.

§ 3

Selection of the Competition Winners

1. When evaluating the theses, the Jury is meritocratic and objective.
2. The Jury evaluates the theses in accordance with the criteria specified in the Competition Regulation and these Rules for the Jury.
3. The theses may be assessed by a Jury member on a scale of 0 to 10 points based on each of the evaluation criteria.
4. Based on the evaluations made by all Jury members, the secretary of the Jury prepares a summary list of results.
5. After reviewing the list of results, the Jury makes a written decision at the meeting on the selection of the Competition winners and awards prizes or distinctions in accordance with the Competition Regulations.
6. The Jury may refrain from selecting Competition winners.

§ 4

Final provisions

1. All other issues not covered by these Rules will be determined by the Director of the Institute.
2. The Institute provides administrative and office support for the Jury members.