

**REGULATIONS**  
**FOR THE 2019 EDITION OF**  
**THE ANNUAL SCHOOL OF BYZANTINE STUDIES**

**I. THE EVENT ORGANIZER**

**Chapter 1. General provisions**

**Art. 1.** The *Annual School of Byzantine Studies* is organized by the Institute for Advanced Studies in Levant Culture and Civilization, (henceforth *IASLCC*), in partnership with the University of Bucharest, the National School of Political Studies and Public Administration and the “*Ovidius*” University of Constanța, in accordance with current legislation governing the organization and selection of participants for the above-mentioned programme.

**Art. 2.** (1) The current Regulations shall apply to both the participants in and the organizers of the *Annual School of Byzantine Studies*, 2019 edition, for the purposes of creating its Programme, establishment of eligibility criteria, dissemination of information on the proceedings of the 2019 edition of the *Annual School of Byzantine Studies*, selection of participants as well as the obligations of organizers and of participants to the programme.

(2) Through their enrolment in the course, participants are acknowledging their agreement with the provisions contained in the Regulations, and their responsibilities to respect the provisions of proper conduct for the proceedings contained in the present Regulations.

(3) The present Regulations shall be made available for the duration of the School and may be accessed through the IASLCC website, found at <https://institutlevant.ro/en/>

(4) The IASLCC reserves the right to unilaterally modify or amend these Regulations in accordance with current legislation, with any eventual modifications to be made public via its official website.

(5) Candidates have an obligation to periodically consult the IASLCC website in order to access up-to-date information regarding any potential modifications of the Regulations.

## **Chapter 2. Programme Objectives**

**Art. 3.** The 2019 edition of the *Annual School of Byzantine Studies* is the 2<sup>nd</sup> edition of the *Annual School of Byzantine Studies* organised by the IASLCC.

- a) The programme is open to Masters students and PhD candidates affiliated with public or private higher learning institutions in Romania, accredited by the Ministry of Education and Scientific Research, as well as to Masters students and PhD candidates from abroad that have a competent grasp of the English language and whose research interests extend to the culture and civilization of Byzantium;
- b) The programme aims
  - a. to create a favourable environment for the exchange of new scientific breakthroughs regarding Byzantine culture and civilization, open to students from both Romania and abroad;
  - b. to promote the scientific activity of the IASLCC;
  - c. to facilitate participants' interaction with established professors, researchers of the IASLCC, specialists and notable figures of the academic world, in order to impart a deeper understanding of the themes tackled throughout the *Annual School of Byzantine Studies*.
  - d. to expand upon and consolidate the ties between the IASLCC and the academic environment.

## **Chapter 3. Timetable of events**

**Art. 4.** The timetable for the *Annual School of Byzantine Studies*, 2<sup>nd</sup> (2019) edition, contains the following steps:

- (1) Launch of the project: **July 29<sup>th</sup>**
- (2) Application period: **July 29<sup>th</sup> – August 10<sup>th</sup>**

Applications must be submitted, in full, no later than midnight (**11:59pm**) on **August 10<sup>th</sup>, 2019** (Eastern European time).

The IASLCC reserves the right to extend the aforementioned deadline should an insufficient number of candidates apply before then.

- (3) Candidates' evaluation and selection: **August 12<sup>th</sup>**
- (4) Notification of successful candidates: **August 13<sup>th</sup>**
- (5) Proceedings of the *Annual School of Byzantine Studies*: **September 5<sup>th</sup> – 13<sup>th</sup>**.

## **II. PARTICIPANTS**

### **Chapter 4. Eligibility conditions**

**Art. 5.** In order that candidates be eligible to take part in the event, the following conditions must be met:

- That they are full-time students, enrolled in either a Masters or PhD programme, or else qualify as young post-doctoral researchers;
- That they forward a complete application by the specified deadline, which will consist of one motivation letter (up to a maximum of 500 words), a *curriculum vitae* which will include the academic programmes they follow, their chosen field of study and their list of publications, as well as an essay (up to a maximum of 1000 words), where the applicant may detail their own research interests and themes of study. Any applications which are deemed to be incomplete will not progress to the final selection.

### **Art. 6. The selection process**

The candidate selection process is comprised of the following steps:

#### **1. Enrolment of candidates**

Candidate enrolment shall be conducted on the basis of the submission of candidates' applications to the following e-mail addresses: [office@institutlevant.ro](mailto:office@institutlevant.ro) and [raducan\\_ana\\_maria@institutlevant.ro](mailto:raducan_ana_maria@institutlevant.ro), no later than midnight (11:59pm) on August 10<sup>th</sup>, 2019 (Eastern European Time).

The documents comprising the candidates' applications are a necessary condition to progress to the next stage in the evaluation and selection process. Candidates who fail to meet the Conditions for Eligibility laid out in Art. 5 shall have their applications rejected and will not progress to the application evaluation stage.

#### **2. Selection of participants**

- Candidates' Letters of Motivation for taking part in the *Annual School of Byzantine Studies* – 20 points
- Candidates' CVs and Lists of Publications – 20 points
- Candidates' submitted Essays – 60 points.

The selection of candidates shall be conducted according to scientific criteria.

#### **3. The Candidate Evaluation and Selection Committee for the *Annual School of Byzantine Studies* is made up by its:**

**Chairman:** The Scientific Director of the *Annual School of Byzantine Studies*, Academician Răzvan Theodorescu, Vice-President of the Romanian Academy, Secretary General of the International Association of South-Eastern European Studies

**Members:**

Cătălin Ștefan Popa, PhD, Scientific Researcher at the IASLCC, Coordinator of the *Annual School of Byzantine Studies*;

Florica Mihuț, PhD, IASLCC Expert, specialising in History;

Ana-Maria Răducan, PhD, IASLCC Expert, specialising in Byzantine Studies.

**4. Point scale distribution**

**A. The candidate's motivation to attend the *Annual School of Byzantine Studies* – a maximum of 20 points total, distributed as follows:**

- 20 points awarded for a very well-advocated motivation, which shows an excellent overlap with the candidate's previous field of study, expertise and interests, with a very clear view on how the *Annual School of Byzantine Studies* will be of use to the candidate in their further research.
- 15 points for a well-advocated motivation, which shows a good overlap with the candidate's previous field of study, expertise and interests, but which does not adequately convey the ways in which the *Annual School of Byzantine Studies* would be of use to the candidate in their further research.
- 10 points: A weakly advocated motivation, which does not clearly show one of either the candidate's affinity to the field of Byzantine studies, or the way in which the *Annual School of Byzantine Studies* will be useful to the candidate for their further research.
- 5 points: A very weakly advocated motivation, which expresses neither the candidate's affinity to the field of Byzantine studies, nor a way in which the *Annual School of Byzantine Studies* will be useful to the candidate for their further research.

**B. The candidate's CV and their collected list of publications – a maximum of 20 points total, distributed as follows:**

- 10 points awarded for specialist studies in the field of Byzantine studies (history, literature, theology, history of art)
- 5 points awarded for publication of relevant academic pieces in the field of Byzantine Studies (5 points for 4 or more publications, 4 points for 3 publications, 3 points for 2 publications, 2 points for a single published piece, and 0 points for lack of publication history)
- 5 points awarded for the candidate's participation at various conferences, summer schools or other events pertaining to the field of Byzantine studies (5 points for 4 or more events attended, 4 points for 3 events attended, 3 points for 2 events attended, 2 points for a single attended event, and 0 points for not having participated to any relevant events)

**C. The candidate's essay – a maximum of 60 points total, distributed as follows:**

- 20 total points to be awarded for the candidate's argumentation and the scientific merit of their chosen research topic;
- 20 total points to be awarded for the scientific relevance of the candidate's chosen theme of research to the programme of the *Annual School of Byzantine Studies*;
- 20 total points to be awarded for clarity of writing and concision of ideas expressed.

**The evaluation of candidates' applications will take place on the 12<sup>th</sup> of August 2019.**

**The final list of successful applicants** will be published on the IASLCC's website (<https://institutlevant.ro/en/>) **on the 13<sup>th</sup> of August 2019.**

Successful candidates are required to confirm their attendance **no later than 6 days after** the publishing of the abovementioned list, namely by **the 19<sup>th</sup> of August 2019**. Any and all successful candidates that fail to confirm their participation before this deadline shall be excluded from the selection list, with their place being taken up by the next available candidate in order of point tallies achieved. Moreover, confirmed candidates are also required to notify the organizers as soon as possible in the eventuality that they become unable to attend the event.

### **III. PARTICIPANTS' OBLIGATIONS**

Participants to the *Annual School of Byzantine Studies* are hereby understood to have the following primary obligations:

- That they provide for their own transport to and from Bucharest from their country or city of residence in order to attend the event;
- That they recognize and respect the authority, provisos and guidance issued by either the *Annual School's* Scientific Director, group coordinators or other organizational staff;
- That they adhere to the timetable of events organized by the IASLCC by attending all lectures, excursions and meals provided
- That they inform the organizers of any prior medical conditions, known allergies, particular dietary requirements, or medical interdictions on carrying out strenuous physical activity;
- That they exhibit decent, balanced, cooperative and collegial behaviour over the entire course of the *Annual School of Byzantine Studies*;
- That they take steps not to damage the image, standing or reputation of the IASLCC through inappropriate behaviour or illegal actions that run contrary to the IASLCC's stated interests;

- That they consent to having understood and agree to abide by the provisions contained in the present Regulations, through the completion of the Commitment form associated with the *Annual School of Byzantine Studies*' application process;
- That they have understood that, in cases of serious malfeasance or non-compliance with either the present Regulations or with the established Programme of the *Annual School of Byzantine Studies*, commensurate measures might need to be taken in order to safeguard the proceedings of the *School*, including but not limited to the possibility of disciplinary action, participant exclusion or law enforcement intervention.

#### **IV. ORGANIZERS' OBLIGATIONS**

The organizers of the *Annual School of Byzantine Studies* are hereby understood to have the following obligations:

- That they provide adequate accommodation for all participants for the entire duration of the *Annual School of Byzantine Studies* across the two locations the event will be held in: Bucharest and Constanța;
- That they provide confirmed participants with adequate transport facilities both between the two locations of the *Annual School of Byzantine Studies*, and for the duration of pre-arranged visits to archaeological sites in the field;
- That, throughout the *Annual School of Byzantine Studies*, they contract catering services to provide participants their meals, and that they accommodate any expressed dietary or allergenic requirements of the participants themselves wherever applicable;
- That they provide appropriate venues and adequate technical equipment (projectors, laptops, flipcharts etc.) for all lectures and events comprising the *School*;
- That they endeavour to offer any and all assistance required in any situations that might arise throughout the event, to the extent of their own ability, capacity and level of professional training.

#### **V. PERSONAL DATA PROTECTION PROVISIONS**

The IASLCC undertakes to respect the legal provisions regarding the protection of applicants' personal data, gathered both as a result of the application process as well as obtained throughout the event itself. As such, the IASLCC hereby commits to safeguarding the confidential nature of each participant's personal data, only employing it in accordance with current national and European legislation. **Personal details thus obtained will not be used for commercial purposes and similarly will not be forwarded to any third parties.**

Application submissions must be accompanied by the applicant's asseverated consent to the processing of their personal details, expressed through the submission of the specific form which will be made available on the IASLCC's website.