

Code of conduct

1. General provisions.

- 1.1. All participants of the PGLF Bulgaria academy (hereinafter referred to as the Programme) shall be aware of the rules and regulations of the Programme and observe the code of conduct within the time period from applying to the end of the Academy, while attending the program and prior to it;
- 1.2. All participants shall obey all instructions by the Programme organizers prior to and during the Programme course;

2. Prior to the Programme:

2.1. Fees

The tuition fee must be paid within 3 weeks of receiving the acceptance letter by the applicant (by July 12th, 2019 at latest). Participants place will be reserved only if we the tuition fee is received until this deadline. If payment is not received by this deadline, this applicant's place will be given to one of the applicants on the waiting list. Further information regarding the payment (bank details, etc.) will be received after applicant is selected.

The basic cost of programme includes the application fee, necessary study materials, accommodation in twin rooms and food. Limited number of scholarships (up to 50% fee reduction) are available for top candidates as part of the application form.

Fee does not include transportation, insurance, outside activities or personal expenses.

3. During the Programme the participants are prohibited to:

- 3.1. Bring/keep/use any types of cold, fire, chemical, gas or traumatic weapons;
 - 3.2. Bring/keep/use or distribute any kind of drugs;
 - 3.3. Humiliate, promote violence, act aggressively, use racist or any kind of rude language;
 - 3.4. Attack physically any person;
 - 3.5. Cause conflicts or engage actively in souch;
 - 3.6. Damage any equipment or private property. Participants are financially liable for the damage caused by them to equipment, its loss, as well as the damage to accomodation an lectures buildings;
 - 3.7. Skip Programme activities without providing valid excuses and notifying the organizers;
4. The participants are obliged to:
- 4.1. Respect the code of conduct, the instructions of the Programme organizers and any rules with regard to accommodation and attendance of the Programme activities;
 - 4.2. Observe safety procedures;
 - 4.3. When applying submit only truthful and accurate information;
 - 4.4. Respect the schedule of the Programme;
 - 4.5. Attend all events in compliance with the Programme;
 - 4.6. Notify the organizers for any issues or emergencies;

- 4.7. Ensure appropriate living condition of the room and keep it clean while sharing it with other participant;

5. The participants are entitled to:
 - 5.1. Receive any relevant information with regard to the Programme;
 - 5.2. Request relevant assistance ;
 - 5.3. Receive relevant information with regard to the courses and the discussed topics;
 - 5.4. Receive relevant consultations by the invited experts;

6. The participants violating the stated in this act rules can be excluded from the Programme. In each individual case the Programme organizers are authorized to make decisions on the sanctions (what kind and when to come in effect) with regard to each case of violation.