

RECRUITMENT REGULATIONS FOR “E-ECONOMY LEADERS - AGENTS OF DIGITAL TRANSFORMATION” TRAINING

by University of Information Technology and Management in Rzeszow

§ 1.

General provisions

1. These Regulations define the principles of recruiting Participants, and of their participation in the training organised as part of the project titled “E-ECONOMY LEADERS - AGENTS OF DIGITAL TRANSFORMATION” [herein after referred to as the “Project”].
2. The Project is funded under the EEA Financial Mechanism 2014-2021 Education Programme [EOG/21/K4/W/0097].
3. The Project is managed by University of Information Technology and Management in Rzeszow in partnership with Reykjavik University.
4. The training will be held on February 26-27, 2024 (12 hours) at UITM in Rzeszow. Schedule:
February 26, 9.00-16.00 (7 hours)
February 27, 9.00-14.00 (5 hours)

§ 2.

Definitions

The terms listed below, used in the Regulations, have the following meaning:

- 1) Organiser - University of Information Technology and Management in Rzeszow UITM – project leader.
- 2) Project - “E-ECONOMY LEADERS - AGENTS OF DIGITAL TRANSFORMATION”
- 3) Project Participant – a person who meets all the criteria for participation in the Project, and has been qualified for participation in training by the Recruitment Committee
- 4) Recruitment Committee – a team of persons who verify the application documents submitted by the candidates for participation in the training, assess the application documents in terms of meeting the formal and substantive qualifying criteria, and approve the lists of Project Participants.

§ 3.

Recruitment principles

1. The training is addressed to all students, studying at bachelor or master degree cycle in UITM.
2. Project Participants may be recruited from among persons specified in point 1 of this paragraph, who, within the period specified in point 4 below, will submit **Application form for participation in the training – according to the template constituting Annex No. 1 to the present Regulations.**
3. If the first round of the recruitment process does not produce 15 Participants qualified to participate in training, it is expected that the recruitment deadline will be extended, and a supplementary recruitment will be held.
4. The deadline for submitting application documents is **11.02.2024.**
5. Recruitment results will be announced by mail, within 1 week of the recruitment process end date.
6. Documents constituting a complete application should be submitted by e-mail to jswietoniowska@wsiz.edu.pl.
7. In the case of two candidates obtaining the same number of points in the recruitment process, the date of receipt of the application documents will be decisive for the candidate’s qualifying for participation in the training.
8. Only complete applications will be accepted for the recruitment process. Incomplete applications will not be considered.

9. The recruitment procedure will be carried out with due care to the protection of personal data, therefore, the persons responsible for the implementation of the Project are obliged to comply with the principles of personal data protection resulting from the applicable legal provisions.
10. Recruitment documents are kept at the Organiser's office.

§ 6.

Recruitment process

1. The Recruitment Committee will evaluate whether the candidates qualify as Participants, based on the submitted application documents. Recruitment Committee will assess completeness of the submitted application document.
2. The Recruitment Committee consists of: Project Coordinator and 2 teachers/representatives of University involved in Project implementation.
3. As part of the recruitment process, 15 Participants will be selected from among all complete applications to participate in training.
4. The recruitment process will be divided into two stages:
 - A. Stage I – consisting in the verification of the submitted application document in formal terms:
 - studying at UITM (at bachelor or undergraduate cycle)
 - submission dates
 - completeness of the application
 Negative formal evaluation results in rejecting the application, and failure to pass to stage II;
 - B. Stage II – consisting in content verification of the application documents – substantive evaluation of the:
 - proficiency in English (Certificate: level C1 and higher or national language - 3 points
Certificate: level B2 - 2 points, Certificate: level B1 or studying in English - 1 point)
 - Motivation (as a part of application form) (Highly motivated - 3 points, Averagely motivated - 2 points, Lowly motivated - 1 point)
5. Based on the analysis of the documents submitted by the students, a ranking list will be created according to the number of points obtained.
6. Following the completion of stage II of the recruitment process, the results will be published (ranked list of 15 persons, plus a waiting list of additional 10 persons).

§ 7.

Rights and obligations of the Project Participant

1. Project Participant is entitled to:
 - a. free participation in training as part of the Project,
 - b. free receipt of teaching aids accompanying the sessions, developed in accordance with the assumptions of the Project,
 - c. submitting comments and evaluating the forms of support he/she received during the Project,
 - d. receiving a certificate confirming his/her participation in the training.
2. Project Participant is obliged to:
 - a. read the present Regulations, whereas participation in the training is tantamount to acceptance of their provisions,
 - b. sign all documents necessary to participate in the training,
 - c. fill in and submit the evaluation questionnaires after the completion of the training,
 - d. justify any absence from the sessions,
 - e. regularly, punctually and actively participate in the sessions carried out in frame of the training,
 - f. inform the Project Coordinator of any changes to the Participant's data (particularly personal data, mailing address, telephone number, e-mail address) indicated in the application documentation – within 14 days from the occurrence of any such changes – by submitting a form updating the Participant's data,
 - g. agree to the Organiser's processing of personal data of the Project Participant as part of the Project implementation,

§ 8.

Rights and obligations of the Organiser

1. The Organizer reserve the right to:
 - a. request submission of additional documents and statements related to the Participant's involvement in the training,
 - b. collect and publish data on Project Participants in accordance with the applicable law,
 - c. change the deadlines pertaining to Project implementation for important reasons,
 - d. monitor the progress of Participants benefiting from the offered forms of support, and carry out Project evaluation.
2. The Organiser is obliged to:
 - a. provide the appropriate substantive staff with qualifications in the scope of conducted workshops,
 - b. issue documents (certificates) confirming participation in the training,
 - f. provide necessary office supplies.

§ 9.

Resignation from participating

1. A Participant may resign from participation in the training only for important reasons, including in particular for health reasons or other reasons beyond his/her control (including those involving force majeure events), provided that these reasons had not been known to the Participant at the time he/she started participating in the training.
2. In the event of resignation from participating in the Project, the Participant is obliged to submit a written statement, including indication of the reasons for the resignation, which he/she is obliged to deliver immediately –directly or by registered mail –to the Project Coordinator.

§ 10.

Final provisions

1. In matters not covered by the present Regulations, the law applicable to the territory of the Republic of Poland shall apply, including in particular the provisions of the Civil Code and the Copyright and Related Rights Act, with the proviso that matters not covered in these Regulations shall be resolved first by the decision of the Project Coordinator.
2. Any changes to the present Regulations require a written form in order to be valid.
3. All Project Participants are obliged to accept the Regulations and comply with their provisions.