



Unia Europejska Europejski Fundusz Społeczny



# Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2, under the project "Vizja przyszłości" POWR.03.05-00-00-Z036/18

September 2022



"Vizja przyszłości" (Vision of the Future) Project office: University of Economics and Human Sciences in Warsaw Okopowa 59, 01 - 043 Warsaw, 6th floor, room 615, European Projects Department <u>www.vizjaprzyszlosci.vizja.pl</u>, <u>zadanie2vizja@vizja.pl</u>





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## **§**1

## **General provisions**

- These Terms and Conditions define the principles of enrollment and participation in Competency Improvement Training - Module 2, under the project "Vizja przyszłości" (Vision of the Future) POWR.03.05.00-00-Z036/18 implemented by the University of Economics and Human Sciences in Warsaw.
- 2. The project is financed by the European Union, under the European Social Fund, and implemented under the Operational Programme Knowledge Education Development, Priority Axis III Higher education for economy and development, Action 3.5 Comprehensive higher education programmes, on the basis of the agreement on co-financing of the project's implementation no. POWR.03.05.00-00-Z036/18 with the National Centre for Research

and Development.

- The project is implemented by the University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw. Project implementation period: 01.04.2019 – 30.09.2023
- 4. The Project Office is located in Warsaw 01-030, ul. Okopowa 59, room 615. The Project Office is open on working days (Monday to Friday) from 7:30am to 3:30pm.
- 5. The main aim of the Project is to increase the management effectiveness and quality of education at the University of Economics and Human Sciences, allowing for professional training tailored to the needs of the labor market. This aim will be achieved through a number of different activities undertaken within the framework of this Project in the span of 4 years (IV.2019 III.2023).
- 6. The specific objective includes, among others, improving the key competencies of students of the University of Economics and Human Sciences in Warsaw from the perspective of the labor market economy, society and development of the country for at least 240 students through participation in training within Module 2 of the Project, which will include language courses, soft skills workshops, vocational training (blended learning), meetings with employers, and study visits.
- 7. Support under Module 2 of the "Vizja przyszłości" project is directed to:
  - 1) UEHS graduate students (master's, full-time and part-time), i.e.:
    - 1. Administracja, graduate studies (master's degree),
    - 2. Bezpieczeństwo i stosunki międzynarodowe, graduate studies (master's degree),
    - 3. Finanse i rachunkowość, graduate studies (master's degree),
    - 4. Finance and accounting, graduate studies (master's degree),
    - 5. Informatyka, graduate studies (master's degree, three semesters),
    - 6. International relations and security, graduate studies (master's degree),
    - 7. New media and public relations, graduate studies (master's degree),
    - 8. Prawo dla magistrów i licencjatów, graduate studies (master's degree),
    - 9. Psychologia, graduate studies (master's degree),
    - 10. Psychology, graduate studies (master's degree),









- 11. Prawo dla magistrów i licencjatów II stopnia, graduate studies (master's degree, 3,5 year studies, semester 4, 5, and 6),
- 12. Zarządzanie, graduate studies (master's degree),
- 13. Management, graduate studies (master's degree),
- 14. Psychologia (semesters 7, 8,9, and 10 for two last years of 5-year long-cycle studies)
- 2) UEHS in Warsaw undergraduate studies (semesters 3, 4, 5, and, 6) in:
  - 1. Cosmetology
  - 2. Dietetics
  - 3. Finance and Accounting
  - 4. Management
  - 5. Political science
  - 6. Psychology
- 3) UEHS Sochaczew branch graduate studies (semester 1, 2, 3, and 4) in Management.
- 8. The Project Promoter shall be responsible for the implementation of the Project.
- 9. Information on the Project is available on the Project's website:

vizjaprzyszlosci.vizja.pl. Contact regarding Module 2: zadanie2vizja@vizj.pl.

8. The project will respect the principle of equal opportunity and non-discrimination, including accessibility for people with disabilities and equal opportunities for women and men.

## § 2

## Glossary

Whenever referred to in the Terms and Conditions, these terms shall have the following definitions:

- <u>UEHS in Warsaw or AEH Warsaw -</u> The University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw.
- <u>AEH/UEHS branch inSochaczew</u> it is understood as The University of Economics and Human Sciences in, Branch in Sochaczew, ul. Stadionowa, 96-500 Sochaczew.
- Project Office the registered office of the University of Economics and Human Sciences in Warsaw,
   ul. Okopowa59, 6th floor, room 615, 01-043 Warsaw.
- 4. Participant Application Form application form for Candidates (target students specified in § 1 sec.
  7):
- 5. **Candidates** candidates (target students specified in § 1 sec. 7 who apply for participation in the Project, i.e., those who have submitted their enrollment documents in response to the announcement on the initiation of the enrollment process.
- 6. Enrollment Committee a two-person committee composed of the Task Coordinator and the Representative of the University, which verifies the Candidate's application documents in terms of



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meeting the formal criteria for participation in the project specified in § 4 sec. 1 and the criteria specified in § 3 sec. 13 and issues a decision on qualifying or rejecting the Candidate.

- 7. **Promoter** European Projects Department at the University of Economics and Human Sciences in Warsaw.
- 8. Project Promoter in other words, the University of Economics and Human Sciences in Warsaw
- 9. Disability degree certificate a certificate of the degree of disability within the meaning of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (i.e., Dz.U. z 2018 r. poz. 511 [Journal of Laws of 2018, item 511]) or a certificate or other document referred to in the Act of 19 August 1994 on Mental Health Care (i.e., Dz.U. z 2018 r. poz. 1878 [Journal of Laws of 2018, item 1878]).
- 10. **PO WER [OP KED]** Operational Programme Knowledge Education Development 2014-2020.
- 11. Project the "Vizja przyszłości" (Vision of the Future) project no. POWR.03.05.00-00-Z036/18 financed by the European Union, under the European Social Fund and implemented under the Operational Programme Knowledge Education Development, Priority Axis III Higher education for economy and development, Action 3.5 Comprehensive higher education programmes.
- 12. Terms and Conditions of Enrollment and Participation shall mean "Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2, under the project 'Vizja przyszłości' POWR.03.05-00-00-Z036/18."
- 13. Project Website https://vizjaprzyszlosci.vizja.pl/ -> tab: Competency Improvement Training.
- 14. Extranet system / Virtual University System "MojeAEH" [MyAEH] an internal IT system designed to exchange information between students, lecturers, and staff of the University of Economics and Human Sciences in Warsaw and the branch in Sochaczew.
- 15. Training / Module 2 free of chargeompetency Improvement Training as specified in § 3 sec. 9.
- 16. University, UEHS, AEH the University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw.
- 17. **Project Participant(s)** Students within the target group defined in § 1 sec. 7, who meet all the requirements specified

in the Terms and Conditions, qualified to participate in the Project.

- 18. University Authorities single or multi-person bodies authorized to make decisions on behalf of the University.
- 19. **Student** a person studying at the University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw or in the Sochaczew Branch.







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## § 3

## **Project Enrollment and Participation Criteria**

- 1. Enrollment announcement for Module 2 Competency Improvement Training for students will be published on the extranet and/or on the new virtual system "MojeAEH" [MyAEH] and/or on the MS Teams platform.
- 2. To participate in the Project within the framework of Module 2 Competency Improvement Training, one must be:

A studentwithin the target group specified in § 1 sec. 7.

- 3. Enrollment in the Project will be conducted from 03.10.2022 until cancellation, but no later than 30.08.2023.
- 4. The Project Promoter reserves the right to gauge the interest of Students in particular types of support, prior to the start of the official recruitment process for specific trainings/workshops/courses, by asking Students from the fields of study specified in § 1, sec. 7 *to* complete the Training Preference Questionnaire constituting *Appendix No. 6 to the* Terms and Conditions of Enrollment and Participation .
- 5. Candidates who send the Training Preference Questionnaire and other students who are interested in participating in Module 2 training will be asked to complete the Pre-participation Competency Questionnaire which is attached as *Appendix 1B* to the Terms and Conditions of Enrollment and Participation . The Competency Questionnaire will examine the Candidate's linguistic, analytical, communication-related, entrepreneurial, professional, and IT competencies in order to determine the Student's development goals considering their potential and select an appropriate set of training courses that can improve their knowledge and abilities and enhance competencies in the area where competency gaps have been defined.
- 6. Upon completion of participation in the project, the Project Participant will be asked to complete the Post-course Competency Questionnaire, constituting *Appendix No. 1C* to the Terms and Conditions of Enrollment and Participation, which examines the increase in knowledge and qualifications after the course/training/workshop.
- 7. The enrollment process will respect the principle of equal opportunity and non-discrimination, including accessibility for people with disabilities and equal opportunities for women and men.
- 8. As part of Module 2 Competency Improvement Training, the ESF support to improve competencies in key areas for domestic development will cover 240 students, including about 120 women.
- 9. Support for students within Module 2 Competency Improvement Training involves:
  - 1) Language courses:
    - English language course (60 h)
    - Polish language course for foreigners (60 h)
  - 2) Soft skills workshops (in Polish and English):
    - Better Presentations (30 h)
    - Effective Business Negotiations (30 h)

#### 3) Vocational training (blended learning):

a) in Polish:

- Financing innovative activity – (15 h)



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- EU Finances (20 h)
- Digital Marketing (15 h)
- Teamwork (15 h)
- Human Resource Management (80 h)
- Conflict Management (15 h)
- Crisis Management (15 h)
- b) in English:
  - Human Resource Management (20h)
  - Innovation and entrepreneurship in business (40h)
  - Teamwork (40h)
  - Leadership during change (40h)
  - Conflict management (40h)
- Crisis management (40h)
- 4) Study visits (in Polish and/or in English),
- 5) Meetings with employers (2 meetings in Polish and/or English)

A detailed description of each training/course/workshop is available at: vizjaprzyszlosci.vizja.pl under the tab: "Competency Improvement Training".

- 10. The qualification of Participants for training will be made by an independent Recruitment Committee which includes 3 persons: UEHS Rector, Task Coordinator, and UEHS EPD Representative, who will review the Application Documents of the Candidates. The Task Coordinator shall be the Chairperson of the Committee responsible for the enrollment of Participants.
- 11. Qualification of Candidates will be carried out in two stages. Stage 1 verification of formal criteria (belonging to the group supported by the project); stage 2 verification of the criteria specified in § 3 sec. 13.
- 12. As part of the qualification of Participants for the course/training/workshop, a *qualified* list and a *reserve* list will be created.
- 13. Students of specific fields specified in § 1 sec. 7 will be eligible to participate in a given training/course/workshop, with the following prerequisites determining further eligibility:
  - a) Grade point average obtained in the last academic year: 0-6 points (GPA of 3.00 3.50 1 point; 3.51 3.99 2 pts; 4.00 4.5 3 pts; 4.51 4.99 4 pts; 5.00 5.5 5 points; above 5.5 6 points),
  - b) Number of pro-development activities in the last calendar year (trainings, courses, conferences, scientific competitions, clubs, etc.) verified on the basis of information from the Competency Questionnaire,
  - c) Possession of a disability certificate verified on the basis of the *Questionnaire on the needs of participants* with disabilities (Appendix no. 5 to the Terms and Conditions of Enrollment and Participation).
- 14. Candidates who have not yet participated in any form of support under the Project have priority to participate in the training/course/workshop.
- 15. In a situation where several Candidates with the same grade average will apply, the order of applications will decide.





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- 16. In case of high interest in a given training course/course/workshop (more applicants than places for a given term), a reserve list will be created.
- 17. In case of insufficient number of applications for a given training/workshop/course, the Task Coordinator shall decide to:
  - a) discontinue and cancel the enrollment for a given training/course/workshop for the period for which enrollment was carried out, or
  - b) conduct a supplementary enrollment procedure until the required number of participants is reached, or
  - c) reschedule the term and then announce it via the Extranet system.
- 18. All persons qualified to participate in a given training/workshop/course will be informed about it by e-mail.
- 19. Submission of the enrollment documents is not equivalent to being qualified.

## **§ 4**

#### **Terms and Conditions of Enrollment**

- 1. Candidates interested in participating in Module 2 Competency Improvement Training shall submit the following application documents:
  - 1) **Participant Application Form** (Appendix No. 1 to the Terms and Conditions of Enrollment and Participation). Refusal to provide personal data deems the applicant ineligible for support under the Project.
  - 2) Data Processing Information Appendix No. 1A to the Terms and Conditions of Enrollment and Participation.
  - 3) **PRE competency balance** Appendix No. 1B to the Terms and Conditions of Enrollment and Participation.
  - 4) **Declaration of Participation in the Project -** (Appendix No. 2 to the Terms and Conditions of Enrollment and Participation).
  - 5) Declaration of the Project Participant on Personal Data Processing (Appendix No. 3 to the Terms and Conditions of Enrollment and Participation.
- 2. Persons with disabilities shall additionally enclose a photocopy of a valid disability certificate and a completed **Questionnaire on the Needs of Participants with Disabilities** (*Appendix No. 5 to the Terms and Conditions of Enrollment and Participation*).
- 3. All documents necessary for the recruitment process are available at: vizjaprzyszlosci.vizja.pl under the tab: "Competency Improvement Training".
- 4. The following forms of submission of documents listed in § 4, sec. 1, points 1-5 and sec. 2 are permitted:
  - 1) electronic documents signed with an electronic signature through the Trusted Profile (EPUAP) should be sent to the e-mail address <u>zadanie2vizja@vizja.pl</u>or
  - 2) electronic scans/photos of hand-signed forms should be sent to <u>zadanie2vizja@vizja.pl</u>, where the Candidate is obliged to deliver to the Project Office the documents in hard copy (ORIGINALS) bearing









theirown signature, immediately after receiving the decision on qualification for participation in the course/training/workshop within the Project.

- 3) in person (ORIGINAL DOCUMENTS) at the Project Office.
- 5. If qualified for the Project, the Participant is additionally obliged to sign the Agreement on Participation in the Project "Vizja przyszłości" (Vision of the Future) Appendix No. 4 to the Terms and Conditions of Enrollment and Participation. The agreement can be downloaded from the Project website\_or filled in at the Project Office, however, the Participant is obliged to provide the agreement in 2 physical copies (originals) bearing their own signature or signed with an electronic signature through the Trusted Profile (EPUAP) immediately after receiving the decision on qualification for the Project.
- 6. Submitted application documents will not be sent back and cannot be returned.
- 7. The Terms and Conditions are available:
  - 1) In the Project Office,
  - 2) Electronically, on the Project website.

#### § 5

#### **Terms and Conditions of Participation**

- 1. In order to participate in the Project, the applicant:
  - 1) Must be a Student (access criterion) of the fields of study specified in § 1 sec. 7.
  - 2) Must have an "active" status as a Student.
  - 3) Must have read read, accept and agreed to abide by the *Terms and Conditions of Enrollment and Participation*.
  - Must have completed and delivered to the Project Office a set of correctly completed and signed by hand or by electronic signature through the Trusted Profile (EPUAP), the documents specified in § 4, sec. 1 - 2, namely:
    - a) Application form for Participant (Appendix No. 1 to the Terms and Conditions of Enrollment and Participation),
    - b) Data Processing Information (Appendix No 1A to the Terms and Conditions of Enrollment and Participation),
    - c) Pre-participation Competency Questionnaire (Appendix No. 1B to the Terms and Conditions of Enrollment
      - and Participation),
    - d) Declaration of Participation in the Project (Appendix No. 2 to the Terms and Conditions of Enrollment and Participation),
    - e) Declaration of the Project Participant on Personal Data Processing (Appendix No. 3 to the Terms and Conditions of Enrollment and Participation),
    - f) Agreement on Participation in the Project (Appendix No. 4 to the Terms and Conditions of Enrollment and Participation).





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g) A Questionnaire on the Needs of Participants with Disabilities (*Appendix No. 5 to the Terms and Conditions of Enrollment and Participation*), together with a disability certificate (if applicable),

- 2. The Agreement on Participation in the Project (Appendix No. 4 to these Terms and Conditions) will be concluded between the Project Participant and the Project Promoter, regulating the principles of the Student's participation in the courses/trainings/workshops carried out within the framework of Module 2 and the principles of reimbursement of the costs of training/course/workshop in case of the Participant's resignation due to unjustified reasons or low attendance (less than 80% of the course/training hours)
- 3. The starting date for participation in the Project shall be the date of the Participant's enrollment in the first support provided under the Project.
- 4. According to the hours specified in § 3 sec. 9, 80% attendance rate is required for all trainings/courses/workshops attended by the Participant within the framework of the Project.
- 5. If the forms of support specified in § 3, sec. 9 is expanded, the information about the number of hours of the training/course/workshop for which the Participant has been qualified will be included in the Agreement on Participation in the Project (*Appendix No. 4 to these Terms and Conditions*), which is signed by the Participant prior to the support under the Project.
- 6. In a situation where a Participant exceeds the limit of 20% unexcused absences from the commenced training/course/workshop for which they were qualified, the Project Promoter has the right to expel the Project Participants and call them to cover the costs of the training/course/workshop for which they were qualified.
- 7. The Participant will be required to complete a Pre-participation Competency Questionnaire prior to participation in the support, and will be required to complete a Post-participation Competency Questionnaire after participation. Thus, each Participant will complete 2 Competency Questionnaires The Competency Questionnaire can be filled out on paper at the Project Office, downloaded from the project website or filled out electronically. The Competency Questionnaires constitute appendixes: *1B and 1C to the Terms and Conditions of Enrollment and Participation*. The link to fill out the competency balance will be provided during the recruitment process for the training courses.
- 8. Dates and venues for the organization of trainings/courses/workshops will be announced through the Extranet, "Moje AEH" [MyAEH], and the MS Teams platform (for online training).
- 9. Participants are required to:
  - a. attend courses as scheduled, with at least 80% attendance rate for the attended courses,
  - b. confirm their participation each time via the attendance list (in the case of on-line classes on the terms specified by the organizer of the courses/workshops/training),
  - c. filling out the Pre- and Post-participation Competency Questionnaires (before and after participation)
     available electronically on the Project website *Annex No. 1B and 1C to these Regulations*,
  - d. complete: Pre-course test and Post-course test during the training/course, evaluation questionnaire and other documents sent by the lecturer during the course of the training/course/workshop, if applicable
  - e. actively and timely attend the courses,



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- f. confirm the receipt of the textbook, training materials, documents confirming participation in the training and examination, if applicable,
- g. complete of a graduate tracking questionnaire within 4 weeks and up to 6 months after training's conclusion.
- 10. The Participant is obliged to informabout any change of personal data included in the Application Form *Appendix No. 1 to these Terms and Conditions* by submitting a written update to the Project Office within a maximum of 7 days from the occurrence of the change.
- 11. The Participant is obliged to participate in labor market graduate tracking research (regarding further education or employment) within 4 weeks after completing the training. For this purpose, the Participant will provide the Project Office with data on their status in the labor market and information on participation in education and/or training and obtaining qualifications and/or acquiring competencies within 4 weeks after the end of participation in the Project.
- 12. The Participant is obliged to participate in labor market graduate tracking research within 6 months after completing the training. For this purpose, the Participant will provide the Project Office with data on their status in the labor market and information on possible participation in education and/or training and obtaining qualifications and/or acquiring competencies within 6 months after completing participation in the Project.
- 13. Justified absences include:
  - a. Sick leave,
  - b. documented business trip,
  - c. documented sudden random event,

d. other random events with an explanation sent to the Project Promoter before the end of the training/course/workshop.

#### **§ 6**

#### Organization

- All organizational information regarding the planned training/courses/workshops, in particular the dates and times of the meetings, will be communicated to the Participants/chairs via the Extranet System, the Virtual University System "Moje AEH" [My Aeh], the MS Teams platform (for online training), and sent by e-mail to the e-mail addresses of individual participants.
- 2. Students applying for support under the project should have the necessary premises and equipment to participate in the training/course/online workshop, i.e., a computer with access to the Internet and the necessary software and instrumentation (webcam, speakers) to enable active and active participation in activities organized under the project on the MS Teams platform.
- 3. A participant of a training/course/workshop participates in the classes by logging in, with the provided login and password, to the MS Teams platform (vizja.pl domain), received to participate in online activities on the MS Teams platform resulting from the Student's course of study.









- 4. Trainings/workshops/courses will take place from Monday to Sunday, based on the schedule agreed upon with the instructors. Hours refer to teaching hours (45 minutes).
- 5. All scheduled classes of the Project will take place in the University's premises in Warsaw or online on the Microsoft Teams platform.
- 6. The Project Promoter reserves the right to make changes, for important reasons, in training/workshop/course schedules.
- 7. The Project Promoter reserves the right to change the date and place of the courses.
- 8. At the end of participation in the training/workshop/course, Participants will receive a certificate of participation in the training/workshop/course, provided that the limit of unexcused absences is not exceeded.

## § 7

## Terms of Resignation from Participation

- In case of cancellation of participation in the Project before the commencement of the classes, the Project Participant is obliged to provide information about it in person, by phone, or via e-mail to the Project Office no later than 3 working days before the date of commencement of the training/course/workshop,
- 2. In the event of resignation or removal of a Participant from the list of qualified persons for a given training course/course/workshop, their place will be taken by the first person from the reserve list.
- 3. In case of resignation from the participation in the Project during the classes, the Participant is obliged to submit a written statement explaining the reason for resignation from the participation in the Project.
- 4. In the case of resignation of the Participant from the Project during the realization of the training/course/workshop for which the Participant has been qualified or in the case of exceeding the permissible limit of absences from training classes, referred to in § 5, sec. 9a, the Project Participant is obliged to cover the cost of the training/course/workshop for which they were qualified and from which they resigned, within 14 days from the receipt of the notice, in accordance with the provisions of the signed agreement.
- 5. Costs for a given training/course/workshop will be known after the selection of contractors, based on competition, for the implementation of classes, but will not be higher than<sup>1</sup>:
  - 1) Language courses:
    - English language course PLN 222,75 gross/person .
    - Polish language course for foreigners PLN 265,24gross/person.

## 2) Soft skills workshops (in Polish and English):

- Better presentations (in English PLN 469,00 gross/person, in Polish PLN 442,50 gross/person)
- Effective business negotiations (in English PLN 540,00 gross/person, in Polish PLN 369,00 gross/person).
- 3) Vocational training (blended learning):

<sup>&</sup>lt;sup>1</sup>Training with an \* - the price given is the maximum price of the training, it can be changed for the benefit of the student, after selecting a contractor



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- b) in Polish:
  - Financing innovative activity PLN 525,00 gross/person
  - EU finances PLN 1070,00 gross/person
  - Digital marketing PLN 525,00 gross/person.
  - Teamwork PLN 50,00 gross/person.
  - Human capital management (human resources) PLN 250,00 gross/person.
  - Conflict management PLN 100,00 gross/person.
  - Crisis management PLN 970,00 gross/person.
- b) in English:
  - Human Resource Management PLN 770,00 gross/person
  - Innovation and entrepreneurship in business PLN 1299,00 gross/person\*
  - Teamwork PLN 1170,00 gross/person.
  - Leadership during change PLN 1299,00 gross/person\*
  - Conflict management PLN 1170,00 gross/person.
  - Crisis management PLN 1299,00 gross/person\*
- 6. In the case of expansion of the list of forms of support, specified in § 3, sec. 9 information about the cost of the training/course/workshop for which the Participant has been qualified will be included in the Agreement on Participation in the Project (*Appendix No. 4 to these Terms and Conditions*), which the Participant signs before joining the support under the Project.

#### § 8

#### **Final provisions**

- 1. The regulations shall come into force on **26.09.2022**.
- 2. The Participant is obliged to inform the Project Promoter about any changes in their contact details, status and other information affecting their participation in the Project.
- 3. The Project Promoter reserves the right to amend the Terms and Conditions at any time. The amendments shall enter into force on the date of publication of the amended Terms and Conditions on the Project website and shall apply to new Participants joining the Project after the date of entry into force of the amended Terms and Conditions.
- 4. The Terms and Conditions apply for the entire duration of the Project.
- 5. The Terms and Conditions are available on the Project's website and in the Project Office.
- 6. The Project Promoter is responsible for general supervision over the implementation of the Project, as well as resolving issues that are not regulated by these Terms and Conditions.

Appendices to the Terms and Conditions:



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- 1. Appendix No. 1 Participant Application Form
- 2. Appendix No. 1A Data Processing Information
- 3. Appendix No. 1B Pre-participation Competency Questionnaire
- 4. Appendix No. 1C Post-participation Competency Questionnaire
- 5. Appendix No. 2 Declaration of Participation in the Project
- 6. Appendix No. 3 Declaration of the Project Participant on Personal Data Processing
- 7. Appendix No. 4 Agreement on Participation in the Project
- 8. Appendix No. 5 Questionnaire on the Needs of Participants with Disabilities
- 9. Appendix 6 Training Preference Survey https://forms.office.com/r/AHRf1N5nQK





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