

Terms and conditions for recruitment and participation
in "English in the workplace"

§ 1. General information

1. These Terms and Conditions define the rules for recruitment and participation in the "Third Mission of the Faculty of Economic Sciences at the University of Warsaw" Programme, task 6 "English in the workplace", implemented by the Faculty of Economic Sciences at the University of Warsaw (hereinafter referred to as FES UW or the University) and co-financed by the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020 (the "Third Mission of the University" programme), co-financing agreement application no. POWR.03.01.00-00-T241/18.
2. The main objective of this task is to develop knowledge and competencies which facilitate functioning in the English-language labour market.
3. As part of the Project, 50-hour courses will be conducted on-site or in the form of e-learning. In addition, participants will be able to take advantage of individual consultations.
4. The project implementation period is from 01.08.2020 to 31.07.2023.
5. Participation in the Project is voluntary and free of charge.

§ 2. Project participants and the recruitment procedure

1. The Project is open to people who:

- a) are at least 18 years old at the time of joining the Project;
- b) fill in and send the recruitment form available on the FES UW website:
<https://www.wne.uw.edu.pl/pl/misja-wne>;
- c) submit three copies of the training agreement, along with attachments.

2. Recruitment criteria:

- a) being at least 18 years old at the time of submitting the recruitment form;
- b) holding a high school diploma (verified on the basis of a statement submitted in the application form regarding the completion of secondary education);
- c) knowledge of the Polish language which allows for a full understanding of the material in the classes and active participation (at a min. level of C1) – this criterion is applicable to foreign participants only;
- d) knowledge of English at the level of at least B2 – this criterion is applicable to all participants;
- e) providing personal data which is entrusted for processing through the recruitment form which is available on the FES UW website;
- f) in case of disputes, the order in which recruitment forms were received will be decisive.

3. Regardless of the above criteria, disabled persons will be given priority. However, such cases will be considered on an individual basis, in order to verify whether FES UW will be able to accommodate the needs of the disabled person. Decisions on this matter will be made by the Project Manager.

4. In order to start the recruitment procedure, the candidate for participation in the Project completes the electronic version of the form which is available on the website of FES UW (<https://www.wne.uw.edu.pl/pl/misja-wne>) by providing personal data, which is entrusted for processing.

5. Upon receipt of the application, FES UW completes the acceptance procedure for the participant, and a training agreement is generated on the basis of the data provided by the candidate in the form (Annex 1 to these terms and conditions), which the candidate will receive, along with attachments, at the email address provided in the application.

6. The condition for accessing the course is the submission of a signed training agreement and signed attachments to the email address szkolenia@wne.uw.edu.pl within 7 calendar days of receiving information about qualifying to participate in the Project. If this deadline is not met, that person will be transferred to the reserve list.

7. The following forms of signing training agreements and attachments are allowed:

- a) by using a qualified signature;
- b) via an ePUAP trusted profile (and generating a file with an ".xml" extension);
- c) by signing printed versions and then sending a scan of the signed documents.

8. If documents are being signed electronically (with a qualified signature or via an ePUAP trusted profile) it is necessary to send a signed set of documents to the email address szkolenia@wne.uw.edu.pl.

9. If documents are being signed in paper form, it is necessary to:

- a) send a scan of the signed agreement with attachments to the email address szkolenia@wne.uw.edu.pl, and then
- b) send a set of documents, including 3 (three) identical originals of the signed training agreements with attachments (3 [three] copies of each agreement and each attachment) by post to the following address:

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ul. Długa 44/50

00-241 Warszawa

no later than within 14 days of sending the scans of the documents by electronic means.

10. Copies of training agreements signed by FES UW will be returned to the participant via email (if sent with electronic signatures), by post, or in person.

§ 3. Project implementation and mutual obligations

1. Due to the current and changeable conditions in the epidemic, all classes will initially be carried out remotely (via the Internet). In the later phase of the Project, the organisation of subsequent training

cycles on-site is not excluded. Information about the form of the classes will be made available in the course materials (the FES UW website, folders, and announcement boards).

2. In the case of classes held remotely, FES UW undertakes to:

- a) prepare and conduct 50-hour courses;
- b) provide teaching staff with qualifications corresponding to the type of classes being conducted;
- c) provide an electronic version of course materials;
- d) provide an e-learning platform that enables the organisation and implementation of courses;
- e) send certificates confirming the completion of the course to the participants by email;
- f) provide information by email, telephone, or orally in the event of the occurrence of significant circumstances hindering the completion of the course.

3. It is the responsibility of each participant to ensure their own participation in the training (access to a computer and the Internet, and in the case of persons with disabilities – appropriate adaptation of the workstation using software and hardware which allow for participation in the classes).

4. In the case of classes in an on-site form, FES UW undertakes to:

- a) prepare and conduct 50-hour courses,
- b) provide teaching staff with qualifications corresponding to the type of conducted classes;
- c) provide teaching materials in electronic or paper versions;
- d) provide office supplies;
- e) provide teaching rooms and equipment necessary to conduct courses properly (classes will take place in the rooms at FES, equipped with teaching aids and multimedia equipment, and adapted for persons with disabilities);
- f) provide meals for participants (a two-course lunch and coffee break: hot/cold drinks, salty/sweet snacks, fruit);
- g) provide participants with accommodation – bed and breakfast (it is required to send notification about this requirement by email);
- h) provide participants with certificates confirming the completion of the course;
- i) provide information by email, telephone, or orally in the event of the occurrence of significant circumstances hindering the completion of the course;
- j) important: please note that in the case of participants who are travelling (and staying in accommodation overnight), travel costs are not covered by FES UW (they are borne by the participants).

5. FES UW reserves the right to inform participants about the cancellation of the course 3 (three) weekdays prior to the planned date of organisation.

6. Each participant in the Project is obliged to:

- a) participate in a regular, timely, and active manner in classes, with a minimum of 80% attendance (in the case of remote courses, attendance will be confirmed by logging in on the e-platform and performing tasks; in the case of on-site courses, attendance will be confirmed by placing one's signature on the attendance list);
- b) confirm the receipt of training materials each time (in the case of materials in paper form) and the use of food and/or accommodation services, by signing the attendance list – in the case of on-site classes;
- c) complete tests and surveys, and provide information related to the monitoring and evaluation of the Project;
- d) complete the course within 3 (three) months of the date of gaining access to the course – applicable in the case of remote classes;
- e) provide personal data necessary for the implementation of the Project;
- f) inform the University of any changes to relevant personal data, e.g., a change of name, surname, change of ID card number, change of phone number, address, and others;
- g) immediately inform the University by email or telephone concerning other relevant barriers related to participation in the Project;
- h) submit a statement, a template of which is attached as Annex 7 to the co-financing agreement for the Project.

7. Each participant in the Project has the right to resign from the course without stating the reason, 3 (three) working days before the start of the course at the latest. In such a case, the place in the course shall be taken by the first person on the reserve list.

8. It is allowed to withdraw from the course during its duration only in the case of *force majeure* events beyond the control of the participant, affecting his/her ability to attend the course to a significant degree. Withdrawal from the course must be submitted in writing.

§ 4. Final provisions

- 1. All changes to these terms and conditions must be made in writing.
- 2. Detailed information about the Project will be available on the website of FES UW and will be sent to participants by email.
- 3. Issues not covered by these terms and conditions will be considered on an individual basis.
- 4. If you have any questions, comments, or concerns regarding the organisation of the course, please contact szkolenia@wne.uw.edu.pl or call 22 55 49 183 and 22 55 49 186.