

**Terms and conditions for recruitment and participation** in the project "Third Mission of the Faculty of Modern Languages at the University of Warsaw", task 2 "Implementation of CLIL-VET in order to increase the potential of employees in the education sector", version dated 29.04.2020, e-learning courses

#### § 1. General information

1. These terms and conditions define the rules for recruitment and attendance by participants in the "Third Mission of the Faculty of Modern Languages at the University of Warsaw" programme, task 2 "Implementation of the CLIL-VET method in order to increase the potential of employees in the education sector", implemented by the Faculty of Economic Sciences at the University of Warsaw (hereinafter referred to as FES UW), co-financed by the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020 (the "Third University Mission" programme), and the agreement on co-financing application no. POWR.03.01.00-00-T215/18.
2. The main objective of this task is to train future employees of the education sector in the use of the CLIL-VET method (teaching subjects in English).
3. As part of the project, 32-hour courses in English will be conducted, which are addressed to students, doctoral candidates, the unemployed, people who want to change jobs, undergo retraining, etc.
4. The project implementation period is from 01.09.2019 to 31.08.2022.
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) hold a secondary school diploma,
  - c) complete the application form by providing personal data entrusted for processing by using the recruitment form available FES UW website: [www.wne.uw.edu.pl/pl/misja-neo/](http://www.wne.uw.edu.pl/pl/misja-neo/)
  - d) submit the signed training contract and its annexes.
2. Recruitment criteria:
  - a) Age – the participant must be at least 18 years old at the time of submitting the recruitment form,
  - b) Level of education – the participant must have completed at least secondary school; the participant is required to have obtained a secondary school diploma at the time of submitting the application form,
  - c) Once the formal conditions are met, participation in the project will be determined by the order in which the forms were received.

3. In order to start the recruitment procedure, a candidate for participation in the project completes the electronic version of the form which is available on the website of FES UW ([www.wne.uw.edu.pl/pl/misja-neo/](http://www.wne.uw.edu.pl/pl/misja-neo/)) and provides personal data, which is entrusted for processing.
  4. 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.
  5. On the basis of the submitted application, a primary list and a reserve list of the participants will be created. The place on the list will be determined by age, education, and the order of applications received (the date the application form was sent by the participant). In the case of the withdrawal/illness of a person from the primary list, the opening will be filled by a person from the reserve list.
  6. The condition for accessing the course is the submission of a signed training agreement and signed attachments to the email address [misja@wne.uw.edu.pl](mailto:misja@wne.uw.edu.pl) within 7 calendar days of receiving information about being qualified to participate in the project. If a recruited participant does not meet that deadline, 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 ePUAP trusted profile) it is necessary to send a signed set of documents to the email address [misja@wne.uw.edu.pl](mailto:misja@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 [misja@wne.uw.edu.pl](mailto:misja@wne.uw.edu.pl), and then
    - b) send a set of documents including 3 (three) identical originals of the signed training agreements with attachments (each agreement and each attachment in 3 copies) – by post to FES UW at the following address:

3rd MISSION - CLIL room A304  
Faculty of Economic Sciences  
University of Warsaw  
ul. Długa 44/50  
00-241 Warszawa
- within 14 days following the cancellation of the state of epidemic in Poland or within 14 days of submitting documents scanned by electronic means – depending on which of these dates is later.

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. FES UW undertakes to:

- a) prepare and conduct 32-hour courses,
- b) provide teaching staff with qualifications corresponding to the type of conducted classes,
- c) provide an electronic version of course materials,
- d) provide an e-learning platform that enables the organisation of courses,
- e) to issue a certificate to each participant, which confirms the completion of the course,
- f) provide information by email, telephone, or orally in the event of the occurrence of significant circumstances hindering the completion of the course.

2. FES UW reserves the right to inform students about technical difficulties concerning the organisation of the course via electronic communication, at the address provided in the application.

3. Each participant in the project is obliged to:

- a) participate regularly and actively in classes, with a minimum of 80% attendance (confirmed by logins on the e-learning platform) and perform tasks,
- b) complete tests and surveys, and provide information related to the monitoring and evaluation of the project,
- c) complete the course within 2 months of the date of gaining access to it,
- d) provide the personal data necessary for the implementation of the project,
- e) inform FES UW of any changes to relevant personal data,
- f) immediately inform FES UW by email or by phone about significant barriers related to participation in the project.

4. Each participant in the project has the right to resign from the course without stating the reason, within 3 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.

5. It is allowed to resign 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 made available after sending an inquiry by email to [misja@wne.uw.edu.pl](mailto:misja@wne.uw.edu.pl).