

Regulations of recruitment and participation in training courses provided as part of the project entitled “Digital industry: training for students”

The project entitled “Digital Industry: Training for Students” is carried out within the framework of the SPINAKER NAWA Programme - Intensive International Curricula (IMPK). The programme is co-financed by the European Social Fund within the framework of the *Operational Programme Knowledge Education Development*, non-competitive project entitled “Supporting the institutional capacity of Polish higher education institutions through the creation and implementation of international study programmes” (Action: 3.3 Internationalization of Polish higher education), specified in the application for project co-financing no. POWR.03.03.00-00-PN16/18.

§ 1

General provisions

1. The Regulations define the rules for reporting and participating in training courses provided as part of the project entitled “Digital industry: training for students”.
2. The project is implemented by the Rzeszów University of Technology.
3. The project implementation period is: 01/07/2021 – 31/07/2022
4. Information on training dates and training programme is available at: <https://digitalindustry.prz.edu.pl>
5. Training courses (IMPK 1, 2 or 3) will be conducted remotely.
6. The Rzeszów University of Technology will provide the Participants of online training courses (IMPK 1, 2 or 3) with e-training materials and access to the e-learning platform. Upon completion of the training, the Participants will receive training completion certificates.
7. Whenever the Regulations refer to:
 - a) IMPK – it shall be understood as the Intensive International Curricula
 - b) SIR – Online Recruitment System
 - c) Candidate – shall be understood as a student of the first (Bachelor) - or second (Master) -cycle degree, uniform master’s studies programme who wishes to participate in the training (IMPK 1, 2 or 3)
 - d) Training Participant or Participant (IMPK 1, 2 or 3) – shall be understood as a person who correctly completed and sent original copies of documents: declaration of joining the Project, personal data form of the participant, GDPR PO WER declaration, GDPR NAWA declaration additional consent of the project participant, and who received information about being admitted to the training.
 - e) Training Organiser (IMPK 1, 2 or 3) shall be understood as the Rzeszów University of Technology.
8. Every Training Participant (IMPK 1, 2 or 3) must, from the first day of the training until its completion, have the status of a student.

§ 2

Rules of recruitment and participation in training (IMPK 1, 2 or 3)

1. The training courses are intended for all first (Bachelor) - and second (Master)-cycle degree or uniform master’s studies programme Rzeszów University of Technology students and foreign students interested in expanding their knowledge and skills in the field of the latest technologies. Foreign students are understood as students studying at other university than Polish and who are foreigners.
2. Participation in training is free of charge.
3. The recruitment process will be conducted in two stages.
4. The prerequisite for participation in the recruitment process is registration in the SIR, reading and approving these regulations and sending duly completed documents.

5. Sequence of application decides about admission to the training.
6. 10 foreign students and 10 Rzeszów University of Technology students may participate in one training (IMPK 1 or IMPK 2 or IMPK 3). In justified cases, the Project Coordinator may decide to increase the number of students referred to in the previous sentence.
7. The call for training shall be open to all interested parties meeting the above criteria.
8. All activities in the Project will respect the principle of gender equality and non-discrimination.

§ 3 Stages of recruitment

1. Recruitment is organised by the Rzeszów University of Technology.
2. Candidates shall submit their candidatures within the indicated time limit through the application form on SIR.
3. Information on recruitment dates will be included in the recruitment notice.
4. Participants will be recruited continuously until the limit of places is exhausted.
5. The information clause for persons participating in the recruitment process is included in § 7.
6. After verification of the received applications, a list of training participants will be prepared.
7. In the case of a bigger number of applicants, a reserve list of participants will be prepared. The list of participants is approved by the Project Coordinator and the person responsible for the recruitment process.
8. Persons qualified for training (IMPK 1, 2 or 3) will receive by e-mail, to the e-mail address indicated in the application form, information about documents which are to be downloaded from the following website: <https://digitalindustry.prz.edu.pl>.
9. Original copies of the completed and signed documents (in paper version) should be sent to the following address: Politechnika Rzeszowska, Dział Współpracy Międzynarodowej (IMPK), Al. Powstańców Warszawy 12, 35-959 Rzeszów, Polska, pok. V-A 214, at the latest 10 days before the training.
10. During the state of epidemiological risk or the state of epidemic in Poland, announced due to COVID-19, a scan of documents (declaration of joining the Project, personal data form of the participant, GDPR PO WER declaration, GDPR NAWA declaration, additional consent of the participant) may be sent in electronic form to the following e-mail address: di@prz.edu.pl
11. Failure to submit properly completed and signed original copies of documents within the time limit set out in section 9, shall mean resignation from the participation in the training. In this case, another person from the reserve list will be qualified for the training.
12. Submitting incomplete application documentation will result in rejection of the form, with the possibility of its resubmission within the required time limit and in accordance with the required conditions, which will be the basis for its reconsideration.
13. Persons qualified for training (IMPK 1, 2 or 3) will be informed by e-mail about the manner of submission of documents.
14. Training Participants (IMPK 1, 2 or 3) will receive confirmation of participation by e-mail to the e-mail address indicated in the application form.

§ 4 Rights and obligations of the Training Participant

1. The Participant (IMPK 1, 2 or 3) has the right to:
 - a) participate in training free of charge, after meeting the conditions referred to in the Regulations;
 - b) view and modify his/her personal data made available for the purposes of the project;
 - c) receive training materials;
 - d) receive a certificate confirming participation in the training.
2. The Participant is obliged to:



- a) become acquainted with and accept these Regulations;
- b) provide the necessary data for recruitment, implementation, monitoring and reporting under the Project, as well as give consent to the processing of these data;
- c) fill in and send: declaration of joining the Project, personal data form of the participant, GDPR PO WER declaration, additional consent of the participant;
- d) complete the evaluation questionnaire and any other necessary documents;
- e) participate in other forms of evaluation (e.g. a group interview, a telephone interview);
- f) confirm attendance on each training day;
- g) inform on an ongoing basis about any change of his/her data and the data of the institution he/she represents when joining the project;
- h) regularly check the content of the mailbox and reply to the correspondence related to the training;
- i) personally participate in the training for which he/she has applied.

§ 5

Participation in training

1. The Participant may take part in only one training (IMPK 1 or IMPK 2 or IMPK 3).
2. The training participant is obliged to participate in at least 80% of total amount of training days for IMPK (IMPK 1 or IMPK 2 or IMPK 3).
3. In order to obtain a training completion certificate, it is required to meet the condition mentioned in point 2.
4. Communication with the Participants will take place via e-mail.

§ 6

Final Provisions

1. The Training Organiser reserves the right to amend these Regulations or introduce additional provisions.
2. In matters not regulated by these Regulations, the relevant rules and principles resulting from the operational programme Knowledge Education Development, as well as provisions resulting from relevant Community and national legal acts, shall apply. In the event of differences in interpretation of the provisions of the language versions of the Regulations, the Polish language version shall prevail.
3. Any amendments hereto shall be made in writing.
4. The Regulations enter into force on the day of signing.

§ 7

Information clause for persons participating in the recruitment process

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (i.e. General Data Protection Regulation) (Journal of Laws EU.L 2016 No. 119, p. 1), hereinafter referred to as the GDPR, the Recruitment Organiser informs that:

1. The controller of personal data of the "Candidate" is the Rzeszów University of Technology with its registered office at al. Powstańców Warszawy 12, 35-959 Rzeszów, phone: +48 17 865 11 00, e-mail: kancelaria@prz.edu.pl.
2. The Controller has appointed the Data Protection Officer supervising the correctness of personal data processing, which may be contacted at +48 17 865 1775 or by e-mail at the following address: iod@prz.edu.pl or at the address of the Controller's registered office, in any case concerning the processing of personal data of the Candidate and his/her use of rights related to the processing of such data.



3. The Candidate's personal data will be processed for the purpose of organising and conducting the recruitment process, based on the Candidate's consent – pursuant to Article 6(1)(a) of the GDPR.
4. The provision of data is voluntary, but necessary to achieve the purposes for which they were collected. The refusal to provide them shall be tantamount to the inability to participate in the recruitment process.
5. The Candidate's personal data will not be made available to third parties, except for cases provided for by law, nor will they be transferred to the recipient in a third country or an international organisation.
6. The Candidate's personal data will be processed until the purpose of processing is achieved or until the consent constituting the basis for such processing is revoked or until an objection is filed against the processing of data, and then they will be immediately anonymised.
7. The Controller may entrust the processing of personal data of the Candidate to external entities acting on behalf of the Controller, e.g. an entity providing IT services in the scope of development, servicing and removal of failures in IT systems.
8. The Candidate has the right to request the Controller to access the content of his/her data, rectify them, erase them or restrict their processing, and the right to object to the processing, as well as the right to data portability, if permitted by law.
9. The Candidate has the right to withdraw this consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal (subject to the provisions of law). The consent may be withdrawn by sending a written request to the following e-mail address: di@prz.edu.pl
10. The Candidate has the right to lodge a complaint with the supervisory authority (i.e. the President of the Personal Data Protection Office) if he/she considers that the processing of personal data concerning him/her violates the provisions of the GDPR.
11. The Candidate's personal data will not be subject to automated decision-making processes (including profiling).