RECRUITMENT REGULATIONS

§ 1 General Provisions

1. **These regulations define the conditions of participation and recruitment of participants for the project no. 2022-2-PL01-KA210-VET-000101920, titled "Software Tester – Qualification and Certification in Vocational Education", implemented by Skills Academy Sp. z o.o. in partnership with GEORGIKES EKMETALEUSEIS & TRAINING SERVICES (Greece) and ARM Technology Sp. z o.o. (Poland), with the support of the European Union under the Erasmus+ program, Key Action 2: Small-scale partnerships in vocational education and training.**
2. The project is funded by the European Union under the Erasmus+ program.
3. Participation in the project is completely free of charge.
4. The Beneficiaries of the project are Skills Academy Sp. z o.o., GEORGIKES EKMETALEUSEIS & TRAINING SERVICES (Foreign Partner), and ARM Technology Sp. z o.o. (Polish Partner).
5. The project aims to improve the level of vocational education in the software tester profession by developing and making available an open educational course and implementing it in the educational activities of the Partners and other participating institutions. It also aims to increase the level of internationalization of the organizations involved in the project and build capacity for creating and developing international and national networks in the field of education.
6. The project is intended for 20 students and teachers from a school selected by Skills Academy Sp. z o.o. and 20 participants from Greece related to the IT industry.
7. In matters not covered by these regulations, the provisions of the Civil Code shall apply

§ 2 Project Participants

1. Under the project, 20 students studying software development, IT, or related fields in grades IV and V, hereinafter referred to as "Project Participants", will be supported.
2. Participants will be qualified based on a recruitment procedure conducted by the Recruitment Committee, which will include representatives of Skills Academy Sp. z o.o. and the School Team.

§ 3 Scope of Support

1. Each participant will receive a link to an e-learning platform containing the interactive course "Software Tester – Qualification and Certification in Vocational Education" and will be able to log into their individual user account.
2. Upon completing the course, the participant will receive a certificate of completion.
3. The participant will have access to both the Polish and English versions of the course.
4. The participant will be able to log into the platform at any time.
5. The participant will be asked to evaluate the functionality and quality of the prepared course.

§ 4 Recruitment Rules

1. The recruitment process will be preceded by an information campaign, during which its rules and criteria will be announced.
2. Recruitment will be carried out in accordance with the principle of equal opportunities, including gender equality.
3. The qualification of participants for the project will be based on the following criteria:
   a. Belonging to the target group defined in § 2;
   b. Submission of a correctly completed recruitment form.
4. Representatives of Skills Academy Sp. z o.o. and the School will conduct the recruitment process through the Recruitment Committee.
5. The Recruitment Committee will be composed of representatives of the institutions, including:
   o Project Manager from Skills Academy Sp. z o.o.
   o School Director and Practical Training Coordinator from the School Team.
6. The recruitment will follow the schedule below:
   a. March 1, 2024 – May 31, 2024: Submission of application forms for students studying software development, IT, or related fields;
   b. June 1, 2024: Announcement of recruitment results (main list and reserve list);
   c. By June 8, 2024: Appeals procedure;
   d. June 15, 2024: Announcement of final recruitment results (main list and reserve list);
   e. Signing of contracts with students selected from the main list.
7. Students interested in the project must submit a recruitment form to the School Office.
8. The order of applications will determine acceptance into the project.
9. Recruitment forms will be distributed during information meetings and will be available in the School Office and on the Skills Academy website.

10. Participants are required to provide truthful data in the recruitment forms.

11. An appeals procedure is provided. Students have the right to appeal the Recruitment Committee's decision within 7 days of the publication of the list of qualified participants. Written appeals submitted to the School Director's Office will be considered only if the Recruitment Committee did not have access to key information that could have allowed the student to qualify.

12. Any qualified participant may withdraw from the project without providing a reason within 7 days of the announcement of the results, by submitting a written withdrawal statement to the Recruitment Committee. The deadline begins on the date of the announcement of recruitment results.

13. In the event of extraordinary circumstances, a supplementary recruitment may be conducted urgently under the same conditions as the initial recruitment process.

14. Participants qualified for the project and those on the reserve list will be separately informed about further procedures, including the need to sign relevant documents. To participate in the main project activity, i.e., completion of the 100-hour interactive course, each participant must obtain a certificate of completion and submit its copy to the School Office.

§ 5 Final Provisions

1. Participants have the right to submit feedback and opinions on the course implementation, including evaluating its quality, usefulness, and execution.

2. Participants are responsible for providing truthful statements in the recruitment process.

3. The organizational and substantive supervision of the project will be carried out by:
   o Project Manager from Skills Academy Sp. z o.o.
   o Project Coordinator from the School Team.

4. In matters not regulated by these regulations, decisions will be made by the Project Coordinator from the School Team.

5. The regulations are in effect for the duration of the project.