

Project **25-07-001**

„Competent student – experienced graduate:
workshops developing competences needed for sustainable development in the labour market”

Agreement number: BPI/PST/2024/1/00034/U/00001

PROJECT RECRUITMENT AND PARTICIPATION REGULATIONS

Definitions

§1

The following definitions shall be applied for the purpose of the project implementation:

Project - the project “Competent student – experienced graduate: workshops developing competences needed for sustainable development in the labour market”, implemented within NAWA competition 2024, during the period from 01.09.2025 to 31.08.2027

Project Participant – a person who filled in a recruitment form and was approved for project participation by Project Recruitment Committee

Project Recruitment Committee - a team of 3 persons, including Project Manager

Project Office – Pl. Kopernika 11, 45-040 Opole, Poland; Collegium Maius room 10

Project website - <https://englishcentre.uni.opole.pl/competentstudent>

Partner Universities – University of Opole, Mendel University in Brno, University "Aleksandër Moisiu" Durrës, University Haxhi Zeka in Peja, University of Valencia, Wrocław University of Economics and Business

General principles

§2

1. The Regulations define the principles of recruitment and participation in the project **“Competent student – experienced graduate: workshops developing competences needed for sustainable development in the labour market”**.
2. The aim of the Project is to develop key competences for the labour market by means of students’ participation in international workshops, performance of practical tasks in a multicultural group, and participation in study visits to international companies.
3. Project activities are available to the students of business-oriented study programmes at Partner Universities. Due to the limited number of places, a qualification procedure is required.
4. Project activities will be reported on the Project website.

Project recruitment

§3

1. Any person applying for participation in the Project shall fulfil all the following formal requirements:

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- a) is a student of a business-oriented study programme at the moment of participating in project activities (15.12.2025-31.05.2027);
- b) speaks English at B1-B2 level;
- c) has submitted to the Project Office, in due time, filled recruitment form available from the Project website, along with other required documents.
2. Any person who loses the status of a student of the Partner University shall lose the right to participate in the Project.
3. Project Recruitment Committee shall formally verify the documents submitted in due time.
4. A ranking list of the persons who submitted in due time correctly filled recruitment documents shall be prepared based on the “recruitment index”, including the following criteria:
- a) assessment of motivation letter (1 - 4 points);
- b) assessment of activity during studies (1-2 points);
- c) level of English (1-2 points)
- d) unprivileged position (1-2 points).
5. In the case two or more candidates obtain the same “recruitment index,” their ranking position shall be decided first according to the assessment of their motivation letter.
6. A list of approved candidates shall be made public on the Project website. A candidate who did not qualify to the Project shall have the right to appeal to the relevant Partner University authorities within 7 working days from the date of the ranking list publication.
7. The relevant Partner University authorities shall process an appeal within 7 working days from the date of the submission of an appeal and shall immediately inform the applicant about the decision. The decision shall be final.
8. The candidates who did not qualify to the project shall be included on a reserve list.
9. In the case a qualified candidate resigns, the first person from the reserve list shall be selected for the participation in the Project.

Rights and obligations

§4

1. Project Participant has the right to:
- a) obtain support from the Project personnel throughout the Project time;
- b) have all the costs necessary for the Project realisation covered, including costs of travel, insurance, accommodation and subsistence;
2. Project Participant is obliged to:

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- a) start and complete Project activities within the Project time,
- b) actively participate in Project activities,
- c) cooperate to contribute to Project outcomes,
- d) contribute to disseminating project outcomes.

Project activities

§ 5

- 1. Project activities include 3 five-day workshops, each organized by one of the Partner Universities.
- 2. Project Participants take part in 4 workshops abroad and co-organize 1 workshop at their University.
- 3. Between the workshops, Project Participants work on the project outcomes, supported by the Project personnel.

Final provisions

§ 6

- 1. The provisions of these regulations may be amended in the case of occurrence of unforeseen circumstances, related to implementation of the project.
- 2. The Regulations include the following appendices:
 - a) Appendix 1: Recruitment form
 - b) Appendix 2: Motivation letter

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Annex 1. Recruitment form*

Partner University		Surname	
Study programme		First name	
Unprivileged position	Yes / No	Gender	
Passport / ID number		E-mail address	
Level of English		Telephone number	
Activity of the candidate during studies, e.g. activity/participation in research groups, science camps, students' union, student organisations, science conferences, seminars, internships, workshops, trainings, voluntary work and other forms			

I hereby confirm that I have read the **Project Recruitment and Participation Regulations**. I will actively participate in the workshops and will do my best to contribute to achieving to the Project results.

.....

(place and date)

.....

(signature)

Recruitment index:

Qualified / Not Qualified for the Project

Motivation letter	
Student activity	
Level of English	
Unprivileged position	
Total	

*1-page computer-typed document

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Annex 2. Motivation letter*

Surname and first name	
<p>Please address the following questions: Why do you want to participate in the Project? What can you bring to the programme? Do you have any special abilities or expertise? What do you consider your greatest weakness? Have you been on exchange programmes or lived/studied abroad? Are you committed to attend and actively engage in all planned training visits? What competencies in relation to your future would you particularly like to develop?</p>	

.....
(place and date)

.....
(signature)

*1-page computer-typed document