

Regulations and Terms of Participation in the "CYBER Trainees" Course

(hereinafter referred to as the Course Regulations)

§ 1. General Information

1. These Regulations define the conditions for participation, rules, and basic recruitment criteria for Participants in the "CYBER Trainees" Course, their obligations, as well as the schedule of classes within the Course.
2. The aim of the course is to prevent social and technological exclusion of women through education in the field of new technologies, thereby enhancing their employment opportunities and digital competencies.
3. The "CYBER Trainees" Course lasts from September 15th, 2023, to May 26th, 2024.
4. A participant of the Course can be a woman who, after meeting the requirements specified in the Course Regulations, undergoes the recruitment process and qualifies for participation in the Course.
5. The Organizer of the Course is the Stowarzyszenie Instytut Kościuszki, with its registered seat in Kraków at ul. Wilhelma Feldmana 4/9-10, 31-130 Kraków, entered in the register of associations of the National Court Register kept by the District Court for Kraków-Śródmieście in Kraków, 11th Commercial Division of the National Court Register under No. KRS 0000145838, NIP 6751302992, REGON 356683760.
6. The Course will be conducted online.
7. The Organizer declares that the course is organized with due diligence. The Organizer is not liable for the results of the course, including the results of any tests or exams that the Participant decides to take using the knowledge acquired during the course.

§ 2 Conditions of Participation in the Course

1. The "CYBER Trainees" Course is addressed to women who, at the time of expressing their interest in participating in the Course:
 - a) have Polish, Ukrainian, or Belarusian citizenship,
 - b) are over 18 years old,
 - c) have not participated in the first edition of the Cyber Trainees course,
 - d) have a fluent command of the Polish language and/or at least an intermediate level of English (B1),
 - e) have basic computer skills and are familiar with navigating the Internet,
 - f) do not possess skills included in the course curriculum or possess them to a negligible extent.

Women meeting the above criteria may become Participants in the project.

2. The condition for applying to participate in the Course is to complete a questionnaire provided by the course organizer and take a test at the dates specified by the organizer. After the initial verification of the submitted applications, the Organizer will contact selected individuals who will be invited to participate in the Course.
3. The Organizer confirms receipt of the application for the course via electronic communication, to the email address indicated in the questionnaire by the Candidate.

4. The condition for expressing interest in participating in the Course is:
 - a) completing the questionnaire provided by the organizer,
 - b) taking the test at the dates specified by the organizer.
5. Further qualification is contingent upon the Participant submitting the required document:
 - a) Declaration of participation in the Course (Attachment No. 1).

§ 3 Course Stages and Schedule

1. The "CYBER Trainees" Course will consist of the following Classes:
 - a) Class 1 - Programming
 - b) Class 2 - Testing
 - c) Class 3 - Cybersecurity
 - d) Class 4 - Cybersecurity

The approximate program for each class will be available on the Course website <https://cyberodporni.pl/cyber-trainees/> .

2. The Course will be conducted from September 15th, 2023, to May 26th, 2024, according to the schedule, which constitutes as an Attachment No. 3 to the Regulations. The total duration of the training is 200 hours, including 100 hours of participants' self-study (homework, projects, additional activities).
3. The organizer reserves the right to reschedule sessions to another date due to reasons beyond their control, such as illness or unavailability of the trainer.
- 4. Participation in the course is free of charge.**
5. The organizer does not provide internet access, which is necessary for participating in online sessions.
6. The organizer reserves the right to conduct an exam after a predetermined number of hours to assess the participants' progress in acquiring knowledge. The exam results may be used as a basis for excluding a participant who does not achieve a sufficient number of points. Do not take the exam will result in removal from the list of participants.
7. The requirements for completing the course are as follows:
 - a) Active participation in at least 162 hours of sessions (81%) according to the scheduled timetable,
 - b) Obtaining a positive result on the ongoing assessment exam during the course,
 - c) Obtaining a positive result on the final exam.,
 - d) Completion of an individual project, the details of which will be provided during the course.
8. The organizer reserves the right to exclude a participant who displays negative behavior towards other participants, trainers, or organizers at any stage of the course. Negative behavior includes harassment, hostility, verbal aggression, disruptive behavior that hinders the course delivery, and failure to comply with instructions and directions from the trainers.

§ 4 Recruitment Rules

1. The recruitment of participants for the Course is carried out by the Organizer, who sets the timeframe for it. Applications will be accepted from June 22nd to July 15th, 2023. Applications should be submitted through an electronic survey available on the course website: <https://cyberodporni.pl/cyber-trainees/> . Sending an application is equivalent to accepting the Course Regulations.
2. The announcement regarding the recruitment period for the Course will be posted on the <https://cyberodporni.pl/cyber-trainees/> .
3. The Organizer reserves the right to extend the application period.
4. Applications received after the deadline will not be considered.
5. The evaluation of the submitted applications for participation in the Course will be based on the analysis of the survey and the results of the preliminary test mentioned in §2.
6. The verification of the survey and test will be carried out by the Recruitment Committee, consisting of at least 2 members of the Organizer.
7. The activities of the Recruitment Committee will be documented in a protocol. The Recruitment Committee will prepare a list of participants selected for the Course and a reserve list of candidates. In case a place becomes available due to a participant's resignation, it will be filled by the first candidate on the reserve list.
8. The Organizer reserves the right to contact the selected candidates.
9. The Course participant is required to submit a completed and signed Declaration of Participation in the Course (according to §2, paragraph 5, item a) within 7 days of receiving the confirmation of participation in the Course via email or phone.
10. If the documents are not signed within the specified timeframe mentioned in paragraph 9, the Organizer may consider that the Course participant has withdrawn their participation.

§ 5 Obligations of Course Participants

1. The participant has the obligation to actively participate in the activities within the Course.
2. Absences are only permissible in exceptional circumstances, such as illness.
3. The Organizer allows for a maximum of 19% justified absences by the participant in individual classes, due to illness or significant unforeseen circumstances. The participant is required to provide a written justification for the absence to the Organizer within 7 days from the day of the absence, under the penalty of considering the absence as unjustified. Significant unforeseen circumstances include the illness of a child or other family member (spouse, parents) residing in the same household.
4. The Course participant has the right to withdraw from participation in the Course without incurring any financial liability.
5. Other obligations of the Course participant include:
 - a) Regular completion of homework assignments,
 - b) Fulfillment of all necessary documents, surveys, and declarations related to the Course,
 - c) Adherence to the Course Regulations,
 - d) Submission to evaluation tests during the Course and upon its completion,
 - e) Consistent attendance in classes (with a minimum attendance rate of 81%, i.e., 162 hours).

§6 Final Provisions

1. The Course Organizer reserves the right to amend this Regulation.
2. In the event of situations not addressed in this Regulation, the Organizer makes decisions regarding their resolution.
3. The Course Organizer reserves the right to change the recruitment deadlines.
4. The current and valid version of the Regulation is available on the website <https://cyberodporni.pl/cyber-trainees/> .

Attachments:

Attachment No. 1 - Declaration of Participation

Attachment No. 2 - Information Clause

Attachment No. 3 - Schedule of Classes

Attachment No. 1 – Declaration of Participation

I, the undersigned [Full Name],
..... [Email Address], declare my participation in the
"CYBER Trainees" Course conducted by the Organizer, the Kosciuszko Institute Association based in
Krakow.

1. I declare that I meet the eligibility criteria for participation in the "CYBER Trainees" Course as defined in §2 of the Recruitment and Participation Regulations for the "CYBER Trainees" Course.
2. I confirm that I have read and accept the provisions of the Recruitment and Participation Regulations for the "CYBER Trainees" Course.
3. I consent to undergo evaluative assessments during the course and upon its completion.
4. I commit to regular and active participation in the organized classes and declare my presence in at least 81% of the classes conducted within the "CYBER Trainees" Course.
5. I acknowledge that I have familiarized myself with the principles of personal data processing by the Organizer and consent to the processing of my personal data in connection with my participation in the "CYBER Trainees" Course, in accordance with Article 6(1)(a) of the 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 (GDPR).

City:

Date:

Signature:

Attachment No. 2 - Information Clause

INFORMATION CLAUSE

1. The administrator of personal data is the Stowarzyszenie Instytut Kościuszki, with its registered seat in Kraków at ul. Wilhelma Feldmana 4/9-10, 31-130 Kraków, entered in the register of associations of the National Court Register kept by the District Court for Kraków-Śródmieście in Kraków, 11th Commercial Division of the National Court Register under No. KRS 0000145838, NIP 6751302992, REGON 356683760.
2. Personal data will be processed solely for the purpose of fulfilling obligations related to the implementation of the Course, including confirming eligibility of expenses, participation in classes, monitoring, evaluation, control, auditing, reporting, and informational and promotional activities.
3. Providing personal data by the Course Participant is voluntary but necessary to participate in the Course. Refusal to provide them is equivalent to the inability to participate in the Course.
4. Personal data is necessary for the implementation of the "CYBER Trainees" Course. The legal basis for the processing of personal data for the above purposes is Article 6(1)(a) of the General Data Protection Regulation (GDPR) - the consent of the Course participant.
5. Personal data may be disclosed to entities that, in partnership with the Organizer, participate in the implementation of the Course - in particular, the contact details of participants (name, phone number, or email address) may be shared with Trusted Partners who will carry out promotional activities for the Course and will contact participants in this regard.
6. Personal data may be entrusted for processing to entities conducting evaluation research or other activities related to the implementation of the "CYBER Trainees" Course.
7. Personal data will be stored for the duration of the Course (including its evaluation).
8. At any time, you have the right to withdraw your consent to the processing of personal data to the extent to which it was granted. The withdrawal of consent will not affect the processing carried out based on the consent before its withdrawal. Withdrawal of consent will be equivalent to discontinuing participation in the project.
9. You have the right to request access to your personal data provided, their rectification, erasure, restriction of processing, and data portability. You have the right to lodge a complaint with the President of the Personal Data Protection Office. The scope of each of these rights and the situations in which they can be exercised are determined by law.

Attachment No. 3 - Schedule of Classes

Fridays – 4 hours 16:00 - 20:00	Saturdays – 6 hours 8:00 - 14:00
15th September 2023 r.	16th Septmeber 2023 r.
22th September 2023 r.	23rd Septmeber 2023 r.
6th October 2023 r.	7th October 2023 r.
13th October 2023 r.	14th October 2023 r.

27th October 2023 r.	28th October 2023 r.
17th November 2023 r.	18th November 2023 r.
24th November 23 r.	25th November 2023 r.
8th December 2023 r.	9th December 2023 r.
15th December 2023 r.	16th December 2023 r.
12th January 2024 r.	13th January 2024 r.
19th January 2024 r.	20th January 2024 r.
2nd February 2024 r.	3rd February 2024 r.
9th February 2024 r.	10th February 2024 r.
1st March 2024 r.	2nd March 2024 r.
8th March 2024 r.	9th March 2024 r.
22nd March 2024 r.	23rd March 2024 r.
12th April 2024 r.	13th April 2024 r.
19th April 2024 r.	20th April 2024 r.
10th May 2024 r.	11th May 2024 r.
24th May 2024 r.	25th May 2024 r.

The schedule **does not include** the planned 100 hours of individual work for each participant of the Course.