



Regulations for Recruitment and Participation in the Project

DISCO – Developing Innovative Sustainable Cooperation Opportunities

implemented under EIT HEI Initiative program and funded by the
European Union

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Definitions

1. **Project:** project entitled *DISCO - Developing Innovative Sustainable Cooperation Opportunities* implemented as part of EIT HEI Initiative program.
2. **Project Implementers:** Cracow University of Economics (CUE), Lviv Polytechnic National University (LPNU), Lucerne University of Applied Sciences and Arts (HSLU), European Centre for Women and Technology (ECWT), Sumy State University Ukraine (SSU), All-Ukrainian Public Association of Innovative Space Clusters (USS), International Cyber Academy (ICA), Ternopil'ska Oblasna Asotsiatsiia (TALG).
3. **Project Participant:** a HEI student/lecturer/administrative staff member – recipient of support under the terms and conditions of the Project.
4. **Support:** range of services provided by the Project Implementer, including training and mentoring.

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General terms

1. The Project Office is located at the Project Implementer's address Akademika Kolessy Street, 2, Lviv, Ukraine, 79013 and is open Monday to Friday from 09:00 to 14:00. The Office can also be contacted by email: disco.lviv@gmail.com.
2. The Project covers Poland, Ukraine, Switzerland, Norway, and Portugal.
3. Participation in the Project is **free of charge**.
4. These Regulations are available on the Project website and in the Project Office.

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Recruitment regulations

1. The recruitment process will be based on the principle of equal opportunity, including gender equality. The Project Implementer declares that eligible candidates shall enjoy equal access to the project.
2. Eligible candidates are required to read the complete text of these Regulations before submitting their **recruitment documents**.
3. Recruitment shall start on the competition launch date and continue July 2024.
4. In the event that the number of candidates significantly exceeds the number of available places, the Project Implementer reserves the right to change the recruitment deadline and/or terminate the recruitment process, including the call for documents, early.
5. Candidates are obliged to sign the **Declaration of participation in the Project**, the Personal data processing consent form (Appendix 1) complete with an affidavit testifying that they meet the eligibility criteria (i.e. they are students, lecturers or administrative staff members at a higher education institution).
6. Candidates agree to submit a proof of identity upon request of the Project staff.
7. **Project participation conditions:**
 - a) Candidates must meet the eligibility criterion: be students/lecturers/administrative staff members of a higher education institution and provide a signed affidavit to that effect.
8. The eligibility criterion must be met at the moment of submission of the recruitment documents.
9. Candidates are obliged to notify the Project Office of any changes to their data.
10. After submission, the recruitment documents shall be reviewed for eligibility. Candidates will be promptly informed of any necessary document corrections or additions.
11. On completion of the recruitment process, an admission list and a waiting list shall be compiled (in case the number of available places has been exceeded).
12. The admission and waiting lists shall be filled in the order of receipt of the recruitment documents.
13. Candidates on the waiting list shall be given precedence if a place in the project becomes available. If no candidates on the waiting list can participate, supplementary recruitment will be organised.
14. Each Project Participant shall sign an agreement detailing the Regulations of support.
15. Final recruitment results will be announced on the Project website. Additionally, successful candidates will be notified by phone or e-mail as indicated on the recruitment form.
16. Documents submitted by candidates will not be returned.

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Food



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Monitoring and evaluation

1. Project participants are subject to monitoring and evaluation.
2. Participants are obliged to provide information about their engagement in the project to external individuals and/or institutions authorised to monitor its progress.
3. Participants are obliged to provide information on the manner and evaluation of the project implementation and its outcomes as well as the data required for monitoring by the Project Implementer for the period specified by the Project funding institution.

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Final provisions

1. Project participants are obliged to follow and apply these Regulations and any agreements concluded with the Project Implementer.
2. These Regulations will be in effect from the date of their adoption until the Project completion date. i.e. 30 June 2024.
3. The Project Implementer has the sole authority to interpret these Regulations.
4. The Project Implementer reserves the right to amend and/or add any new provisions to these Regulations.

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Appendices

1. Appendix 1: Declaration of participation in the Project.

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