

Attachment to the directive by the Vice-Rector for Research and Development of the John Paul II Catholic University of Lublin dated to May 11th, 2016, concerning the implementation of the Regulations of recruitment and participation in workshops carried out as a part of the 'Open Integration' project (ROP-0102-01/16)

Regulations of recruitment and participation in the workshops carried out as a part of the 'Open Integration' project ¹

§ 1

General provisions

1. The following Regulations have been compiled on May 6th, 2016 in accordance with the financial contract number PL/2015/AMIF/2.85 to carry out the project number 85/2-2015/FAMI concluded between the Department for International Cooperation and European Funds of the Ministry of the Interior and Administration henceforth referred to as the Unit in Charge, Centre for European Projects of the Ministry of Internal Affairs henceforth referred to as the Delegated Unit and the John Paul II Catholic University of Lublin, henceforth referred to as the Organising Unit.
2. The Regulations set out the conditions of the participation, the process of recruitment and the rules of the organisation of workshops for foreigners coming from the countries which are not members of the European Union under the 'Open Integration' project.
3. The 'Open Integration' project is co-financed by the National Programme of Asylum, Migration and Integration Fund.
4. The project is to be carried out from February 1st, 2016 through January 31st, 2018.
5. The office of the 'Open Integration' office is located in Lublin, at Al. Raławickie 14, 20-950 Lublin, room GG 100.

§ 2

Basic terms

Any references hereinafter to:

- **the Project** – should be understood as the 'Open Integration' project, discussed in § 1 subparagraph 3-4.
- **Workshops** – should be understood as the integrative and cultural trainings, Polish language courses, workshops on soft skills needed on the labor market, and also the Summer School and the Orientation Week which are organised by the Organizing Unit and funded by the budget of the project.
- **a Candidate** – should be understood as a foreigner applying to become a participant in the project by submitting the Application Form. To be a Candidate to participate in the project one shall be a foreigner from countries which are not members of the European Union, residing legally on the territory of the Republic of Poland based on visa, residence card or other document, belonging to one of the groups listed below:

¹ Unified text taking into account changes introduced by the directive of the Vice-Rector for Research and International Relations of the John Paul II Catholic University of Lublin of June 8, 2017 concerning the amendment of the Regulations of recruitment and participation in the workshops carried out as a part of the 'Open Integration' project (ROP-0102-01/16)



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- a) students of higher education institutions in Lublin and participants of the preparatory courses before starting their studies, who confirm that fact with an appropriate document issued by the higher education institution;
 - b) high school students and students of: primary schools, junior high schools, high schools, post-secondary schools, artistic schools etc.
 - c) persons working in Poland, especially in Lublin, under the condition they confirm the fact of employment, and also their family members;
 - d) job seekers in the city of Lublin and their family members, for whom the knowledge of Polish language will increase their chances or enable them to find a job, under the condition they will confirm or declare the fact of seeking a job, also their family members;
 - e) leaders of migrant communities – foreigners actively participating in their community, who are interested in the topic of protection of migrants' rights.
- **the Project Participant** – should be understood as a candidate who has been admitted to the project after they have submitted the required documents which have been evaluated by the project staff.
 - **the Website** – should be understood as the Internet website of the project: <http://www.kul.pl/otwartaintegracja>, <http://www.kul.pl/openintegration>.
 - **the Application Form** – should be understood as a document constituting the basis in the process of applying to become a participant in the project. The Application Form is attached to the present Regulations.
 - **the Project Office** – should be understood as an office space occupied by the team carrying out the project.
 - **the Recruitment Committee** – a team appointed by the Vice-Rector who are directly responsible for carrying out the recruitment process, supervision over it, accepting applications and their evaluation, presentation of the proposal of the final list of the project participants as well as the wait list. The Recruitment Committee consists of: the subject-matter leader/a subject-matter expert on 'Open Integration', the 'Open Integration' project guardian, the project director, the project assistant.
 - **the Regulations** – should be understood as the present Regulations.
 - **the Project Director** – should be understood as a person supervising the project.

§ 3

General information

1. As a part of the project the following forms of support are offered:
 - a) Integrative and cultural trainings carried out in 30 didactic hours – 2 groups of 30 people (1 group in 2016 edition and 2 group in 2017 edition) covering a cycle of lectures on history, culture, political system of Poland and multiculturalism of Lublin, also trips to Kazimierz Dolny, Open Air Village Museum in Lublin and Roztocze;
 - b) Polish language courses covering 120 didactic hours for person, approximately 15 persons in groups on basic, intermediate and advanced level;
 - c) Trainings of skills needed on the labor market covering 15 didactic hours for a group (groups in Polish and English), approximately 15 persons in a group (2 groups in 2016



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- edition and 2 groups in 2017 edition);
- d) Orientation Week covering 5 days with 5 didactic hours daily for 20 persons (in 2016 edition and 2017 edition), addressed first of all to students starting their studies at higher education institutions in Lublin – a form of support exclusively designed for students of higher education institutions in Lublin;
 - e) Summer School – “Protection of Migrants' Rights” conducted in English, covering 40 didactic hours during 7 days of July 2016 for 10 people and 7 days in July 2017 for 30 people.
2. Each candidate can select a few forms of support whereas they submit the fee mentioned in sub-paragraph 11 only once.
 3. The Organising Unit reserves the right not to start a group if the number of candidates is not sufficient.
 4. If the number of applications is bigger than the number of available places in a given workshop edition, the Organising Unit can, with the permission from the Unit in Charge and the Delegated Unit, provide new editions of the workshop.
 5. The workshops are to be run from May 2016 through January 2018. The workshops are going to be held in accordance with a detailed plan and a schedule which are going to be published on the website. When deciding on the detailed schedules of the workshops, the Organizing unit will take into consideration the candidates' time preferences. The Organizing unit reserves the right to change the time of the classes due to the technical and organisational reasons. Should this happen, however, the project participants will be informed about the ensuing modifications immediately.
 6. The workshops will be carried out by specialists in the form of a lecture as well as practical workshops – the specialists have a relevant job experience to carry out the assigned activities.
 7. The workshops are going to be held in the classrooms provided by the Organizing Unit or other rooms indicated by the Organizing Unit.
 8. Upon the completion of the project the candidates will receive certificates.
 9. The condition of completing the activities mentioned in § 3, sub-paragraph 1, is the participation in at least 80% of the course hours of a given course. The attendance below 80% for a given course have to result from the reasons independent from the Project Participant and the way of completing the missing knowledge should be agreed with the lecturer/instructor.
 10. The project participants who will use the support forms mentioned in § 3, sub-paragraph 1. will be provided with free workshop materials.
 11. Beyond other forms of support mentioned in §3 sub-paragraph 1, the following actions are planned for the Project Participants: support of the assistants for integration and legalisation in matters connected with a legal stay in Poland, support of the Program Guardian, access to electronic Newsletter (in Polish and English), joint meet-ups in the institutions providing cultural and recreational services, a possibility to use the Common Room as a place of integrative meetings and organizing events promoting culture, art, music and kitchen from different countries.

§ 4

Project target group

1. The Participants of the Project can be persons[1] from the groups listed in §3 sub-paragraph 3 (except for the citizens of countries which are not members of the EU, also those holding a



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citizenship of any of the EU countries):

- a) residing on the Republic of Poland's territory on legal terms, according to the regulations of the act from December 12th, 2013 concerning foreigners (including the subsequent modifications):
 - on the basis of visa mentioned in article 60 sub-paragraph 1 subsections 4-6, 9-13, 17, 19-21, 23-25,
 - on the basis of a temporary residence permit, permanent residence permit (article 195) or a long-term EU resident permit (article 211),
 - on the basis of a document confirming obtaining a consent for tolerated stay, called 'consent for tolerated stay' (article 226 sub-paragraph 5),
 - on the basis of the residence permit due to humanitarian reasons,
 - b) are children of persons listed in sub-paragraph 1, b (who are not EU citizens) born on the territory of the Republic of Poland (other children are subject to conditions from subparagraph 1),
 - c) who have applied for residence and are currently staying on the territory of the Republic of Poland on the basis of a passport stamp, who
 - have applied for a temporary residence permit (article 108, paragraph 1 sub-paragraph. 2),
 - have applied for a permanent residence permit (article 206, paragraph 1, sub-paragraph 2)
 - have applied for a long-term EU resident permit,
 - have applied for Schengen visa or national visa prolongation (article 87, paragraph 1, sub-paragraph 1) on the basis of one of the reasons listed in Article 60, paragraph 1, sub-paragraphs 4-6, 9-13, 17, 19-21, 23-25,
 - have applied for a prolongation of the allowed period of stay on the territory of the Republic of Poland on visa-free travel basis (article 300, paragraph 4),
 - d) staying on the territory of the Republic of Poland on the basis of visa-free travel,
 - e) staying on the territory of the Republic of Poland, who are in the course of obtaining legal residence permit in Poland (the support given to those people is limited to the aid in obtaining legal residence permit).
2. The support from the project can also be given to the following people as a part of the 'Asylum' specific objective:
- a) people having the status of a refugee or benefitting from subsidiary protection as defined by the Directive 2011/95/UE;
 - b) people benefitting from provisional protection as defined by Directive 2001/55/WE;
 - c) people who are or have been displaced to a member country or people who are or have been transferred from a member country.

§ 5

Recruitment

1. The recruitment procedure is conducted in accordance with the present Regulations by means of recruitment documents.
2. The recruitment procedure is to be conducted in a manner which respects the rules of equal opportunity in accordance with the regulations set out in the Development Strategy of the John Paul II Catholic University of Lublin for the years 2014-2020.



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3. The recruitment documents will be published in an electronic version on the website of the John Paul II Catholic University of Lublin and will also be available in a paper version in the project office.
4. Candidates are to submit filled in Application Forms in person in the project office or via traditional mail services (date of postmark is decisive). The Application Forms will be accepted during the recruitment period. The information concerning the dates during which candidates can submit the documents will be published on the website of the John Paul II Catholic University of Lublin. Candidates who fail to submit all necessary documents or those whose documents are not properly filled in will be asked (orally, by an employee to whom the documents are submitted or telephonically in the case of the documents submitted by traditional mail) to supply the lacking forms.
5. The final evaluation of the submitted documents will be conducted by the Recruitment Committee. The tasks of the Committee include formal verification of the received applications (i.e. verifying whether the Application Form is complete and was properly filled in, and whether the candidate fulfils the criteria for applying to participate in the project, identified in §2, subparagraph 3).
6. As a result of the verification procedure a list of accepted participants of the project will be compiled. Should the number of candidates exceed the number of the expected participants of a given project, a wait list will be compiled. Candidates from the wait list will be accepted to participate in the project in accordance with the place occupied on the wait list if a person initially accepted, in the course of the recruitment procedure, to participate in the project resigns. In the event of a higher number of candidates than the project is intended for, the submissions will be accepted on a first come first served basis (date and time of the submission of the Application Form to the project office will be decisive).
7. The decisions of the Recruitment Committee will be made known to the people involved in the recruitment procedure via telephone and e-mail.
8. The decisions of the Recruitment Committee are final and cannot be appealed.
9. In the event of participant's resignation from participating in a workshop or of participant's being struck from the list of participants, the next person from the wait list is allowed to take their place provided that not more than 20% of the course hours have elapsed.
10. A project participant accepted for the workshop while it is ongoing is obliged to make up for the material covered during the missed classes according to the instructions obtained from the lecturer.
11. If no wait list was created due to there being not enough candidates, additional recruitment for candidates is opened. The dates and the information concerning the number of available places will be announced on the website and on the e-kul platform.
12. The Organiser reserves the right to extend the recruitment period or to start an additional recruitment procedure in order to obtain a sufficient number of participants, as planned in the project.

§ 6

Organiser's rights and obligations

1. The Organiser has, in particular, the right to:
 - a) demand from the project participants to present the necessary documents, certificates and statements necessary for carrying out the recruitment process, including a confirmation of



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- b) meeting the criteria to participate in the project, identified in §2, sub-paragraph 3,
 - b) demand from the project participants to fill in evaluation questionnaires and other documents necessary to confirm their participation in the project,
 - c) demand from the project participants to excuse their absences in the workshops,
 - d) struck participants from the list of participants in the event of infringement upon the present Regulations and the principles of community life.
2. The Organiser is obliged to:
- a) provide lecturers,
 - b) provide classrooms,
 - c) provide the equipment necessary to run workshops,
 - d) provide workshop materials,
 - e) issue certificates confirming the completion of the workshop after the conditions set out in § 3 paragraph 9 have been fulfilled.

§ 7

Project Participant's rights and obligations

1. The Project Participant has, in particular, the right to:
 - a) participate in workshops, classes organised as a part of the activities enumerated in § 3 sub-paragraph 1,
 - b) receive workshop materials free of charge,
 - c) receive certificates confirming the completion of the workshops after the conditions set out in § 3 paragraph 9 have been fulfilled,
 - d) have unexcused absences which do not exceed 20% of course hours planned for a given workshop,
 - e) to access and introduce changes in their personal data made available for the project purposes.
2. The Project Participant has the right to resign from the participation in the project due to important reasons which could not be predicted during the recruitment period (e.g. illness, employment). The Project Participant is obliged to hand in their resignation immediately, along with providing the reason for their resignation. The information should be directly delivered to the project office, sent by post or e-mail to the Organizing Unit.
3. The Project Participant is, in particular, obliged to:
 - a) provide the Organiser with the necessary documents, including a document certifying their foreigner status and a document confirming their legal stay in Poland,
 - b) be punctual and present during the classes,
 - c) confirm each time their presence during the class with their own signature on the attendance list,
 - d) confirm receiving workshop materials, in the case of workshops,
 - e) fill in all evaluation and monitoring questionnaires, as well as other documents necessary to carry out the project,
 - f) fill in participation declaration, submit a statement confirming their agreement to process their personal data,
 - g) participate in at least 80% of the course hours planned for a given workshop,
 - h) subject themselves to evaluation by a third institution evaluating the project.
4. The Project Participant cannot change their workshops (courses) when the project is ongoing.



Although there is a possibility to change a group in the case of having more than 1 group of the same course, and the Project Participant has to agree with the course instructors/lecturers on the rules of completing the missing material, if such a necessity results from the program differences.

5. The Project Participant who has been absent during more than 20% of the course hours and has not excused their absences can be struck from the list of project participants. The decision to struck a participant from the list of participants is taken by the Project Manager after consulting with the lecturer and the Chairperson of the Recruitment Committee. In justified cases the Project Manager can, after consulting with the lecturer, assign a way/ways to make up for the project participant's absences.
6. The Project Participant can be held accountable under civil law for any loss or damage sustained by the Organiser as a result of the participant being struck from the list of project participants.

§ 8

Final provisions

1. The Organiser reserves the right to introduce changes to the present Regulations. The changes must be introduced in writing and must be published on the Internet website.
2. The Regulations are in force throughout the recruitment period and the time when the workshops are held.
3. The present Regulations come into force on the day of their announcement. The Regulations are binding to all Candidates, who will apply to the project after entering into force of the hereby Regulations of Recruitment.
4. The current text of the Regulations is available in the project office and on the website.
5. The final interpretation of the Regulations depends on the Organiser and should be implemented in accordance with the guidelines from the Ministry of the Interior and Administration, in the first place the rules pertaining to the projects co-financed by the National Programme of the Asylum, Migration and Integration Fund.
6. The Organiser reserves the right to introduce changes into the present Regulations, of which they will immediately inform those concerned.

Attachment:

- A model Application Form

[1] Third-country citizens who also hold citizenship of one of EU countries are excluded from this group as well.



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**APPLICATION FORM
TO THE 'OPEN INTEGRATION' PROJECT**

Name and surname			
Date and place of birth			
Permanent residence address			
Correspondence address			
E-mail address			
Phone number			
Series and number of the document permitting to stay in Poland (visa / residence card /temporary residence permit etc.)			
Valid from - through			
Citizenship			
Country of origin			
Status (please mark the right answer)			
<input type="checkbox"/> student – foreigner / immigrant / refugee (choose appropriate answer) <input type="checkbox"/> leader of migrant community <input type="checkbox"/> foreigner – employed person <input type="checkbox"/> foreigner – person actively seeking a job <input type="checkbox"/> student / high school student/ student of post-secondary school <input type="checkbox"/> family member of an employed person/ person seeking a job			
University (name), field and year of studies: <u>applies to students</u>			
Declared knowledge of Polish language	Beginner / basic (0, A1, A2)	Intermediate (B1, B2)	Advanced (C1, C2)
- speech			
- writing			
- comprehension			
Declared knowledge of English	Beginner / basic (0, A1, A2)	Intermediate (B1, B2)	Advanced (C1, C2)
- speech			
- writing			
- comprehension (understanding)			
Knowledge of other foreign languages			
Activities offered within the project: please mark your choice – 1 or more			
<input type="checkbox"/> Integrative and cultural trainings (including the trips) (30 hours) <input type="checkbox"/> Polish language courses (120 h) <input type="checkbox"/> Trainings of soft skills needed on the labor market (15 h) <input type="checkbox"/> Orientation Week (<u>applies to students</u>) <input type="checkbox"/> Summer School “Protection of Migrants Rights” (<u>applies to students</u>)			
Contact person in case of emergency			

.....
Place and date

.....
Candidate’s legible signature



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DECLARATION

I declare that:

1. Forewarned about criminal responsibility from the article 233 of the Penal Law for submitting false declarations or concealment of the truth, I hereby declare that the above data is accurate.
2. I familiarised myself with the Regulations of recruitment and participation in the workshops carried out as a part of the 'Open Integration' project and I commit myself to the adherence to them.
3. I have been informed that the project is co-financed by the European Union as a part of the National Program of the Asylum, Migration and Integration Fund.
4. I hereby declare that I can be accepted as a participant of the 'Open Integration' project which is carried out as a part of the National Program of Asylum, Migration and Integration Fund, discussed in §2, subparagraph 3 and §4 of the Regulations of recruitment and participation in the workshops carried out as a part of the 'Open Integration' project, by which it is understood that I meet all of the following criteria:
 - I am a foreigner, coming from a third country,
 - I do not hold a citizenship of any of the EU countries,
 - I reside on the territory of the Republic of Poland legally, which I can prove by presenting relevant documents,
 - I belong to one of the groups listed in §2 sub-par. 3 of the Regulations of recruitment.
5. I am aware, that submitting the Application Form is not synonymous with being qualified as the Project Participant.
6. I declare the willingness to participate in the 'Open Integration' project which is carried out by the John Paul II Catholic University of Lublin.
7. I agree to have my personal data processed for the purposes of documenting the assistance given to me and running the project.
8. I respect the catholic character of the University.

.....

Place and date

.....

Candidate's legible signature

Attachments:

1/ Declaration of consent to the processing of personal data

DECLARATION OF THE EMPLOYEE RECEIVING THE CANDIDATE'S APPLICATION FORM

Name and surname of the employee receiving the application form	
I confirm receiving and verifying of the documents (filled in by the employee)	
<i>Signature</i>	

We kindly inform, that all collected personal data will be processed by **The John Paul II Catholic University of Lublin, Al. Raclawickie 14, 20-950 Lublin** in accordance with The Act of 29 August 1997 on the Protection of Personal Data (unified text: Journal of Laws of 2014, item 1182 with amendments) for the purpose of the project documentation. The acquired data can be made available for monitoring, reporting and auditing of the project only to those entities authorized to carry out the above steps.

Each person has the right to access their data and correct them. Providing your personal data is voluntary, but essential to enjoy the support provided within the project.



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**Attachment № 1 to the Application Form to the 'Open Integration' project
Declaration of consent to the processing of personal data**

place _____, date _____

Declaration of consent to the processing of personal data

I, _____
(name) (surname)

holding a document (e.g. passport, ID) _____

serial no. _____, hereby declare, that due to participating in the Open Integration project carried out by the John Paul II Catholic University of Lublin I consent to the processing of my personal data for the purpose of the project documentation.

(Signature, date)

I confirm receipt of the declaration

(name, surname of the project
employee)

(position)

We kindly inform, that all collected personal data will be processed by **The John Paul II Catholic University of Lublin, Al. Raławickie 14, 20-950 Lublin** in accordance with The Act of 29 August 1997 on the Protection of Personal Data (unified text: Journal of Laws of 2014, item 1182 with amendments) for the purpose of the project documentation. The acquired data can be made available for monitoring, reporting and auditing of the project only to those entities authorized to carry out the above steps.

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