



The John Paul II Catholic University of Lublin

14 Raławickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



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

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 foreign students in 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 integrating-cultural workshops, language learning workshops, workshops on soft skills needed on the job market which organised by the Organizing Unit and funded by the budget of the project.
- **a Candidate** – should be understood as a foreign student applying to become a participant in the project by submitting the Recruitment Form. A non-studying person can be a candidate as well, providing they are a leader of a migrant community (applicable only to the Summer School programme).
- **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.



**UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI**

*Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR*



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



- **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) Integration and cultural workshops – 2 groups, 30 hours x 30 persons x 2 editions.
 - b) Language learning workshops – 6 groups x 15 persons x 120 hours x 2 editions.
 - c) Workshops on Soft skills needed on the job market – 2 groups x 15 minimum 20 persons x 2 editions
 - d) For students who will begin their studies at the John Paul II Catholic University of Lublin, there are workshops organised as a part of the Orientation week – minimum 20 persons x 2 editions. Should there be more people interested in the workshops, it is possible to allow more people to participate in the activities.
 - e) Summer School 'Summer School - Protection of Migrants' Rights' – 20 persons x 2 editions.
2. Each candidate can select a few forms of support whereas they submit the fee mentioned in subparagraph 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



UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI

*Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR*



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



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.
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 workshop.
10. The project participants who will use the support forms mentioned in § 3, sub-paragraph 1. will be provided with free workshop materials.
11. In order to benefit from support forms mentioned in §3 sub-paragraph 1 subsections a)-c) and e), one must transfer an entry fee of 180 PLN to the bank account indicated in the decision about the admission to the project.
12. As a part of the fee discussed in § 3 sub-paragraph 11 project participants:
 - a) who are qualified to participate in integration and cultural workshops can benefit from the following planned workshops: a trip to the Open Air Museum (Muzeum Wsi Lubelskiej) in Lublin, a trip to Kazimierz Dolny and to Roztocze,
 - b) who are qualified to participate in the Summer School programme can benefit from the following planned workshops: a trip to Kazimierz Dolny, networking visits to such institutions as the City Council of Lublin, the Polish Border Guard facility, Rule of Law Institute Foundation, Volunteering Centre, Nowy Staw Foundation, Homo Faber Organisation. Moreover, the participants of the Summer School programme will be allowed to use the 'Migration Library' of the Rule of Law Institute Foundation.
13. The project participants who will benefit from all the support forms mentioned in § 3 sub-paragraph 1 have the right to: support from an assistant dealing with integration and legal issues, support from the 'Open Integration' project guardian, access to the Open Integration Newsletter, trips to cultural facilities, access to the common quarters (Common Room) where meetings of foreign students with Polish students will be organised, participation in common integrating events promoting foreign culture, art, music and cuisine.

§ 4

Project target group

1. Project [1] target group are the foreign students studying in Lublin who do not have a status of EU citizens:
 - 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,



Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



- 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) 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),
- c) staying on the territory of the Republic of Poland on the basis of visa-free travel,
- d) 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.
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



Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



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 submissions (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, i.e. whether they are students of the universities of Lublin, foreign students who are not EU citizens, third-country citizens staying legally on the territory of the Republic of Poland, and, in the case of the summer school 'Summer School', they are leaders of migrant communities.
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. The list of accepted participants and the wait list will be subject to approval by the Recruitment Committee Chairperson. In the event of the there being 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.





The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



§ 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,
 - 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 paragraph 1 sub-paragraph d) and e),
 - 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.
3. The Project Participant is, in particular, obliged to:
 - a) provide the Organiser with the necessary documents required by the Delegated Institution, e.g. a document certifying their foreigner status,
 - 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,



**UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI**

*Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR*



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



- 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 when the project is ongoing.
 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 Director. In justified cases the Project Director can, after consulting with the lecturer, assign a way/ways to make up for the project participant's absences.
 6. In the case of foreign student's resignation from the participation in the project, the fee discussed in § 3 paragraph 11 is not refundable.
 7. 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.
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, in the first place the rules pertaining to the projects co-financed by the National Programme of 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.



Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



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

Name and surname				
Date and place of birth				
Permanent residence address				
Correspondence address				
Document permitting to stay in Poland				
Series and number of the above-given document				
Valid from - through				
Citizenship				
Country of origin				
Status	<input type="checkbox"/> student - foreigner <input type="checkbox"/> student - immigrant <input type="checkbox"/> student- refugee <input type="checkbox"/> leader of migrant community			
Length of stay in Poland				
E-mail address				
Phone number				
University (name, address)				
Year and field of study				
Knowledge of Polish in:	Elementary	Intermediate	Advanced	Proficient
speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI**

*Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR*



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



Knowledge of English in:	Elementary	Intermediate	Advanced	Proficient
speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of other foreign languages (which?)				
Project activities on offer	<input type="checkbox"/> Integration and cultural workshops (planned field trips) <input type="checkbox"/> Polish language workshops <input type="checkbox"/> workshops on soft skills needed on the job market <input type="checkbox"/> Orientation week <input type="checkbox"/> Summer School 'Summer School - Protection of Migrants' Rights'			
The motivation to participate in the project				
What are your expectations as regards the project?				
In case of emergency contact person				

.....
Place and date

.....
Candidate's legible signature



**UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI**

*Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR*



The John Paul II Catholic University of Lublin

14 Raclawickie St. Lublin 20-950, Poland
Room.137 GG Monday to Friday 15:00 till 19:00
Room.137 GG Monday to Friday 9:00 till 15:00
www.kul.pl/openintegration, e-mail: oi@kul.pl



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 Programme of Asylum, Migration and Integration Fund.
4. I am aware of the fact that submission of the Application Form is not tantamount to the acceptance to the project.
5. If admitted to the program, I oblige myself to submit an entry fee of 180,00 PLN (in words: a hundred and eighty PLN) covering the costs of participation in the project.
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 and co-financed by the European Union as a part of the National Programme of Asylum, Migration and Integration Fund.
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

DECLARATION OF COMPLIANCE WITH THE CRITERIA FOR ADMISSION TO THE 'OPEN INTEGRATION' PROJECT

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 I can be accepted as a participant of the 'Open Integration' project which is carried out as a part of the National Programme of Asylum, Migration and Integration Fund, discussed in § 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 documentation,
- I am a student at one of the universities in Lublin/ I am a leader of migrant community (delete where inapplicable).

.....
Place and date

.....
Candidate's legible signature

Attachments:

- 1/ A copy of student's ID card.
- 2/ A copy of a document certifying legal residence,
- 3/ A statement confirming the agreement to process the personal data.



**UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI**

Project „Open Integration” is co-funded from National Program of the Asylum, Migration and Integration Fund
SAFE HARBOUR