Zielona Góra, January 1st, 2019

**Regulations of recruitment and participation in the Project**

**„Słucham, rozumiem, działam. Poszerzanie kompetencji językowych cudzoziemców w celu zapobiegania alienacji społeczno-zawodowej”**

**§ 1**

**Project’s information**

1. The Project is implemented by the University of Zielona Góra on the basis of a contract for co-financing the project No **POWR.03.01.00-00-T013/18** from 21st of February 2019, signed with the National Center for Research and Development.
2. The main objective of the Project is to raise communication skills and knowledge about human rights of foreigners – people who are participating in the Project in response to the needs of the local labor market and society.
3. The period of the project implementation: from the 1st of January 2019 to the 31st of December 2021 years.
4. The project is implemented according to the principles of equal opportunities’ policy. This means that it is open to foreign students of all ages, gender, and degree of disability.
5. The project is co-financed by the European Union under the European Social Fund Operational Program Knowledge Education Development.

**§ 2**

**Dictionary of concepts**

For the purposes of these Regulations, the following definitions will be used :

1. **Project** - means the project. „Słucham, rozumiem, działam. Poszerzanie kompetencji językowych cudzoziemców w celu zapobiegania alienacji społeczno-zawodowej” implemented within the Operational Program Knowledge Education Development, Priority Axis III Higher education for the economy and development of Level 3.1. Competences in higher education, Sub-measure Competition no. POWR.03.01.00-IP.08-00-3MU/18 "Third University Mission" according to the project’s co-financing contract.
2. **Contract for co-financing -** contract No: **POWR.03.01.00-00-T013/18** from 21st of February, 2019 concluded between the University of Zielona Góra (in partnership with the Educational Association "Civilitas" in Zielona Góra) with the Interim Authority defining the rules for co-financing the Project: „Słucham, rozumiem, działam. Poszerzanie kompetencji językowych cudzoziemców w celu zapobiegania alienacji społeczno-zawodowej ”, co-financed by the European Union within the European Social Fund.
3. Interim Authority (IA)– The National Center for Research and Development with headquarters at Nowogrodzka str., 47a, 00-695 Warszawa.
4. **Beneficiary –**  University of Zielona Góra (UZ) with headquarters at the Licealna str. 9, 65-417 Zielona Góra, reprezented by Rector JM.
5. **Partner** – **the Educational Assosiation “Civilitas” in Zielona Gora**, Bohaterów Westerplatte str., 27/103, 65-034 Zielona Góra.
6. **Entity to implement the Project -** Faculty of Humanities at the University of Zielona Góra.
7. **Project Participant (Final Beneficiary) -** a person qualified to participate in the project.
8. **Form of support –** individual and comprehensive activation of knowledge and skills in the form of participation in the Polish language as a foreign language course and training in the field of human rights at the language level depending on the needs and capabilities of people to whom support will be granted.
9. **Training / Courses -** form of education to increase the competences of participating people in education according to the material and financial schedule approved by IP.
10. **Project Team** (PT) – staff / person responsible for the correct implementation of the project or its individual tasks.
11. **Project office –** it meens the room occupied by the Project Team:

BPU – The Vice-rector's Department for Development and Cooperation with the Economy: The Rector's building room. 109, Licealna str., 9, 65-417 Zielona Góra

WH – Faculty of Humanities, building C-11, room 13, Wojska Polskiego str., 65, 65-762 Zielona Góra

CK – Vice-rector's Department for Development and Economy Cooperation: Computer Center. Rector's building, room 103, Licealna str., 9 , 65-417 Zielona Góra.

ADM – Chancellor's Division: Rector's Building, room. 109, Licealna str., 9 , 65-417 Zielona Góra.

**Page www –** meens the website: polski.wh.uz.zgora.pl.

**§ 3**

**General provisions**

1. 1. These Regulations define the conditions for participation in the Project, recruitment and taking part of Participants in tasks 1-2 of the Project „Słucham, rozumiem, działam. Poszerzanie kompetencji językowych cudzoziemców w celu zapobiegania alienacji społeczno-zawodowej” co-financed by the European Union under the European Social Fund, Operational Program Knowledge Education Development, Priority Axis III Higher education for economy and development, Level 3.1 Competences in higher education, Sub-measure Competition No POWR.03.01.00-IP.08-00-3MU/18 "Third University Mission", in particular:

a) scope of support,

b) implementation of the project within individual modules / tasks,

c) the recruitment procedure,

d) rights and obligations of project participants,

e) the rights and obligations of the Beneficiary.

1. Foreigners who have reached the age of 16 and reside in the territory of Lubusz Voivodeship or in its surroundings may apply for participation in the Project.
2. Participation in the project is free.

**§ 4**

**The scope of support provided under the project**

1. Tasks 1 and 2 to increase the competences of people who participate in education - the Participant of the Project can take part in one training: a course of Polish as a foreign language at a certain level and in the human rights classes. The training includes a series of classes (60 teaching hours) from Polish language and a series of trainings of human rights (8 hours), completed with a certificate and certificate of participation. In the first year of the Project, Polish language classes will be general, while in 2020-2021 years the subject matter will be related to occupations in the food industry (gastronomy, distribution), automotive and transport, tailoring, construction, hairdressing and cosmetics. The courses will be organized every 4 months, according to the academic year. The schedule of classes and the pace of work will be adapted to the needs of the group.

**§ 5**

**General rules for participation in the project**

1. Participants of the Project may be foreigners who have reached the age of 16 years old and reside in the territory of Lubusz Voivodeship or in its surroundings, who:

* express their willingness to participate in the project on their own initiative;
* were qualified to participate in the Project;
* signed the declaration of participation in the Project.

1. Persons who have been qualified to participate in the project in accordance with the Guidelines for the eligibility of expenditure under POWER start participating in the project on the day of submitting „Declaration of participation in the project”, „Agreement with the Project participant” and also „Project participant's statement about consent to the processing of personal data” or the date of commencement of participation in the first form of support implemented under the Project.
2. Participation in the project is free of charge and is financed from European Union funds under the European Social Fund and from the State Budget.
3. All necessary information and application documents / project forms are available on the project website in the "Basic documents" at: [www.polski.wh.uz.zgora.pl](http://www.zpk.uz.zgora.pl).

**§ 6**

**Rules for recruiting and qualifying participants**

1. Continuous recruitment for courses throughout the year is planned until the free places limit is reached, however, the Project implementation department reserves the right to suspend recruitment if the number of applicants significantly exceeds the number of seats for this level or in the entire Project. Suspension may apply to admission for all forms of support in a given year. Information on the suspension of recruitment for this form of support will be shared on the Project website and social networks.
2. Recruitment will be conducted in an impartial manner, according to the open and same conditions for all potential Project Participants, respecting the principles of equal opportunities for women and men.
3. Persons interested in participating in the project submit an application form via e-mail, posted on the website www.wh.uz.zgora.pl. After qualifying for the project, they submit the „Declaration of participation in the project” together with the „Agreement with the Project participant” during the first class or in the Project Office during office hours (Office hours will be posted on the project website).
4. Candidates will be informed by phone, mail or email about the need to supplement or correct documents related to admission. In case of non-compliance with the recommendations of the organization implementing the Project, the candidature may be rejected during the acceptance process.
5. Persons who, despite meeting the eligibility conditions, are not qualified to participate in the Project due to the lack of places, will be placed on the reserve list. In case of resignation of a Project Participant, a vacancy will be offered to the first person from the reserve list. Persons who are not taken in a given year as a result of the lack of vacancies, will have priority in the next year.
6. The information contained in the recruitment documents will be used only for the purposes of the Project implementation, recruitment, monitoring and evaluation process and records.
7. Recruitment documents submitted by the candidate are not refundable.
8. The information and promotion strategy will include:

* direct information (posters, open meetings, current information by administrative and scientific staff);
* Internet marketing.

1. In the case of the recruitment problems, the information and promotion strategy will be reviewed and activities intensified.
2. Detailed criteria for recruitment: the decision on the course is based on the point score based on the award criteria according to point weights:

- test results correspond to the declared group level (3-2-1 points),

- declared interests of the participant correspond to the profile of the course (general course, professionally specialized course) (1-0 points),

- sex (1,2 points - woman, 1 point - man),

- declaration of disability (0.5 points) based on the listener's statement,

- declaration of professional activity (0.5 points) or declaration about the looking for a job (0,5 points),

- Polish Card availability (1 point).

In case of the same number of points, the decisive criterion is the order of submission of applications taking into account the principle of gender equality and equal opportunities adopted in the Project (60% of women, 40% of men). Those not accepted to participate in the course will be added to the reserve list. In the event of a participant’s refusal at the stage where a new person may be introduced, the persons from the reserve list will have the right to participate in the course. If necessary, further tests will be conducted every 4 months. Persons who are not accepted to participate in the course in this quarter can take part in the recruitment for the next course without re-passing the recruitment procedure, based on the results of the previous recruitment. After the selection process, documents will be signed with the Project Participants.

1. After the recruitment process, the papers will be signed by the Project Participants.

**§ 7**

**Rights and obligations of the Beneficiary**

1. The Beneficiary reserves the right to:
2. request the Project Participant to provide additional documents and statements regarding the participation in the Project, collection and publication of data about the Project Participants in according to the Guidelines on eligibility of expenses within the European Regional Development Fund, European Social Fund and Unity Fund during 2014-2020 years as well as binding legal acts,
3. change the dates of the support forms,
4. monitor the progress of the Project Participants taking part in the offered forms of support and carry out project evaluation,
5. making changes to these regulations.
6. The beneficiary is obliged to:
7. provide appropriately qualified personnel for the project,
8. provide technical and residential premises, including premises and buildings adapted for persons with disabilities: passages, elevator, classes in rooms with an appropriate sound system and adapted equipment,
9. compliance with the principle of equal opportunities and non-discrimination in the recruitment process, including accessibility for people with disabilities and the principle of equal opportunities for women and men.

**§ 8**

**Rights and obligations of the Project Participants**

1. The Project Participant has the right to:
2. participate free of charge in one form of the proposed support (training), according to the individual needs of the Participant, provided that he(she) qualified for the form of support,
3. receive free didactic materials, consumables intended for implementation in specific forms of support.
4. The participant is obliged to:
5. compliance with these Regulations and rules of social coexistence,
6. regular and punctual participation in the forms of support under the project,
7. confirm each time participation in the forms of support by submitting a signature on the attendance list,
8. confirm the reception of teaching materials and use of consumable materials by handwritten signature on the receipt document,
9. participation in at least 80% of didactic hours, which will be documented by attendance lists,
10. inform the Project Office about the inability to take part in the forms of support implemented, at least 2 working days before the planned date of participation in the form of support,
11. proceed to the final examinations within the deadlines set by the project implementer, in case that this form of support is provided,
12. find out a participant's balance of language competences at the beginning (at the recruitment stage) and at the end of the participation in the project,
13. participate in the monitoring and evaluation process aimed at assessing the effectiveness, efficiency and validity of activities undertaken under the project during the project period and up to 4 weeks after the end of the project.
14. provide to the Project Team all required documents regarding participation in selected forms of support,
15. take care of the equipment with which the university provides and take care of the scientific grants provided and other objects belonging to the university,
16. inform about any changes related to personal data and about the occurrence of circumstances causing the loss of the status of a person meeting the criteria specified in § 4 of these Regulations within 7 calendar days from their creation in person or via traditional mail (parcel with confirmation of receipt) to the Project Team.

**§ 9**

**The rules of resignation and removal from the participation in the project**

1. Refusal to participate in the Project can take place only in the case of a reasonable external factor within 3 working days before the start of the first day of the chosen form of support in writing submitted to the Project Team in person or by email.
2. The project participant will be removed from the list of Project Participants in case:
3. unjustified absence during the first two hours of didactics,
4. refusal to participate in more than 20% of classes and non-fulfillment of other obligations according to the use of this form of support or violation of these Rules, contract or applicable provisions.

**§ 10**

**Payment for participation in the project**

1. Participation in the Project is free and is financed by the European Union under the European Social Fund.

**§ 11**

**Personal data protection**

1. Personal data of the Project Participants will be stored and processed only in order to enable monitoring, control and evaluation of the Project entitled „Słucham, rozumiem, działam. Poszerzanie kompetencji językowych cudzoziemców w celu zapobiegania alienacji społeczno-zawodowej”, co-financed by the European Union under the European Social Fund, Operational Program Knowledge Education Development, Priority Axis III Higher education for economy and development, Level 3.1 Competences in higher education, Sub-measure Competition No POWR.03.01.00-IP.08-00-3MU/18 „Third Mission of the University”.
2. The detailed conditions for the processing of personal data are contained in Appendix 3 to these Regulations.

**§ 12**

**Final Provisions**

1. The current version of the Regulations is on the project website and is valid for the duration of the project.
2. The Project Team reserves the right to change these Regulations. Any changes to the Regulations require a written form and will be posted on the project website.
3. The coordinator of the unit implementing the project is responsible for preparing for the implementation of individual modules / activities and their implementation.
4. In matters not regulated by these Regulations, the decision is made by the Beneficiary.

**§ 13**

1. The Beneficiary reserves the right to terminate the implementation of the Project and even to terminate the provision of an already existing form of support, in the event of an insoluble obstacle in the implementation of the project financing contract.
2. In the case referred to in p. 1, Project Participants should not be entitled to any claims against the Beneficiary.
3. If any of the provisions of the Agreement, its Appendixes or the Rules are irrelevant, invalid for any reason, this should not affect the validity, effectiveness or applicability of the remaining provisions, and the parties undertake to coordinate their affairs and the general interests so that the provisions specified in the Agreement, Appendix and the Rules can be implemented in another, legally compatible and practical way.

Appendixes:

1. Declaration of participation in the project.
2. Agreement with the Project participant.
3. Project participant's statement about consent to the processing of personal data.