



PROJECT RECRUITMENT AND PARTICIPATION REGULATIONS

"Foreigner - integration and support measures".

implemented under the European Funds for Mazovia 2021-2027 programme co-financed by the European Social Fund Plus.

Priority VIII European Funds for active integration and development of social and health services in Mazovia.

Measure 8.4 Socio-professional integration of third-country nationals under call FEMA.08.04-IP.01-016/23.

§ 1 General provisions

1. These regulations define the rules of participation in the project "**Foreigner - integration and support activities**", which is implemented within the European Funds for Mazovia 2021-2027 Programme framework.
2. The project developer is Open Education Group sp. z o.o., based in Białystok situated at ul. Jagienki 4, 15-480 Białystok.
3. The main objective of the Project is to increase the socio-economic integration of 130 third-country nationals (80F,50M) (including their children) and 155 persons (95F,60M) from their entourage, residing in the Mazovia Region in the Mazowieckie Voivodeship through activities in the form of various services for foreigners (e.g. courses, training, support for a foreigner's assistant) and activities in the area of strengthening the competences of staff working with foreigners.
4. The Project is co-financed by the European Union under the European Social Fund Plus and the state budget.
5. Participation in the Project is free of charge.
6. The Project runs from: **1 April 2025 to 31 March 2027.**
7. Project offer
 - A. Forms of support targeted at THIRD COUNTRY CITIZENS:
 - job placement - 80UP,
 - IPD career guidance - 80UP,
 - IŚR career guidance - 80UP,
 - guidance - 80UP,
 - vocational training - 50UP,
 - Polish as a foreign language course - 50UP,
 - classes specifically for women - 30K
 - integration activities covering social and personal competencies - 30UP,
 - integration activities for children of foreigners - 50UP,
 - cultural-adaptation activities - 80UP,
 - the support of a cultural assistant.
 - B. Forms of support aimed at the ENVIRONMENT of third-country nationals:
 - course for staff working for third-country nationals - 75UP,
 - training for local government employees responsible for cooperation with foreigners - 80UP,
 - training courses for employers accepting or interested in accepting foreigners in their organisations – 60 persons



C. In addition:

- validation of educational establishments/public administrations - 30 establishments.

D. Forms of support targeted at THIRD COUNTRY CITIZENS - CHILDREN:

- cultural support,
- help with homeworks,
- psychological support,
- cultural excursions.

§ 2 Definitions

The terms used in these regulations shall mean:

1. **Project office** - ul. Piłsudskiego 17 lokal A-1.02, 26-610 Radom (Building A)
2. **Intermediate Body (IB)** - Mazovian Unit for Implementation of EU Programmes
3. **Project Participant (UP)** - a person qualified to participate in the Project, meeting the formal criteria specified in the regulations
4. **Third-country nationals (TCNs)** - persons who do not hold the nationality of any of the countries of the European Union, as well as countries such as Norway, Iceland, Liechtenstein and Switzerland
5. **The environment of third-country nationals (OOPT)** - employers employing third-country nationals and staff working with foreigners - volunteers, educators, psychologists, educators and others working with foreigners
6. **Partner** - VOX HUMANA Association, ul. Puławska 24B/16, 02-512 Warszawa
7. **Project** - the project "Foreigner - integration and support activities", which is implemented within the framework of the European Funds for Mazovia 2021-2027 programme
8. **Project provider** - Open Education Group sp. z o.o., ul. Jagienki 4, 15-480 Białystok (OEG)
9. **Mazovia Regional Region (RMR)** - the area of Mazowieckie Voivodeship covering 32 counties, i.e. ostrołęcki, Ostrołęka, przasnyski, makowski, ostrowski, wyszkowski, węgrowski, sokołowski, łosicki, siedlecki, Siedlce, żuromiński, mławski, ciechanowski, Pułtusk, płoński, sierpecki, Płocki, Płock, gostyniński, sochaczewski, żyrardowski, grójecki, garwoliński, białobrzewski, kozienicki, przysuski, radomski, Radom, zwolenński, szydlowiecki, lipski

§ 3 Principles of recruitment of Project participants

1. Project participants may only be **persons legally residing in Poland and living or working on the territory of the Mazovia Region**. This restriction results from the regionalisation of support and the fact that the Project received funding within the allocated funds for the Mazowieckie Voivodeship. Detailed recruitment criteria are described below.
2. Recruitment to the Project will comply with the principle of equal opportunities and non-discrimination, including non-discrimination of persons with disabilities, as well as



equal opportunities for women and men in accordance with the Guidelines for implementing the principles of equality under the EU funds for 2021-2027.

3. Recruitment will be conducted in the period: IV 2025. - VI 2026, with the reservation that in the case of exhaustion of the number of places in the Project, the Project Supplier reserves the possibility of earlier termination of the recruitment process.
4. Information on the ongoing Project recruitment will be disseminated using the Project Supplier and Partner websites by distributing information leaflets and information meetings in the RMR.
5. Recruitment will take place in the following format
 - a) stationary in the Project Office situated at ul. Piłsudskiego 17, lok. A-1.02, 26-610 Radom (Building A);
 - b) by e-mail at rekrutacijavox@gmail.com
 - c) by correspondence, by sending a completed application form to the address ul. Górska 12 lok. 15, 00-740 Warszawa;
6. A printable application form can be found under ACTUAL PROJECTS at openeducation.co.uk/projects/actual-projects/JECTS and under PROJECTS at voxhumana.org.pl/projekty/
7. There are three types of participants: A. THIRD COUNTRY CITIZEN, B. ENVIRONMENT OF THIRD-COUNTRY NATIONALS, C. THIRD COUNTRY CITIZEN - CHILD.
8. The recruitment procedure includes the following stages:
 - a) **Stage 1:** Enrolling a Participant by filling in the Recruitment Form and submitting documents required at the stage of recruitment, referred to in formal and bonus criteria. The Project Supplier allows the possibility of delivering the forms in one of the ways indicated in para. 5 ways.
 - b) **Stage 2:** Initial verification: analysis of the application, possible additions/clarifications - telephone or e-mail confirmation of acceptance of the application after initial verification
 - c) **Stage 3:** Verification of the Recruitment Form based on the following
RECRUITMENT CRITERIA

A. THIRD-COUNTRY NATIONALS:

1. **Obligatory formal criteria** (failure to meet them makes participation in the Project impossible)
The Project Participant(s) must:
 - 1.1. **be a national of a third country** - *verified on the basis of the declaration and the supporting documents presented for inspection*
 - 1.2. be a natural person **legally residing in Poland** - *verification on the basis of a document authorising the stay and work, i.e. a visa/residence card)*
 - 1.3. live in the **Mazovia Region** (excluding the capital city of Warsaw and surrounding counties) - *verified on the basis of a declaration of residence*
2. **Bonus criteria** (failing to meet them does not affect the participation in the Project; in case of meeting any of them, the Candidate receives additional points at the recruitment stage)



Bonus points at the recruitment stage are awarded:

- 2.1. a person who, following the aggression of the Russian Federation against Ukraine, has been granted temporary protection and resides in the **Mazovia Region** (+ 5 points) - *verification on the basis of a document confirming granting temporary protection*
- 2.2. a person aged 15-29 (as of the day of starting participation in the Project) (+5 points) - *verification on the basis of statement/PESEL number if the Participant has it*
- 2.3. a person at risk of social exclusion due to:
 - a) financial problems (+3 points)
 - b) housing instability (+3 points)
 - c) language barrier (+3 points)
 - d) cultural and/or mental barrier (+3 points)- *verification on the basis of a declaration and/or the level achieved in a language test*
- 2.4. female (+ 3 points) - *verified on the basis of the declaration*

A total of 25 bonus points can be awarded to the Candidate.

B. THIRD-COUNTRY NATIONALS - CHILD:

1. **Obligatory formal criteria** (failure to meet them makes participation in the Project impossible)

The Project Participant(s) must:

- 1.1. be a school-age person¹ i.e. 6-18 years old (as of the day of starting participation in the Project)
- 1.2. **be a national of a third country** - *verified on the basis of the declaration and the supporting documents presented for inspection*
- 1.3. be a natural person **legally residing in Poland** - *verification on the basis of a document authorising the stay and work, i.e. a visa/residence card)*
- 1.4. live in the **Mazovia Region** (excluding the capital city of Warsaw and surrounding counties) - *verified on the basis of a declaration of residence*

2. **Bonus criteria** (failing to meet them does not affect the participation in the Project; in case of meeting any of them, the Candidate receives additional points at the recruitment stage)

Bonus points at the recruitment stage are awarded:

- 2.1. a person who, following the aggression of the Russian Federation against Ukraine, has been granted temporary protection and resides in the **Mazovia Region** (+ 5 points) - *verification on the basis of a document confirming granting temporary protection*
- 2.2. a person aged 15-29 (as of the day of starting participation in the Project) (+5 points) - *verification on the basis of statement/PESEL number if the Participant has it*

A total of 10 bonus points can be awarded to the Candidate.

¹ A child's compulsory education begins at the start of the school year in the calendar year in which the child turns 7, and continues until the completion of primary school (typically at age 15), but no longer than until the child reaches the age of 18. Upon the parents' request, a child who turns 6 in a given calendar year may also begin primary school.



C. THE ENVIRONMENT OF THIRD-PARTY CITIZENS:

1. **Formal criteria** (failure to meet them makes participation in the Project impossible)
The Project Participant(s) must:
 - 1.1. reside or work in the Mazovia Region (excluding the City of Warsaw and surrounding districts) - *verified on the basis of a declaration of place of residence*
 - 1.2. work with foreigners as a teacher/educator/pedagogue/volunteer/psychologist/other or work in a local government unit responsible for cooperation with foreigners or employ third-country nationals - *verification on the basis of a certificate of employment and work with third-country nationals*
- d) **Stage 3:** Official verification: official confirmation of eligibility to participate in the Project
- e) **Stage 4:** Confirmation/setting of dates for project activities
- f) **Stage 5:** Creation of a list of Project Participants, possibly a list
in case of a larger number of participants willing to take part in
9. The Project provider allows for changes in the recruitment stages.
10. The first part of the recruitment process can only be undertaken by the Participant(s) filling out the application form.
11. The application form includes questions and declarations verifying the fulfilment of formal conditions necessary for participation in the Project (i.e. belonging to the target group).
12. An integral part of the Recruitment Form is the GDPR Information Clause for those participating in the project recruitment process.
13. **The recruitment form has been translated into English, Ukrainian, and Russian. The Polish version of the document is identical to the aforementioned translations.**
14. **The participant is required to complete the Polish-language version. The other language versions are provided for reference, to support better understanding of the content.**
15. Admission of the Participant(s) to the Project will be determined by the fulfilment of the formal criterion(s) and possibly the bonus criterion(s).
16. Recruitment will be carried out in the project area. The recruitment process will be supervised by the Project Coordinator.
17. Recruitment will be carried out in accordance with the principles of impartiality, openness, transparency and equal opportunities (including gender equality), including access for persons with disabilities.
18. The information obligation (Article 13 GDPR) for all Project Participants will be realised at the recruitment stage through an information clause (§6 below). The information obligation in relation to project participants qualified to participate in the Project will be realised through a statement by the project Participant(s).
19. **Joining the Project is a commitment to actively participate in the planned support indicated in § 1.7 and is tantamount to accepting these Regulations.**



§ 4 Rights and obligations of the Project participant

1. Each Project Participant is entitled to:
 - a) participate in the Project in accordance with the provisions of these Regulations,
 - b) make comments on the Project to the Project Coordinator,
 - c) evaluation of the organisation and conduct of the support.
2. The Participant(s) is obliged to:
 - a) systematically participate in the support according to the agreed schedule, confirming this fact by signing the attendance register,
 - b) keep the Project Staff informed of any incidents that may disrupt his/her participation in the Project and justify any absence from classes,
 - c) **inform within 4 weeks from the date of completing participation in the Project about a possible change of status on the labour market** - concerns persons who, at the time of joining the Project, were unemployed or economically inactive and after completing it, took up employment or started their own business (verification on the basis of an employment certificate/employment contract/commissioned work agreement/unregistered business activity agreement/extract from CEiDG),
 - d) respect generally accepted norms and rules of social coexistence, including taking care of the equipment and facilities used during the Project,
 - e) inform you of any changes to your personal data (e.g. surname, telephone number, e-mail, home address) which have occurred between your application and the end of your participation in the Project.
3. In the case of a gross breach of the rules of social coexistence or these Regulations, the Participant may be removed from the list of Project Participants.
4. All information collected about participants will be used solely for the purpose of fulfilling the Project Promoter's reporting obligations to the Intermediate Body.

§ 5 Rules for withdrawal from the Project

1. In case of resignation from participating in the Project before the beginning of the support, the Project Participant is obliged to immediately provide information about it to the Project Coordinator.
2. The Participant may resign from the Project during its duration only in justified cases.
3. Legitimate cases referred to in paragraph 2 may arise from health reasons or force majeure and are generally not known to the Participant when starting to participate in the Project.
4. The Participant is obliged to submit a written declaration stating the reasons for his/her resignation and attach a document stating his/her inability to participate in the Project no later than 3 days before the planned resignation date.
5. In place of the resigning Participant(s), the first person from the reserve list will be qualified to participate in the Project.
6. In the case of unjustified resignation from the participation in the Project or crossing off the list during the participation in the Project, the Participant is obliged to return the training materials received under the Project, and in the case of their destruction, to reimburse their costs. The Participant is also obligated to return the costs of support received in the project in an amount proportional to the attended classes. In the case of resignation due to unforeseen circumstances (e.g., health reasons, changes in



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professional or family situation, change of residence), the organizer may waive the request for reimbursement of incurred costs.

§ 6 Processing of personal data

Pursuant to Article 13 of the GDPR (i.e.: 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), we inform you that:

1. Personal data are processed for purposes related to the participation in the project "Foreigner - Integration and support measures", implemented within the framework of the European Funds for Mazovia 2021-2027 programme co-financed by the European Social Fund
2. The Administrators of the personal data are:
 - a) Open Education Group Sp. z o.o., ul. Jagienki 4, 15-480 Białystok (the Project Proponent). Contact with the designated data protection officer: iod@openeducation.pl,
 - b) Vox Humana Association, ul. Puławska 24B/16, 02-512 Warszawa.
3. Recipients of the data may be: Managing Authority of the Programme European Funds for Mazovia 2021-2027 and entities participating in the implementation of EU funds, which may have access to personal data under applicable law, as well as entities co-participating in the implementation of the Project: e.g. service contractors.
4. The recipients of the data may also be the entities providing IT or other services to the controllers, but only for the purposes of implementing the Project - or institutions authorised by law
5. We inform you of your right to access, rectify and complete the data provided, to data portability, to request the restriction of processing and to request the erasure of the data (if the Controller is not obliged to hold the data).
6. If consent has been given for data processing, you can revoke it at any time by contacting us in writing, which will not affect the legality of the processing prior to the withdrawal of consent.
7. We inform you of your right to object to processing your personal data and lodge a complaint with the supervisory authority, which is the President of the Office for Personal Data Protection.
8. The data will be stored in accordance with the requirements of the Project until the settlement of the European Funds for Mazovia 2021-2027 Programme and the completion of archiving of the documentation - i.e. for 5 years.

§ 7 Final provisions

1. Regulations are available in the Project Office, i.e. ul. Piłsudskiego 17 lok. A-1.02, 26-610 Radom (Building A), in the office of the Project Promoter, i.e. Open Education Group Sp. z o.o., ul. Jagienki 4, 15-480 Białystok (Podlaskie Voivodeship) and in the office of the Partner, i.e. VOX HUMANA Association, ul. Puławska 24B/16, 02-512 Warszawa. The regulations are also available on the following websites: openeducation.pl/projects/updated-projects/ and voxhumana.org.



2. The Regulations have been drafted by the Project Proponent and introduced as binding.
3. The Regulations shall enter into force on 1 April 2025 and shall remain in force for the entire duration of the Project.
4. **The Regulations has been translated into English. The Polish version of the document is identical to the aforementioned translation.**
5. The general supervision of the Project and settlement of issues not regulated in the Rules is the responsibility of the Project Coordinator.
6. Providing untrue data required by these Regulations at the stage of recruitment or participation in the Project, especially that which makes it impossible for the Project Supplier to properly assess the eligibility of a Participant or a Participant for support under the Project, results in the exclusion of that person from further participation in the Project.
7. In the event that the provision of false data results in the unauthorised provision of support, exposing the Project Promoter to financial loss, the person who provided the false information will be obliged to cover the loss resulting from it.
8. In matters not regulated herein, relevant rules and principles resulting from the European Funds for Mazovia 2021-2027 Programme, as well as provisions resulting from relevant Community and Polish legal acts, in particular personal data protection regulations, shall apply.
9. The final interpretation of the regulations rests with the Project Coordinator - or his/her designee under written authorisation - based on the relevant programme documents.
10. The Project Promoter reserves the right to amend the Regulations or introduce additional provisions in case of changes in guidelines, conditions for Project implementation or programme documents.
11. The content of the Terms and Conditions will be amended by introducing the next version of the Terms and Conditions.

Białystok, 1 April 2025.