



RULES FOR RECRUITMENT AND PARTICIPATION IN THE PROJECT

"New Possibilities"

No. FELU.08.03-IP.02-0005/25

§1

GENERAL PROVISIONS

1. These Rules specify the detailed principles of recruitment and participation in the project entitled **"New Possibilities", No. FELU.08.03-IP.02-0005/25**, implemented within the territory of the Lubelskie Voivodeship under the European Funds for Lubelskie 2021-2027 Programme, Priority: VIII Increasing social cohesion ESF+, Measure: FELU.09.03 Integration of third-country nationals into the local community.
2. The project is implemented by the **FOUNDATION FOR INNOVATION IN EDUCATION (FUNDACJA INNOWACJI W EDUKACJI)**, with its registered office at ul. Skibińska 14, 20-303 Lublin, in partnership with **KRAJOWY INSTYTUT SZKOLENIOWO-DORADCZY Sp. z o.o.**, with its registered office at ul. Skibińska 14/6, 20-303 Lublin.
3. The project is implemented in the period from 01.03.2026 to 28.02.2027.
4. The project office is located at the following address: ul. Skibińska 14, 20-303 Lublin. The project office is open from Monday to Friday, from 07:00 to 16:00. Afternoon duty hours are held on designated days of the week. Contact details: tel. 530-522-144, 510-252-105, e-mail: info@funiwe.pl. The project office is located in a building with accessibility features for people with disabilities.
5. The project is co-financed by the European Union from the European Social Fund Plus under the European Funds for Lubelskie 2021-2027 Programme, on the basis of an agreement with the Intermediate Body – the Regional Labour Office in Lublin.
6. Participation in the project is free of charge and voluntary.
7. The main objective of the project is to improve the socio-economic situation of at least 90% of 32 third-country nationals (minimum 60% women) – in particular persons who were granted temporary protection following the aggression of the Russian Federation against Ukraine – residing/staying within the territory of the Lubelskie Voivodeship, through the use of individualized and comprehensive training and advisory support in the period from 01.03.2026 to 28.02.2027.
8. The project responds to the problem of the limited participation of third-country nationals in the labour market and the difficulties in their integration, which affects their socio-economic situation.

§2

TARGET GROUP

1. **The project will provide support to 32 people (including 20 women and 12 men) – adult third-country nationals residing/staying within the territory of the Lubelskie Voivodeship within the meaning of the Civil Code.** Project participants must reside in Poland legally, i.e., on the basis of documents authorizing residence and work, such as a visa, a residence card (temporary, permanent, or a long-term European Union resident's card), or a document confirming that protection has been granted. Support under the project is targeted at third-country nationals, i.e., persons who are not citizens of a European Union Member State, nor of countries such as Norway, Iceland, Liechtenstein, and Switzerland, including stateless persons within the meaning of the Convention relating to the Status of Stateless Persons of 28 August 1954 and persons of undetermined nationality. The scope of



assistance includes economic migrants (migrants arriving for work) and students, as well as refugees and persons who have received other forms of protection.

2. Priority will be given to the participation of:
 - a) persons who were granted temporary protection in Poland following the aggression of the Russian Federation against Ukraine (on the basis of a certificate confirming the enjoyment of temporary protection / a PESEL number assigned under the Act),
 - b) persons remaining unemployed (on the basis of a certificate from the Poviát Labour Office / Social Insurance Institution [ZUS]),
 - c) women,
 - d) persons with disabilities (on the basis of a disability certificate / another document confirming the state of health, pursuant to the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities / the Act of 19 August 1994 on Mental Health Protection).
3. A Project Participant (PP) cannot simultaneously receive support in more than one project co-financed by ESF+ funds within an identical scope of type.
4. The eligibility of persons applying to participate in the project is verified at the recruitment stage based on the information contained in the recruitment documents completed by the Candidates and the submitted declarations/certificates described in §3 of the Regulations for recruitment and participation in the project. The eligibility criterion is also verified on the day the Participant joins the project, i.e., on the day the first form of support begins.

§ 3

RECRUITMENT FOR THE PROJECT

1. Recruitment for the project will be conducted within the territory of the Lubelskie Voivodeship from 01.03.2026 to 30.06.2026 (in the event that the required number of Participants is not selected, the recruitment will be extended with the prior consent of the Intermediate Body) in four rounds. The intake of applications in each round will last for at least 10 working days, conducted in an open, direct, transparent, and formalized manner, taking into account the principle of equal opportunities between women and men and non-discrimination, including ensuring accessibility for persons with disabilities, until the appropriate number of people has been recruited.
2. Application documents will be available:
 - a. at the Project Office at ul. Skibińska 14, 20-303 Lublin,
 - b. on the project website: www.funiwe.pl (the website is **accessible to** persons with disabilities),
 - c. at recruitment meetings,
 - d. it is also possible to send the documents by e-mail or post at the request of the Candidate.
3. Documents required from Candidates for Project Participants:
 - a. **Application documents:**
 - A recruitment form containing personal data and consent to the processing of personal data,
 - A declaration of eligibility regarding the target group criteria,
 - A declaration stating that the Candidate does not participate in another project and does not receive identical support,



- A needs/accommodations form for persons with disabilities,
- A declaration on the level of proficiency in the Polish language.
- Consent to the publication and use of image
- A Participant's declaration on the processing of personal data.
- b. Documents confirming the status of the Candidate:**
 - A document confirming citizenship (e.g. passport, identity card – for inspection) and authorizing legal stay in Poland (e.g. visa, residence card, certificate from the Office for Foreigners),
 - A document confirming the granting of protection – in the case of persons who, following the aggression of the Russian Federation against Ukraine, have been granted temporary protection in Poland (e.g. a certificate confirming the use of temporary protection / a PESEL number issued under the Act),
 - A certificate from the Social Insurance Institution (ZUS) or a confirmation generated from the Electronic Services Portal of the Social Insurance Institution (PUE ZUS), confirming the candidates' status as unregistered unemployed or economically inactive persons on the date of its issuance,
 - A certificate from the Labour Office confirming the status of an unemployed person on the date of its issuance – in the case of persons registered with the labour office,
 - A document indicating the Candidate's place of residence, e.g. a certificate of residence or domicile for tax purposes – Certificate of Fiscal Residence (CFR) or other,
 - A disability certificate or other document certifying the state of health – in the case of persons with disabilities.
- 4. The condition for being qualified for evaluation by the recruitment committee is reading these Regulations and submitting a complete set of correctly and legibly filled-in application documents.
- 5. Candidates for Project Participants should submit all required application documents to the Project Office. The documents can be delivered in person, by post, or by e-mail. In the case of documents submitted by e-mail, the Candidate is obliged to provide the originals if qualified for participation in the project. If needed, the project team will provide assistance in filling out/submitting the documents.
- 6. The recruitment committee, consisting of the Project Manager and the Operations Manager, will evaluate the submitted documents in two stages – formal and substantive, based on the Recruitment Form and the attached source documents confirming eligibility.
- 7. The formal stage consists of evaluating the completeness of the documents and the correctness of their completion, as well as assessing eligibility for the target group.
- 8. In case of doubt regarding the submitted documents, the Candidate may be requested to provide documents confirming their compliance with the facts.
- 9. The recruitment committee will award points for meeting preferential criteria to individuals who have met the formal criteria. Points will be awarded based on documents confirming that these criteria have been met in the following categories:
 - a. Persons who, following the aggression of the Russian Federation against Ukraine, have been granted temporary protection in Poland + 10 points,
 - b. unemployed persons / persons out of work + 4 points,
 - c. women + 2 points,
 - d. persons with disabilities + 2 points.

Total possible points to be obtained: **maximum 18 points.**



10. After completing the evaluation of the submitted documents, the Recruitment Committee draws up a ranking list of Candidates and a reserve list. Participants who meet the eligibility criteria and who have consecutively obtained the highest number of points in the substantive evaluation are qualified for the main list.
11. In the case of an equal number of points, the following shall decide in order of priority: temporary protection status, gender (woman), and the chronological order of applications.
12. Persons who met the formal criteria but did not qualify for the project due to a lower number of points for preferential criteria will be placed on the reserve list in descending order of points. The reserve list will be activated in the event of resignation of Project Participants from the main list.
13. Candidates will be informed of the Recruitment Committee's decision by phone, post, or e-mail, with the possibility of correcting any deficiencies within 5 days.

§ 4

FORMS OF SUPPORT

The support offered to Project Participants addresses problems and needs in the field of social integration and enables third-country nationals to function better in Polish society; it is individualized and characterized by its comprehensive nature.

Task 1: DIAGNOSIS OF PARTICIPANTS' NEEDS AND DEVELOPMENT OF AN INDIVIDUAL SUPPORT PLAN

1. Task implemented by the Leader and conducted by a Career Advisor.
2. The support is mandatory for 32 Project Participants (UP) and will be provided in an on-site format. It is individualized and tailored to the needs of the Participant, their situation on the labor market, proficiency in the Polish language, education, qualifications, cultural differences, gender, age, health status, etc.
3. The objective of the task is to diagnose the needs of the Project Participant and to develop an Individual Support Plan.
4. Duration/Scope: 4 clock hours for each Project Participant, in the format of 4 meetings x 1 hour (60 minutes).
5. Scope: individual and comprehensive diagnosis of the Project Participant's needs, analysis of their social and life situation, expectations related to social integration, tailoring the assistance offer to the actual needs of the Participant, diagnosing barriers and deficits, including special needs (e.g., of persons with disabilities), and developing an Individual Support Plan. The advisor will utilize diagnostic tools, such as questionnaires for professional aptitudes/interests/competences, etc.
6. Interpreter support is provided for 16 Participants in the event that fluent communication between the instructor and the Participant cannot be conducted in Polish.
7. The condition for completing the task is 100% attendance at the classes.

Task 2: PSYCHOLOGICAL SUPPORT

1. Task implemented by the Leader and conducted by a Psychologist.
2. The support is mandatory for 32 Project Participants and will be provided in an on-site format; it is individualized and comprehensive.



3. The objective of the task is to improve emotional well-being, strengthen the sense of security, support adaptation to a new social environment, and develop coping skills for dealing with stress and difficulties resulting from the migration process.
4. The condition for participation in the task is qualification based on the Individual Support Plan.
5. Duration: 7 clock hours for each project participant (PP) in the form of 7 individual sessions x 1 hour (60 minutes), scheduled at dates and times tailored to the needs of the PP, available both on weekdays and weekends.
6. The thematic scope of the classes will include (depending on the needs):
 - Diagnostic and supportive consultations:
 - discussing the individual life situation of the project participant (PP),
 - identifying emotional, social, and adaptive difficulties,
 - determining areas that require support.
 - Emotional and crisis support:
 - working on reducing stress and tension,
 - providing support in crisis situations (e.g., related to job loss, separation from family, cultural barriers),
 - providing assistance in the process of decision-making and solving life problems.
 - Strengthening personal competences:
 - developing communication skills and assertiveness,
 - building a positive self-image,
 - fostering a sense of agency and motivation to act.
 - Psychoeducation:
 - providing knowledge on how to cope with stress and emotions,
 - discussing the mechanisms of cultural adaptation and ways to mitigate culture shock,
 - providing guidance on utilizing institutional and social support in Poland.
7. For 16 project participants (PP), interpreter support is provided in cases where fluent communication between the instructor and the PP cannot be conducted in Polish.
8. The condition for completing the task is 100% attendance in the classes.

Task 3: WORKSHOPS - PROVIDING PRACTICAL INFORMATION ON VARIOUS ASPECTS OF LIFE IN POLAND

1. Task implemented by the Leader, conducted by a Trainer.
2. Group support, mandatory for 32 project participants (PP), in a stationary form.
3. The objective of the task is the acquisition of competences necessary for effective functioning in Polish society, including the areas of daily, professional, social, and civic life, by at least 90% of the 32 third-country nationals (TCNs). Project participants (PP) will gain the knowledge and skills necessary for effective functioning in Polish society, including the areas of daily, professional, social, and civic life.
4. The condition for admission to the task is qualification for participation based on the Individual Support Plan.
5. Duration: 24 academic hours per group, delivered in the form of 6 group sessions x 4 hours (45 minutes each), on average once a week, on dates and at times adapted to the needs of individual groups, on weekdays or weekends depending on the recipients' needs.
6. The scope of support will be determined based on a pre-test conducted at the beginning of the implementation of Task 3.

Scope of the curriculum:



Project participants (PP) will gain the knowledge and skills necessary for effective functioning in Polish society, including the areas of daily, professional, social, and civic life.

Learning outcomes:

- Knowledge – the PP knows / understands:
 - the basic rules of functioning in Poland, including regulations on the legalization of stay, employment, education, and healthcare,
 - public institutions and organizations supporting foreigners,
 - the rights and duties of residents of Poland, including the rules for using public services,
 - has knowledge of the basic aspects of daily life in Poland (transport, housing, banking, healthcare, children's education).
 - Skills – the PP is able to:
 - use basic public and administrative services,
 - fill out the necessary official documents and forms,
 - find and utilize information regarding daily life in Poland,
 - communicate their needs and solve simple problems when dealing with institutions.
 - Social competences – the PP:
 - is ready to independently make decisions regarding daily matters in Poland,
 - demonstrates openness towards the rules and norms functioning in Polish society,
 - is aware of the importance of active participation in social and professional life.
7. Project participants (PP) will receive training materials: a folder and stationery.
 8. Project participants will be provided with refreshments during a coffee break at each class.
 9. Reimbursement of travel expenses from the place of residence to the venue of the classes is provided for 16 PPs.
 10. Interpreter support is provided for 16 PPs in the event that fluent communication between the trainer and the PP cannot be conducted in Polish.
 11. The condition for completing the task is a minimum of 80% attendance at the classes and active participation in the classes.

Task 4: VOCATIONAL TRAINING

1. The task is implemented by the Leader and conducted by a Trainer.
2. Group support, mandatory for 32 PPs, provided in-person.
3. The objective of the task is the acquisition of vocational qualifications/competences by a minimum of 80% of the 32 PPs.
4. The condition for participating in the task is qualification for participation based on the Individual Support Plan.
5. Duration: 80 teaching hours per group in the form of 10 group meetings x 8 hours (45 minutes each), on average once a week, on dates and times tailored to the needs of individual groups; schedule adapted to the needs of groups/PPs: day/evening/weekend mode.
6. Scope of support: training courses will be tailored to the individual predispositions, education, and needs of the PPs, and will take into account the actual needs of the labor market in the Lubelskie Voivodeship. Referral to a specific training course will take place during the implementation of Task 1. Qualifications/competences acquired within the project will be linked to deficit or balanced occupations identified in the 'Barometer of Occupations 2025' document and will lead to the attainment of qualifications or competences verified by an external examination and confirmed by a certificate.
7. Project participants (PP) will receive training materials: a USB flash drive and stationery.



8. Project participants will be provided with catering (lunch and refreshments during a coffee break) at each class.
9. Persons participating in vocational training are entitled to a training stipend under the rules specified in § 8 *TRAINING STIPEND of these Regulations*.
10. Reimbursement of travel expenses from the place of residence to the venue of the classes is provided for 16 PPs
11. During 50% of the classes, interpreter support is provided in the event that fluent communication between the trainer and the PP cannot be conducted in Polish.
12. The condition for completing the task is a minimum of 80% attendance at the classes, active participation in the classes, and taking the external examination.

ZTask 5: TRAINING ON POLISH VALUES AND CULTURE

1. The task is implemented by the Leader.
2. Support for 32 Project Participants (PP).
3. The objective of the task is the acquisition of competences regarding Polish values, norms, and elements of culture, which will facilitate cultural adaptation, intercultural communication, and social relationship building by a minimum of 90% of the 32 OPTs.
4. The condition for participating in the task is qualification for participation based on the Individual Support Plan.
5. Duration: 20 teaching hours per group in the form of 5 group meetings x 4 hours (45 minutes each), on average once a week, on dates and times tailored to the needs of individual groups, on weekdays or weekends depending on the needs of groups/Pps.
6. The scope of support will be determined based on a pre-test conducted at the beginning of the implementation of Task 5.

Core curriculum of the classes:

Participants will learn the core values, norms, and elements of Polish culture, which will facilitate their cultural adaptation, intercultural communication, and social relationship building in Poland.

Learning outcomes:

Knowledge:

- the participant knows the key elements of Poland's history, traditions, and national symbols,
- knows the core values and social norms functioning in Polish culture (e.g., respect for the law, work, family, solidarity, hospitality),
- knows the cultural differences between their country of origin and Poland and understands their impact on social communication,
- possesses knowledge of the most important holidays, customs, and cultural events in Poland.

Skills:

- the participant is able to recognize and adequately respond to cultural norms and behaviors typical of Poland,
- is able to participate in social situations in accordance with local customs and conventions,
- the participant is able to express respect for cultural diversity and present their own culture in a way that is understandable to others.

Social competences:

- the participant is open to intercultural dialogue and cooperation in a multicultural environment,



- fosters an attitude of respect towards Polish culture and values, while maintaining their own identity,
 - demonstrates readiness for integration and participation in social life in Poland.
7. Participants will be provided with catering (refreshments during the coffee break) at each class.
 8. Reimbursement of travel expenses from the place of residence to the venue of the classes is provided for 16 PPs.
 9. The condition for completing the task is a minimum of 80% attendance at the classes and active participation in the classes.

Task 6: POLISH LANGUAGE COURSE

1. Task implemented by the Partner, conducted by a Language Instructor, Trainer, or Native Speaker.
2. Support for 32 Project Participants.
3. The objective of the task is for at least 80% of the 32 project participants to acquire Polish language qualifications/competences.
4. The condition for participating in the task is qualification for participation based on the Individual Support Plan.
5. Duration: 120 academic hours per group in the form of 30 group meetings x 4 hours (45 minutes each), on average twice a week, on dates and at times tailored to the needs of individual groups, on weekdays or weekends depending on the needs of the groups/PPs.
6. The level of the training will be determined on the basis of a placement test conducted at the beginning of the implementation of Task 6.

Scope of the classes:

PPs will acquire language competences enabling them to function independently in everyday communicative situations in Poland, in particular in the areas of social, professional, and administrative life.

Learning outcomes:

➤ Knowledge - the PP knows:

- basic rules of communication in the Polish language in typical situations of everyday life,
- vocabulary and language structures related to family life, education, work, travel, and leisure time,
- basic socio-cultural conventions applicable to communication in the Polish language, including the differences between formal and informal language.

➤ Skills - the PP is able to:

- understand the main points of oral and written statements formulated in a clear and simple manner,
- communicate in typical situations of everyday life as well as in contacts with institutions and employers,
- formulate short oral and written statements, including announcements, invitations, or short texts on general topics,
- describe events, experiences, interests, plans, and needs, as well as express and justify their own opinions.

➤ Social competences - the PP:

- is ready to actively use the Polish language in everyday communicative situations,
- demonstrates openness to communication in social and professional environments in Poland,



- understands the importance of knowing the Polish language for social integration and professional activity.
- 7. PPs will receive training materials: a textbook and a workbook.
- 8. Project Participants will be provided with catering - refreshments during a coffee break at each class.
- 9. For 16 PPs, reimbursement of travel costs from their place of residence to the venue of the classes is provided.
- 10. The condition for completing the task is a minimum of 80% attendance at the classes and active participation in the classes.

Task 7: JOB BROKERAGE

1. Task implemented by the Partner, conducted by a Job Broker.
2. Obligatory support for 32 PPs, provided in an in-person format.
3. The objective of the task is to establish contact with local employers by a minimum of 90% of the 32 Job Seekers (JSe).
4. The condition for joining the task is qualification for participation in the task based on the Individual Support Plan.
5. Duration: 3 clock hours for each PP in the form of 3 individual meetings x 1 hour (60 minutes), on dates and at times adapted to the needs of the PP, on weekdays and weekends.
6. Substantive scope of the classes: acquiring information about vacancies and distributing it among the Pps, obtaining job offers and matching them to the PPs, collecting information on the local labor market, creating a database of employers where the PPs could take up employment, providing the PPs with information about the labor market, assisting in the preparation of recruitment documents, preparing for job interviews.
7. For 16 PPs, reimbursement of travel costs from their place of residence to the venue of the classes is provided. (Applies to individuals who reside in a different locality than the locality where the classes take place).
8. For 16 Participants, interpreter support is provided in the event that fluent communication between the instructor and the PP cannot be conducted in the Polish language.
9. The condition for completing the task is 100% attendance at the classes.

Task 8: WORK PLACEMENTS

1. Task implemented by the Partner.
2. Support provided for 18 PPs.
3. The objective of the task is the acquisition of professional experience responding to the needs of local employers by a minimum of 90% of the 18 PPs.
4. The condition for joining the task is qualification for participation in the task based on the Individual Support Plan.
5. Duration: 3 months, max. 8 hours per day and 40 hours/week (7h/day and 35h/week in the case of PwDs with severe and moderate disabilities).
6. The PPs will complete their internships in the occupations for which they received training. The intern performs duties under the supervision of a mentor designated at the internship preparation stage. The mentor introduces the scope of duties, familiarizes the



intern with the rules and procedures applicable in the organization (including BHP and fire safety), monitors the performance of duties/objectives, and provides feedback on the results and the degree of task completion.

7. For 9 PPs, reimbursement of travel costs from their place of residence to the venue of the internship is provided.
8. For 18 PPs, an internship stipend and preliminary medical examinations before starting the internship are provided.
9. The conditions of the work placement and the completion of the task will be included in the internship agreement.

§ 5

ORGANIZATION OF SUPPORT

1. The mode of organizing support in the project takes into account the needs of the Project Participants and may include daily, evening, weekend, or mixed modes.
2. All forms of support will be organized in the Lubelskie Voivodeship, in locations convenient for the PPs, situated close to their place of residence and with convenient transport access, in rooms free of architectural barriers or with accessibility features for persons with disabilities.
3. The project provides the possibility to use accessibility services such as a sign language interpreter, an assistant for a person with a disability, training materials in an accessible format (e.g., electronic with the option to enlarge print or invert contrast), or others depending on the needs of the applicants.
4. The location, architecture, and organization of the Project Office, as well as the method of providing information about the project, comply with the principle of accessibility. The Project Office is located in a building accessible to persons with disabilities. It is possible to arrange individual appointments at hours tailored to the needs of the applicants (afternoon duty hours are maintained).
5. The method of organizing support in the project is adapted to the needs of persons with disabilities. The Organizer enables everyone to participate in the project on equal terms, regardless of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.
6. All products developed under the project will comply with the concept of universal design.
7. The Organizer reserves the right to introduce changes to the class schedule and their venues. Information about any changes will be promptly communicated to the Project Participants. The Participants shall not be entitled to claim compensation for any incurred costs, damages, or lost profits resulting from the cancellation and/or rescheduling of classes or change of venue.

§ 6

RIGHTS AND OBLIGATIONS OF THE PROJECT PARTICIPANT

1. Project Participants are obliged to:
 - a. Participate actively, regularly, punctually, and productively in the forms of support provided for in the project; ,
 - b. Complete surveys and tests related to the project implementation and the monitoring of its results;



- c. Inform the Organizer of any changes regarding the provided personal data, change of residence, or status on the labor market;
 - d. Respect the norms and rules generally accepted in social life.
2. The PP is obliged to provide information regarding their status after completing participation in the project (within 4 weeks of completing participation). Participants are required to provide, upon the Organizer's request, data and documents necessary to calculate the so-called immediate result indicators, i.e., documents confirming employment/self-employment: employment certificates/copies of employment contracts/certificates from ZUS (Social Insurance Institution)/confirmation of entry in the CEIDG (Central Registration and Information on Business)/proof of payment of social security contributions/certificates of conducting economic activity from the competent office, a certificate from a training institution on commencing education/training, diplomas/certificates and/or a document confirming the improvement of the social situation, e.g., an opinion of a psychologist/pedagogue/social worker/therapist; a certificate of commencing volunteer work; a medical certificate of improvement in health condition; a certificate of completion of therapy/rehabilitation, etc.
3. The PP is obliged to confirm with their own signature their presence on attendance lists, the receipt of training materials provided for in the project, the receipt of catering, and the collection of certificates upon completion of individual forms of support.
4. PPs are obliged to take a placement test to check their language proficiency level before starting the Polish language course, as well as a final test and an exam upon its completion. Within tasks 3 and 5, the Project Participants are required to take a pre-test, on the basis of which the needs of the Project Participant will be identified and the scope of the provided support will be tailored. Upon completion of tasks 3 and 5, the Project Participants are obliged to take a post-test and an internal exam.
5. The Project Participant is obliged to keep the Organizer informed of all events that could disrupt or prevent further participation in the project.
6. The condition for completing the project is participation in classes while maintaining the appropriate attendance rate, in accordance with the provisions of § 4. Exceeding the permissible absence threshold may result in removal from the list of Project Participants. Exceeding the permissible absence threshold without a given reason, or in the event of a long-term lack of contact with the Organizer, is equivalent to resignation from participation in the project.

§ 7

REIMBURSEMENT OF TRAVEL COSTS

1. In connection with the participation in individual forms of support:
 - Task 3 - Workshops – providing practical information on various aspects of life in Poland,
 - Task 4 – Vocational training,
 - Task 5 – Training in Polish values and culture,
 - Task 6 – Polish language course,it is planned to reimburse the travel costs for 50% of the Project Participants, up to an amount not exceeding PLN 20.00 per day (in accordance with the rate assumed in the budget).
- Task 8 – Work placements



it is planned to reimburse the travel costs for 50% of the Project Participants, up to an amount not exceeding **PLN 100.00** per month (in accordance with the rate assumed in the budget).

2. The Project Participant applying for support receives a reimbursement of travel costs from their place of residence to the venue where the classes are held.
3. In the event that a larger number of applications is submitted, the deciding factors will be the distance from the place of residence to the venue of the classes, as well as the order of applications, i.e., the receipt of a complete set of correctly filled out documents for travel cost reimbursement by the project office staff member.
4. The reimbursement of travel costs applies to travel by the cheapest, convenient means of public transport operated by a carrier providing public transport services.
5. In order to settle the reimbursement of travel costs for individual forms of support, it is necessary for the Project Participant to submit:
 - a duly completed Application for travel cost reimbursement, no later than within 7 days from the completion of the support activity for which the application is being submitted;
 - a ticket or a certificate from the carrier/a printout from the carrier's website containing information about the price of a single ticket and a season ticket on the route from the place of residence to the venue of the project support. In the case of purchasing long-term tickets (e.g. weekly, monthly), the validity period of the ticket must correspond to the duration of the classes.
6. The cost of a season/monthly ticket is eligible only if, in a given period, the total cost of single tickets exceeds the value of the season/monthly ticket.
7. The reimbursement of travel costs after each completed support activity will be paid within 14 business days from the date the Project Participant submits a complete set of required documents.
8. The Organizer undertakes to reimburse the incurred costs to the bank account specified in the application.
9. **The condition for receiving the reimbursement of travel costs for a given support activity is the confirmed attendance of the given PP at the classes, in the form of a signature on the attendance list.**



§ 8

TRAINING ALLOWANCE

1. Persons participating in Task 4 Professional training courses are entitled to a training stipend of PLN 1,102.02, provided that the training duration is 80 hours; in the case of a lower training duration, the amount of the training stipend shall be determined proportionally.
2. The stipend is not payable for the period of unexcused absence from the training. An exception is made for absence due to illness documented by an appropriate medical certificate (sick leave on the ZUS ZLA form). For the period of documented incapacity for work, an unemployed person retains the right to a stipend in the amount of 50% of the stipend value. For the ZUS ZLA form, the Tax Identification Number (NIP) of the project organizer must be provided: Fundacja Innowacji w Edukacji NIP: 879 266 89 17.
3. The estimated duration of training courses under the 'Nowe możliwości' project is 80 hours. The specific number of professional training hours depends on the exact topic of the training.
4. The training stipend for participation in the training courses will be paid by the 14th business day of the month following each month of training.
5. In relation to receiving the training stipend, Project Participants:
 - are subject to pension, disability, and accident insurance,
 - are subject to health insurance – the health insurance contribution is PLN 0,
 - are exempt from paying income tax advances (personal income tax).
6. The condition for receiving the training stipend is the Project Participant's confirmed attendance at the training, in the form of a signature on the attendance list.
7. Consequently, based on the 'Stipend Recipient Declaration' form completed by the Project Participant, the Organizer shall, where required, register the Project Participant for social and health insurance and pay the applicable contributions on their behalf.

§ 9

INTERNSHIP ALLOWANCE

1. During the internship period, the intern is entitled to an internship stipend of PLN 2,755.04 per month, provided that the monthly internship duration is at least 160 hours; in the case of a lower monthly volume of hours, the amount of the internship stipend shall be determined proportionally.
2. For persons with disabilities classified as having a significant or moderate degree of disability, the monthly stipend is payable provided that the monthly internship duration is at least 140 hours.
3. The stipend is not payable for the period of unexcused absence from the internship. An exception is made for absence due to illness documented by an appropriate medical certificate (sick leave on the ZUS ZLA form). For the period of documented incapacity for work, an unemployed person retains the right to a stipend in the amount of 50% of the stipend value. For the ZUS ZLA form, the Tax Identification Number (NIP) of the project organizer must be provided: Krajowy Instytut Szkoleniowo-Doradczy Sp. z o.o. NIP: 701 083 33 95.



4. The internship stipend is payable for the days of presence at the internship and for the leave days entitled to the intern (the intern is entitled to 2 days off for every 30 calendar days of the completed internship, which are granted upon the intern's written request). If the entitled days off are not used during the internship period, the participant is not entitled to any compensation in lieu thereof. Days off for occasional leave are not granted. The basis for the payment of the internship stipend is the attendance lists signed by the Project Participant.
5. The internship stipend will be paid by the 14th business day of the month following each month of the internship, calculated proportionally to the period worked, to the bank account number provided by the Project Participant in the 'Stipend Recipient Declaration'.
6. In relation to receiving the internship stipend, Project Participants:
 - are subject to pension, disability, and accident insurance,
 - are subject to health insurance – the health insurance contribution is PLN 0,
 - are exempt from paying income tax advances (personal income tax).
7. Consequently, based on the 'Stipend Recipient Declaration' form completed by the Project Participant, the Organizer shall, where required, register the Project Participant for social and health insurance and pay the applicable contributions on their behalf.

§ 10

WITHDRAWAL FROM THE PROJECT

1. Withdrawal from the project is possible only in justified cases and must be submitted in writing, stating the reason for the withdrawal.
2. In the event of an unjustified withdrawal from the project, the Project Participant may be required to reimburse the costs incurred for their participation in the project, proportionally to the support received, unless the failure to complete the participation was due to reasons beyond the Participant's control. The Organizer may waive the charging of costs to the Participant based on their written request containing appropriate justification.

§ 11

MONITORING RULES

1. The Project Participant is obliged to diligently complete all monitoring and evaluation documents provided by the Organizer, including questionnaires regarding the assessment of support and the results of participation in the project.
2. The Project Participant is obliged to participate in evaluation surveys conducted by the Organizer or by external entities commissioned by the Managing Authority.
3. The Organizer monitors the forms of support through the verification of attendance lists, the maintenance of document registries, direct on-site inspection (visits) of classes, and telephone contact with the Participants.

§ 12

FINAL PROVISIONS

1. The Project Participant is obliged to respect the rules set out in this *Recruitment and Participation Regulations*. The submission of application documents is equivalent to the acceptance of its terms and provisions.
2. *The Regulations* are available at the Project Office and on the project website.
3. *The Regulations* enter into force on March 1, 2026. The Organizer reserves the right to amend these Regulations. The current version of the Regulations will be available on the project website.



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4. The final interpretation of the Regulations rests with the Project Organizer.
5. The Organizer undertakes to keep the data of the Project Participants confidential; such data shall be collected and processed in accordance with the provisions of the Act of May 10, 2018, on the Protection of Personal Data (Journal of Laws of 2018, item 1000, as amended) for purposes related to the recruitment, monitoring, control, and evaluation of the project.
6. In matters not regulated by these Regulations, the relevant provisions of European Union law, the provisions of the Civil Code, and the specific provisions of the Project Funding Agreement shall apply. General supervision over the implementation of the project is exercised by the project staff.



Appendix No. 1 to the Regulations for recruitment and participation in the "New Possibilities" project

DEFINITIONS:

- **Project** – shall mean the "New Possibilities" project, no. FELU.08.03-IP.02-0005/25, implemented in the Lubelskie Voivodeship under the European Funds for Lubelskie 2021–2027 Programme, Priority FELU.08.00 Increasing social cohesion, Measure FELU.08.03 Socio-economic integration of third-country nationals.
- **Project Organizer (Lead Partner)** – an entity implementing the project on the basis of a co-financing agreement – FUNDACJA INNOWACJI W EDUKACJI (Innovation in Education Foundation) with its registered office at ul. Skibińska 14, 20-303 Lublin.
- **Project Partner** – KRAJOWY INSTYTUT SZKOLENIOWO-DORADCZY Sp. z o.o., with its registered office at ul. Skibińska 14/6, 20-303 Lublin.
- **Project Office** – means the location where the project is implemented, which ensures access to the full project documentation and provides the opportunity for personal contact with the project staff. The Project Office is located at ul. Skibińska 14, 20-303 Lublin.

Contact details:

- Project Manager: phone: +48 530 522 144
- Settlement Specialist: phone: +48 530 622 644
- E-mail: info@funiwe.pl

It is possible to schedule an individual meeting at hours adapted to the needs of the applicants.

- **Project website** – the website where information regarding the project is published, available at www.funiwe.pl. The website is adapted to WCAG 2.1 standards and enables access to information for persons with various types of disabilities.
- **Candidate for Project Participant** – a natural person who applies for qualification to participate in the "New Opportunities" project and has submitted the application documents.
- **Project Participant** – a natural person who has been qualified to participate in the "New Possibilities" project.
- **Project start date (for a Participant)** – the start date of participation in the project is considered to be the beginning of the participation in the first form of support planned within the project.
- **Unemployed person** – a person without employment, who is available to start work and is actively seeking employment. This definition includes all persons registered as unemployed in accordance with the national definition, even if they do not meet all three criteria indicated above. Persons eligible for maternity or parental leave who are unemployed within the meaning of this definition (and are not receiving benefits related to such leave) shall also be reported as unemployed. Persons actively seeking employment are defined as persons registered with the labour office as unemployed or job seekers in public employment services (PES), or those who are not registered but meet the aforementioned criteria, i.e., readiness to take up employment and active job seeking.

A person of retirement age (including a person who has reached retirement age but is not receiving a pension) and a person receiving a retirement or disability pension who is without employment, is available to take up work, and is actively seeking employment, shall be treated as unemployed.

- **Long-term unemployed person** – an unemployed person who has remained in the register of the County Labour Office for a period of more than 12 months within the last 2 years, excluding periods of internship and adult vocational training.
- **Economically inactive person** – a person who, at a given moment, does not form part of the labour force (i.e., is neither employed nor unemployed). Economically inactive persons include, among others:



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- **full-time students**, unless they are already employed (including part-time employment), in which case they should be reported as employed persons,
- **children and youth under 18 years of age** in education, provided they do not meet the criteria based on which they could be classified as unemployed or employed persons,
- **PhD students** who are not employed at a university, another institution, or an enterprise. In the event that a PhD student is registered as unemployed, they should be reported under the indicator for unemployed persons.

- **Employed person** – a person aged between 15 and 89 who performs work for which they receive wages, or from which they derive profits or family benefits; a person who has employment or self-employment but is temporarily not working (e.g., due to illness, leave, industrial dispute, or education or training); a person producing agricultural goods, the main part of which is intended for sale or barter; a person who is self-employed, i.e., conducting business activity or unregistered activity, running a farm, or maintaining a professional practice, provided that specific conditions are met in accordance with the Guidelines.

Employed persons also include family members assisting without pay the person conducting self-employment activity, as well as persons on maternity/parental/parental childcare leave (provided they are no longer registered as unemployed); students who are employed or conduct business activity, and persons directed to subsidized employment.

- **Person of foreign origin** – a foreigner, a person who does not hold Polish citizenship, regardless of whether they hold citizenship (or citizenships) of other countries.
- **Third-country national** – a person who is not a citizen of an EU Member State, nor of countries such as: Norway, Iceland, Liechtenstein, and Switzerland, including a stateless person within the meaning of the Convention relating to the Status of Stateless Persons of 28 August 1954 and a person with undetermined citizenship.
- **Person belonging to a minority, including marginalized communities** – a person belonging to a national or ethnic minority. According to national law, national minorities include: Belarusian, Czech, Lithuanian, German, Armenian, Russian, Slovak, Ukrainian, and Jewish minorities. Ethnic minorities include: Karaite, Lemko, Roma, and Tatar minorities.
- **Homeless person or person affected by housing exclusion** – homelessness and housing exclusion are defined in accordance with the European Typology on Homelessness and Housing Exclusion (ETHOS), which identifies circumstances of living in homelessness or extreme forms of housing exclusion, and the Act of 12 March 2004 on Social Assistance.
- **Person with disabilities** – within the meaning of the guidelines of the minister responsible for regional development concerning the implementation of equality principles under EU funds for 2021–2027, i.e., persons with disabilities in light of the provisions of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, as well as persons with mental disorders referred to in the Act of 19 August 1994 on Mental Health, i.e., a person holding an appropriate certificate or other document certifying their state of health; or a student or a child of pre-school age holding a certificate of the need for special education issued due to a specific type of disability, or children and youth holding a certificate of the need for revalidation and educational classes issued due to profound intellectual disability.
- **Competences** – distinct sets of learning outcomes that have been verified in the validation process in a manner consistent with the requirements established for a given competence, referring in particular to the learning outcomes that comprise it. Learning outcomes are understood as the knowledge, skills, and social competences acquired through formal education, non-formal education, or informal learning, in accordance with the requirements established for a given qualification or competence.



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- **Qualifications** – a specific set of learning outcomes in terms of knowledge, skills, and social competences acquired through formal education, non-formal education, or informal learning, consistent with the requirements established for a given qualification, the achievement of which has been verified through validation and formally confirmed by an institution authorized to certify.

