



PROJECT RECRUITMENT AND PARTICIPATION REGULATIONS

"Direction - Integration" No. FEKP.08.23-IZ.00-0001/23

§ 1

General Information on the Project

1. The project initiator is the Kujawsko-Pomorskie Voivodeship. The project **implementer** is the Voivodeship Labour Office in Toruń (WUP Toruń).
2. The project is co-financed by the European Social Fund Plus (ESF+) under the European Funds for Kujawy and Pomerania 2021-2027, Priority 8 European funds for support in the area of labour market, education and social inclusion, Measure 08.23 Supporting integration of third-country nationals, Specific objective 4i Supporting socio-economic integration of third-country nationals, including migrants.
3. The project office is located at the headquarters of WUP Toruń at 30/32 Szosa Chełmińska Street.
4. Foreigners' Integration Points, hereinafter referred to as Points, are located:
 - in Toruń (87-100), 30/32 Szosa Chełmińska Street
 - in Bydgoszcz (85-075), 26 Ignacego Paderewskiego St.
 - in Włocławek, (87-800), 5B Bulwary Street
5. The Project Office and Points are open from Monday to Friday from 7:30 a.m. to 3:30 p.m. The Project Implementer reserves the right to change the working hours of the office and Points, which will not result in the necessity to change these Regulations.
6. Project period: from 01.10.2023 to 31.03.2026.
7. Project website: kierunek-integracja.pl
8. The project covers the Kujawsko-Pomorskie Voivodeship.
9. The aim of the project is to support the professional integration of 250 foreigners in the Kujawsko-Pomorskie labour market.
10. Participation in the project is free of charge.

§2

Project Participants

1. **A candidate** for a project participant is an individual who intends to benefit from support in the "Direction-Integration" project.
2. **A project participant** hereafter referred to as **PP** is a natural person, not running a business, covered by the support in the project "Direction-Integration".
3. The project is aimed at people who meet the following criteria:
 - 1) **a third-country national**, i.e. a person who does not hold the citizenship of any European Union country and countries such as Norway, Iceland, Liechtenstein and Switzerland, including a stateless person within the meaning of the Convention on the Status of Stateless Persons of 28 August 1954 and a person without an established citizenship. Fulfilment of the condition will be verified on the basis of an identity document (to be presented for inspection) and a statement from PP.



- 2) **is legally staying in Poland** and is able to take up employment. Fulfilment of the condition will be verified on the basis of documents authorising residence and work in Poland, a copy of which will be attached to the documentation.
 - 3) **lives in the meaning of the Civil Code or works or studies in the Kujawsko-Pomorskie voivodeship**. Fulfilment of the condition should be evidenced by an appropriate document, a copy of which will be attached to the documentation.
 - 4) is a person **of full legal age, i.e.** is at least **18 years old**. Fulfilment of this condition will be verified on the basis of the Candidate's identity document (to be presented for inspection).
 - 5) **does not carry out economic activities**. Fulfilment of the condition will be verified on the basis of the Candidate's declaration and in public registers.
4. Preference for participation is given to persons who have been granted temporary protection in Poland after the aggression of the Russian Federation against Ukraine (i.e. after 24 February 2022). Preference will be verified on the basis of a document confirming possession of an active PESEL number with UKR status or a certificate on the use of temporary protection in the territory of the Republic of Poland issued by the Head of the Office for Foreigners.
5. A project participant may not simultaneously receive support in more than one project in the field of social and professional activation co-financed from ESF+ funds. Fulfilment of the condition will be verified in the CST2021 system and on the basis of a declaration submitted by the Candidate.

§ 3

Rules of Recruitment and Qualification of Project Participants

1. Recruitment to the project is continuous. It will take place taking into account the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities.
2. Before submitting the recruitment documents, the Candidate is obliged to familiarise himself/herself with these Regulations and its appendices, including the clause concerning personal data processing (appendix no. 1). Regulations are available at the Points and on the project website.
3. By entering the recruitment process, the Candidate accepts the Regulations.
4. The first stage of recruitment is for the Candidate to correctly fill in and sign the recruitment form. The form is available on the kierunek-integracja.pl website and at the Points. If the Candidate has difficulty filling in the form on his/her own, he/she can obtain assistance at the Points.
5. The form must be submitted to the Point (in person, by post or by e-mail: integracja@wup.torun.pl). The Candidate may be requested to complete/revise the recruitment form. The call will be forwarded to the Candidate's e-mail address or telephone number indicated on the recruitment form. If the form is not supplemented within 10 working days of the call being sent, the form will be left unprocessed, of which the Candidate will be informed by e-mail/sms.



6. After accepting the form, an employee of the Project Implementer invites the Candidate to a recruitment meeting. The invitation will be sent to the Candidate's e-mail address/phone number given in the recruitment form.
7. During the meeting, the Candidate presents original documents which are necessary in the process of recruitment to the project. An employee of the Point makes the necessary copies and confirms their conformity with the originals. Documents required to join the project:
 - 1) alien's identity document and/or document confirming the attribution of the PESEL number (to be presented for inspection,
 - 2) documents confirming the right to legal residence and work in Poland, e.g. residence and work permit, residence card, protection document, visa, other equivalent documents,
 - 3) documents evidencing residence within the meaning of the Civil Code or employment or study in the Kujawsko-Pomorskie Voivodeship, i.e:
 - a) residence - documents of obligation issued in the name and address of the person concerned, e.g. property tax assessment decision, bills or invoices for utilities, sewage, municipal waste or other equivalent documents, e.g. tenancy agreement, residence card, registration certificate,
 - b) student status - certificate from school/college,
 - c) employment - certificate from employer, employment contract/civil contract specifying the place of work.
8. After submitting complete and correctly filled in documents, the Candidate takes part in a qualifying interview for the project. As a rule, the interview will be conducted by a career guidance counsellor. In exceptional situations, upon agreement with the counsellor, an intercultural assistant may conduct the interview. During the interview, the career guidance counsellor/intercultural assistant initially verifies the Candidate's professional, legal, personal situation and needs as well as his/her motivation to participate in the project.
9. The Project Implementer reserves the right to temporarily suspend recruitment to the project, when the number of people who meet the formal requirements, have submitted complete documents and passed the interview exceeds 45 in a given quarter. The project implementer will inform about temporary suspension of recruitment on the project website.
10. Candidate's eligibility for the project will be determined by the following criteria:
 - 1) fulfilment of the requirements set out in § 2(3)(1)-(5) of the Regulations,
 - 2) submission of the complete set of required enrolment documents as indicated in § 3 points 4 and 7 of the Regulations,
 - 3) result of the qualifying interview.
11. The result of the recruitment process will be the selection of PPs who will participate in the project. In the first place, the project will admit persons who were granted temporary protection in Poland after the aggression of the Russian Federation against Ukraine (i.e. after 24 February 2022).
12. Candidates will be informed of the results of the recruitment by telephone and electronically (e.g. e-mail, text message).



13. The candidate obtains the status of PP at the moment of taking part in the first form of support (professional counseling), during which the project participation agreement is signed. Specimen agreement constitutes appendix No. 2 to the Regulations.
14. Due to the necessity to monitor the product indicators and the project result, the Candidate is required to provide additional certificates/statements confirming his/her status at the time of joining the project:
 - 1) professionally inactive person - a certificate from the Social Insurance Institution (e.g. form US-7),
 - 2) unemployed person - a certificate from the district labour office stating that you are registered as unemployed or looking for work,
 - 3) working person - a certificate of employment from the employer or a certificate from the Social Insurance Institution (Zakład Ubezpieczeń Społecznych) on being subject to social insurance for work or business activity (form US-7),
 - 4) a person with a disability - a copy of the disability certificate/health document (original for inspection),
 - 5) person participating/not participating in education or training - declaration
 - 6) a person participating/not participating in another ESF+ co-funded socio-professional activation project - declaration.Exceptionally, with the approval of the Project Manager, other equivalent documents/statements may be allowed.
15. The project participant finishes his/her participation in the project at the moment of completion of the forms of support, according to the support path specified for the PP in the project, but no later than by the end of the project, i.e. 31.03.2026.

§ 4

Scope of Support

1. The project implementer undertakes to organise and carry out support services for PP, according to the support path individually defined for each PP.
2. Forms of support possible in the project:
 - 1) Career counselling (compulsory for all PPs), including:
 - a) diagnosis of the personal, professional and educational situation and needs of PP,
 - b) assessment of qualifications obtained abroad and the possibility of their validation in Poland,
 - c) support in making an analysis of the labour market in terms of one's own professional preferences, providing PP with information on occupations and learning opportunities, assistance in preparing application documents and support in preparing for an interview with an employer,
 - d) creation of an Individual Vocational Integration Plan (IVIP), referral to vocational courses and training, language courses, meetings with a legal adviser and/or psychologist (in cooperation with the assistant).
 - 2) Assistance in Active Job Search:
 - a) familiarising PP with the Kujawsko-Pomorskie labour market (industries, positions, employers, salaries, etc.),



- b) job search methods, use of the computer and the internet in the job search process,
 - c) teaching to navigate the labour market independently and safely,
 - d) in specific cases, assistance will be provided in searching for and matching job vacancies and in contacting employers.
- 3) Cultural assistance:
 - a) information support on how to function in Poland (basic administrative procedures, offices, labour law, education, health and social care, culture, customs, environmental rules),
 - b) information on entities and types of support offered to foreigners in the region, referral to relevant institutions,
 - c) integration meetings (e.g. Polish conversation club, meetings with experts on legalisation of residence or labour law).
- 4) Polish language courses (at different levels, depending on the individual needs and capabilities of PP):
 - a) Polish language courses (general language with elements of Polish culture) with an industry-specific module (e.g. medical, technical),
 - b) preparatory courses for the state exam in Polish (including financing the costs of the exam and issuing the certificate).
- 5) Vocational training and courses to improve qualifications and competences; professional examinations.
- 6) Internships, enabling the acquisition of practical skills and competences for work, gaining work experience.
- 7) Complementary support:
 - a) Legal advice on the most common problematic issues faced by foreigners (entry into Poland, legalisation of residence and work, labour law abuse, civil law, family code),
 - b) Psychological support - meetings motivating to change, strengthening self-esteem, overcoming barriers to becoming active, improving coping with difficult emotions, helping to find solutions to problems encountered,
 - c) Reimbursement of the costs of certified translations of certificates, diplomas, qualifications, employment records and other documents proving work experience and/or necessary for the legalisation of residence and work.
 - d) Reimbursement of child/dependent care costs, in accordance with the Child/Dependent Care Reimbursement Regulations available at the Points and on the project website,
 - e) Reimbursement of commuting expenses to courses/training, exams, internships, career counselling, integration meetings, in accordance with the Rules for Reimbursement of Commuting Expenses, available at the Points and on the project website.
 - f) Reimbursement of costs incurred for sanitary-epidemiological examinations, a sworn interpreter during professional examinations or the cost of a revision examination (upon application and in accordance with the conditions set out in Appendix 4 to the Regulations),



- g) Integration support - tickets to cultural and/or sports institutions of the region (for all PPs who have completed the support pathway).
2. Long-term forms of support (such as vocational training or a internship) will be addressed to persons whose residence documents indicate the possibility of legally residing in Poland until the form of support has been completed in full.
 3. Reimbursement of costs of translations, travel, sanitary-epidemiological examinations and child/dependent care will be made to the PP's bank account indicated in the applications for reimbursement within 21 working days from the date of submission of all correct documents. In case of shortage of funds, the Implementer reserves the right to extend the deadline for reimbursement payment.

§ 5

Rights and Obligations of Project Participant

1. The project participant is entitled to:
 - 1) free participation in the project and implementation of the support path according to the Individual Vocational Integration Plan.
 - 2) benefit from complementary support according to the needs of the PP and in accordance with the rules set out in the Regulations,
 - 3) participate in individual meetings with a counsellor/assistant/lawyer also online (upon request and in accordance with the conditions set out in Appendix 3 of the Regulations),
 - 4) personal accident insurance (NNW) for the duration of participation in vocational training/internship,
 - 5) receive a scholarship in the event of referral to a training or internship,
 - 6) excused absence from forms of support due to emergency reasons, in accordance with the limits specified for each form of support, upon presentation of appropriate explanations/medical certificate,
 - 7) discontinue participation in the project without financial liability only in the event of important circumstances (e.g. accident, illness) which make further participation in the project impossible and which were not known to the PP before joining the project.
2. The project participant undertakes to:
 - 1) submit a complete set of required recruitment and labour market status documents at the time of entry into the project,
 - 2) actively participate in meetings with a career guidance counsellor and create an Individual Vocational Integration Plan
 - 3) participate in the forms of support established by the Individual Vocational Integration Plan on a regular basis, in accordance with the rules defined for each form and described in paragraphs 6-13 of the Regulations,
 - 4) complete questionnaires and tests, if required, including an evaluation questionnaire at the end of participation in the project,
 - 5) undergo evaluation, control and audit to verify the accuracy of the data contained in the documents submitted and the participation in the forms of support provided under the project by 31 December 2029,
 - 6) sign legibly all documentation confirming participation in forms of support at all times,



- 7) notify on an on-going basis all events that may interfere with further participation in the project, including changes in his/her status,
- 8) report promptly absences from appointments and forms of support, one day before the appointment at the latest (contact details will be provided on joining the project),
- 9) justify absences from forms of support - not later than on the second day of absence by presenting a medical certificate or other appropriate document,
- 10) provide the Project Office within 4 weeks after completing participation in the project with information on his/her labour market status and information on participation in education or training and acquiring qualifications or competences:
 - a) in the case of individuals who took up employment - copies of employment contracts, civil-law contracts, documents confirming the fact of running business activity after completing participation in the project, e.g. proof of payment of contributions, excerpt from the Central Register and Information on Business Activity (CEIDG) or a certificate from the Social Insurance Institution, Tax Office,
 - b) in the case of individuals who have obtained a qualification, evidence of having obtained a qualification or competence,
 - c) in the case of individuals who have started looking for a job after the project - a certificate from the district labour office on registration as an unemployed person or jobseeker or another document confirming the fulfilment of the premise of a jobseeker,
 - d) in the case of individuals who have undertaken education or training, a certificate of commencement of education/training.
3. A project participant who, without prior notice, fails to attend an appointment with a career guidance counsellor/intercultural assistant or a legal adviser/psychologist may be deprived of the possibility to use the forms of support offered by the project.
4. The Implementer reserves the right to terminate the project participation agreement in the case of:
 - 1) violation by PP of the Regulations and/or rules of social intercourse,
 - 2) PP's absences from the training/internship making it impossible to complete the training or internship programme,
 - 3) provision of false PP's data
 - 4) occurrence of other circumstances preventing participation in the project, including the loss of the right to legal residence and work in Poland,
5. Termination of the project participation agreement for the reasons indicated in § 5.4.1-4 shall be communicated in writing to the PP's mailing address.
6. If participation in the project is interrupted for reasons attributable to the PP, the PP is obliged within 5 working days to submit a written statement of resignation, stating the reason and enclosing supporting documents. Upon ineffective lapse of this period, the agreement will be terminated and the PP will be obliged to reimburse the costs of participation in the project
7. In the case of termination of the agreement by the Project Implementer or resignation from the participation in the project for reasons attributable to the PP, the Project Implementer may charge the PP with the costs of participation in the project in the amount calculated individually for the PP. The average cost of support per one PP is PLN 20 532.97.



8. The Project Implementer may waive the claim for reimbursement of the costs of participation in the project if the interruption of participation in the project is due to:
 - 1) the occurrence of important emergency circumstances which prevented participation in the project and which were not known before the start of participation, e.g. accident, illness (presentation of the relevant documents is required),
 - 2) taking up employment, documented by a concluded employment contract or a certificate of commencement of business activity.

§ 6

Rules on the Use of Intercultural Assistant and Career Counsellor

1. Services are provided by intercultural assistants on a continuous basis according to PP's needs. Registration is required for individual counselling and group meetings organised by the assistant.
2. The Assistant keeps a work schedule of the Points, including arranging appointments for PP's meetings with a vocational counsellor, psychologist, lawyer.
3. The assistant assists in the preparation of PP's documentation related to participation in the project, including verifying applications for reimbursement of travel costs to forms of support, child/dependent care costs, application for reimbursement of sanitary-epidemiological examinations, interpreter for vocational exam, resit exam.
4. The expected duration of the meeting with the career counsellor is 1 hour, nevertheless it can change if the situation requires it. The first meeting with a career counsellor is signed up by the intercultural assistant.
5. A project participant can benefit from an average of 19 hours of career counselling, including 6 hours of active job search classes. Depending on the diagnosed needs of the PP, the counsellor may decide to conduct the classes also in group form.

§ 7

Rules for the Use of Integration Meetings

1. The purpose of the integration meetings is to familiarise PPs with their basic rights and obligations, procedures, the integration system in Poland and the institutions supporting foreigners. The meetings will also deal with Polish traditions, customs and cultural norms.
2. Integration meetings will take place in various forms, e.g. lectures, talks, workshops, outings to institutions, meetings with representatives of various organisations involved in activities for foreigners. On average, it is expected that PP will participate in 3 meetings.
3. The schedule of integration meetings is available at the Points, on the project website: kierunek-integracja.pl and on social media.
4. Registration for meetings is required with the intercultural assistant; eligibility is on a first-come, first-served basis.

§ 8

Vocational Courses/Training, including Language Courses

1. The courses/training are intended to enable PP to acquire new competences and/or professional qualifications.



2. The course/training will end with an external/internal examination and a certificate confirming the competences/qualifications obtained.
3. In justified cases, the PP has the possibility to use the support of an interpreter during the vocational exam and to take a resit exam (see appendix no. 5).
4. Courses/training are generally conducted in Polish.
5. Detailed information on the rules of participation, scope and schedule of the course/training will be provided to PP before the course/training starts.
6. The project participant will receive free training materials.
7. The mandatory training attendance requirement is at least 80%. For certain categories of training, including short courses, the mandatory attendance may be higher, of which PP will be informed before the course/training starts.
8. The average cost of training is PLN 3100 per PP.
9. A scholarship of net PLN 13.30 per hour is due for participation in the training. It is assumed that the average training time is 150 hours.
10. Pension, disability and accident insurance contributions are determined and paid per PP on the scholarships.
11. 260 training spots have been planned.

§ 9

Internships

1. The internships are intended to enable PP to acquire practical skills for work.
2. The duration of a internships is 3 months.
3. Internship is held under a contract entered by the following parties: the Voivodeship Labour Office in Toruń, the PP and the Entity organising an internship (Employer). The contract regulates the rights and obligations of the parties and sets forth the detailed terms and conditions of internship.
4. During the period of the internship, the project participant is entitled to a scholarship of net PLN 1994.40 per month, paid after the end of each month, in proportion to the period worked.
5. Pension, disability and accident insurance contributions are determined and paid on the scholarship per PP.
6. For every 30 days of internship PP is entitled to 2 days off.
7. The project implementer will reimburse the costs of medical examinations.
8. Internship were planned for 5% of PPs, i.e. 13 people.

§ 10

Rules on the Use of Legal Advice

1. The project participant has the possibility to obtain legal assistance during legal advisor/attorney's duty hours at the Points.
2. In order to get advice, contact the intercultural assistant who will arrange an appointment with the lawyer.
3. The legal advisor/attorney provides legal advice only. They do not prepare pleadings and do not represent PP in courts or public administration bodies.



4. The number of support hours per person is limited to three visits. The number of visits may be increased on a case-by-case basis at the request of PP.
5. The estimated time for a meeting with a lawyer is 1 hour, nevertheless it may change if the situation requires it.

§ 11

Rules on the Use of Psychological Counselling

1. The project participant has the possibility to obtain psychological support during psychologist's duty hours at the Points. Meetings with the psychologist take the form of individual consultations and/or workshops.
2. Consultations with a psychologist are intended to provide ongoing support for PP's socio-professional activation, they are not intended as psychotherapy.
3. For psychological support, please contact the intercultural assistant who will arrange an appointment.
4. The number of hours of individual psychological support is limited to five visits and is at the discretion of the psychologist. In situations requiring additional support, the psychologist can provide information on points offering specialist therapy.
5. The estimated time of a meeting with a psychologist is 1 hour, nevertheless it may change if the situation requires it.

§ 12

Rules on the Use of Reimbursement for the Translation of Documents

1. The project participants has the possibility to get reimbursed for the costs of certified translations of documents from a foreign language into Polish.
2. Translations must relate to or affect people who are PP. These may include, but are not limited to:
 - 1) civil status records (birth certificate, marriage certificate),
 - 2) school certificates, high school diplomas, evidence of professional qualifications and qualifications (certificates and diplomas issued by the district examination commissions),
 - 3) documents issued by higher education institutions (e.g. diplomas, certificates, student records or certifications issued by universities, diploma supplements, documents enabling evaluation of the course of studies, the learning outcomes achieved and the duration of studies)
 - 4) documentary evidence of work experience and length of service (foreign employment certificates, employment records, references, evidence of business activity abroad).
3. In order to get reimbursement, the PP submits an application for reimbursement, a template of which is attached as Appendix 5 to the Regulations. Reimbursement is not granted automatically upon filing the application.
4. The application for reimbursement must be accompanied by:
 - 1) a paid invoice/bill for the certified translation, issued to the PP. The invoice must indicate the name of the PP to which the documents relate,
 - 2) documents translated by a sworn translator (to be presented for verification).



5. Reimbursement may be requested for cost of translations made after the date of admission to the project (the agreement date) and no later than the date of completion of participation in the project (issue of a certificate of completion of participation in the project).
6. The gross amount of reimbursement per PP is on average PLN 1470 (an average of 21 pages of translation per PP). Reimbursement may be granted several times during participation in the project.
7. Applications for reimbursement should be submitted in person at the Point. A Project Office staff member will check the documents submitted and decide whether to accept the request for reimbursement, taking into account the PP's needs for legal residence/work/education.

§ 13

Rules on the Use of Tickets for Cultural and Leisure/Sporting Events

1. The project participant can use the tickets for cultural and leisure/sporting events after the completion of the support path specified in the project.
2. In order to receive a ticket, PP should use the active forms of support in the project, i.e. a course/training or internships or integration meetings.
3. A Project Participant may receive a ticket for a cultural or leisure/sporting event of his/her choice from the pool of tickets held by the Implementer at the time. The PP acknowledges the receipt of the ticket with a signature on a list.
4. Tickets are not available to an individual who has only received career counselling or support from intercultural assistants.

§ 14

Rules on the Use of the Children's Corner at the Points

1. Children's corners have been prepared at the Points and are available while PP is using the Points' services.
2. The corners can be used by children aged 3-12 years, only under adult supervision.
3. The Points staff are not responsible for the safety of children using the corner.
4. Parents/Legal Guardians are responsible for damage done by their children to the property or health of others using the corner.
5. Staff at the Points will not take action to discipline children. Comments about inappropriate behaviour will be passed on to parents/legal guardians who are expected to take them into account.
6. Rules on the use of the children's corner will be available at the Points.

§ 15



Data Protection

1. The personal data of the Candidate for a project participant/Project Participant shall be processed in accordance with the information contained in the Personal Data Disclosure Clause attached as Appendix 1 to the Regulations.
2. When processing personal data, the WUP Toruń complies with the provisions of 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 (General Data Protection Regulation, OJ. EU. L. of 2016. No. 119, p. 1).
3. The personal data of the Candidate for a project participant/Project Participant can be processed by the WUP Toruń only for the purposes related to the implementation of the Project, including, among others, confirming the eligibility of expenditure, providing support, monitoring, evaluation, communication, verification, control, audit and reporting, financial management, and information, promotional and awareness-raising activities.

§ 16

Final Provisions

1. These Regulations enter into force on the date of publication and apply for the entire duration of the project.
2. The Implementer reserves the right to amend these Regulations. The current version of the Regulations is published on the website kierunek-integracja.pl.
3. In case of doubts about the content of the Regulations, the final interpretation of its provisions is made by the Implementer, based on the project documents and guidelines for the implementation of projects with ESF+ funds in the 2021-2027 perspective.
4. Any disputes will be resolved amicably and, in case of disagreement, before the Court having jurisdiction over the registered office of the Project Implementer.

Appendices:

1. Personal data disclosure clause on the processing of personal data (GDPR).
2. Model project participation agreement.
3. Rules for the use of online support.
4. Application for reimbursement of the costs of sanitary-epidemiological examinations/ a sworn interpreter during professional exams/resit exams.
5. Application for reimbursement of translation costs.