

## **Rules for recruitment and participation in “reSTART” project, co-funded by The Asylum, Migration and Integration Fund and the government.**

### **§ 1. Definitions**

Any reference in the rules to:

- a. the Project – shall mean the “reSTART” project, realized under financial agreement no 42/12-2019/FAMI, co-funded by The Asylum, Migration and Integration Fund and the government,
- b. the Rules – shall mean the rules for recruitment and participation in the “reSTART” project
- c. the Organizer – shall mean MODE Foundation, residing in Wrocław at ul. Energetyczna 14 p. 1;
- d. the Participant – shall mean the direct beneficiary of the Project.

### **§ 2. General information**

1. The Project is co-realized by MODE Foundation, Foundation Ukraine, Wrocław Agglomeration Development Agency, Wrocław Centre for Social Development, and The Kaleidoscope of Cultures Foundation, and lasts from February 2020 until September 2022. The participation in the Project is voluntary.
2. Eligible participants: third country nationals (non-EU, non-EEA European Economic Area) living in Poland, Wrocław area.
3. Polish language courses realized in the framework of the Project are co-funded by the by The Asylum, Migration and Integration Fund and the government. Each participant has to cover a cost of 384 PLN for 128 hours of learning, which equals 3 PLN for an hour of Polish language course.
4. The aforementioned language courses will be held in a form of live meetings for groups of approx. 15 people and in the form of online meetings for groups of approx. 6 people (14 groups in total, 128 teaching hours per group). One course will last approx. 3-4 months. The decision regarding the number of groups that will begin the course simultaneously belongs to the Organizer and is based on the organizational capacity, availability of language teachers, and the number of applicants for the course.
5. The language courses will be focused on improving the four basic language skills: writing, reading, listening, speaking.
6. The Organizer does neither provide transfer nor reimburses the expenses of commuting to the place where the course is held to the Participants.
7. Both language courses and integration and adaptation courses are available to adults only.

### § 3. Recruitment

1. Recruitment for the project will be ongoing until the end of the 30<sup>th</sup> month of the project (since February 2020 to July 2022).
2. The Project is open to non-European nationals who are residing in Poland legally (according to the Act of 12 December 2013 on foreigners), provided that:
  - I. they are legally staying in Lower Silesia on the basis of:
    - a. the visa referred to in art. 60 sec. 1 items 4-6, 9-13, 17, 19-21, 23-25,
    - b. a temporary stay permit, a permanent stay permit (art. 195, except for sec. 1 item 6), or a residence permit for EU long-term resident (art. 211),
    - c. the document “permit for the tolerated stay” (art. 226 sec. 5),
    - d. residence permit for humanitarian reasons.
  - II. they have requested a temporary residence permit within the abolition mechanism and are currently staying in Poland on the basis of a stamp and (one of the following):
    - a. have applied for a temporary residence permit (art. 108 sec. 1 item 2),
    - b. have applied for a permanent residence permit (art. 206 sec. 1 item 2),
    - c. have applied for a residence permit for EU long-term resident,
    - d. have applied for a renewal of the Schengen visa or the national visa (art. 87 sec. 1 item 1) if the justification for the renewal is in compliance with one of the reasons mentioned in art. 60 sec. 1: items 4-6, 9-13, 17, 19-21, 23-25,
    - e. have applied for an extension of the period of stay in Poland on the basis of visa-free border traffic (art. 300 sec. 4).
  - III. they are staying in Poland on the basis of visa-free border traffic;
  - IV. they are non-European nationals, who are staying in Poland legally and have applied for:
    - a. temporary stay permit for a foreigner (art. 108),
    - b. permanent stay permit for a foreigner (art. 206),
    - c. residence permit for EU long-term resident for a foreigner (art. 223),
    - d. renewal of Schengen visa or national visa (art. 87), if the justification for the renewal is in compliance with one of the reasons mentioned in art. 60 sec. 1: items 4-6, 9-13, 17, 19-21, 23-25,
    - e. extension of the period of stay in Poland on the basis of visa-free border traffic (art. 300),
    - f. provided that they have received a stamp in the travel document confirming the application.
3. Each person meeting the criteria listed above in point 2 shall fill in the Application Form, available online on [www.mode.wroclaw.pl/restart](http://www.mode.wroclaw.pl/restart), and sign the Declaration to the online questionnaire (in both Polish and English). The Declaration shall be submitted either electronically, via e-mail ([polski@modefoundation.com](mailto:polski@modefoundation.com)), or in paper form at the Project office (Energetyczna 14 p. 1, Wrocław). If the applicant submits the Declaration eia e-mail, they are obliged to arrive at the Project office in order to personally sign the Declaration by hand within 14 days since sending the form. Lack of handwritten signature on the Declaration will be understood as resignation from participation in the Project. The date of submitting the Declaration shall be deemed its date of registration.

4. Each person shall declare their level of knowledge of Polish. The declared level shall be verified during the recruitment process and during the first class session by the teacher. If the teacher recommends it, the Participant may change groups, provided that there are available places in currently realized groups with the recommended level and that the Organizer agrees to such change.
5. Each Application Form shall be verified formally. In order to be accepted, the Participant has to:
  - a. fulfill the criteria set out in § 3 point 2 and § 3 point 3;
  - b. present documents confirming their eligibility for the Project (e.g. a visa, residence card, or other documents allowing for permanent or temporary stay as listed in § 3 point 2) and an identity document (passport).
6. If the number of eligible applicants (as defined in § 3 point 2 above) exceeds the number of available places, the Participants will be chosen on the basis of the date of application.
7. Eligible applicants, who are not accepted for the course, will be included on the reserve list.
8. If an applicant is not accepted for the course, they may reapply in the following recruitments, provided that they update their Application Form, which will be understood as eligibility (as defined in § 3 point 2 above) and confirmation of desire to participate in the Project.
9. Each Participant may take part in the language course only once. A person, who has completed a course on one level, is therefore not eligible to attend another course, be it on the same or on a different level.
10. People accepted for the course will be notified by telephone and/or via e-mail at least 3 days before the first class session.

#### **§ 4. Language course**

1. After being accepted, the Participant is required to make a payment in advance to the amount of 384 PLN. The payment is due by the date set out by the Organizer. Transfer details will be available to the Participants after they are accepted for the course.
2. The payment is non-refundable should the Participant decide to resign from the course on any stage of its realization.
3. The person accepted for the course who has made the payment in due time is obliged to sign all necessary declarations (including a GDPR declaration).
4. If a Participant does not make the payment in due time, they will be removed from the list of accepted applicants. They will still be eligible for application in the future recruitment processes.

5. If a Participant accepted for the course is not available despite of numerous attempts of contacting them by telephone or via e-mail, they may be removed from the list of accepted applicants. In such case, the following applicant from the reserve list shall take their place. The person who will not participate in the course due to lack of possibility to communicate with them are still eligible for application in the future recruitment processes, though the date of updating their Application Form will be deemed their date of registration.
6. Information on specified course dates will be provided to the Participants via e-mail and/or by telephone. The Participants will receive detailed schedule of the course during the first class session. Should the schedule be changed due to objective reasons, the Participants will be notified via e-mail and/or by telephone.
7. The course will take place at the premise of MODE Foundation in Wrocław, ul. Pretficza 7, 3rd floor. The specified course dates and hours will be established, if possible, on the basis of the Participants' preferences expressed in the Application Form.

### **§ 5. Participants' Rights and Responsibilities**

1. Each Participant will be provided with learning materials (textbooks, exercise books).
2. Attendance in the course is mandatory. Each Participant is obliged to sign the attendance list of each class session. In case of absence, each Participant is required to study the contents of the missed class session by themselves.
3. Each Participant is required to fill questionnaires, tests, and other documents assigned by the Organizer or by the teachers of the course.
4. Each Participant has the right to resign from participation in the course at least 2 days before the class sessions of their group start. A valid resignation should be submitted in writing (on paper or via e-mail). If the resignation is submitted later than 2 days before the start of the group's class sessions or if the Participant does not attend the class sessions, the Organizer has the right to charge the Participant with the costs of the course organization.
5. Each Participant is required to partake in all forms of support in the state of complete sobriety, i.e. not under influence of alcohol or any other psychoactive substances. If an justified suspicion regarding a Participant's sobriety arises, the Participant may refuse providing support and ask the Participant to leave the Foundation's premises or any other place of realization of support. If the Participant refuses to comply with the request, the police may be called in order to determine whether the Participant is under the influence of psychoactive substances. Partaking in the project while under influence may constitute the legal basis for ascertaining the violation of the Rules and for removing the Participant from the list of accepted applicants. In such case the Participant will not be eligible for future recruitment processes for the Project.

6. Each Participant is required to provide the Organizer their personal data, which are necessary to conduct the recruitment, teaching, monitoring, and evaluation of the project, as well as for the realization of Organizer's obligations. The Participant has the right to access and rectify the provided data (in compliance with The Act of August 29, 1997 on the Protection of Personal Data, Journal of Laws No. 101, item 926 with later amendments).

## **§ 6. Organizer's Rights and Responsibilities**

1. The Organizer's responsibilities include:
  - a. providing the highest possible quality of the courses and conducting ongoing evaluation of the actions undertaken within the framework of the Project;
  - b. providing the Participants with access to co-financed language courses organized within the framework of the Project (in compliance with the information presented in the application for Project financing and the schedule provided to the Participants);
  - c. providing the Participants with the learning materials (textbooks and exercise books for learning Polish).
2. The Organizer's rights include:
  - a. receiving from the Participants all necessary documents and declarations confirming their eligibility for the Project;
  - b. changing the dates and times of specific class sessions due to unforeseen events (including the event of force majeure). The Participants will be informed of such changes via e-mail and/or by telephone.
  - c. excluding certain Participants from the Project should they attend the class sessions under influence of psychoactive substances or commit a serious breach of the Rules and/or of the principles of the social co-existence and team work (e.g. use of aggressive, explicit, and offensive language, physical aggression, or attempts at physical aggression directed at the representatives of the Organizer, the teachers and other leaders of various forms of support provided, and at co-participants).

## **§ 7. Final provisions**

1. The Rules apply in the entire period of the duration of the Project.
2. The Organizer reserves the right to amend the provisions of the Rules.
3. For matters not covered by the Rules, the Organizer will act in accordance with applicable laws.