

Regulations for recruitment and participation in Polish Language Courses at the Lower Silesian Center of Polish Culture in Wrocław as part of the project "Lower Silesian Center of Polish Culture" co-financed by the National Asylum, Migration, and Integration Fund Program

§ 1. Glossary

Whenever the following terms are mentioned in the Regulations:

1. **Project** – refers to the "**Lower Silesian Center of Polish Culture**" project, co-financed by the National Asylum, Migration, and Integration Fund Program.
2. **Regulations** – refers to the Recruitment and Participation Regulations for Polish language courses within the project "Lower Silesian Center of Polish Culture".
3. **Project Implementer** – refers to the Foundation Ukraine, located at Ruska Street 46a/201, Wrocław, Partner 1 in the project, the provider of language courses.
4. **Website** – refers to the website with the address fundacjaukraina.eu.
5. **Participant** – refers to a person directly benefiting from the support provided within the project.

§ 2. General information

1. The project "**Lower Silesian Center of Polish Culture**", co-financed by the National Asylum, Migration, and Integration Fund Program, will be implemented from November 1, 2024, to June 30, 2029. Within the project, Polish language courses will be organized.
2. The language courses mentioned in section 2 above will be conducted in 30 training groups at the A1/A2 level (25 Slavic-language groups and 5 non-Slavic-language groups) and 15 groups at the B1/B2 level (11 Slavic-language groups and 4 non-Slavic-language groups). Each group will consist of an average of 15 people, with around 675 participants in total. The duration of each course will range from **120 to 200 teaching hours**, depending on the target group, as determined by the Organizer:
 - Slavic-language groups at levels A1/A2 – **120 teaching hours**
 - Slavic-language groups at levels B1/B2 – **150 teaching hours**
 - Non-Slavic-language groups at levels A1/A2 – **150 teaching hours**
 - Non-Slavic-language groups at levels B1/B2 – **200 teaching hours**

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The language courses will focus on developing the four core language skills: writing, reading, listening, and speaking.

3. The language courses will generally be held at the Project Implementer's premises or online; the choice of course format depends solely on the Project Implementer.
4. The Project Implementer does not provide transportation to the course location, nor does it reimburse transportation costs for participants attending the classes.
5. Only adults may participate in the language course.

§ 3. Recruitment

1. Recruitment for the project will be conducted starting from March 1, 2025.
2. Participants in the project may include:
 - I. **Foreigners who are not EU citizens**, residing legally on the territory of the Republic of Poland, in accordance with the provisions of the Act of December 12, 2013, on Foreigners (Journal of Laws 2017, item 2206, as amended):
 - A. based on a visa, as referred to in Article 60, paragraph 1, items 4-6, 9-13, 17, 18a-21, 23-25,
 - B. based on a temporary residence permit, permanent residence permit (Article 195, except for paragraph 1, item 6a, however, this exclusion does not apply to persons who have received permission for residence for humanitarian reasons),
 - C. or based on a long-term EU resident permit (Article 211),
 - D. based on a document confirming the granted tolerated stay permit titled "tolerated stay permit" (Article 226, paragraph 5), or a humanitarian residence permit.
 - II. Foreigners staying on the territory of the Republic of Poland under the visa-free movement.
 - III. Spouses, ascendants, and descendants of individuals belonging to groups 1-4 and 7 and 8, to the extent necessary for the effective implementation of the activities, including those who are Polish citizens or citizens of other EU countries.
 - IV. Persons who are not EU citizens, legally staying on the territory of the Republic of Poland, **who have submitted an application for:**
 - A. granting a temporary residence permit (Article 108),
 - B. granting a permanent residence permit (Article 206),
 - C. granting a long-term EU resident permit (Article 223),
 - D. extension of a Schengen visa or national visa (Article 87), where the justification aligns with one of the following purposes specified in Article 60, paragraph 1: items 4-6, 9-13, 17, 18a-21, 23-25,

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- E. extension of the stay under visa-free movement on the territory of the Republic of Poland (Article 300) and has **received a stamp in their travel document confirming the submission of the application.**
- V. Foreigners who have submitted the above-mentioned applications but have not received the stamp in their travel document may start benefiting from support once they obtain the stamp in their travel document.
- VI. Foreigners who are not EU citizens, staying legally on the territory of the Republic of Poland, in accordance with the provisions of the Act of July 14, 2006, on Entry to the Territory of the Republic of Poland, Stay and Departure of EU Member State Citizens and Their Family Members (Journal of Laws 2006, No. 144, item 1043):
 - A. based on the right of residence for more than 3 months (Article 18) or the right of permanent residence (Article 43).
- VII. As of January 1, 2021, UK citizens legally residing on the territory of Poland.

3. In the online application form for the Polish language course, the Candidate declares their level of language proficiency. The declared level will be verified during the first classes in the form of a placement test and/or conversation with the instructor. Based on the results of the assessment, the instructor may recommend placing the participant in a higher or lower level group. If no suitable group is available in the current course cycle, the participant may not be admitted to the course. Transferring to another group is possible with the consent of the Project Implementer and depending on the availability of spaces in other courses, if they are currently being conducted.

4. The application for admission to the Polish language course will be verified formally by the project staff.

5. A person will be admitted to the project if they:

- a) meet the formal criteria listed in § 3, item 2;
- b) have provided documents confirming compliance with the formal requirements (e.g. PESEL, visa, residence card, resident card, stamp in the passport from the Voivode, visa-free movement) and an identity document (passport).

6. In the event that the number of applications meeting the requirements in § 3, item 2 exceeds the number of available spots in the groups starting the course, priority in recruitment will be given to those who have not previously benefited from the same support in earlier actions of the Project Implementer. If this criterion does not determine eligibility for the course, the order of applications will decide.

7. If a candidate is not qualified to participate in the Polish language course, they may reapply in the next recruitment, provided the Application for Admission to the Polish Language Course is updated and confirms the intention to participate in the project and meet the formal criteria.

8. Each project participant may participate in the Polish language course only once. A person who has completed a course may not join another training group, either at the same or a different level of proficiency.

9. **Candidates qualified to participate in the language course will be informed by phone or email at least 3 days before the course begins.**

§ 4. Rules for the implementation of language courses

1. If it is not possible to establish contact via email or phone with a person qualified to participate in the language course, despite attempts made by the project staff, they may be removed from the list of qualified participants, and another candidate from the waiting list will be recruited in their place. A person who does not participate in the project due to the inability to contact them through the project staff may reapply for participation in the next recruitment, provided that the application is updated by the participant, and the date of the application is considered as the date of the update.
2. Information about the dates of the specific language course will be sent to the participants via email or phone. During the first class, participants will receive a detailed schedule of subsequent meetings. If the schedule changes for objective reasons, participants will be informed about this change by phone or email.
3. The courses will take place at the Lower Silesian Center of Polish Culture in Wrocław.

§ 5. Rights and obligations of Project Participants

1. Each person participating in the language course will be provided with training materials (textbooks) and stationery.
2. Participation in the classes within the language course is mandatory. The participant must sign the attendance list at each session they attend. In the case of absence from a particular class, the project participant is obligated to independently catch up on the material.
3. The participant is required to fill out surveys, tests, questionnaires, and other documents as indicated by the Project Implementer or course instructors.
4. The participant of the language course has the right to withdraw from the course at least 2 days before the start of the training group. The withdrawal is binding if made in writing (including via email).

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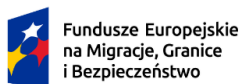


5. The project participant is required to participate in all forms of support in a state of full sobriety, meaning excluding the consumption of alcohol or other intoxicants. If a staff member of the Project Implementer has a reasonable suspicion of the participant being intoxicated, they have the right to refuse to provide support and ask the participant to leave the premises of the Lower Silesian Center of Polish Culture or another place where support is being provided. In case of refusal by the participant, the staff member has the right to call the police to verify the participant's sobriety. Participation in the project while intoxicated may be grounds for determining a violation of these regulations and removal from the list of participants, with no possibility of participation in the project in the future.
6. The participant is required to provide the Project Implementer with their personal data necessary for the recruitment process, training, project monitoring, and evaluation, as well as to fulfill the Project Implementer's obligations regarding the correction of their personal data provided to the training organizer, in accordance with the Act of August 29, 1997, on Personal Data Protection (consolidated text: Journal of Laws 2002 No. 101, item 926, as amended).
7. Participants in the language courses will receive certificates of the language proficiency level achieved as a result of their participation in the project, based on the results of an internal exam conducted after the completion of the course.
8. Each participant is required to take the internal exam at the end of the language course. In the case of absence from the internal exam, the participant must immediately, no later than within 2 days of the exam date, contact the project staff to arrange a new exam date. If the participant fails to take the exam, they will not receive the internal certificate confirming their language proficiency level.
9. The participant is obligated to attend all Polish language classes. If the participant is absent from a class, they are required to inform the Polish language instructor. In exceptional and urgent cases, it is possible to inform the instructor about the absence at a later time.
10. If a participant is absent from three consecutive classes without notifying the project staff, and cannot be reached by email or phone despite repeated attempts, they may be removed from the participant list. This will result in losing the right to take part in future editions of the Polish language course within the project. The final decision regarding removal from the list of participants is made by the Project Coordinator.

§ 6. Rights and obligations of the Project Implementer

1. The Project Implementer undertakes to:
 - a) ensure the highest possible quality of training content and continuously evaluate the activities undertaken within the framework of the training sessions;

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- b) provide the participants of the project with access to the subsidized language training organized within the Project, in accordance with the provisions of the project funding application and the schedule provided to the participants;
 - c) provide the participants with training materials.
2. The Project Implementer has the right to:
- a) obtain from the participants all necessary documents and statements confirming their eligibility for the project's target group;
 - b) change the dates of individual sessions in the event of unforeseen circumstances or force majeure, and inform the participants of these changes in advance via phone or email;
 - c) exclude from the project any individual who grossly violates the provisions of these regulations and the principles of social coexistence and teamwork, particularly in the case of aggressive, vulgar, or offensive language; physical aggression or attempts to use physical force against representatives of the Project Implementer, instructors of support forms, or other participants; or participation in the project under the influence of alcohol or intoxicating substances.

§ 7. Final provisions

1. These regulations are in effect during the project's implementation period.
2. The Project Implementer reserves the right to amend these regulations.
3. In matters not covered by these regulations, the decision will be made by the Project Manager based on the provisions of applicable law.

The regulations were approved on:

Wrocław, February 30.06. 2025.

Anna Cłapińska

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– Foundation Ukraine

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