The “Open Łódź” project, co-financed by the European Union through the European Social Fund as part of the Knowledge, Education, Development Operational Program, carried out by the University of Łódź under the National Center for Research and Development competition no. POWR.03.01.00-IP.08.00-3MU/18, in accordance with agreement no. POWR.03.01.00-00-T155/18, dated 21 Feb 2019.

PROJECT REGULATIONS

The “Open Łódź” project is carried out as part of Action 3.1, Qualifications in higher education, under the agreement with National Center for Research and Development, agreement no. POWR.03.01.00 - IP.08.00- 3MU/18.

§ 1 General provisions

The terms used in the present regulations refer to:

1) **Beneficiary/Project Holder** – University of Łódź, Narutowicza 68, 90-136 Łódź/Faculty of Philology, Pomorska 171/173, 90-236 Łódź;
2) **Intermediate Entity** – National Center for Research and Development, Nowogrodzka 47A, 00-695 Warsaw;
3) **Main partner** – Marek Edelman Center for Dialog, Wojska Polskiego 83, 91-755 Łódź;
4) **Project** – “Open Łódź” project run under the Knowledge, Education, Development Operational Program, Priority Axis 3: Higher education in the service of the economy and development; Action 3.1, Qualifications in higher education. The project is co-financed by the European Union through the European Social Fund;
5) **Course** – a training course devoted to a particular topic organized under the project
6) **Candidate** – a person applying for admission to the “Open Łódź” project under the Admission Regulations;
7) **Participant** – a candidate enrolled in a training course after meeting the criteria specified in the Admission Regulations;
   a. **Foreign nationals** – non-Polish citizens active in the Łódź job market who are lawfully staying in the Republic of Poland and hold a work permit for the duration of the project. These are persons employed as administrative officers or workers of manufacturing companies in the Łódź region;
   b. **Police officers** – persons employed at a Polish Police organizational unit seconded to the project by the prevention or criminal department of the Municipal Police Headquarters;
   c. **City guards** – persons employed at an organizational unit of Straż Miejska whom the City Council appointed to protect the public order *sensu largo* and seconded to the project;
   d. **Public sector employees** – employees of the City of Łódź Office, Łódź District Office, Marshal’s Office, Municipal Family Support Center, cultural and public health institutions;
8) **Enterprise/Entrepreneur** – running a business within the meaning of the 6 March 2008 Act on the Entrepreneurs Law (Journal of Laws 2019, item 1292 as amended);
9) **Project implementation area** – the Łódź region.

§ 2 Project aims and general information

1. The “Open Łódź” project, henceforth the Project, is run by the University of Łódź under agreement no. POWR.03.01.00-00-T155/18, dated 21 February 2019.
2. The Project Holder is the University of Łódź, Narutowicza 68, 90-136 Łódź.
3. The Project Office is located in the Faculty of Philology, Pomorska 171/173, 90-236 Łódź. The Project’s email address is otwartalodz@uni.lodz.pl. The project’s website is [http://otwartalodz.uni.lodz.pl](http://otwartalodz.uni.lodz.pl/).
4. The project runs between 1 January 2019 and 30 June 2021 at the Faculty of Philology, Pomorska 171/173, 90-236 Łódź.
5. The project aims at increased integration of foreign nationals operating in the Łódź labor market and improved linguistic-cultural skills of public sector employees who act as the first line of contact with foreign nationals. The project is consistent with the Regional Strategy for Social Assistance 2020, which is focused on promoting integration among the foreign nationals residing in the Łódź region. The number of persons receiving the ESF assistance is 720.
6. The Project’s target group is:
   a. Foreign nationals (570 people)
      ➢ 450 individuals (270 M, 180 F) operating in the Łódź labor market
      ➢ 120 individuals (48 F, 72 M) enrolled in an English language course
   b. Public sector employees responsible for the safety of foreign nationals and for the relevant administrative processes (150 people)
      ➢ 30 individuals – employees of public institutions (The City of Łódź Office, Łódź District Office, Marshal’s Office, Municipal Family Support Center, cultural and public health institutions)
The "Open Łódź" project, co-financed by the European Union through the European Social Fund as part of the Knowledge, Education, Development Operational Program, carried out by the University of Łódź under the National Center for Research and Development competition no. POWR.03.01.00-IP.08-00-3MU/18, in accordance with agreement no. POWR.03.01.00-00-T155/18, dated 21 Feb 2019.

- 80 individuals – Police officers
- 40 individuals – City Guards

7. The following courses will be held under the project:
   a) training courses/educational courses for four target groups:
      Foreign nationals:
      - A course in intercultural competences in the context of the Polish culture (4 teaching hours) *
      - A course in security and official matters (4 teaching hours)*
      - Polish language, elementary (60 teaching hours)**
      - Polish language, lower-intermediate (60 teaching hours)**
      Police officers:
      - A course in communicating with individuals with a poor command of Polish (4 teaching hours)*
      - A course in intercultural competences (4 teaching hours)*
      - English language, elementary (60 teaching hours) **
      - English language, lower-intermediate (police officers, administrative officers) (60 teaching hours) **
      City guards:
      - A course in communicating with individuals with a poor command of Polish (4 teaching hours)*
      - A course in intercultural competences (4 teaching hours)*
      - English language, elementary (60 teaching hours) **
      - English language, lower-intermediate (60 teaching hours) **
      Administrative officers:
      - A course in communicating with individuals with a poor command of Polish (4 teaching hours)*
      - A course in intercultural competences (4 teaching hours)*
      - English language, elementary (60 teaching hours) **
      - English language, lower-intermediate (60 teaching hours) **

* mandatory course
** elective course

b) Semi-open study meetings (lectures, workshops, multicultural cinematography) will help extend the knowledge gained during the courses, as well as contribute to fostering interaction and, consequently, to sharing expertise and experience among all the project participants, including the academic circles and the local community.
   - attendance at the above-mentioned meetings will be counted on the basis of attendance for min. two thematic meetings and min. at two meetings in the "multicultural cinema" series

8. Participation in the activities held under the Project is free of charge.

9. The activities referred to in 7a and 7b will be held during working hours, except for the Polish language courses, which will be held at the convenience of the target group.

10. Actions listed in 7a can be implemented remotely - online.

§ 3 Admission criteria
1. The project offers educational courses for 720 people (288 women and 432 men).
2. Admission criteria for courses referred to in art. 2, section 7a:
   Foreign nationals:
   a) Compulsory courses:
      - Employment certificate:
   To rank applications with equal scores, the first come, first served rule shall apply.
   b) Elective courses:
      - Employment certificate:
      - Polish language command test
        - In the case of recruitment for a foreign language at the B1 level, each candidate is additionally required to take a foreign language proficiency test at minimum A2 level. People who receive the highest number of points for the test (at least 50%) will be qualified to participate in the course.
        - Each participant will receive the test result within 5 working days and information about participation in the course.
c) If the number of places is exceeded, the first come, first served rule shall apply (date of the submitted Application Form).

d) If the candidate does not provide a completed and signed set of documents within the prescribed period, the Beneficiary reserves the right to remove the candidate from the list of participants and replace him with another person from the reserve list.

The lower-intermediate course in Polish will be offered to 80 foreign nationals under the project, an additional recruitment will be announced in the form of open recruitment for 120 foreign nationals from companies.

Police officers:
- Assignment issued by the Polish Police Headquarters to officers acting as the first line of contact with foreign nationals: prevention department (community policemen and patrol units of KP I-VIII, WPI, WW, duty officers of KP I) and criminal department (duty officers) – 80 persons in total

City guards
- Assignment for city guards acting as the first line of contact with foreign nationals

Administrative officers
- Assignment for administrative officers acting as the first line of contact with foreign nationals

§ 4 Admission process

1. The admission process shall be divided into stages and will span the period between August 2019 and May 2021. In the event that the number of applications exceeds the admission limit, a reserve list shall be compiled.

2. The Project Holder reserves the right to terminate the admission process.

3. The admission process shall consist of the following stages:
   a) Stage I – completing an Application Form available from http://otwartalodz.uni.lodz.pl/ or in the Project Office and making potential Participants familiar with Project Regulations,
   b) Stage II – formal evaluation: verification of Application Forms and verifying the compliance with the Project admission criteria,
   c) Stage III – quality evaluation after a test (in the case of the English language course),
   d) Stage IV – calculating points awarded for additional criteria,
   e) Stage V (applies to successful candidates) – concluding a Participation Agreement and signing the documents referred to in art. 4, section 7 of the present regulations

4. Application Forms submitted via the website or in the Project Office shall be verified by an admission officer to check their compliance with formal criteria and the criteria referred to in art. 3. Filling in an application form shall not constitute a successful completion of the admission process.

5. Successful candidates are the candidates who meet the criteria specified in art. 3, within the admission limit. The first come, first served rule shall apply. The training courses timetable and the number of Participants are specified in the attachment to the present regulations.

6. The candidates who qualified for the Project (and those in the reserve list) shall be notified by electronic means or by telephone.

7. A candidate qualified for the Project shall familiarize themselves with, complete, and sign the following documents:
   a) Agreement of participation in the Project,
   b) Application personal details form,
   c) Statements of the Project Participant,
   d) Statement regarding the use of the image.

8. A prerequisite for participating in the Project is the presentation of documents in order to verify the data from the Application Form:
   a) Identification document,
   b) certificate of employment (a group of foreign nationals)

9. Admission to the project shall be denied to persons who:
   a) fail to complete the documents required before the deadline set by the Project Holder,
   b) fail to appear for the placement test,
   c) on signing the documents of participation are found not to meet the admission criteria despite the relevant declarations made in the Application Form.
§ 5 Terms of participation

1. Each participant is obligated to:
   a) sign the documents referred to in art. 4, section 7,
   b) take part in the selected courses referred to in art. 2, sections 7 a-b, however in:
      o at least one Polish language course (level A1 or B1) and training in intercultural competences, training in security and official matters (for foreigners)
      o at least one English language course (level A1 or B1) and a course on communication with people who do not know Polish poorly (police, municipal police and officials)
   c) attend a given course min. 80% (60 teaching hours) of the time,
   d) complete a competences questionnaire before a course,
   e) appear for the courses at the appointed time,
   f) sign the attendance list on each day when particular support activities are held to confirm their participation,
   g) notify the Project Office of their absence at a course on a scheduled date at least one day in advance,
   h) complete the documents necessary for the evaluation, monitoring, and proper realization of the Project,

2. Each participant has the right to:
   a) course-related materials,
   b) use the Project’s website,
   c) take advantage of the catering service during courses run under the Project (applies to the courses held in the Beneficiary’s building),
   d) accident insurance. The insurance shall cover those participants who will be taking part in the courses held in the Beneficiary’s building.
   e) confirmation of participation in educational activities after their completion (in the form of a certificate) referred to in § 5 it. 1 contract, provided that the required attendance is achieved at the level of min. 80% (48 teaching hours) and after passing the post-test.
      ➢ The basic certificate will be issued to the participant in Polish, in a paper form The participant may ask for the English version, but this fact should be reported in advance.
      ➢ The participant will receive two certificates - one for a foreign language and the other for intercultural competences

§ 6 Terms of withdrawal

1. In the event of opting out of the Project, the participant is obligated to submit a written resignation, together with a statement of grounds, at the Project Office.

§ 7 Final provisions

1. The present regulations shall be in force for the duration of the Project.
2. The Project Holder reserves the right to amend the Regulations with regard to changing the guidelines, terms of the Project’s realization, or programming documents, and introducing additional provisions.
3. The Project Holder reserves the right to terminate a Participant’s participation should the latter fail to comply with the terms of participation referred to in art. 5. The Participant shall be notified of such termination in writing.
4. The Project Holder shall not be held liable for any injury to the Participants who should be covered by an individual insurance (applies to those Participants who take part in courses held during their working hours and on their company’s premises).
5. The Project Holder shall not reimburse the Participants for their travel expenses.
6. To all matters not settled herein, provisions of the Civil Code and other applicable laws shall apply.