



REGULATIONS OF RECRUITMENT AND PARTICIPATION IN A COURSE OF THE POLISH LANGUAGE

implemented as part of Task 7 Organizing and conducting Polish language courses for international students and doctoral students and international scientific-and-teaching staff under project „Foreigners @ UMCS – a comprehensive set of actions and systemic solutions focused on institutional improvement and strengthening of UMCS in terms of servicing international students and staff”

§ 1

[General provisions]

1. The Maria Curie-Skłodowska University in Lublin is implementing a project „Foreigners @ UMCS – a comprehensive set of actions and systemic solutions focused on institutional improvement and strengthening of UMCS in terms of servicing international students and staff” under agreement No. PPI/WTP/2018/1/00056/U/001 concluded on 17 December 2018.
2. The project is implemented as part of the programme „Welcome to Poland” that is co-financed from the European Social Fund within the Operational Programme Knowledge Education Development, an out-of-competition project “Raising the competences of academic staff and the potential of the institution in receiving persons from abroad – „Welcome to Poland” implemented as part of the Action, set forth in an application for financing of the project No. POWR.03.03.00-00-PN14/18.
3. The Intermediate Body – The Polish National Agency for Academic Exchange.
4. Period of implementation of the project: from 5 November 2018 to 31 October 2020.
5. Address of the office for Task 7: The Office for servicing international studies and students, Centre for Education and Handling the Administrative Affairs of Study, Maria Curie-Skłodowska University in Lublin, Residential Hall Grześ, 24, Langiewicza Street, Room 10.
6. The support for international students, international doctoral students of the Maria Curie-Skłodowska University in Lublin and the international scientific-and-teaching staff the Maria Curie-Skłodowska University in Lublin is accomplished as part of Task 7 concerning actions related to internalization “at home”.

§ 2

[Dictionary of terms]

1. Beneficiary – the implementer of the project - the Maria Curie-Skłodowska University in Lublin.
2. Project - „Foreigners @ UMCS - a comprehensive set of actions and systemic solutions focused on institutional improvement and strengthening of UMCS in terms of servicing international students and staff”.
3. Project Coordinator – the person managing the project.
4. Candidate (CP) – an international student or an international doctoral student of the Maria Curie-Skłodowska University in Lublin or an international scientific-and-teaching employee of the Maria Curie-Skłodowska University in Lublin.
5. Project Website – www.wtp.umcs.pl
6. Regulations – the Regulations of recruitment and participation in Task 7.

7. Task – Task 7. Organizing and conducting Polish language courses for international students and doctoral students and international scientific-and-teaching staff.

§ 3

[Conditions of participation in the Task]

1. The target group of the Task includes 150 people, i.e. international students, international doctoral students of the Maria Curie-Skłodowska University in Lublin and international scientific-and-teaching staff of the Maria Curie-Skłodowska University in Lublin, i.e.:
 - a) in the academic year 2018/2019 – three groups of 25 people each,
 - b) in the academic year 2019/2020 – three groups of 25 people each.
2. CP is aware of the responsibility, including criminal responsibility pursuant to art. 297 § 1 Criminal Code for making false statements, based on which he/she has been admitted to participation in the Task.

§ 4

[Recruitment procedure]

1. Recruitment shall be made respecting the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities and the principle of equal opportunities for women and men.
2. The Beneficiary shall ensure the possibility of participation in the project for persons with disabilities.
3. Depending on the type of disability, a reasonable improvement mechanism will be introduced that shall ensure the possibility of participation in the project for persons with disabilities and/or non-discriminatory conditions of participation shall be ensured. In addition, if necessary, students with disabilities will have a possibility to use help of the Team for handling disabled persons operating at UMCS.
4. The recruitment shall be open and conducted in two rounds in the following terms:
 - a) round I – January – February 2019,
 - b) round II – October 2019.
5. CP declares his/her will to participate in the Task, completing and signing the application form, including a statement that he/she is familiar with the Regulations and meets the conditions of participation in the Task.
6. The application documents should be filled in and signed legibly, and provided to the office of the Task.
7. All application documents for the project are available at the office of the Task and on the website: www.wtp.umcs.pl
8. For recruitment purposes a Recruitment Board shall be appointed, composed of:
 - a) Project coordinator;
 - b) Specialist in training.
9. The recruitment procedure includes the following stages:
 - a) an analysis of the submitted application forms and verification in terms of the formal criteria, including the level of language competence (candidate's self-evaluation);
 - b) admitting CP and making a basic list of course participants;
 - c) notifying the persons admitted about the recruitment results.
10. The recruitment and admittance to participation in the Task shall be conducted based on the following criteria:
 - CP cannot hold the Polish citizenship;
 - evaluation of the level of language competence (the Polish language) – CP self-evaluation;

- the order of applications.
- 11. The Beneficiary shall notify CP about admitting him/her to participation in the Task by electronic mail or by telephone.
- 12. Persons admitted to participation in the Task shall be obliged to immediately sign the following documents and file, at the Office, a STATEMENT – Consent to processing of personal data and their publication on the website umcs.pl - Appendix 1 to the Regulations. Failing to sign the documents shall be synonymous with resignation from participation in the Task.
- 13. Signing the documents specified in section 12 of this chapter shall occur before the commencement of the support provided for in the Task.
- 14. In the event of a greater number of candidates a waiting list shall be made according to the method of making the basic list. The waiting list shall be made out of CP meeting the criteria for participation in Task 7, who due to exhaustion of the limit of places have not been admitted to participation. Persons from the waiting list may be admitted in the event of resignation of persons from the basic list before the commencement of their participation in the support or upon commencement of classes in the initial phase of the implementation, i.e. below 20% of the number of hours of the accomplished classes.
- 15. A decision about inclusion to participation in the course of CP from the waiting list shall be made by the Project Coordinator.

§ 5

[Main forms of support]

1. All participants admitted to participation in the course shall undergo a test of competence. The test shall be made twice, before the commencement of the support and at the end.
2. Within the Task a person admitted shall take part in a Polish language course consisting of 60 teaching hours (1 teaching hour=45 minutes), i.e. 30 hours in the winter and summer semesters with a reservation that a full course may be accomplished in one semester.
3. The Beneficiary reserves the right to implement a Polish language course on Saturdays and Sundays, not only from Monday to Friday.

§ 6

[Rules of monitoring and evaluation]

1. An ongoing monitoring of actions planned in the schedule of classes shall be carried out as part of execution of the Task.
2. CP shall be obliged to cooperate with the office of the Task in the scope of all actions taken for the purposes of monitoring of execution of the Task.
3. CP shall be obliged to take part in questionnaire surveys and evaluation tests concerning evaluation of the level of knowledge or acquired skills provided for in the programme of the support.
4. For the purposes of project monitoring CP shall be obliged to:
 - a) inform about any changes in data provided in the application documentation, especially contact data within 7 days of their occurrence,
 - b) confirm the support received by their signature (among others, on the attendance list, on a certificate about completion of the course).
5. The information referred to in subsections 1–4 shall be used to comply the Beneficiary's reporting obligations related to execution of the project towards the Intermediate Body.
6. CP declares that all data included in the recruitment documents are true and up-to-date.

§ 7

[Obligations of a course Participant]

1. CP undertakes to:
 - a) participate punctually and actively in actions carried out within the course, including presence in at least 80% of classes;
 - b) sign the attendance records during classes and the lists confirming receipt of certificates;
 - c) take part in questionnaire surveys;
 - d) keep the Beneficiary informed about any events that may disrupt his/her further participation in the course;
 - e) promptly inform the Beneficiary about any changes of data included in the recruitment documents.
2. The Beneficiary allows for an excused absence of CP in classes due to reasons caused by an illness or acts of God. CP shall be obliged to provide a written justification to the Beneficiary within 7 days of occurrence of the absence. A justification of absence shall not exempt from the obligation to participate in at least 80% of classes.

§ 8

[Resignation by CP or removal from participation in the Task]

1. CP may resign from participation in the course filing a written resignation from participation due to acts of God concerning him/her that prevent his/her further participation in the course.
2. The Beneficiary may remove CP from participation in the following cases:
 - a) a violation of provisions of these Regulations by CP,
 - b) a gross violation of the organizational order during classes,
 - c) absence in more than 20% of hours of all classes by CP (both excused and unexcused),
 - d) providing false data in recruitment documents.
3. In the event CP is excluded from participation due to reasons set forth in section 2 of this chapter, CP may be obliged to return the costs incurred in connection with CP's participation in the course for the benefit of the Beneficiary. The final decision concerning a return of costs incurred shall be made individually by the Project Coordinator, based on the existing premises.

§ 9

[Obligations of the Beneficiary]

1. The University undertakes in particular:
 - a) to inform CP, before the commencement of participation, that the Task is implemented as part of a project co-financed by the European Union within the European Social Fund;
 - b) not to collect from CP any fees connected with participation in the course throughout the period of its execution.
2. The University reserves the right to withdraw from continuation of course execution in case an unremovable obstacle occurs in execution of the Project Co-financing Agreement constituting a base for its financing.

§ 10

[Final provisions]

1. The Regulations come into life on 22 January 2019 and shall be valid till the completion of implementation of the project.

2. The Beneficiary reserves the right to change the Regulations.
3. CP confirms in writing that he/she is familiar with the Regulations and will respect its provisions.
4. The Regulations are available on the website and in the office of the Task.