



RULES FOR RECRUITMENT AND PARTICIPATION

in the project entitled **“Opolskie Hospitable II – Support for the social integration of third-country nationals”**, implemented by the Provincial Labour Office in Opole and funded by the Regional Programme ‘European Funds for Opole 2021–2027 (FEO).

§ 1

General terms and conditions

1. These Regulations set out the rules for recruitment and participation in the Project entitled “Opolskie gościnne II – Support for the social integration of third-country nationals” (hereinafter referred to as the Project), implemented by the Provincial Labour Office in Opole as part of the activities of the Centre for the Integration of Foreigners (hereinafter referred to as CIC).
2. The Project Office is located at 7 Damrota Street, 45-064 Opole, telephone 77 440 14 98.
3. The Project Office is open:
 - a) Monday, Tuesday, Thursday, Friday: 8.00–16.00 (with in-person customer service available until 15.00),
 - b) Wednesday: 8.00–18.00 (with in-person customer service available until 17.00),
 - c) Saturday (selected Saturdays, details posted on Facebook and Instagram): 08.00–12.00 (with in-person customer service available until 11.00).
4. The Project covers the Opolskie Voivodeship.
5. Project implementation period: April 1, 2026 – March 31, 2029.
6. Participation in the Project is free of charge.
7. The following forms of support are provided under the Project:
 - a) Polish as a foreign language courses for adults, including specialized (industry-specific) courses,
 - b) adaptation courses,
 - c) psychological support,
 - d) career counseling support,
 - e) legal assistance,
 - f) assistance services for foreigners,
 - g) job placement services for foreigners,
 - h) reimbursement of the costs of certified written translations,
 - i) reimbursement of the costs of professional training or courses aimed at improving professional qualifications or skills,
 - j) reimbursement of the costs of a basic computer course covering computer and Internet use.
8. The forms of support referred to in section 7 points b–g are provided in Polish, Ukrainian, Russian, and English.
9. **The following persons are not eligible to participate in the project: individuals conducting business activities or whose business activities have**



been suspended; partners in partnerships (including limited partners and general partners); members of the governing bodies of companies limited by shares (including members of management boards, supervisory boards and audit committees) and persons holding positions in the statutory or management bodies of foundations, associations and cooperatives (including members of management boards, councils and audit committees), as at the date of joining the project.

10. If a participant starts any of the activities listed in section 9 during their participation in the Project, they are obliged to immediately inform a CIC Centre employee. As of the date of starting such activity, the participant's involvement in the Project shall be terminated, and their contract and integration pathway shall be closed.

11. In matters not regulated by these Regulations or requiring a decision, including those concerning the exclusion of a participant from access to Project support, the final decision shall be made by the CIC Manager.

§ 2

Glossary of Terms

1. **Foreigner** – a person who does not hold the citizenship of any European Union Member State, Norway, Iceland, Liechtenstein, or Switzerland, as well as a person with undetermined nationality, including stateless persons, who legally resides in the territory of the Republic of Poland in accordance with the Foreigners Act from December, 12 2013 and other applicable laws of the Republic of Poland.
2. **Legal residence** – possession of valid documents authorizing a foreigner to stay in the territory of the Republic of Poland, in particular: a visa, residence permit card, a document confirming international or national protection, a document confirming residence during proceedings for a residence permit, as well as other legal grounds provided under Polish law enabling lawful stay.
3. **Force majeure** – an external, extraordinary, and unforeseeable event that cannot be prevented or its consequences avoided despite exercising due diligence, beyond the control and will of the parties, and of an overwhelming nature (impossible to overcome by available means).
4. **Long-term visa** – a national visa (type "D") issued to a foreigner by a consul of the Republic of Poland, authorizing stay in Poland for a period exceeding 90 days but not longer than 1 year, in accordance with the Foreigners Act from December, 12 2013 and other applicable laws.
5. **Residence permit card** – a temporary residence permit card, permanent residence permit card, or EU long-term resident permit card, in accordance with the Foreigners Act from December, 12 2013 and other applicable laws.
6. **Documents confirming protection** – documents issued to a foreigner by competent authorities of the Republic of Poland confirming the granting of



international protection, subsidiary protection, temporary protection, or national protection.

7. Document confirming stay during the process of obtaining legal residence in Poland – a certificate confirming submission of an application issued by the Voivodeship Office.

8. Adult – a person who has reached the age of 18 or has attained majority through marriage (in accordance with Article 10 of The Civil Code from April, 23 1964).

9. Employment relationship – any form of performing work or providing services for an employer or another entity, in particular on the basis of an employment contract or a contract of mandate.

10. Dependent – a person under the legal or temporary care of a legal guardian.

11. Legal guardian – a person appointed in accordance with the provisions of the The Family and Guardianship Code from February, 25 1964 or The Civil Code from April, 23 1964, or other regulations governing custody. In particular, a curator, legal guardian, or another form designated by a court to provide care and represent the interests of a person incapable of acting independently.

12. Connection to the Opolskie Voivodeship – documented proof that a person lives, works, studies, or attends school in the Opolskie Voivodeship. Such documents must clearly confirm the place of residence, work, or study within the region and must be related to or issued for the person applying for participation in the project. This connection may be confirmed in particular by:

- a) a certificate of permanent or temporary residence registration obtained electronically via a trusted profile at www.gov.pl,
- b) a lease agreement together with proof of rent payment,
- c) a certificate of accommodation and residence,
- d) an employment contract or certificate of employment,
- e) a contract of mandate,
- f) utility agreements (e.g., electricity, gas, water, telephone, internet, cable TV) containing an address within the Opolskie Voivodeship,
- g) insurance related to employment,
- h) confirmation of holding a bank account indicating an address within the Opolskie Voivodeship,
- i) a certificate of school attendance within the Opolskie Voivodeship.

13. Unemployed status – a status confirmed by a document issued by the competent District Job Office (Powiatowy Urząd Pracy) based on the place of residence, in particular a certificate from the Job Office (valid for 30 days from the date of issue).

14. Economically inactive person – a person who is not employed, does not conduct business activity, is not registered as unemployed with the District Job



Office, and does not perform paid work, with their status confirmed by a document issued by a competent authority, in particular:

1) a certificate from the Social Insurance Institution (ZUS) or confirmation generated from the ZUS Electronic Services Platform (PUE ZUS), valid for 30 days from the date of issue or generation, confirming the person's economically inactive status on the date of issuance; this document should confirm, in particular, the absence of a basis for paying social insurance contributions due to employment or other gainful activity. A ZUS certificate may be obtained, among others, by submitting an application using form US-7 or via the PUE ZUS platform.

15. Homeless person status – in accordance with Article 6(8) of the Social Assistance Act from dated March, 12 2004, a homeless person is a person who does not reside in a dwelling within the meaning of regulations on tenant protection and the municipal housing stock and is not registered for permanent residence, as well as a person who is registered for permanent residence in a dwelling in which they cannot live. This status may be confirmed in particular by:

- 1) a certificate issued by a social assistance center competent for the person's place of stay, confirming homelessness (valid for 30 days from the date of issue),
- 2) a certificate confirming stay in a shelter, night shelter, warming center, or other facility providing accommodation for homeless persons (valid for 30 days from the date of issue).

16. Person belonging to a national or ethnic minority – a person who belongs to a national or ethnic minority in accordance with The National and Ethnic Minorities and The Regional Language Act from January, 6 2005, in particular:

- 1) a person belonging to a national minority, i.e., a group of Polish citizens distinct in terms of language, culture, tradition, or a sense of shared history,
- 2) a person belonging to an ethnic minority, i.e., a group distinct in terms of culture, tradition, or language, which does not have citizenship of another state and has lived in the territory of the Republic of Poland for generations.

§ 3

Terms and Conditions of Participation in the Project

1. Enrolment in the Project is based on the principles of equal opportunities and non-discrimination, regardless of gender, age, disability, ethnic origin, religion, beliefs, sexual orientation or socio-economic status, and ensuring accessibility for people with special needs, in particular people with disabilities, older people and mothers with children. Equal access for women and men is ensured.
2. The Project Regulations are available in four language versions at the CIC headquarters and on the website of the Provincial Labour Office in Opole under the 'Office' tab. In the event of any ambiguity in interpretation, the Polish language shall prevail. Foreign nationals are required to familiarise themselves with the Regulations before submitting their application documents for the project.



3. Registration for the Project is handled by CIC staff at the CIC headquarters, as well as during outreach meetings held throughout the Opole Province.
4. Foreign nationals may receive support under the Project provided they have been granted the status of Project participant.
5. A foreign national obtains Project participant status upon fulfilling the following conditions:
 - 1) completing the Declaration of Participation in the Project (Appendix 1 to these Regulations),
 - 2) presenting a document confirming the details contained in the declaration, the legality of their stay and their current connection with the Opole Province.
6. Foreign nationals awaiting a decision on the granting of a legal residence permit are required to present **a certificate confirming that they have submitted an application for a legal residence permit, valid for 30 days from the date of issue**. They may avail themselves of forms of support available during their period of legal residence, in particular such as: assistance services, legal aid, support from employment agencies, career guidance, psychological support, reimbursement of costs for certified translations, and adaptation courses.
7. Before receiving any form of support, the participant is required to present a valid document confirming the legality of their stay. To access legal assistance, support from employment agencies, career guidance, psychological support, reimbursement of costs for certified translations, adaptation courses, Polish language courses (including sector-specific courses), reimbursement of computer courses, and vocational courses and training, the participant must present a valid document confirming their legal residence and connection to the Opole Province.
8. Project participants are required to:
 - 1) take part in the support measures specified in the Individual Integration Pathway during the term of the contract,
 - 2) sign the documents confirming participation in the relevant form of support in person on each occasion. If a participant is unable to attend a scheduled appointment, they must notify CIC by telephone or by email at cic@wup.opole.pl at least one working day before the scheduled appointment. In urgent situations beyond the participant's control, such as illness or other unforeseen circumstances, the project participant should inform CIC of the reason for their absence and provide a valid excuse. Notification must be made immediately once the reason preventing contact with CIC has ceased,
 - 3) keep their personal details up to date, in particular their first name and surname, information regarding changes to travel documents (foreign passport), as well as contact details, including telephone number and email address. The participant is also obliged to immediately inform CIC of any departure from the territory of the Republic of Poland or of their intention to leave Poland permanently, as well as to keep the CIC informed of any changes regarding their connection with the Opole



Province and any changes to their legal residence status in Poland (e.g. loss of such status, receipt of a temporary residence card or a permanent residence card),

4) upon receiving a decision recognising you as a Polish citizen or acquiring Polish citizenship, you must notify a CIC employee within 3 working days. Once notified, your participation in the project will be terminated.

9. A foreign national is required to submit, within 5 working days, a contract confirming employment after securing a job through an employment agency or independently, if they used the services of an employment agency.

10. Failure to fulfill the conditions set out in section 8, points 2–4, and section 9 **may result in the participant being removed from the project**. The final decision rests with the Project Manager.

11. Integration support, including in particular picnics, workshops and cultural events, **is open to the general public and is aimed at all interested individuals**, regardless of their nationality or whether they have Project participant status.

12. A Project participant whose period of legal residence in Poland does not exceed 1.5 years is required to attend an adaptation course whilst participating in the project. For foreign nationals whose period of legal residence in Poland exceeds 1.5 years, attendance at the adaptation course is recommended. If a participant holds a document confirming prior completion of an adaptation course, they are required to present the original of that document for inspection.

§ 4

Conditions for ending participation in the project

1. Participation in the project lasts for **18 months** from the date of signing Annex 1 to these Regulations. This period is shortened if there are fewer than 18 months remaining until the end of the project.

2. At the end of the 18-month period, the participant's involvement in the project will automatically come to an end, the contract will expire and the individual integration pathway will be closed.

3. If a Project participant has used all the services planned in accordance with the Individual Integration Pathway before the expiry of the 18-month period, the participant's participation in the project shall be terminated on the date of the last form of support.

4. In justified cases, participation in the project may be extended, provided that one of the following circumstances applies:

- 1) long-term sick leave or hospitalisation, confirmed by appropriate documentation,
- 2) caring for a sick family member (e.g. a child, a child with a disability under the age of 18, a spouse, a parent), confirmed by appropriate documentation,
- 3) unforeseen events, such as fire, death of a close relative, flooding, serious damage to the home or other similar events,
- 4) force majeure.



5. If a project participant fails to respond to three attempts to contact them (via text message, telephone or email — the method chosen by the CIC staff member) made by a CIC staff member within 5 working days, or fails to provide the required information, they will be excluded from further participation in the project. In such a situation, the CIC staff member has the right to close the support pathway and terminate the Participant's involvement in the project with effect from the date of the last form of support.
6. If it is not possible to contact the participant due to out-of-date contact details or a failure to provide the information referred to in § 3, section 8, point 3, the participant's **individual integration pathway and contract shall be closed, and their participation in the Project shall be terminated as of the date of the last form of support.**
7. Project participants who have discontinued their participation in courses, in particular language courses, including sector-specific or adaptation courses, without a valid reason, will have their individual integration pathway closed and their contract terminated, and their participation in the Project will be terminated on the date of their last day of receiving support (e.g., the last day of attendance at the Polish language course).
8. In the cases listed in §4, the final decision shall be taken by the Project Manager.

§ 5

Terms and conditions for using the support services provided by an intercultural adviser

1. Support services are provided subject to the availability of intercultural advisers and may require an appointment to be made in advance.
2. The scope of support services includes, inter alia:
 - a) assistance with completing applications for legalisation of residence and provision of the necessary forms,
 - b) consultations regarding the documentation required for residence procedures,
 - c) providing information on the rules concerning legalisation of residence and work permits,
 - d) arranging appointments for consultations with a legal adviser, psychologist or career adviser,
 - e) interpreting services provided, inter alia, during visits to the bank, government offices and the doctor (excluding visits to the medical board) – for the benefit of the project participant. Interpreting provided by the intercultural adviser is subject to a duty of confidentiality and is covered by professional secrecy,
 - f) interpreting by an advisor during consultations with a legal adviser is provided in situations where a project participant does not have a sufficient command of Polish and is unable to explain their situation. Interpreting provided by a cross-cultural advisor is subject to a duty of confidentiality and is covered by professional secrecy,



- g) assistance in preparing and verifying documents relating to applications for reimbursement of the costs of certified translation services,
- h) assistance in completing documents for NAWA and providing information regarding the recognition of foreign qualifications,
- i) acting as a substitute for employment agents in their absence, involving the verification and acceptance of applications for reimbursement of costs for vocational training and courses, as well as basic computer and internet courses,
- j) assistance in completing other official documents (such as those for the Social Insurance Institution (ZUS), the Municipal Social Welfare Centre (MOPR), or the town or local government office).

§ 6

Terms and conditions for using employment agent services

1. To receive job search assistance from an employment agency, you must provide a certificate from the District Job Centre confirming your status as an unemployed person, a certificate from the Social Insurance Institution (ZUS) confirming that you are not registered for social insurance, or a confirmation generated via the ZUS Electronic Services Platform; such a certificate is valid for 30 days from the date of issue.
2. Only participants who were unemployed or economically inactive at the time of joining the project are eligible to use the job placement service. Participants who were in employment at the time of registration are not eligible to use the job placement service. In exceptional circumstances, where a participant loses their job whilst taking part in the project, they will be able to use the job placement service.¹ Decisions in this regard are made by the Project Manager, who may request the submission of the necessary documents.
3. The scope of employment agency services includes:
 - 1) providing information on current job vacancies and employment opportunities,
 - 2) support during the recruitment process, including assistance during interviews with employers,
 - 3) providing basic information on the rules governing legal residence and work permits in the context of employment,
 - 4) providing information on the process of recognising diplomas and professional qualifications,
 - 5) providing all necessary information and assistance in preparing and verifying the documents required to submit applications for reimbursement of the costs of training and courses aimed at improving professional qualifications or skills, including a basic computer course covering computer and internet use,

¹ This also applies to people who were in employment when they joined the Project but lost their job through no fault of their own or did not resign of their own accord (e.g. termination by mutual agreement)



6) interpretation by a job placement officer during consultations with a career adviser is provided where a Project participant does not speak Polish to a degree sufficient to explain their professional situation independently, including presenting their professional experience to date and previous places of employment for the purpose of writing a CV.

4. A project participant who has secured employment through an employment agency or independently is required to submit, within 5 working days, an employment contract confirming the change in their labour market status.

5. Upon completion of their participation in the project, i.e. upon expiry of the contract or on the date the project ends, a project participant who has used a recruitment agency is required to provide an employment contract or a contract for specific work within 4 weeks.

§ 7

Terms and conditions for adult Polish as a foreign language courses, including specialist Polish (upon request)

1. Information on enrolment for language courses is available at the CIC office or on the website <https://wupopole.praca.gov.pl/> under the 'Office' tab.

2. Places on the language course are allocated on a first-come, first-served basis.

3. Polish as a foreign language courses for adults are organised at levels corresponding to the participants' individual language proficiency levels (A1, A2, B1, B2).

4. Group Polish language classes will comprise 75 teaching hours.

5. Project participants are required to attend at least 80% of the scheduled class hours for the relevant language course. If the required attendance is not met, the participant's involvement in the Project will be terminated, and the participant's individual pathway and contract will be closed as of the date of their last attendance at the language course, and the participant will lose the opportunity to continue benefiting from the support offered under the Project.

6. A participant is allowed to take part in a maximum of 2 courses, provided that the next course level is higher than the previous one..

7. Participants will receive a certificate confirming completion of the language course, subject to the condition set out in section 5.

8. In the case of a foreign national who has already participated in a Polish language course as part of the previous edition of the project "Opolskie Hospitable – Support for the social integration of third-country nationals" (FEOP.06.04-IP.02-0001/23), their participation in this project is only possible at a higher level of the language course.

9. The courses in industry-specific Polish will be aimed at people who have a communicative level of Polish (i.e. at least A2 level) and who work in, or have a profession in, a field where knowledge of specialist vocabulary is essential, e.g. medical, technical or accounting. Students studying subjects related to the sectors (specialisations) covered by the course are also eligible to participate. This must be



confirmed by appropriate documentation (e.g. a certificate from an employer, a certificate from a university, or a school leaving certificate). Documents in languages other than Russian, Ukrainian and English must be submitted together with a translation into Polish.

10. In the case of a foreigner who has already participated in a specialist Polish language course as part of the previous edition of the project "Opolskie Hospitable – Support for the social integration of third-country nationals" FEOP.06.04-IP.02-0001/23, they may not participate in the specialist Polish language course organised under this project.

§ 8

Rules for Participation in the Adaptation Course for Foreigners

1. The objective of the adaptation course is to familiarize foreigners with fundamental rights and obligations, provide practical information regarding various aspects of life in Poland, and introduce services, institutions, and other organizations that support foreigners.
2. The adaptation course shall be delivered in various formats, such as training sessions, lectures, and meetings with representatives of various institutions or organizations, including the National Labour Inspectorate (PIP), District Labour Office (PUP), Social Insurance Institution (ZUS), Police, and the Border Guard.
3. Information regarding recruitment may be obtained at the headquarters of the Foreigner Integration Centre (CIC) and on the website <https://wupopole.praca.gov.pl/> under the "Urząd" (Office) tab.
4. Admission to the adaptation course is determined by the order of application (first-come, first-served).
5. The Project Participant is required to maintain 100% attendance at the adaptation course.
6. The course duration is 6 clock hours.
7. A Project Participant whose legal stay in Poland is up to 1.5 years (18 months) should participate in the adaptation course during the term of the contract. In cases where a person has been legally residing in Poland for more than 1.5 years (18 months), completion of the adaptation course is recommended. If the Project Participant possesses a document confirming the completion of an adaptation course, they are required to present the original of such certificate for inspection.
8. In the event of an absence caused by force majeure, the participant may make up the missing hours at a date indicated by the organizer within a subsequent edition of the course, provided that the scope of the program is identical to the program of the course for which they were originally enrolled.
9. A foreigner who participated in an adaptation course under the previous edition of the project "Opolskie Hospitable – Supporting social integration of third-country nationals" (FEOP.06.04-IP.02-0001/23) is not eligible to participate in the adaptation course under the current project.



§ 9

Rules for Utilizing Psychological Support

1. The approximate duration of a **single visit to a psychologist is one hour (60 minutes)**; however, in particularly justified cases, this duration may change if the participant's situation so requires.
2. Psychological support is granted for up to five visits and is intended as short-term assistance. In particularly justified cases, upon the request of the psychologist, the number of granted visits may be changed.
3. The Foreigner Integration Centre does not provide psychotherapy or other specialized health services. Please be advised that such services are provided by authorized facilities.
4. The scope and duration of the service provided to a single participant depend on their individual needs and may last for a maximum of 3 months, counting from the month in which the first meeting took place.
5. Appointments with the psychologist are scheduled individually between the participant and the psychologist.
6. The participant is required to inform a Centre employee of the scheduled date in order to include the visit in the schedule.
7. The psychologist's work schedule will be made available on the website of the Voivodeship Labour Office in Opole <https://wupopole.praca.gov.pl/> under the "Urząd" (Office) tab.

§ 10

Rules for Utilizing Career Counsellor Assistance

1. Support from a career counsellor **is granted for up to three visits**. In individual cases, upon the request of the career counsellor, the number of granted visits may be changed.
2. The career counsellor provides support in the following areas:
 - 1) determining the level of held professional qualifications and competencies;
 - 2) preparing application documents, including a CV;
 - 3) providing opinions on the justification of the educational path chosen by the participant in the form of training, a vocational course, or a computer course (from basics in computer and Internet use for foreigners) subject to reimbursement.
3. Appointments with the career counsellor are scheduled by CIC employees.
4. The approximate duration of one visit is one hour (60 minutes); however, in particularly justified cases, it may be changed upon the agreement of the parties.
5. The career counsellor's work schedule is available on the website: <https://wupopole.praca.gov.pl/> under the "Urząd" (Office) tab.



§ 11

Rules for Utilizing Legal Aid for Foreigners

1. The participant has the opportunity to obtain legal aid in the fields of: immigration law, civil law, family and guardianship law, labour and social security law, health insurance, education, social assistance, and housing law.
2. Meetings with the legal counsel (radca prawny) are subject to professional secrecy, in accordance with the provisions of the Act on Legal Counsels. The provision of legal advice is carried out in full compliance with applicable laws and the Code of Ethics for Legal Counsels, ensuring the confidentiality and professionalism of the assistance provided.
3. Appointments with the legal counsel are scheduled by CIC employees.
4. The legal counsel does not prepare pleadings (court documents) and does not represent the Project Participant in courts or before public administration bodies.
5. The Project Participant is entitled to support from a legal counsel **for up to five visits**. In individual cases, **upon the request of the legal counsel**, the number of granted visits may be changed.
6. The approximate duration of one visit **is one hour (60 minutes)**; however, in particularly justified cases, this time may be changed upon the agreement of the parties.
7. The legal counsel's work schedule is available on the website <https://wupopole.praca.gov.pl/> under the "Urząd" (Office) tab.

§ 12

Rules for the Reimbursement of Costs for Sworn Written Translation Services into Polish

1. Project participants or a parent/legal guardian on behalf of a minor child/ward may benefit from the reimbursement of costs for sworn written translation services into Polish.
2. A parent/legal guardian may receive reimbursement for the costs of sworn written translation services for several children/wards.
3. The total amount of reimbursement under the Project per person covered by the reimbursement may not exceed PLN 1,000 gross, provided that the amount of reimbursement may not be higher than the amount indicated on the VAT invoice or bill.
4. If the amount on the invoice or bill exceeds PLN 1,000 gross, the project participant shall cover the difference at their own expense, in accordance with the prices set by the service provider.
5. Costs for the reimbursement of sworn written translations are subject to reservation by CIC employees. Reservations must be made by telephone at 77 440 14 98 before submitting an application for reimbursement.
6. **Reimbursement may cover the costs of sworn written translations into Polish of documents required for the legalization of stay in Poland, including**



applications for temporary residence, permanent residence, EU long-term resident status, and for recognition as a Polish citizen or granting of Polish citizenship (excluding the Pole's Card / Karta Polaka).

7. In the case of sworn written translations regarding a minor Project Participant, the person signing the declaration of participation in the Project and the application for cost reimbursement is required to present a document confirming that they are the parent or legal guardian of the child or ward on whose behalf they are submitting the application, as well as the identity documents of both the parent and the child.

8. To obtain reimbursement, the project participant or the parent/legal guardian of the child is required to provide the following documents:

a) A completed application for reimbursement of sworn written translation services.

The application template constitutes Attachment No. 2 to these Regulations. The application concerns only one person. If a parent/legal guardian translates documents for themselves and for their wards, they must submit applications for each person separately.

b) A copy of a personalized invoice/bill (original for inspection) issued to the project participant or the parent/legal guardian who submitted the application for reimbursement. **The content of the invoice/bill must indicate the name and surname of the project participant or child/ward whom the translation concerns, and the repertory (register) number of the translated documents.** The date of issue of the invoice/bill may not be earlier than the date of signing the declaration of participation in the project. The declaration of participation in the project must be completed no later than the date the invoice/bill is issued. It is not permitted to issue a single invoice/bill covering sworn written translation services for two or more persons.

c) Proof of payment: in the case of non-cash payment – a bank account statement; in the case of cash payment – a proof of payment (receipt) or confirmation of payment on the invoice/bill (stating "to pay: 0.00" or "paid" for the full amount). Payments (including advances) do not have to be made by the person submitting the application for reimbursement of sworn written translation costs.

d) Originals of the translated documents for inspection for verification purposes.

9. The documents referred to in section 8 must be delivered within 10 business days from the date the invoice/bill was issued.

10. The submission of an application does not automatically equate to the granting of reimbursement.

11. Applications for reimbursement of costs for sworn written translation services, together with the required attachments, must be submitted at the headquarters of the Foreigner Integration Centre in Opole, ul. Damrota 7. Applications may be submitted multiple times until the financial resources allocated for this purpose are exhausted. The granting of reimbursement is determined by the order in which complete applications are received.



12. Reimbursement will be made within 21 business days from the date of submission of the application with all correct documents referred to in paragraph 8, to the bank account number indicated in the application for reimbursement of sworn written translation services.

13. The final decision on the reimbursement of sworn written translation services is made by the Head of the Foreigner Integration Centre or a CIC employee designated by them.

14. It is not permitted to obtain reimbursement for the translation of the same document more than once, including its original and any transcripts, extracts, or copies.

15. Persons who, in the previous edition of the project **"Opolskie Hospitable – Support for the social integration of third-country nationals" (FEOP.06.04-IP.02-0001/23)**, obtained reimbursement for the translation of equivalent documents are excluded from the possibility of obtaining reimbursement for sworn written translation services.

§ 13

Rules for the Reimbursement of Costs for Vocational Training or Courses

1. Adults as of the date of qualification for the course or training may benefit from the reimbursement of costs for vocational training or courses.

2. The participant declares that they have not received reimbursement for the costs of vocational training/courses from other sources or projects.

3. Only vocational training or courses listed on the Development Services Database (BUR) website (<https://uslugirozwojowe.parp.gov.pl/>) are subject to reimbursement.

4. Persons intending to participate in vocational training or courses are required to demonstrate knowledge of the Polish language at a communicative level, enabling participation in classes.

5. Only vocational training or courses previously qualified - prior to their commencement - by a job broker or an intercultural advisor are subject to reimbursement; these individuals subsequently refer the Project Participant to a career counsellor for an opinion. The absence of a positive opinion from the career counsellor precludes the possibility of reimbursement for vocational training or course costs.

6. After obtaining a positive opinion from the career counsellor, the project participant is required to report to the job broker or intercultural advisor for registration in the Development Services Database (BUR) and enrolment in the selected training or course. After enrolment, the job broker reserves financial resources to cover the costs of the development service for the project participant.

7. The participant is required to immediately inform CIC employees of any changes regarding the course, including: schedule, value, Development Services Database number, and the start and end dates of the course.



8. The reimbursement amount per participant may not exceed PLN 10,000 gross, and the project participant shall cover costs exceeding this limit.
9. A project participant may benefit from either the reimbursement of costs for a vocational course/training or the reimbursement of costs for a basic computer course in computer and Internet use. The choice of one of these forms of support precludes the possibility of using the other.
10. The course should begin and end (including the exam) during the period of the Participant's participation in the Project, in accordance with the date indicated in the contract, and during their legal stay in the territory of the Republic of Poland and while their connection to the Opolskie Voivodeship continues, as confirmed by an appropriate document.
11. In the application for reimbursement of vocational training/course costs, the Project Participant may only indicate costs incurred by them in connection with undertaking the training/course, including medical examinations and the cost of an exclusively successfully passed final examination (if applicable).
12. In the case of driving license courses, only the following categories qualify for cost reimbursement: C, C1, C1+E, C+E, D, D1, D1+E, D+E, T.
13. The participant is required to obtain a positive result on the final exam (if applicable) within 3 months from the date of completion of the course, and in the case of training such as a driving license course for categories C+E, D – within 6 months from the date of completion of the course.
14. If the Project Participant does not complete the vocational training or course within the period specified in the Development Services Database, does not start the training, vocational course or exam (if applicable), does not obtain a positive exam result within the course implementation dates, withdraws from or interrupts the training or vocational course, does not follow the training or course schedule, does not show progress in the training or course, or fails to inform CIC employees of any situation that may affect the implementation of the training or course, the financial resources allocated for the qualified vocational training or course will be released to ensure the efficient and rational use of Project funds, of which the participant will be informed (via email or SMS).
15. A condition for the Project Participant to receive reimbursement for training/course costs is the submission, within 14 business days from the end of the training/course and after successfully passing the final exam (if applicable), at the headquarters of the Foreigner Integration Centre in Opole, ul. Damrota 7, of the following documents:
 - a. an application for reimbursement of vocational training/course costs (Attachment No. 3 to these Regulations),
 - b. copies of invoices/bills regarding the costs specified in the application, issued to the project participant who submitted the reimbursement application (originals for inspection). The content of the invoice/bill regarding the training/course must indicate the date and name of the vocational training/course. If the vocational training/course

ends with an exam for which a separate fee must be paid, the date and name of the exam must be indicated in the invoice/bill. Payments (including advances) do not have to be made by the person submitting the application for reimbursement of vocational training/course costs,

c. proof of payment: in the case of non-cash payment – a bank account statement; in the case of cash payment – a proof of payment (receipt) or confirmation of payment on the invoice (stating "to pay: 0.00" or "paid" for the full amount),

d. a copy of a certificate/diploma/document confirming completion of the training/course and certifying the successful passing of the final exam (if applicable) and the acquisition of vocational qualifications/competencies (original for inspection).

16. Applications for reimbursement for training/courses for project participants may be submitted on a rolling basis until the funds available for this purpose are exhausted.

17. Reimbursement will take place within 21 business days from the date of delivery of all correct documents referred to in paragraph 15 to the bank account number indicated in the reimbursement application.

18. It is not permitted to submit applications before the completion of the training/course and the successful passing of the final exam (if applicable).

19. A foreigner who participated in a vocational course or training under the previous edition of the project "Hospitable Opolskie – Support for the social integration of third-country nationals" (FEOP.06.04-IP.02-0001/23) is not eligible to apply for reimbursement of vocational course or training costs under the current project.

20. The granting of reimbursement is determined by the order in which reimbursement applications are submitted.

21. The final decision on reimbursement is made by the Head of CIC or a CIC employee designated by them.

§ 14

Rules for the Reimbursement of Costs for a Basic Computer Course in Computer and Internet Use for Foreigners

1. Adults as of the date of qualification for the course may benefit from the reimbursement of costs for a basic computer course in computer and Internet use.

2. Only basic computer courses in computer and Internet use listed on the Development Services Database website (<https://uslugirozwojowe.parp.gov.pl/>) are subject to reimbursement.

3. Persons intending to participate in a basic computer course in computer and Internet use are required to demonstrate knowledge of the Polish language at a communicative level, enabling participation in classes.

4. A condition for applying for the reimbursement of costs for a basic computer course in computer and Internet use is prior qualification - before starting the course - by a job broker or an intercultural advisor, who subsequently refer the Project Participant to a career counsellor for an interview in Polish and to obtain an



assessment of the justification for the planned educational path in relation to their predispositions.

5. After obtaining a positive opinion from the career counsellor, the project participant is required to report to the job broker or intercultural advisor for registration in the Development Services Database (BUR) and enrolment in the course. After enrolment, the job broker or intercultural advisor reserves financial resources to cover the costs of the development service for the project participant.

6. The participant is required to immediately inform CIC employees of any changes regarding the course, including: schedule, value, Development Services Database number, and the start and end dates of the course.

7. A project participant may benefit from either the reimbursement of costs for a basic computer course in computer and Internet use or the reimbursement of costs for a vocational course/training. The choice of one of the aforementioned courses precludes the possibility of using the other form of support.

8. The reimbursement amount per participant may not exceed PLN 10,000 gross.

9. The course should begin and end during the period of the Participant's participation in the Project, in accordance with the date indicated in the contract, and during their legal stay in the territory of the Republic of Poland and while their connection to the Opolskie Voivodeship continues, as confirmed by an appropriate document.

10. If the Project Participant does not complete the basic computer course in computer and Internet use within the timeframe specified in the Development Services Database, does not start the course, does not obtain a positive exam result (if applicable) within the timeframes provided in the Development Services Database, withdraws from or interrupts the course, does not follow the course schedule, does not show progress in the course, or fails to inform CIC employees of any situation that may affect the implementation of the course, the financial resources allocated for the course will be released to ensure the efficient and rational use of Project funds and may be allocated to support another Project participant.

11. Failure to inform CIC employees of the above changes or situations may result in a refusal to reimburse course costs.

12. A condition for the project participant to receive reimbursement for the costs of a basic computer course in computer and Internet use is the submission, within 14 business days from the end of the course and after successfully passing the final exam (if applicable), at the headquarters of the Foreigner Integration Centre in Opole, ul. Damrota 7, of the following documents:

- 1) an application for reimbursement of costs for a basic computer course in computer and Internet use (Attachment No. 4 to these Regulations),
- 2) copies of invoices/bills regarding the costs specified in the application, issued to the project participant who submitted the reimbursement application (originals for inspection). The content of the invoice/bill regarding the course must indicate the date and name of the basic computer course in computer and Internet use. Payments



(including advances) do not have to be made by the person submitting the application for reimbursement of course costs,

3) proof of payment: in the case of non-cash payment – a bank account statement; in the case of cash payment – a proof of payment (receipt) or confirmation of payment on the invoice (stating "to pay: 0.00" or "paid" for the full amount),

4) a copy of a certificate, diploma, or other document confirming completion of the basic computer course in computer and Internet use and – if applicable – the passing of the final exam (original for inspection).

13. Applications for reimbursement for a computer course for project participants may be submitted on a rolling basis until the funds available for this purpose are exhausted.

14. Reimbursement will take place within 21 business days from the date of delivery of all correct documents referred to in paragraph 12 to the bank account number indicated in the reimbursement application.

15. It is not permitted to submit applications before the completion of the course.

16. The granting of reimbursement is determined by the order in which reimbursement applications are submitted.

17. The final decision on reimbursement is made by the Head of the Foreigner Integration Centre or a CIC employee designated by them.

§ 15

Rules for Using the Play Area at the Foreigner Integration Center

1. Only children under the care of an adult, parent, or guardian, who bears full responsibility for the safety and supervision of the child they are caring for during the visit, are entitled to use the play area.

2. Leaving children unattended by an adult is prohibited.

3. Before entering the play area, the parent/legal guardian is obliged to read these Regulations.

4. Employees of the Foreigner Integration Centre do not bear responsibility for the safety of children using the play area.

5. The guardian is required to ensure that the child does not disturb the work of the CIC.

6. CIC employees will not undertake any disciplinary actions toward children.

Remarks regarding inappropriate behaviour will be conveyed to the parents/legal guardians, who are obliged to take them into account.

7. Taking toys out of the play area is prohibited.

8. Parents/legal guardians bear responsibility for damage to property or the health of other persons using the play room.

9. There is a ban on bringing in and consuming beverages and food products.

10. CIC employees are not responsible for items left by children in the play area.



§ 16

Evaluation

1. A Participant who, upon joining the Project, completed the Declaration of Participation in the project is required to provide the necessary data to a CIC employee for the purpose of establishing an Individual Integration Path.
2. Within 4 weeks after ending participation in the Project, a participant who, upon joining the Project, completed the Declaration of Participation (Attachment No.1) is required to provide data regarding their status on the labour market (e.g., employment contract, confirmation of establishing a business) and information regarding participation in a course or training and obtained qualifications or acquired competencies.

§ 17

Final Provisions

1. The Voivodeship Labour Office in Opole reserves the right to introduce changes to the Regulations, in particular in the case of a written recommendation to introduce specific changes from the Ministry of Funds and Regional Policy, the Managing Authority, the Intermediate Body, or other bodies authorized to conduct audits of the Project's implementation.
2. The Foreigner Integration Centre reserves the right to refuse service to persons under the influence of alcohol or drugs, in a state of emotional instability, or behaving in a manner inconsistent with general social norms.
3. Any changes to the Regulations will be published on the website <https://wupopole.praca.gov.pl/> under the "Urząd" tab and will be effective from the date of their publication, unless decided otherwise.
4. In the event of a decision by the Minister of Funds and Regional Policy or other authorized bodies regarding the cessation or suspension of the Project's implementation, the Voivodeship Labour Office in Opole reserves the right to shorten the implementation period or suspend the implementation of the Project.
5. For matters not regulated in the Regulations, the relevant rules and principles resulting from program documents regarding European Funds for Opolskie 2021-2027 and relevant provisions of national law shall apply, in particular the Act of 23 April 1964 Civil Code, the Act of 6 December 2006 on the principles of development policy, and the Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective.
6. The Regulations are effective from the date of publication for the period of the Project's implementation.



List of Attachments:

- 1) Attachment No. 1 – Declaration of Participation in the Project
- 2) Attachment No. 2 – Application for Reimbursement of Certified Translation Services
- 3) Attachment No. 3 – Application for Reimbursement of Vocational Training/Course Costs
- 4) Attachment No. 4 – Application for reimbursement of costs for a basic computer and Internet course