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REGULATIONS FOR RECRUITMENT TO THE PROJECT

“Support for Third-Country Nationals in Kraków”

Project number: FEMP.06.19-IP.01-0371/25

Call number: FEMP.06.19-IP.01-012/25

Financing institution: Małopolskie Centrum Przedsiębiorczości (Małopolska Centre of Entrepreneurship)

Fund: European Social Fund Plus Project implementation period: 02/01/2026 – 02/29/2028

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General information

1. The project is implemented by the Internationaler Bund Polska Foundation, based in Kraków.
2. The project is carried out in the city of Kraków and the Małopolskie (Lesser Poland) Voivodeship.
3. The project is co-financed by the European Social Fund Plus under the European Funds for Małopolska 2021–2027 program.
4. The aim of the project is to support social integration and improve the functioning of third-country nationals through educational, integration, and specialist activities.
5. The total number of project participants is 255 people, including:
 - 225 third-country nationals,
 - 30 Polish citizens participating in integration activities.
6. The project office is in Kraków, al. Ignacego Daszyńskiego 22.

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Definitions

1. Third-country national – a person who is not a citizen of an EU Member State nor a citizen of Norway, Iceland, Liechtenstein, or Switzerland, including:
 - a stateless person within the meaning of the Convention relating to the Status of Stateless Persons of 28 August 1954,
 - a person without established citizenship.
2. Project Participant – a person qualified to participate in the project in accordance with the rules set out in these regulations.



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3. Project – the project titled “Support for Third-Country Nationals in Kraków” implemented by the Internationaler Bund Polska Foundation.

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Target group

1. The project’s target group consists of:

a) third-country nationals legally residing in the territory of Poland,

b) Polish citizens who are part of the environment of third-country nationals – solely within the scope of integration activities.

2. Third-country nationals must have legal residence in Poland for the entire period of receiving project support, confirmed by appropriate documents, in particular:

- a visa,
- a temporary residence card,
- a permanent residence card,
- an EU long-term resident’s residence card,
- a document confirming temporary protection or another form of protection.

3. Project participants must:

- be at least 18 years old,
- reside within the boundaries of the Municipality of the City of Kraków.

4. A person cannot become a project participant if they are taking part simultaneously in another project implemented under the European Funds for Małopolska 2021–2027 where the types of support offered to the participant are of the same kind or pursue the same objective/benefit for the project participant.

5. Support may be provided, among others, to labor migrants, students, refugees, and persons under temporary protection or other forms of international protection.

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Scope of support

1. As part of the project, participants may receive the following forms of support:

- 1) language workshops in the form of Polish-language discussion groups (third-country nationals only), averaging 30 hours per participant within the project,
- 2) integration and cultural activities (“contact with culture”) (all project participants),



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- 3) individual legal support (third-country nationals only), averaging 4 hours per participant within the project,
- 4) empowerment workshops conducted by a psychologist (third-country nationals only), averaging 48 hours per participant within the project.
2. Language workshops will be delivered in small groups tailored to participants' Polish language proficiency.
3. Integration activities will include, among others:
 - language walks,
 - visits to museums and galleries,
 - participation in cultural events,
 - integration trips.
4. Individual legal support may include in particular:
 - labor law,
 - legalization of stay,
 - family and alimony matters,
 - social benefits,
 - housing matters,
 - debts and enforcement,
 - issues related to childcare.
5. Psychological workshops will concern, among others:
 - mental well-being,
 - coping with stress,
 - social integration,
 - building agency,
 - functioning after traumatic experiences.
6. The scope and intensity of support will be adjusted to participants' individual needs.
7. The Applicant reserves the right to conduct a Polish language proficiency test before classes begin.
8. When granting support, the participant's situation will be analyzed, with respect to:
 - Polish language proficiency,
 - education,
 - qualifications and professional experience,
 - gender,
 - age,



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- migration status,
- cultural differences,
- social and professional situation,
- other factors affecting social functioning and labor market position.

9. The analysis of participants' situations will be carried out based on the recruitment form and does not imply an obligation to create individual action plans.

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Eligibility criteria

1. Formal criteria for third-country nationals

A person may become a project participant if they: 1) are at least 18 years old, 2) reside in Kraków, 3) have the status of a third-country national or are stateless, 4) are legally staying in Poland, 5) submit a correctly completed recruitment form, 6) are not simultaneously participating in another project under EFM 2021–2027 that offers the same type of support or leads to the same objective.

2. Formal criteria for Polish citizens

A person may become a project participant if they: 1) are at least 18 years old, 2) reside in Kraków, 3) are part of the environment of third-country nationals, 4) submit a correctly completed recruitment form, 5) are not simultaneously participating in another project under EFM 2021–2027 offering identical support.

3. Scoring criteria for third-country nationals

Additional points will be awarded to : 1) persons under temporary protection following the Russian Federation's aggression against Ukraine – 5 points, 2) persons with disabilities – 3 points, 3) economically inactive persons – 1 point.

4. Scoring criteria for Polish citizens

Additional points will be awarded to: 1) persons with disabilities – 3 points, 2) economically inactive persons – 1 point.

5. Method of verifying criteria

1. Disability will be verified based on:

- a disability certificate,
- equivalent documents,
- a medical opinion or certificate.
- The status of an economically inactive person will be verified based on:

2. The status of an economically inactive person will be verified based on:

- a certificate from ZUS (Social Insurance Institution),
- a certificate from a school or university.



3. The status of a person under temporary protection will be verified based on an appropriate document confirming temporary protection.

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Recruitment process

1. Recruitment will be conducted in the following rounds:
 - Round I: 07/21/2026 – 07/31/2026,
 - Round II: 08/17/2026 – 08/28/2026,
 - Round III: 09/07/2026 – 09/18/2026.
2. If places remain available, supplementary recruitment will be conducted.
3. In each recruitment round, it is planned to qualify for participation in the project:
 - 75 third-country nationals,
 - 10 Polish citizens.
4. Separate recruitment lists will be created for:
 - third-country nationals,
 - Polish citizens.
5. Admission to the project will be determined by the number of points awarded to candidates during recruitment (persons with the highest number of points will be qualified first). In the case of the same number of points, the order of applications will be the deciding criterion.
6. Application forms may be submitted:
 - electronically,
 - by email,
 - in person,
 - by post,
 - by requesting a home visit.
7. Recruitment will be conducted in accordance with the principle of equal opportunities and non-discrimination.

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Recruitment forms and needs analysis

1. Recruitment forms will contain at least one question regarding the special needs of the project participants.
2. The recruitment form will include questions concerning, among others:
 - professional situation,
 - Polish language proficiency,
 - legal needs,
 - well-being,



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- sense of agency and self-confidence,
 - interest in integration activities.
3. The participant will be able to indicate preferred forms of support and proposed integration activities.

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Equality and accessibility principles

1. The project will be implemented in accordance with the principle of equal opportunities for women and men and non-discrimination.
2. The organizer will ensure architectural and communication accessibility of project activities.
3. Depending on participants' needs, reasonable accommodations may be applied:
 - support from a volunteer,
 - organizing online meetings,
 - assistance in getting to the venue,
 - adapting materials.
4. Information and recruitment materials will be available in at least:
 - Polish,
 - English,
 - Ukrainian,
 - Russian.
5. Information materials will include:
 - the organizer's contact details,
 - information on transport access,
 - information on building accessibility,
 - information on parking and spaces for people with disabilities.

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Recruitment stages

Recruitment includes: 1) submission of the recruitment form and needs analysis questionnaire, 2) formal verification of documents, 3) assessment of the participant's situation based on the form, 4) awarding of scoring points, 5) creation of main and reserve lists, 6) informing candidates about recruitment results.

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Participants' obligations



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The participant undertakes to: 1) actively take part in the selected forms of support, 2) confirm attendance, 3) inform about changes in life circumstances or contact details, 4) participate in evaluation and monitoring studies, 5) provide data necessary to monitor project indicators.

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Resignation and removal from the participants' list

1. A participant may resign from the project for valid health, family, or fortuitous reasons.
2. The organizer may remove a participant from the list in the event of:
 - breach of the regulations,
 - persistent unexcused absences,
 - absence exceeding 40% of the planned hours of language workshops,
 - providing false data.
3. A person from the reserve list may be qualified in place of a resigning participant.

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Final provisions

1. The regulations enter into force on the date of their announcement.
2. The organizer reserves the right to amend the regulations resulting from changes in the rules or guidelines concerning project implementation.
3. In matters not regulated herein, decisions are made by the Project Implementer.
4. The regulations are available at the project office and on the project's website.