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**REGULATIONS FOR RECRUITMENT AND PARTICIPATION IN THE PROJECT
„Development of the Welcome Centre as a place of support, adaptation, and
integration for international students and lecturers.”**

Project No.: BPI/WTP/2024/1/00041

*The project is co-financed by the European Social Fund Plus under the European Funds for Social
Development Programme 2021–2027*

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DEFINITIONS

Whenever the following terms are used in these regulations, they shall be understood as follows:

1. **Project** – refers to the project: *Development of the Welcome Centre as a place of support, adaptation, and integration for international students and lecturers*, project no. BPI/WTP/2024/1/00041 (hereinafter referred to as “the Project”), is implemented by the International University of Logistics and Transport in Wrocław (hereinafter referred to as “the Project Promoter”) under the European Funds for Social Development 2021-2027, co-financed by the European Social Fund Plus, in the period from 1 October 2025 to 30 September 2027. It is carried out within the NAWA project titled „Support for higher education and science institutions in servicing foreign nationals and Polish citizens going abroad”, project no. FERS.01.05.IP.08-0003/24.
2. **Project Provider** – refers to the International University of Logistics and Transport in Wrocław, located at Sołtysowicka 19b, 51-168 Wrocław, Poland; alternatively referred to as the University.
3. **Candidate** – refers to a natural person who is a student and/or a member of the academic, teaching, administrative, or management staff applying for admission to the Project.
4. **Project Participant** – refers to a natural person who is a student, qualified to participate in the Project, who submits a declaration of participation in the Project, and/or a member of the academic, teaching, administrative, or management staff who commences the offered forms of support.
5. **Employee of the Project Provider** – refers to a natural person who is a member of the teaching, academic, or administrative staff involved in the implementation of Project activities.
6. **Project Application Form** – refers to the form to be completed by a person interested in participating in the Project. The form is available at the Project Office.
7. **Declaration of Participation in the Project** – refers to the form to be completed by a person qualified for the Project, entitling them to participate in the Project. A template of the Declaration of Participation is available at the Project Office.
8. **Project Office** – refers to the office established for the purposes of implementing the Project, located at the Project Provider’s premises at Sołtysowicka 19b, 51-168 Wrocław, Poland, room 112.
9. **IULT** – the abbreviation of the Project Provider's name (International University of Logistics and Transport).



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§1 PROJECT INFORMATION AND GENERAL PROVISIONS

10. The project titled: *Development of the Welcome Centre as a place of support, adaptation, and integration for international students and lecturers*, project no. BPI/WTP/2024/1/00041 (hereinafter referred to as “the Project”), is implemented by the International University of Logistics and Transport in Wrocław (hereinafter referred to as “the Project Promoter”) under the European Funds for Social Development 2021-2027, co-financed by the European Social Fund Plus, in the period from 1 October 2025 to 30 September 2027. It is carried out within the NAWA project titled „Support for higher education and science institutions in servicing foreign nationals and Polish citizens going abroad”, project no. FERS.01.05.IP.08-0003/24.
11. The Project Office is located at the headquarters of the Project Promoter: ul. Sołtysowicka 19b, 51-168 Wrocław, e-mail: projekty@misl.com.pl.
12. The main objective of the project is to enable international students to adapt and integrate into the academic environment, and to support students and lecturers during their stay in Poland.
13. The Project Regulations define the rules of implementation and the conditions for participation in the project, including the scope of support offered, execution of individual tasks, recruitment procedures, rights and obligations of participants, rights and obligations of the Beneficiary, and general rules for settlement and withdrawal from training.
14. Participation in the project is free of charge.
15. Information about the Project will be available:
 - a. on the Project Promoter’s website – www.mwsl.eu,
 - b. on informational posters,
 - c. at the headquarters of the Project Promoter.

§2 PURPOSE OF THE SUPPORT PROVIDED

1. The purpose of the provided support is to develop the existing Welcome Centre within the University structure by strengthening its capacity to receive and serve international individuals, which will contribute to the internationalization and increased competitiveness of Polish higher education and science institutions on the international market.

§3 TYPES OF SUPPORT PROVIDED WITHIN THE PROJECT

1. Use of the Welcome Centre:

Every international student and lecturer has the right to use the services of the Welcome Centre, which offers assistance in areas such as:

 - a) travel,
 - b) accommodation,
 - c) banking services,
 - d) medical appointments,
 - e) work permits,



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- f) visas,
 - g) scholarships,
 - h) current matters,
 - i) student recruitment,
 - j) adaptation,
 - k) career development support,
 - l) cooperation with international lecturers.
2. Training for staff:
- a) Legal aspects related to the recruitment of international student candidates (16 hours),
 - b) Communication with international students and lecturers, including cultural differences (14 hours).
3. Forms of support for students:
- a) Workshops on international communication and cultural differences (8 hours),
 - b) Study visits,
 - c) Intercultural integration trips (7 days),
 - d) International student club,
 - e) Career counseling.

§ 4 TARGET GROUP

1. The project is addressed to:
 - a) candidates for studies;
 - b) international students;
 - c) international lecturers;
 - d) employees of the Project Promoter.
2. The project plans providing training and/or workshop support to a group of 180 international students and 15 employees of the Project Promoter.
3. If possible, the Project Promoter may increase the number of participants in the project.

§ 5 RULES FOR RECRUITMENT TO THE PROJECT

1. Project participants are the persons indicated in § 4 section 1 of these Regulations on recruitment and participation in the project.
2. A person may become a Project Participant if, depending on the form of support, s/he has provided the personal data required for receiving such support and has confirmed his/her belonging to the target group (by submitting appropriate documents and declarations).



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3. Recruitment will be conducted on a non-discriminatory basis, impartially, in accordance with conditions that are transparent and equal for all candidates, taking into account the Project criteria and based on application documents, in line with the principle of equal opportunities. Equal access to support will be ensured regardless of gender, disability, or other factors. Throughout the recruitment period, the Project Manager will monitor the recruitment process to maintain equal access and fair treatment for all applicants.
4. The number of participants in training and/or workshop support is limited to 180 international students and 15 employees of the Project Promoter.
5. Persons qualified to participate in the project acquire the status of Project Participant upon signing the declaration of participation in the project, where required for a given form of support, no later than on the first day of receiving the support.
6. The Candidate completes the Application Form available on the website: www.mwsl.eu. The completed form, together with attachments, should be sent by the Candidate to the email address: welcomecentre@mssl.com.pl or submitted in person at the Project Office.
7. Application documents submitted by candidates for participation in the Project are non-returnable.
8. A Candidate qualified for participation in the project will be required to complete the documentation in the NAWA IT system no later than on the first day of receiving support, depending on the given form of support.
9. Participants will be required to save the completed NAWA system documentation in PDF format and submit it to the Project Provider.
10. For the purpose of conducting recruitment, if a given form of support so requires, the Project Manager shall appoint a Recruitment Committee.
11. The Recruitment Committee shall:
 - a) provide information on the recruitment rules,
 - b) conduct the recruitment process in accordance with the criteria specified in the regulations,
 - c) announce the list of qualified candidates and the reserve list (if applicable),
 - d) prepare a protocol documenting the recruitment process.
12. In the event of high interest in a particular form of support, it is possible to organise additional groups or increase the number of participants in individual groups.

§ 6 RIGHTS AND OBLIGATIONS OF PROJECT PARTICIPANTS

1. Each Project Participant has the right to:
 - a. participate in the forms of support in accordance with § 3 “Types of support provided within the project” of these Regulations,
 - b. submit comments and evaluate the forms of support in which s/he has participated within the Project,
 - c. receive training materials, where applicable to a given form of support,
 - d. receive a consolidated certificate or document summarizing participation in all forms of support under the Project in which s/he has taken part, where applicable.



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2. Each Project Participant is obliged to confirm his/her attendance, depending on the form of support, by signing the attendance list, in particular in the case of trainings, workshops, and other organized forms of support.
3. Each Project Participant is required to attend at least 80% of the total hours within a given form of support, in particular such as workshops and/or trainings.
4. Each Project Participant taking part in forms of support which end with external certification is obliged to take the exam and make every effort to obtain a positive result.
5. The Project participant is obliged to immediately inform the Project Provider of any changes to personal data (in particular, surname, address, correspondence address) and other data included in documents submitted during the recruitment process or while completing documentation in the NAWA IT system, including after the end of participation in the support.

§ 7 RULES FOR WITHDRAWAL FROM PARTICIPATION IN THE PROJECT

1. Withdrawal from participation in the Project is only possible due to health reasons, force majeure, or other important reasons which, as a rule, could not have been known to the participant at the start of his/her involvement in the Project.
2. In the event of withdrawal from the Project, the participant is obliged to submit a written statement of withdrawal, specifying the reasons for his/her decision.
3. If a participant withdraws from the Project for reasons other than those specified in section 1, the University may require the participant to reimburse the costs associated with his/her participation in the Project, as well as any potential costs arising from non-compliance with the Project funding agreement.
4. A participant may be removed from the participant list in the event of absence from more than 20% of the sessions, failure to fulfil other obligations related to participation in a given form of support, or other violations of these Regulations, the Agreement, or other applicable regulations.
5. In the event of removal of a participant for reasons specified in section 4, the University may require the participant to reimburse the costs associated with his/her participation in the Project, as well as any potential costs arising from non-compliance with the Project funding agreement due to the early termination of the participation.

§ 8 RULES FOR MONITORING PARTICIPATION IN THE PROJECT

1. Participants are obliged to consent to the free use of their image by the Project Provider for promotional, reporting and control purposes (regarding photographs and recordings), provided that the photograph or recording was taken during the sessions or other forms of support.
2. Every Project participant is required to complete monitoring surveys during and after the completion of the Project.
3. The requirements referred to in points 1–2 of this paragraph are essential for the Project Provider to fulfil its reporting obligations regarding the implementation of the Project to the Intermediate Body, as well as to improve the support offered and better adapt it to the needs of the participants.

§ 9 DOCUMENT STORAGE

1. Complete recruitment documentation for each Project participant shall be stored by the Project Provider in a location inaccessible to third parties.
2. Upon completion of the Project, the organised documentation shall remain in the Project Office for the period specified in the relevant guidelines.
3. The administrator of the personal data of Project participants shall be the International University of Logistics and Transport in Wrocław, Sołtysowicka 19b, 51-168 Wrocław (hereinafter referred to as the University).
4. The University shall process the personal data of Project participants based on Article 6(1)(b), (c), (e), and (f) of the GDPR for the purpose of:
 - a) contacting the participant as a representative of the National Agency for Academic Exchange or as a designated contact person regarding cooperation;
 - b) concluding and implementing the provisions of the agreement;
 - c) fulfilling the University's legal obligations related to the implementation of the agreement, including accounting, tax, and archiving obligations in accordance with applicable law;
 - d) establishing or pursuing any claims arising from the agreement, or defending against them, which constitutes the University's legitimate interest.
5. The categories of processed data include data necessary to conclude the agreement, contact information of persons involved in the agreement's implementation, and data contained in powers of attorney.
6. Personal data of Project participants shall be processed by the University for the period necessary to achieve the purposes of processing, but no shorter than the period required by the Act of 14 July 1983 on the National Archival Resource and Archives.
7. While maintaining all security guarantees, the University may make the participant's data available to entities authorised to receive it under applicable law, including under the implementation act, or transfer it to entities processing the data on behalf of the University based on an appropriate data processing agreement.
8. Personal data of Project participants shall not be transferred to a third country or an international organisation. In the event that it becomes necessary to transfer data to a third country, the University shall ensure appropriate safeguards for the transfer and effective legal protection, in particular by using standard contractual clauses adopted by the European Commission, and shall inform the participant of this fact.
9. Decisions based solely on automated processing of personal data, including profiling, do not occur.
10. Identification and contact data of the participant shall be obtained in connection with the cooperation of the entity the participant represents with the University.
11. The participant may request access to their personal data, correction of data, data portability, and restriction of data processing in accordance with the GDPR. The participant may also file a complaint with the President of the Personal Data Protection Office if he/she believes that the



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University's processing of his/her data violates the law.

12. Contact for the University's Data Protection Officer: iod@msl.com.pl

§ 10 FINAL PROVISIONS

1. These Regulations shall come into force on 1 October 2025 and shall remain in effect throughout the duration of the Project, i.e., until 30 September 2027.
2. The Project Provider reserves the right to amend these Regulations in the event of changes to the guidelines, Project implementation conditions, or programme documents.
3. The resolution of disputes and other matters not covered by these Regulations shall be the responsibility of the Project Manager.