

This project is co-financed with European Union funds in the framework of the European Social Fund

Załącznik nr 3 – Procedura udzielania wsparcia obcokrajowców w ramach projektu.
Attachment No. 3 – Procedure for granting support to foreigners under the project.

**Procedure for granting support to foreigners under the project:
“Integrated Development Programme of the University of Humanities
and Economics in Lodz”**

The procedure concerns Task 1. Educational programmes in English

Support for education at the following faculties:

- Management - Project and Process Management
- Graphics – 3D Graphics and Game Art

**§1
General provisions**

1. In accordance with §8 point 2 of the Regulations of recruitment and participation in the project **Integrated Development Programme of the University of Humanities and Economics in Lodz**, 20 participants in the project are entitled to the support in order to cover living expenses while studying: - Management - Project and Process Management (10 people) and - Graphics - Graphics 3D and Game Art (10 people).

**§2
Principles of providing support to cover the cost of living and foreigners.**

1. 20 foreigners are entitled to financial support to cover accommodation and maintenance costs in Poland in the period directly related to the course of the education cycle.
2. The education cycle covers the months: October 2018 - June 2019, October 2019 - June 2020, October 2020 - June 2021.
3. Expenses related to the maintenance costs of foreigners are fixed at a flat rate and may not exceed PLN 1.500 per month for the maintenance of one foreigner who participates in the education.
4. The total amount of support provided to a student, envisaged for the whole education cycle, amounts to PLN 40,500.00 and is paid on a monthly basis.
5. All payments made by the Project Implementer will be made in Polish zlotys to the account operated in Polish zlotys indicated by the participant in the project.
6. Financial support for foreign students will be granted on the basis of the Application for support for foreigners (Attachment No. 1)
7. In the case the number of foreigners participating in the project exceeds 20, the support will be awarded depending on the average grade results in the secondary school completion certificate entitling the participant to take up studies at the university level and the result of the English test at the level of min. B2



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8. The Admissions Committee will decide whether or not support shall be granted, the Committee shall be composed of: Project Manager, Financial Specialist and Recruitment Specialist. The ranking list will be posted on the website of the Project Implementer and at the office of the Project Office.

9. The Project Implementer will inform project participants about granting or not granting support within 3 working days (counting from the day of completion of the assessment).

10. Payments of support will be made within 14 calendar days from the date of submitting the correct Application for support for foreigners.

11. Considering that support for foreigners is financed entirely from financial resources obtained within the project, the payment of support depends on availability of funds on the project account.

12. In the absence of funds on the project account, the University of Humanities and Economics in Lodz may make payments from its own resources. In all other cases, the payment will be made within 10 working days of receipt of funds for co-financing the project.

§3

Final provisions

1. A participant applying for financial support is obliged to respect the rules of this Procedure.
2. The matters not covered by this Procedure shall be decided upon by the University of Humanities and Economics in Lodz in consultation with the Intermediate Body.
3. To receive due support, participants are required to provide their bank accounts in the Polish currency.
4. The procedure shall enter into force on the day of announcement on the website.

Attachments:

1. Attachment No. 1 - Application for support for foreigners



Project Implementer:

