



RECRUITMENT AND PARTICIPATION REGULATIONS FOR DOMESTIC INTERNSHIPS

Jagiellonian University PhD Teaching Programme – Program szkoleniowy dla doktorantów (trans.: Jagiellonian University PhD Teaching Programme – Training Programme for PhD Students)

carried out as part of Zadanie 2. Działania podnoszące kompetencje lub kwalifikacje doktorantów UJ (trans.: Task 2.

Activities to Enhance Competencies or Qualifications of Doctoral Students at JU)

under the project Teaching-Engagement-Development (TED): nauczyciele akademicy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the

Challenges of the Future) FERS.01.05-IP.08-0150/23-00

implemented within the framework of European Funds for Social Development 2021-2027, co-financed by the European Social Fund Plus.

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Glossary of Terms

The terms used in these Regulations shall have the following meanings:

1. **Project** – Teaching-Engagement-Development (TED): nauczyciele akademicy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future), funding agreement No. FERS.01.05-IP.08-0150/23-00, i.e., a project consisting of five tasks.
2. **Zadanie 2 (trans: Task 2)** – Zadanie 2. Działania podnoszące kompetencje lub kwalifikacje doktorantów UJ (trans.: Task 2: Activities Enhancing the Competencies or Qualifications of PhD Students at the Jagiellonian University), one of the five tasks implemented within the Teaching-Engagement-Development (TED): nauczyciele akademicy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future), conducted under the name Jagiellonian University PhD Teaching Programme – Program szkoleniowy dla doktorantów (trans.: Jagiellonian University PhD Teaching Programme – Training Programme for PhD Students). (Website: [Doktoranci - Teaching Engagement Development \(TED\) - Biuro ZintegrUJ](#)).
3. **Programme** – Jagiellonian University PhD Teaching Programme – Program szkoleniowy dla doktorantów (trans.: Jagiellonian University PhD Teaching Programme – Training Programme for PhD Students), abbreviated as JUP, refers to a training programme for PhD students at the Jagiellonian University Doctoral Schools. The programme consists of four annual editions. Each edition lasts 12 months.
4. **Project Implementation Period** – from 01.01.2024 to 30.06.2029.
5. **Project Beneficiary** – Jagiellonian University, 24 Gołębia St., PL-31-007 Krakow; NIP 675-000-22-36, Regon 000001270.
6. **Candidate** – a Participant of the Programme taking part in the recruitment process for a domestic internship.
7. **Participant** – a Candidate who has participated in the competition and has been granted funding for a domestic internship under Zadanie 2 (trans.: Task 2).
8. **Academic Year** – the calendar period during which classes, exams, and credits provided for in the study plan and education programme are conducted. The academic year begins on October 1st of the given calendar year and ends on



September 30th of the following calendar year, and it is divided into two semesters: summer and winter, which take place within the dates specified in the order of the Rector of the Jagiellonian University regarding the organization of the academic year.

9. **Support Forms for PhD Students** – Activities provided within the Project for PhD students, in the form of obligatory training sessions totaling 80 teaching hours, and additional educational elements including training, internships, and study visits.
10. **Pre-test and Post-test** – a research model that is one of the quantitative research methods. In this case, its purpose is to verify whether participation in a form of support has had an impact on the increase of skills in the studied area.
11. **Domestic Internship** – a trip of an individual to a Host Institution for an internship.
12. **Host Institution** – an international institution, a national government-level institution, or a university ranked 1st–10th in the current Perspektywy ranking (excluding JU).
13. **Domestic Internship Supervisor** – a representative of the Host Institution responsible for the substantive organization of the stay, designated by the PhD student.
14. **The Perspektywy Ranking** – an annual ranking of higher education institutions in Poland, published by the Perspektywy Educational Foundation.
15. **Project Team** – staff responsible for the implementation of the Project.
16. **Project Manager** – refers to the manager of Teaching-Engagement-Development (TED): nauczyciele akademicy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future).
17. **Academic Supervisor** – refers to the academic supervisor for the development of the PhD students' educational path of Jagiellonian University PhD Teaching Programme – Program szkoleniowy dla doktorantów (trans.: Jagiellonian University PhD Teaching Programme – Training Programme for PhD Students).
18. **Recruitment Committee** – a team consisting of independent research and teaching staff members of the Jagiellonian University representing the Jagiellonian University Doctoral Schools and Academic Advisors of the Project, appointed to review applications for domestic internships for the decision to be made by the Academic Supervisor.
19. **Project Office** – the team supporting the implementation of the Project, responsible for its execution, based at the Biuro Projektów Strategicznych (trans: Strategic Projects Office), located at 25/2 Straszewskiego St., PL-31-113 Krakow, Poland.
20. **Portal Rekrutacyjny Zintegruj (trans.: Zintegruj Recruitment Portal)** – The electronic infrastructure through which recruitment for the Programme/Project and the various support forms for PhD students is conducted. (Website: [Portal rekrutacyjny Zintegruj - Strona główna](#)).
21. **Business Trips Service** – Jagiellonian University CM Business Trips Service is a team responsible for the administrative management of individual trips of employees, PhD students, and contractors both domestically and abroad. (Website: [Business Trips Service - Jagiellonian University - Jagiellonian University](#)).
22. **The Intermediate Body** – The National Centre for Research and Development located at 69 Chmielna St., PL-00-801 Warsaw, Poland.
23. **JU** – Jagiellonian University.



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General Provisions

1. These Regulations set forth the rules for participation in domestic internships for Participants of Zadanie 2 (trans: Task 2), based on JU legal and organizational regulations.
2. The purpose of the domestic internships is to provide training within the JUP aimed at obtaining or enhancing qualifications and competencies in the following areas: teaching and/or digital skills and/or green transformation and/or entrepreneurship and commercialization of research results, as well as other substantive competencies.

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Recruitment Rules

1. A Participant of the Jagiellonian University PhD Teaching Programme (JUP) may take part in the recruitment process for domestic internships if they have previously completed, from the pool of obligatory training, at least: one training session in teaching competencies, one in digital competencies, one in green transformation, and one in entrepreneurship and commercialization of research results, as well as other substantive competencies (a total of 40 teaching hours), obtained a passing grade in each, and improved their competencies as part of these training sessions (i.e., achieved a post-test score higher than the pre-test score).
2. The selection of Candidates for domestic internships is conducted in a competitive process. The qualification of a Candidate for a domestic internship, within the available financial resources, is determined by the Recruitment Committee, as referred to in section 3 below, based on an evaluation of the documents submitted by the Candidate.
3. The recruitment process for Candidates for domestic internships is conducted in accordance with an established order and accepted rules, as follows:
 - a. Recruitment will be carried out each time within the deadlines specified in the competition announcement available on the Project's website: <https://ted.zintegruj.uj.edu.pl>.
 - b. Candidates interested in participating in an domestic internship should submit, within the deadline specified in the competition announcement, an electronic application through the Portal Rekrutacyjny ZintegrUJ (trans.: ZintegrUJ Recruitment Portal), which must include the following documents:
 - i. Recruitment Form for Participation in the Domestic Internship (template provided in Appendix No. 1 to the Regulations)
 - ii. Invitation letter/permission from the Host Institution to carry out the domestic internship.
 - c. Templates of the documents referred to in section 3(b) are available for download on the Project's website: <https://ted.zintegruj.uj.edu.pl>.



- d. The recruitment documents submitted by Candidates will undergo formal evaluation, during which the Candidate's eligibility for the target group will be verified in accordance with the provisions of section 1 above, along with the submission of all required attachments in accordance with the provisions of section 3(b).
- e. Incomplete recruitment documents, those submitted after the deadline, or sent in a format other than required, will be rejected without the possibility of supplementation or correction.
- f. Recruitment documents of Candidates who meet the formal criteria in accordance with the provisions of section 1 and include the required attachments in accordance with the provisions of section 3(b) will be forwarded for substantive evaluation.
- g. Substantive evaluation of the recruitment documents will be conducted by the Recruitment Committee appointed by the Academic Supervisor.
- h. The Recruitment Committee will evaluate the candidates' applications according to the following point scale:
 - i. Internship location (0 to 40 points):
 - 40 points: international institutions,
 - 25 points: national government-level institutions,
 - 20 points: top 1–5 in Perspektywy ranking,
 - 15 points: 6–9 in Perspektywy ranking,
 - 10 points: 9–10 in Perspektywy ranking.
 - ii. Purpose of the domestic internship (5 to 15 points):
 - 5 points for a purpose related to enhancing teaching competencies,
 - 5 points for a purpose related to enhancing digital competencies,
 - 5 points for a purpose related to enhancing competencies for green transformation.
 - iii. Documented form of acquiring competencies, such as a certificate from the Host Institution or activity programs offered by the Host Institution (0 to 30 points):
 - 5 points: consultations with the Host Institution's staff related to the internship's objectives,
 - 5 points: passive participation in educational activities related to the internship's objectives,
 - 5 points: active participation in educational activities (e.g., teaching or co-teaching, leading or co-leading training courses, etc.),
 - 15 points: participation in educational activities aimed at developing the competencies specified in the internship's objectives (e.g., workshops, summer schools, specialized training, etc.).
 - iv. Planned application of acquired competencies at JU (e.g., proposed courses for undergraduate or graduate studies, other forms of education and student involvement in the teaching and research process) - YES – 5 points, NO – 0 points.
 - v. Justification of planned expenses – YES - 10 points, NO – 0 points.
- i. Within the available resources, the Recruitment Committee will qualify for the internship those Candidates who meet all the formal requirements together and obtain at least 40% of the maximum number of points. The total maximum score is 100 points.



- j. In the case of an equal number of points scored by two or more Candidates, the order of application submission will be decisive.
- k. If the number of applications exceeds the available financial limits, the Recruitment Committee may create a reserve list of Candidates. The reserve list includes individuals who achieved a minimum of 40% of the maximum possible points but, due to limited financial resources, were not eligible for a domestic internship. Placement on the reserve list will be determined by the number of points obtained.
- l. Candidates will be informed about the recruitment results within 14 days of the end of the recruitment process through electronic communication.
- m. Each Candidate who is not qualified for the domestic internship has the right to appeal the decision of the Recruitment Committee within 7 days from the date of receiving the recruitment results.
- n. Appeals are allowed only due to formal errors.
- o. Each submitted appeal will be reviewed individually by the Academic Supervisor.
- p. Candidates will be notified individually about the decision of the Academic Supervisor.
- q. If a Participant withdraws from the domestic internship, the Candidate with the next highest number of points on the reserve list will be invited.
- r. If an adequate number of Participants is not qualified for the domestic internship, additional recruitment will be conducted under the same rules as the primary recruitment.
- s. Information about the dates of additional recruitment will be published on the website: <https://ted.zintegruj.uj.edu.pl>, with at least 2 weeks' notice.
- t. Changing the Host Institution requires consultation with the Project Office staff to determine the existing formal possibilities in this regard.
- u. Confirmation of participation in the domestic internship and the change of status from Candidate to Participant occurs upon the submission of a Declaration of Participation in the Domestic Internship through the Portal Rekrutacyjny ZintegruJ (trans.: ZintegruJ Recruitment Portal, no later than 30 calendar days before departure for the domestic internship).

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Participation in Domestic Internships

1. An domestic internship at a Host Institution should last at least 7 days and a maximum of 10 days (including travel days) and should include the forms of achieving the domestic internship goals indicated in the Recruitment Form (Appendix No. 1 to the Regulations).
2. The internship at a Host Institution cannot be shortened to less than 7 days.
3. The Participant's stay at the Host Institution for the domestic internship must be completed within the Project's time frame and in accordance with the relevant rules of the specific call for domestic internships. The rules and regulations for each call will be made available on the Project website.
4. For Participants traveling for domestic internships, the University will cover the following from the Project's funds:





- a. Travel costs; settled in accordance with the regulations and rules applicable at the Jagiellonian University
- b. Subsistence allowances and accommodation allowances according to the applicable rates as specified in the Obwieszczenie Ministra Rodziny i Polityki Społecznej z dnia 02 października 2023 r. (Dz. U. poz. 2190) (trans: Regulation of the Minister of Family and Social Policy of October 02, 2023 (Journal of Laws, item 2190));
- c. Accommodation allowances up to the rate limits as specified in the Obwieszczenie Ministra Rodziny i Polityki Społecznej z dnia 02 października 2023 r. (Dz. U. poz. 2190) (trans: the Regulation of the Minister of Family and Social Policy of October 02, 2023 (Journal of Laws, item 2190));
- d. Travel allowances in accordance with the Obwieszczenie Ministra Rodziny i Polityki Społecznej z dnia 02 października 2023 r. (Dz. U. poz. 2190) (trans: the Regulation of the Minister of Family and Social Policy of October 02, 2023 (Journal of Laws, item 2190));

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Rules for Participation in Domestic Internships

1. After qualifying for participation in the domestic internship, the Participant must submit the following document *via* the Portal Rekrutacyjny ZintegrUJ (trans.: ZintegrUJ Recruitment Portal) no later than 30 days before the departure Declaration of Participation in the Domestic Internship (Appendix No. 2 to the Regulations).
2. After submitting Declaration of Participation in the Domestic Internship *via* the Portal Rekrutacyjny ZintegrUJ (trans.: ZintegrUJ Recruitment Portal), the Participation should follow the domestic travel procedure applicable at the Jagiellonian University.
3. The granting of financial support to the Participant is conditional upon correct completion and signing the Declaration of Participation in the Domestic Internship (the template is provided in Appendix No. 2 to these Regulations). The amount of funding is expressed in PLN, and the disbursement of funds will be made in accordance with the regulations and rules applicable at the Jagiellonian University.
4. Participants are obliged to comply with the provisions of the Regulations, including the timely submission of a Report on Participation in the Domestic Internship (the template is provided in Appendix No. 4 to the Regulations) and other required documents.
5. The financial support received by the Participant is intended to cover the costs related to travel and stay at the Host Institution in accordance with §4, point 4. Reimbursement of costs related to the domestic internship, for example additional insurance, cannot be financed from the Project.
6. The Participant is required to obtain a written Domestic Internship Certificate from the Host Institution (the template is provided in Appendix No. 3 to the Regulations).
7. In accordance with §5 of the Annex to the Obwieszczenie Ministra Rodziny i Polityki Społecznej z dnia 02 października 2023 r. (Dz. U. poz. 2190) (trans: the Regulation of the Minister of Family and Social Policy of October 02, 2023 (Journal of Laws, item 2190)), titled: Rozporządzenie Ministra Pracy i Polityki Społecznej z dnia 29 stycznia 2013 r. (Dz.U. z dnia 5 lutego 2013 r. poz. 167, z późn.zm.) w sprawie: *należności przysługujących pracownikowi zatrudnionemu w państwowej lub samorządowej jednostce sfery budżetowej z tytułu podróży służbowej* (trans: Regulation of the Minister



of Labor and Social Policy of January 29, 2013 (Journal of Laws of February 5, 2013, item 167, as amended) regarding: *the entitlements of employees in state or local government budgetary units in relation to business travel*), it is stipulated that the PhD student shall settle the travel expenses within 14 days from the date of return. Settlement must be made via the PI Information Portal or at the Business Trips Service JU (for doctoral students of the Doctoral School of Medical and Health Sciences).

8. The settlement of the trip is based on the original Domestic Internship Certificate at the Host Institution and the submitted financial documents, such as bus tickets, train tickets, and other types of tickets related to the travel to and from the domestic internship location, as well as the hotel invoice/receipt.
9. If the amount of funds transferred to the Participant exceeds the amount due as shown during the financial settlement of the trip, the Participant is required to return the difference between the amount received and the amount due within 14 days of the acceptance of the financial settlement by JU.

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Resignation from Participation in the Domestic Internship

1. A Participant who has been qualified for participation in the domestic internship may resign only in the following cases:
 - a. Documented improper performance of duties by the Project Beneficiary;
 - b. Force majeure events preventing the Participant from taking part in the domestic internship.
2. The Project Beneficiary may remove the participant from the Project in the following cases:
 - a. The information provided in the competition documentation by the Participant is untrue;
 - b. The Participant fails to fulfill the obligations arising from these Regulations, the Regulations of Participation in the Programme Jagiellonian University Phd Teaching Programme – Program Szkoleniowy dla Doktorantów (Trans.: Jagiellonian University Phd Teaching Programme – Training Programme For Phd Students), and the submitted statements;
 - c. The agreement for Project funding expires.
3. In the event of failure to complete the domestic internship or its completion in a manner inconsistent with the rules of the competition due to the Participant's fault, the Project Beneficiary reserves the right to demand reimbursement of the costs associated with the Participant's involvement in the Project, as well as other costs, including, but not limited to, any contractual penalties arising from the Project funding agreement, related to the Participant's interruption of the internship.
4. If the Jagiellonian University demands the reimbursement of costs related to participation in the Project, as well as the reimbursement of other costs, including, but not limited to, any contractual penalties, the Participant is obliged to return the requested



amount of money to the Jagiellonian University to the bank account specified in the demand within 7 days from the date of receiving the demand.

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Final Provisions

1. In matters not regulated by these Regulations, national and EU laws shall apply.
2. The Project Team reserves the right to amend the Regulations. Any changes to these Regulations require a written form.
3. The Rand any amendments thereto are published on the Project's website and are available at the Project Office.
4. All Project Participants are required to familiarize themselves with the Regulations and to strictly adhere to their provisions.
5. In disputed matters and those not regulated by these Regulations, decisions shall be made by the Project Manager.
6. The Regulations come into effect on the date of signing.

Attachments:

1. Appendix No. 1 – Recruitment Form for Participation in the Domestic Internship – Template
2. Appendix No. 2 – Declaration of Participation in the Domestic Internship – Template
3. Appendix No. 3 – Domestic Internship Certificate – Template
4. Appendix No. 4 – Report on Participation in the Domestic Internship – Template

This Regulations has been prepared in two language versions: Polish and English. In the event of differences between the language versions, the Polish text shall prevail.

