



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)

within 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

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RECRUITMENT RULES FOR THE FOREIGN STUDY VISIT

1. A Participant of the Jagiellonian University PhD Teaching Programme (JUP) may take part in the recruitment process for foreign study visit 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 foreign study visit is conducted in a competitive process. The qualification of a Candidate for a foreign study visit, 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 foreign study visit 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 foreign study visit 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 Foreign Study Visit (template provided in Appendix No. 1 to the Regulations).
 - ii. Invitation letter/ permission from the Host Institution to carry out the foreign study visit.





- 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 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. Study visit location (0 to 40 points):
 - 40 points: universities from the top decile (top 10 positions) in the QS ranking,
 - 25 points: universities from the top quartile (11th to 25th place) in the QS ranking,
 - 20 points: universities from the second quartile (26th to 50th place) in the QS ranking,
 - 15 points: universities from the third quartile (51st to 75th place) in the QS ranking,
 - 10 points: universities from the fourth quartile (76th to 100th place) in the QS ranking.
 - ii. Purpose of the foreign study visit (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 Study Visit Supervisor.
 - 5 points - participation in training activities related to the goals of the foreign study visit, as indicated by the Study Visit Supervisor.
 - 5 points - participation in other activities related to the goals of the foreign study visit, as indicated by the Study Visit Supervisor (e.g., familiarization with university mechanisms in the field of education).
 - 15 points - participation in additional training activities related to the goals of the study visit, as indicated by the Study Visit Supervisor (e.g., workshops, summer schools, group integration activities, and experience exchange, 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 study visit 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 will include individuals who have scored at least 40% of the maximum number of points but were not qualified for the study visit due to limited financial resources. 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 study visit 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. In the event of a Participant's resignation from the foreign study visit, a Candidate from the reserve list will be invited according to their position on the list, starting from the highest.
 - r. If an adequate number of Participants is not qualified for the foreign study visit, 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>.

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

