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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)

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 akademiccy 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.

§ 1
Project Information

1. The project Teaching-Engagement-Development (TED): nauczyciele akademiccy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future) is implemented under the programme European Funds for Social Development 2021-2027 (FERS) co-financed by the European Social Fund Plus, based on the agreement No. FERS.01.05-IP.08-0150/23-00 dated February 23, 2024.
2. The project implementation period is from January 1, 2024, to June 30, 2029.
3. The project is implemented at the Jagiellonian University in Krakow**.**

§ 2
Glossary of Terms

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

1. **Project** – Teaching-Engagement-Development (TED): nauczyciele akademiccy 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 to Enhance Competencies or Qualifications of Doctoral Students at JU), one of the five tasks implemented within the Teaching-Engagement-Development (TED): nauczyciele akademiccy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED):

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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 counted from the day of participation in the first form of suport.
4. **Candidate** – A Candidate for the Programme/Project, i.e., an individual participating in the recruitment process for the Programme/Project, who, at the time of candidacy, holds an active PhD student status and is undergoing education at one of the Doctoral Schools of Jagiellonian University.
5. **Participant** – A Participant of the Programme/Project, i.e., an individual who, after fulfilling all the requirements specified in these Regulations and in accordance with the recruitment rules, has been selected through a competitive process to participate in the Programme, at the time of commencing participation in the Programme, is at least in their second year of study and holds the status of a doctoral candidate at one of the Doctoral Schools of the Jagiellonian University.
6. **The Intermediate Body** – The National Centre for Research and Development located at 69 Chmielna St., PL-00-801 Warsaw, Poland.
7. **Beneficiary** – The entity implementing the Project, i.e., the Jagiellonian University in Krakow, located at 24 Gołębia St., PL-31-007 Krakow, Poland**.**
8. **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.
9. **Obligatory Training** – Training provided within the JUP leading to obtaining or enhancing qualifications and competencies in the following areas: teaching, digital, green transformation, entrepreneurship and commercialization of research results, and other substantive competencies, totaling 80 teaching hours, required for the completion of the Programme.
10. **Additional Support Forms** – Additional educational elements including international internships and study visits aimed at enhancing teaching, digital, or green transformation competencies, directly related to the current or future teaching or teaching-research activities of Jagiellonian University PhD students.
11. **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.
12. **Project Team** – The staff responsible for implementing the Project.
13. **Project Manager** – refers to the manager of Teaching-Engagement-Development (TED): nauczyciele akademiccy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future).
14. **Academic Supervisor** – refers to the academic supervisor for the development of the PhD students' educational path of Jagiellonian University PhD Teaching Programme –

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

15. **Project Office** – the team supporting the implementation of the Project, responsible for its execution, based at the Biuro Projektów Strategicznych, Sekcja ZintegrUJ (trans: Strategic Projects Office, ZintegrUJ Section), located at 25/2 Straszewskiego St., PL-31-113 Krakow, Poland.
16. **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).
17. **Personal Data** – Personal data within the meaning of Article 4(1) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "GDPR"), i.e., information relating to an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
18. **Processing of Personal Data** – Processing within the meaning of Article 4(2) of the GDPR, i.e., any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

§ 3
General Provisions

1. These Regulations define the terms and conditions for the participation of PhD students in the Programme implemented under the Teaching-Engagement-Development (TED): nauczyciele akademiccy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future) Project.
2. The primary objective of the Programme is to undertake activities leading to the acquisition or enhancement qualifications or competencies in the following areas: teaching (including the use of modern teaching methods and educational methodology), digital, green transformation, entrepreneurship and commercialization of research results, and other substantive competencies by Jagiellonian University PhD students.
3. The objective of the Programme is achieved through the participation of PhD students in obligatory training sessions aimed at acquiring or enhancing qualifications and competencies in the following areas: teaching, digital, green transformation, entrepreneurship and commercialization of research results, and other substantive competencies.

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4. During the implementation of the Programme, after completing a minimum of 40 teaching hours of trainings and enhancing their skills in each of the four competence areas, the PhD student will have the opportunity to participate in additional support forms.

§ 4
Rules of Participation in the Programme/Project

1. A participant in the Programme/Project may be a PhD student of the Jagiellonian University Doctoral School who, after fulfilling the requirements specified in these Regulations and based on the recruitment rules for the Programme, has been selected through a competitive process to participate in the Programme.
2. All information regarding the rules of recruitment for the Programme/Project and individual support forms, deadlines, and application documents will be posted on the website: https://ted.zintegruj.uj.edu.pl/en_GB/start and will be available at the Project Office.
3. Recruitment is conducted in accordance with the provisions of the guidelines on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities, and the principle of gender equality under EU funds for the years 2021-2027.
4. Individuals qualified for participation in the Programme/Project acquire the status of a Programme Participant upon signing the Declaration of Participation in the Programme, i.e., Appendix No. 2 to these Regulations, no later than on the first day of the support provided.
5. As part of the Programme/Project, each Participant is required to attend obligatory training sessions aimed at acquiring or qualifications and competencies in the following areas: teaching, digital, green transformation, entrepreneurship and commercialization of research results, and other substantive competencies. After completing after a minimum of 40 teaching hours of trainings and enhancing competencies in each of the four areas, the Participant will be eligible for additional support forms.
6. Applying for participation in support forms is reserved exclusively for Programme/Project Participants and will be conducted through the Portal Rekrutacyjny ZintegrUJ (trans.: ZintegrUJ Recruitment Portal) using the recruitment forms provided therein, as indicated in the recruitment rules for the individual support forms.
7. In the case of certain documents, submission in traditional form to the Project Office is required.
8. A Programme/Project Participant may only participate in one edition of the Programme.

§ 5
Rights and Obligations of the Programme/Project Participant

1. The Programme/Project Participant is obliged to actively participate in the training sessions provided for the respective form of support.
2. The Programme/Project Participant is required to participate in the evaluation studies conducted as part of the Project.

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3. In the event that a given form of support concludes with an external examination and the issuance of a certificate, the Participant is obliged to take the examination.
4. Upon completion of participation in a given form of support, if applicable, the Programme/Project Participant may receive a certificate confirming their participation in that form of support.
5. The Programme/Project Participant is required to sign attendance lists at training sessions and to confirm the receipt of certificates/attestations.
6. For the purpose of verifying the situation of Programme/Project Participants and the effectiveness of the Project's activities, Participants are obliged to provide relevant information during the Project's evaluation phase.

§ 6
Withdrawal from Participation in the Programme/Project

1. Withdrawal from participation in the Programme/Project is permissible only in cases of justified necessity, arising from health-related or unforeseen circumstances that could not have been anticipated at the time of commencing participation in the Programme/Project.
2. In the event of withdrawal from participation in the Programme/Project, the Participant is required to submit a written statement of withdrawal from the Programme, including the reasons for such withdrawal, along with the relevant documents substantiating the withdrawal, which are subject to verification.
3. In the event of withdrawal from the Programme/Project for reasons other than those specified in paragraph 1, the Beneficiary is entitled to demand reimbursement of costs related to the Participant's involvement in the Programme and other expenses, including but not limited to contractual penalties arising from the Project's financing agreement, associated with the Participant's discontinuation of the Programme/Project.
4. Should the Beneficiary demand the reimbursement of costs related to participation in the Programme/Project, as well as the reimbursement of other expenses, including any potential contractual penalties arising from the Project's financing agreement, the Participant agrees to return the requested amount to the Jagiellonian University within 7 days of receiving the request, to the bank account specified in the demand.
5. The Beneficiary may remove the Participant from the list of Programme/Project participants if:

    a. the information provided in the Participant's documentation is found to be false;
    b. the Participant fails to fulfill the obligations stipulated in the Regulations or in the submitted statements.

§ 7
Personal Data Protection

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (commonly known as GDPR), the Jagiellonian University informs:

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1. The data controller for the personal data of the Project Participant is the Jagiellonian University in Krakow.
2. The Jagiellonian University has appointed a Data Protection Officer (hereinafter referred to as "DPO"), who can be contacted by phone at +48 12 663 12 25 or via email at iod@uj.edu.pl.
3. The DPO can be contacted on any matter concerning the processing of your personal data.
4. The processing of the Project Participant's personal data is carried out for the purpose of participating in the Project Teaching-Engagement-Development (TED): nauczyciele akademiccy i doktoranci wobec wyzwań przyszłości (trans.: Teaching-Engagement-Development (TED): Academic Teachers and PhD Students Facing the Challenges of the Future) implemented under the European Social Fund Plus for the period 2021-2027, based on Article 6(1)(b) of the GDPR.
5. Providing data is a requirement necessary to participate in the Project.
6. The consequence of not providing personal data will be the inability to participate in the Project implemented under the European Social Fund Plus for the period 2021-2027.
7. The personal data of the Project Participant has been entrusted to the Intermediate Body – the National Centre for Research and Development, based in Warsaw (PL-00-801), 69 Chmielna St., and to entities commissioned by the Beneficiary to participate in the implementation of the Project. The personal data of the Project Participant may also be entrusted to specialized companies that, on behalf of the Managing Authority, the Intermediate Body, and the Beneficiary, carry out evaluation, control, and audit within the framework of the European Social Fund Plus for the period 2021-2027.
8. The Jagiellonian University discloses personal data to entities entitled to receive it under applicable law and to entities cooperating and providing services to the Jagiellonian University, based on concluded data processing agreements.
9. The personal data of the Project Participant will be processed for the period specified by applicable law or for the duration of the agreement (including the mutual settlements and for the period necessary to establish, assert, or defend against claims, as well as for the period of archiving documentation).
10. The personal data of the Project Participant processed by the Jagiellonian University will not be subject to automated decision-making or profiling.
11. The Project Participant has the right to: obtain information about the processing of personal data and the rights granted under the GDPR, access their data and rectify it, as well as the right to have personal data erased from the controller's records (unless further processing is necessary to fulfill a legal obligation or to establish, assert, or defend against claims), and the right to restrict processing, data portability, object to processing – in cases and under the conditions specified in the GDPR.
12. To exercise the aforementioned rights, a request must be submitted in writing to the Data Protection Officer at the address: Jagiellonian University, 24 Gołębia St., PL-31-007 Krakow, Poland, or sent to iod@uj.edu.pl.
13. The Project Participant has the right to lodge a complaint with the President of the Personal Data Protection Office if they believe that the processing of their personal data violates the GDPR.

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§ 8
Final Provisions

1. Matters not regulated by these Regulations are governed by national and EU law.
2. The Project Team reserves the right to amend the Regulations. Any changes to these Regulations must be made in writing.
3. The Regulations and 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 strictly comply with its provisions.
5. In matters of dispute or issues not regulated by these Regulations, decisions are made by the Project Manager.
6. The Regulations come into effect on the date of signature.

Attachments:

1. **Appendix No. 1** – Recruitment Form - Template
2. **Appendix No. 2** – Declaration of Participation in the Programme - Template
3. **Appendix No. 3** – Statement on Employment Status - 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.