



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 akademicki 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.

RECRUITMENT RULES FOR THE PROGRAMME

1. The recruitment for participation in the Programme will take place four times during the realisation of the Project:
 - a. First recruitment for the 2024/2025 academic year.
 - b. Second recruitment for the 2025/2026 academic year.
 - c. Third recruitment for the 2026/2027 academic year.
 - d. Fourth recruitment for the 2027/2028 academic year.

A total of 120 people will be recruited across all recruitment rounds

2. If the minimum number of Participants for the training is not reached, the Beneficiary reserves the right to conduct additional recruitment under the same rules as the initial recruitment.
3. The announcement of recruitment to the Programme by posting information on the Project Office website and through mailing lists sent to doctoral students of the JU Doctoral Schools.
4. The recruitment of Participants for Task 2 of the Project includes the following stages:
 - a. Candidates will electronically register for the support offered by the Beneficiary *via* Portal Rekrutacyjny ZintegrUJ (trans.: the ZintegrUJ Recruitment Portal) by completing the Recruitment Form a template is provided in Appendix 1 to the [Regulations](#); a link to [Portal Rekrutacyjny ZintegrUJ](#) (trans.: the ZintegrUJ Recruitment Portal) can be found at https://ted.zintegruj.uj.edu.pl/en_GB/phd-students) under the [Recruitment](#) tab.
 - b. assessment of whether the interested person belongs to the group meeting the Candidate criteria (meets/does not meet). A doctoral student shall be deemed to meet the criteria if, on the date of their participation in the first form of support under the Programme (which will take place in November 2025), they are in at least the second year of their studies, hold the status of a doctoral student at one





of the Doctoral Schools of the Jagiellonian University, have teaching experience in conducting classes with students, and possess a command of English at a minimum B2 level.

- c. qualification for participation in the Programme is determined by meeting the formal requirements and the number of points obtained in Part II of the substantive section of the Recruitment Form. This section is subject to automatic scoring by the Recruitment Portal system, based on the candidate's responses, in accordance with the table below:

Stage II - Substantive	
Documented teaching hours with students conducted in Polish language	☐ 1–5 teaching hours – 2 points ☐ 6–14 teaching hours – 5 points ☐ 15–30 teaching hours – 7 points ☐ 31 or more teaching – 10 points hours
Documented teaching hours with students conducted in English language or other foreign languages, except Polish.	☐ Yes – 10 points ☐ No – 0 points
Institution where the PhD student intends to undertake an internship or a study visit.¹	☐ Domestic – 5 points ☐ International – 10 points
Prestige of the domestic institution where the PhD student intends to undertake an internship.	☐ Institution of highest prestige – international level organization – 10 points ☐ Institution of high prestige – national institution at government level – 7 points ☐ University ranked 1st to 5th in the Perspektywy ranking – 7 points ☐ University ranked 6th to 10th in the Perspektywy ranking – 4 points
Prestige of the international institution where the PhD student intends to undertake an internship or a study visit.²	☐ First quartile in the QS ranking ³ – 20 points ☐ Second quartile in the QS ranking – 15 points ☐ Third and fourth quartiles in the QS ranking – 10 points ☐ Institutions from other

¹ If the candidate chooses a foreign institution, they cannot choose a domestic institution, and vice versa.

² Ranking available on the website: [QS World University Rankings](https://www.topuniversities.com/world-university-rankings).

³ The first quartile in the QS ranking refers to the top 25 universities on the list, the second quartile refers to the next 25 universities, and so on according to this scheme.



	places in the QS ranking – 5 points
Total number of points earned:	/50

5. Applications for participation in the Programme submitted after the deadline will not be considered in the qualification process. Incomplete applications must be supplemented by the Candidate within the time specified in the call. If the application is not supplemented within the specified time, it will not be considered in the qualification process). The formal verification of received applications is carried out by Project Office staff.
6. Candidates will be informed about the recruitment results within 14 days of the completion of the recruitment process *via* the email address provided in the Recruitment Form.
7. A candidate not qualified for the selected form of support may appeal the Recruitment Committee's decision to the Project Manager within 7 days of receiving the qualification results by submitting a written appeal to the Project Office.
8. Recruitment dates and other detailed information about the recruitment process will be available on the website https://ted.zintegruj.uj.edu.pl/en_GB/phd-students, under the **Recruitment** tab
9. Recruitment is conducted in compliance with the principles of equal opportunities and non-discrimination, including accessibility for people with disabilities, in accordance with Wytyczne w zakresie realizacji zasady równości szans w ramach Funduszy Europejskich na lata 2021-2027 (trans.: Guidelines for Implementing Equality Principles within EU Funds for 2021-2027).
10. Joining the Programme and changing the status from Candidate to Programme Participant may take place no earlier than after the Candidate has completed and signed the following documents:
 - a. Recruitment Form.
 - b. Competency Assessment
 - c. Declaration of Participation in the Programme.
11. The following documents must be attached to the recruitment form *via* the Portal Rekrutacyjny ZintegruJ (trans.: the ZintegruJ Recruitment Portal) in the Attachments tab:
 - a. A certificate confirming the conduct of teaching activities in Polish and/or A certificate confirming the conduct of teaching activities in English or other foreign languages, except Polish.
 - b. The supervisor's opinion on the doctoral student's aptitude for conducting education in English.
12. Templates of recruitment documents are available on the Project's website <https://ted.zintegruj.uj.edu.pl> and at the Project Office.
13. In the event of a Participant's resignation from the Programme, a Candidate from the reserve list, occupying the highest position on the list, will be invited to participate in



the Programme, provided that at the time of joining the Programme, they still meet all the Programme participation requirements specified in the Regulations.

REGISTRATION RULES FOR OBLIGATORY TRAINING

1. Registration for obligatory training will only be available to Programme Participants via Portal Rekrutacyjny ZintegrUJ (trans.: the ZintegrUJ Recruitment Portal). Programme Participants will be able to enroll in training aimed at enhance their didactic, digital, green transition, entrepreneurship and commercialization of research results, and other substantive competencies.
2. Announcement regarding obligatory training registration will be made by posting information on the Project Office website and through mailing lists sent to Programme Participants.
3. The recruitment of Programme Participants for obligatory training includes the following stages:
 - a. Programme Participants will electronically register for the support offered by the Beneficiary via Portal Rekrutacyjny ZintegrUJ (trans.: the ZintegrUJ Recruitment Portal); a link to [Portal Rekrutacyjny ZintegrUJ](https://ted.zintegruj.uj.edu.pl/en_GB/phd-students) (trans.: the ZintegrUJ Recruitment Portal) can be found at https://ted.zintegruj.uj.edu.pl/en_GB/phd-students under the [Recruitment](#) tab.
 - b. The Programme Participant must complete the Declaration of Participation in the Programme (Appendix No. 2 to the Regulations of Participation in the Programme) via the Portal Rekrutacyjny ZintegrUJ, once, prior to taking part in the first training session, on the same day as the training.
4. Eligibility for participation in the training is determined by the order of applications submitted via the Portal Rekrutacyjny ZintegrUJ.

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.

