



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 Foreign Internships

1. A Participant of the Jagiellonian University PhD Teaching Programme (JUP) may take part in the recruitment process for foreign 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 foreign internships is conducted in a competitive process. The qualification of a Candidate for a foreign 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 foreign 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 foreign 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 Foreign Internship (template provided in Appendix No. 1 to the Regulations)
 - ii. Invitation letter/permission from the Host Institution to carry out the foreign 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: universities from the top decile (top 10 positions) in the QS rankings,
 - 25 points: universities from the top quartile (11th to 25th place) in the QS rankings,
 - 20 points: universities from the second quartile (26th to 50th place) in the QS rankings,
 - 15 points: universities from the third quartile (51st to 75th place) in the QS rankings,
 - 10 points: universities from the fourth quartile (76th to 100th place) in the QS rankings,
 - 5 points – universities occupying the next positions in the QS rankings.
 - ii. Purpose of the foreign 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 activities 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) related to the internship's objectives,
 - 15 points: participation in educational activities aimed at developing the competencies specified in the internship's objectives (e.g., workshops, conferences, summer schools, 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 foreign 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 foreign 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 foreign 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 foreign 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.

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.

