



The project is co-financed by the European Union under the European Social Fund

REGULATIONS

of enrolment and participation in Task 2 entitled "Competence enhancement module - Program of support for students of the Jagiellonian University in the field of improving language, professional and IT competences, implemented as part of the Project entitled "ZintegrUJ – A Comprehensive Programme of Jagiellonian University Development" ["ZintegrUJ – Kompleksowy Program Rozwoju Uniwersytetu Jagiellońskiego"], financing agreement no. POWR.03.05.00-00-Z309/17-00

§ 1 Definitions

The following terms used in these Regulations shall mean:

Project - project entitled "ZintegrUJ – A Comprehensive Programme of Jagiellonian University Development" ["ZintegrUJ – Kompleksowy Program Rozwoju Uniwersytetu Jagiellońskiego"] No. POWR.03.05.00-00-Z309/17-00;

Task 2 - "Developing JU Education Offer by implementing new education programmes not covered by the programme of study, in order to meet the social and economic needs or to equip students with practical skills" ["Rozbudowanie oferty dydaktycznej UJ poprzez wprowadzenie nowych modułów kształcenia nieobjętych planem studiów, w celu dostosowania oferty do potrzeb społeczno-gospodarczych lub wyposażenia studentów w praktyczne umiejętności"],

Project Beneficiary - Jagiellonian University, ul. Gołębia 24, 31-007 Krakow, NIP [tax identification number] 675000-22-36, REGON [national business registry number] 000001270;

Project Implementation Period - January 1, 2018 - December 31, 2022;

Academic Year - the calendar period in which classes, examinations and credits provided for in the study plan and the education program are conducted. The academic year begins on October 1 of a given calendar year and lasts until September 30 of the following calendar year, and is divided into two semesters: summer and winter semester, on the dates specified in the order of the Rector of the Jagiellonian University on the organization of the academic year; it covers the summer semester of the academic year 2017/2018, academic years 2018/2019, 2019/2020, 2020/2021, 2021/2022;

Form of Support - activities provided for in the Project addressed to the Participants of Task 2, i.e. new education modules not covered by the study plan aimed at providing the Participants with the skills expected by the labor market, which will definitely increase their chances of finding employment.



The project is co-financed by the European Union under the European Social Fund

UJ Student - a person studying at higher education at the Jagiellonian University;

Candidate - A UJ Student of first-cycle or second-cycle studies or uniform master's studies, with the status of an active student of the field of study provided for a given Form of Support, interested in participating in the Project, belonging to the target group in accordance with the application for Project co-financing;

Participant of Task 2 - Candidate who received the Form of Support;

Personal Data - personal data within the meaning of Article 4 point 1 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "GDPR"), i.e. information on an identified or identifiable natural person ("data subject"); an identifiable natural person is a person who can be directly or indirectly identified, in particular on the basis of an identifier such as name and surname, identification number, location data, internet identifier or one or more specific physical, physiological, genetic, mental factors, the economic, cultural or social identity of a natural person;

Project Office - Office of "ZintegrUJ – A Comprehensive Programme of Jagiellonian University Development" [„ZintegrUJ – Kompleksowy Program Rozwoju Uniwersytetu Jagiellońskiego”] Project, at ul. Straszewskiego 25/14, 31-113 Krakow;

Personal Data Processing - processing within the meaning of Article 4 point 2 of GDPR, i.e.: an operation or a set of operations performed on personal data or sets of personal data in an automated or non-automated manner, such as collecting, recording, organizing, storing, adapting or modifying, downloading, viewing, using, disclosing through uploading, distributing or otherwise providing, adjusting or combining, limiting, deleting or destroying;

Intermediate Body (IB) - National Center for Research and Development, at ul. Nowogrodzka 47a, 00-695 Warsaw;

UJ - Jagiellonian University;

University Study Support System (USOS) - an integrated IT system used to support the course of higher, postgraduate and doctoral studies at the Jagiellonian University;

USOSweb - an internet application intended for students and employees of the Jagiellonian University conducting didactic classes, by means of which Candidates participate in enrolment and join the Form of Support.

§2 General Provisions



The project is co-financed by the European Union under the European Social Fund

1. These regulations define the rules of enrolment and participation in Task 2 conducted as part of the Project.
2. The aim of Task 2 is for the Participants to acquire the skills and competences expected on the labor market, which will increase their chances of finding employment by participating in the Forms of Support provided for in the Project.
3. The Forms of Support provided under Task 2 include the following areas:
 - 1) area of social and human sciences;
 - 2) area of medical sciences and health sciences;
 - 3) area of natural and exact sciences.
4. A detailed list of Forms of Support provided for within a given area will be posted on the website www.zintegruj.uj.edu.pl.

§3 Rules of recruiting Participants in Task 2

1. Stages of recruiting Participants in Task 2:

Stage 1 - formal:

- a) Candidate joining the offered Form of Support via USOSweb by completing the enrolment form and making a statement on the processing of personal data (the enrolment form template included in Appendix No. 1 to the Regulations; template statement on the processing of personal data in the enrolment process - the information clause is attached as Appendix No. 1a to the Regulations);
- b) assessment of belonging of the interested person to a group of students who meet the Candidate's criteria (does not meet/meets);

Stage 2 - content-related evaluation:

- a) verification of the enrolment form consisting in the assessment of: information on the average grade from the last year of studies (max. 20 points; average 3.0 - 0 points, average 5.0 - 20 points, assuming that each 0.1 of the average value > 3.0 = 1 point). In the case of recruiting a student of the first year of second-cycle studies, the average grade for the completed studies, which are the basis for admission to studies, is taken into account.
2. Candidates who meet the formal requirements and who will score the highest number of points, until the limit of places is reached, will be qualified for each Form of Support.
3. Detailed rules for participation in a given Form of Support will be provided next to its description on the website www.zintegruj.uj.edu.pl.
4. In the event that two Candidates obtain the same number of points, priority will be given to the Candidates studying respectively in the 3rd year of 1st cycle studies, 2nd year of 2nd cycle studies or the last two semesters of uniform Master's studies.



The project is co-financed by the European Union under the European Social Fund

5. Subject to the provisions of paragraph 4, if at least two Candidates receive the same number of points, the order of applications shall be decisive for admission. Lists of admitted Candidates will be created until the limit of places provided under a given Form of Support is reached.
6. Recruitment documents will be assessed by a three-person Recruitment Committee appointed by the Project Manager.
7. Candidates not qualified to participate in a given Form of Support will be entered on the reserve list in the order in accordance with the number of points received. In the event of significant interest in a given Form of Support, the Project Beneficiary will, if possible, organize additional modules with the same program.
8. Candidates will be informed about the enrolment results within 7 days from the end of the enrolment process via the email address provided in the enrolment form. A candidate not qualified for the selected Form of Support may appeal against the position of the Recruitment Committee to the Project Manager within 7 days from the date of receipt of information on the results of the qualification, by delivering a written appeal to the Project Office.
9. The condition for joining the second and the next Form of Support will be the completion of the previously started Form of Support and determination of specific competency gaps.
10. If the minimum number of Task 2 Participants is not qualified to participate in the Form of Support, the Project Beneficiary reserves the right to conduct additional enrolment under the same terms as the basic enrolment.
11. Recruitment dates and other detailed information on enrolment are available on the following website www.zintegruj.uj.edu.pl.
12. Recruitment is conducted in accordance with the policy of equal opportunities for women and men under the EU funds for 2014-2020 and the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities.
13. Accession to the first Form of Support by the Candidate and the change of the status of the Task 2 Participant occur when the Candidate reads and accepts in USOSweb or when the Candidate submits signed documents at the Project Office:
 - a) Statements on reading and accepting these Regulations delivered to the Candidate (the template of which is attached as Appendix No. 4 to the Regulations).
 - b) Statements on consent to the processing of personal data under the Project - by the Candidate (the template is in Appendix No. 2 to the Regulations).
 - c) Statements on joining the Form of Support (the template of which is attached as Appendix No. 3 to the Regulations).
14. Templates of enrolment documents are available on the Project website www.zintegruj.uj.edu.pl and in the Project Office.



The project is co-financed by the European Union under the European Social Fund

15. In the event that the Task 2 Participant resigns from participation in the Form of Support, the Candidate from the reserve list occupying the highest position on the list will be invited to join this Form of Support, with the proviso that at the time of joining, he/she meets all the requirements for participation in the Form of Support set out in these Regulations.

§4 Rules for participation in Task 2

1. The Participant of Task 2 is obliged to actively participate in a given Form of Support. In order to obtain a credit, one must participate in at least 60% of the classes provided for a given Form of Support.
2. The Task 2 Participant is obliged to participate in the examination of the level of competence by means of pre / post tests of knowledge and skills, before and after the Form of Support provided thereto.
3. The Project Beneficiary, provides the of Task 2 Participants with training materials for a given Form of Support, if available.
4. The place and time of implementation of individual Forms of Support will be specified in the schedule available on the website www.zintegruj.uj.edu.pl
5. Each Task 2 Participant, after ending participation in a given Form of Support and completing the post-test of knowledge and acquired skills, will receive ECTS confirming participation in a Form of Support. If a given Form of Support ends with an external examination and obtaining a certificate, the participant receives this certificate after receiving a positive mark on the external examination.
6. The Task 2 Participant is obliged to confirm attendance at the classes (in the case of stationary classes by signing the attendance list, in the case of remote classes by connecting with the teacher on the platform).

§5 Resignation by the Participant of Task 2 from participation in the Form of Support

1. The Participant of Task No. 2 may resign from participation in the Forms of Support within the areas specified in § 2 paragraph 3 only in the following cases:
 - a) documented improper performance of duties by the Project Beneficiary;
 - b) random events preventing further participation of Task 2 Participant in the Form of Support.
2. The Project Beneficiary may remove Task 2 Participant from the list of Task 2 Participants in the event that:
 - a) the information provided in the enrolment form is false;



The project is co-financed by the European Union under the European Social Fund

- b) Participant of Task 2 does not fulfill the obligations resulting from the Regulations or the statements made;
- c) the Project co-financing agreement expires.

§6 Personal Data Protection

1. When submitting an application to participate in the Form of Support, the Candidate makes a statement on the processing of personal data and accepts the relevant information clause (the template of which is attached as Appendix No. 1a).
2. The Task 2 Participant makes a written statement on the processing of personal data, receiving an appropriate information clause (the template of which is attached as Appendix No. 2).

§7 Final Provisions

1. These regulations shall come into force on 01/08/2021.
2. The Project Beneficiary may amend these Regulations, if necessary, resulting from an amendment in the Project guidelines or a change in the manner of the Project implementation.
3. The Task 2 Participant will be notified by email about the amendment to the Regulations before the date of its validity, unless it is not possible, due to the validity period of the amended Project guidelines.
4. In disputes that are not covered hereby, decisions shall be made by the Project Manager.

Appendixes:

- a) Appendix No. 1 - Enrolment form - template;
- b) Appendix No. 1a - Statement on the processing of personal data in the enrolment process - the information clause - template;
- c) Appendix No. 2 - Statement on the processing of personal data - information clause - template
- d) Appendix No. 3 - Statement on joining the Form of Support - template
- e) Appendix No.4 - Statement on reading the content and acceptance of these Regulations, delivered to the Candidate - template