

Rules and Regulations for the Recruitment and Participation of Doctoral Students in Development Activities under the Project “Excellence and Development of Teaching at the University of Warsaw”

**§ 1
General Provisions**

1. The Rules and Regulations for the Recruitment and Participation of Doctoral Students in Development Activities under the Project “Excellence and Development of Teaching at the University of Warsaw”, hereinafter referred to as the “Rules and Regulations”, set forth the rules for recruitment, including registration and the qualification procedure, as well as the conditions for participation of doctoral students in development activities offered under Task 1 of the Project “Excellence and Development of Teaching at the University of Warsaw”, hereinafter referred to as the “Project”.

2. The aim of the development activities implemented under Task 1 of the Project is to enable doctoral students to acquire or enhance competences in teaching, digital skills, green transformation and the universal design of teaching activities.

3. Masculine personal nouns, if used in these Rules and Regulations, apply to persons of all genders.

**§ 2
Definitions and Terms**

Definitions and terms used in these Rules and Regulations shall have the following meanings:

- 1) Project – project No. FERS.01.05-IP.08-0279/25 “EXCELLENCE AND DEVELOPMENT OF TEACHING AT THE UNIVERSITY OF WARSAW” (in Polish: Doskonałość i Rozwój Dydaktyki na Uniwersytecie Warszawskim) under the programme European Funds for Social Development 2021-2027, co-financed by funds from the European Social Fund Plus.
- 2) doctoral students – doctoral students studying at the doctoral schools of the University of Warsaw who have completed the first year of education, excluding doctoral students who are both employed by the University of Warsaw and participating in development activities under Task 2 of the Project.
- 3) development activity – a series of four in-person training sessions comprising 32 class hours, aimed at enhancing competences in teaching, digital skills, green transformation and the universal design of teaching activities.
- 4) competences – a defined set of learning outcomes in terms of knowledge, skills and social competences, which have been verified in the process of assessment of learning outcomes in accordance with the requirements applicable to a given competence.

- 5) Participant – a doctoral student taking part in a development activity implemented under the Project.
- 6) Chief Specialist – the Chief Specialist for Quality of Education and Support for Doctoral Students under Task 1.
- 7) Coordinator – the coordinator of Task 1.
- 8) Project Manager – the manager of project No. FERS.01.05-IP.08-0279/25-00
- 9) University – the University of Warsaw.

§ 3

Rules for the Implementation of Development Activities in the Project

1. Development activities implemented under the Project in the years 2026-2028 are addressed to each doctoral student meeting the criteria referred to in § 2, point 2.

2. The Participant shall be obliged to acquire or enhance competences in teaching, digital skills, green transformation and the universal design of teaching activities, through active participation in the development activity enabling the achievement of the above-mentioned outcome, within 12 months of participation in the Project, no later than 30 June 2028 and no later than the completion of education at the doctoral school of the University.

3. In order to confirm the fulfilment of the obligation referred to in section 2, each Participant shall complete pre- and post-tests within each competence area or training.

4. The purpose of learning outcomes verification is to determine whether, as a result of participation in the development activity, the Participant has acquired or enhanced the competences provided for in the programme of that activity.

5. All development activities under the Project shall be carried out in accordance with the principle of equality between women and men, as well as equal opportunities and non-discrimination, including accessibility. Doctoral students who require a Polish Sign Language interpreter or another form of accommodation due to disability or health-related needs in order to participate effectively in the development activity shall inform the Chief Specialist immediately after registration and, if possible, immediately after the announcement of recruitment.

6. In justified cases, the Project Manager may extend the period referred to in section 2 with respect to an individual Participant.

§ 4

Rules for Registration to Participate in the Development Activity under the Project

1. Information on development activities implemented under the Project shall be published on the Project's website.

2. Registration of a doctoral student for a development activity shall constitute:
1) confirmation of having read and accepted the Rules and Regulations;

- 2) confirmation of belonging to the category of doctoral students within the meaning of § 2, point 2 of the Rules and Regulations;
- 3) an undertaking to acquire or enhance, within the Project, competences in teaching, digital skills, green transformation and the universal design of teaching activities.
 3. Registration shall not be deemed equivalent to qualification for participation in the development activity.

§ 5

Rules for Recruitment and Qualification for Development Activities under the Project

1. For the purpose of conducting recruitment, the Project Manager shall appoint a recruitment committee. The committee shall consist of three persons, including a representative of the units reporting to the Vice-Rector for Doctoral and Legal Affairs and a representative of the doctoral students' self-government body.

2. The Project Manager shall determine the recruitment deadline on the basis of a proposal submitted by the Chief Specialist.

3. Doctoral students shall be informed about the offer and recruitment dates by email and through information published on the website of the doctoral schools.

4. The recruitment committee shall conduct recruitment for the development activity from among doctoral students registered for participation in that activity and shall draw up a ranking list on the basis of the following criteria:

- a) participation in a meeting with the Chief Specialist for Quality of Education and Support for Doctoral Students [formal requirement];
- b) status of having completed the first year of education at a doctoral school [formal requirement];
- c) the supervisor's opinion on teaching aptitude [formal requirement];
- d) planned involvement in teaching activities (documented by written endorsement from the Head of the Teaching Unit) [0-4 points];
- e) motivation to engage in the Project (documented by a motivation letter) [0-8 points];
- f) declaration of the need to develop specific teaching skills [0-8 points].

5. In the event that an equal number of points is obtained under the criteria referred to in § 5, section 4, the order of applications shall determine which candidates are qualified for the final list of participants.

6. The committee shall submit the ranking list to the Project Manager. On the basis of the committee's work and the ranking list, a list of persons qualified for participation in the Project and a reserve list shall be announced. When filling places from the reserve list, priority shall be given to doctoral students from underrepresented doctoral schools and to the underrepresented gender.

7. Final qualification shall be carried out by the Chief Specialist after the doctoral student has completed the Declaration of Participation in the Project. The template of the Declaration of Participation in the Project constitutes Appendix No. 1 to the Rules and Regulations.

8. The Chief Specialist shall communicate the result of the qualification for the development activity electronically.

9. Doctoral students who fail to submit the documents referred to in sections 4 and 7 shall not be eligible to participate in the development activity.

10. Recruitment shall last one month and shall be repeated in each year of the Project implementation. In the event of difficulties in recruitment, the recruitment period shall be extended, and an additional promotional campaign for the training offer shall be carried out through the organisation of meetings on teaching days. Upon the Chief Specialist's request, the Project Manager may consent to an additional recruitment round.

§ 6

Obligations of the Participant

1. The Participant is obliged to:
 - 1) participate in all classes provided for in the programme of the development activity, subject to section 2, and make any effort to achieve the intended learning outcomes of the activity;
 - 2) confirm participation in the development activity in writing by signing the attendance list;
 - 3) inform the Chief Specialist of any absence from classes at least three working days prior to their scheduled start day, in order to minimise ineligible costs in the Project;
 - 4) participate in the verification of learning outcomes, in particular by completing pre- and post-tests and other required documents.

2. In exceptional circumstances, in particular in the case of illness, absence from classes may be made up on an individual basis, subject to the consent of the instructor.

3. In justified cases, the Chief Specialist, in agreement with the Project Manager, may establish different rules for participation in the development activity, including additional obligations of the Participant.

4. The Participant who has fulfilled the obligations referred to in section 1 shall be issued with a certificate or another document confirming participation in the development activity under the Project.

5. The doctoral student may participate in the development activity only once.

§ 7

Protection of Personal Data

1. In accordance with the provisions of the agreement on co-financing the implementation of the Project "Excellence and Development of Teaching at the

University of Warsaw”, concluded between the Controller and the National Centre for Research and Development (agreement No. FERS.01.05-IP.08-0279/25-00), the personal data of Participants are processed by three independent Controllers: the University of Warsaw, the National Centre for Research and Development, and the minister responsible for regional development.

2. Detailed information on the processing of personal data, including the legal basis for their processing, is set out in the appendices to the Declaration for Participation in the Project, and each person submitting it is obliged to familiarise themselves with these appendices.

Appendix No. 1
to the Rules and Regulations for the Recruitment and Participation of Teaching Staff in Development
Activities under the Project "Excellence and Development of Teaching at the University of Warsaw"

**DECLARATION OF PARTICIPATION IN THE PROJECT
EXCELLENCE AND DEVELOPMENT OF TEACHING AT THE UNIVERSITY OF
WARSAW**