



UNIwersytet Jagielloński
w Krakowie

COMPETITIVE SELECTION PROCESS NOTIFICATION

**THE DEAN OF THE
FACULTY OF PHILOLOGY**
Registered office Gołębia 24, r. 27,
31-007 Kraków
Phone: 12 663 1158

Krakow, 08.12.2021

RECTOR
of the Jagiellonian University
announces a competitive selection process for the post of an
INSTRUCTOR
at the Institute of Romance Studies
of the Faculty of Philology
academic field: Portuguese Studies

The competitive selection process is open for all individuals, who meet the requirements set out in Articles 113 and 116.4.1) of the 1) Act of 20 July 2018 – Law on Higher Education and Science, and who meet the following eligibility criteria according to § 173 of the Statute of the Jagiellonian University:

- 1) Holding a master's degree, Master of Science degree or an equivalent degree in the relevant academic discipline;
- 2) Being prepared for carrying out teaching work.

The candidates, who would like to take part in the competitive selection process, should submit the following documents to the Dean's Office of the Faculty of Philology of the Jagiellonian University in Krakow, Gołębia 24, 31-007 Kraków, room 27 or to the following email: dorota.palik@uj.edu.pl application form;

1. resume;
2. personal questionnaire filled in by the candidate;
3. copy of the diploma confirming candidate's degree;
4. information concerning the candidate's professional achievements and their preparation to carry out teaching duties;
5. latest performance evaluation form, if the candidate was subject to such evaluation;
6. recommendation concerning the candidate's teaching work, issued by the director of the organisational unit, including the results of student surveys and evaluations, if the candidate was subject to such evaluation;
7. declaration of the candidate, confirming that the Jagiellonian University will be their primary place of work, should they be selected in the competitive selection process;
8. declaration under Article 113 of the Law on Higher Education and Science;
9. declaration on acknowledging and accepting the rules and regulations concerning intellectual property management and commercialisation in force at the Jagiellonian University;
10. information regarding processing of personal data.

DESCRIPTION (subject, expectations, comments):

We offer an instructor (Pol. *lektor*) position at the Institute of Romance Studies who will teach at undergraduate (bachelor's degree) and graduate (master's degree) studies. The employed person will conduct Portuguese language classes within Portuguese Studies and other courses offered at the Institute of Romance Studies.

REQUIREMENTS:

The candidate should be a native speaker of Portuguese (European version is preferred) or speak it at C2 level. They need to have at least a master's degree (or equivalent) in Portuguese Studies OR Portuguese Language Teaching OR Teaching Portuguese as a Foreign Language. In addition, the candidate should have experience in teaching Portuguese at different levels of advancement.

Opening date: 08.12.2021

Application submission deadline: 07.01.2022

The competitive selection process will be concluded by 10.02.2022

The Jagiellonian University does not provide housing.

Declaration forms can be obtained at:

<http://www.cso.uj.edu.pl/-nauczyciele>

On behalf of
the Rector of the Jagiellonian University

Dean of the Faculty of Philology

Personal data processing information for job applicants

According to Article 13 of the 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 (General Data Protection Regulation – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: iod@uj.edu.pl or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
 - a. conduct recruitment process for the position specified in the advertisement **INSTRUCTOR** – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
 - b. conduct recruitment process for the position specified in the advertisement **INSTRUCTOR** based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide your personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: dorota.palik@uj.edu.pl or by post to the following address: **Dean's office of the Faculty of Philology, Gołębia 24, 31-007 Kraków** or you can withdraw your consent in person at **Dean's office of the Faculty of Philology UJ, Gołębia 24, 31-007 Kraków**.
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.