

*Jagiellonian University in Kraków promotes cooperation and cares for a good atmosphere based on mutual trust. It implements the strategy resulting from The Human Resources Strategy for Researchers, creating stable conditions for employment as well as the development of academic career, which resulted in the award of the HR Excellence in Research by the European Commission*

## INFORMATION ON SELECTION PROCEDURE

<b>Date of selection procedure announcement</b>	Krakow, 10.05.2023
<b>Selection procedure information number given by the Centre for Human Resources</b>	1227.1101.105.2023
<b>Dean of the faculty of /Director of a non-faculty, inter-faculty or common unit</b>	Dean of the Faculty of Philology dr hab. Władysław Witalisz, prof. UJ
<b>Address</b>	ul. Gołębia 24, 31-007 Kraków

### RECTOR

of the Jagiellonian University

announces a selection procedure for the position of an

### ASSISTANT

<b>Group of employees</b>	Teaching staff
<b>JU organisational unit (place of work performance)</b>	Institute of Romance Philology
<b>Field of science</b>	humanities
<b>Discipline</b>	linguistics
<b>Scope</b>	Teaching French as a foreign language
<b>Number of posts</b>	1
<b>Type of employment</b>	Employment contract
<b>Working time</b>	full time
<b>Planned duration of employment</b>	1 year
<b>Expected date of employment commencement</b>	1st October 2023
<b>Remuneration</b>	according to the <a href="#">Rules for Remunerating Jagiellonian University Employees</a>

<b>Requirements</b>	<p>The competitive selection process is open for all individuals, who meet the requirements set out in Articles 113 and 116.2.4) of the 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:</p> <ul style="list-style-type: none"> <li>• holding a master’s degree, Master of Science degree or an equivalent degree in the relevant academic discipline;</li> <li>• being prepared for carrying out teaching work.</li> </ul>
<b>Additional requirements and expectations</b>	<p>We expect the candidate to be a native speaker of French and to hold a Master 2 degree in linguistics. Practice in teaching French as a foreign language is also required. The person hired will be expected to teach practical French classes in French philology (all levels) and language classes for students of the other philologies operating in our Institute.</p>
<b>Scope of duties</b>	<p>according to the <a href="#">Work Regulations of the Jagiellonian University</a> Annex 1 to the Work Regulations of the Jagiellonian University – Model scopes of responsibilities and duties of academic teachers</p>
<b>We offer</b>	<ul style="list-style-type: none"> <li>• stable employment based on an employment contract at the renowned university,</li> <li>• cooperation with the interdisciplinary academic community represented by well-known scientists,</li> <li>• scientific support as well as the possibility of qualifications improvement and professional development,</li> <li>• access to research infrastructure,</li> <li>• benefits in the form of i.a. Multisport card, sports activities, medical packages, group insurance,</li> <li>• additional social benefits.</li> </ul>
<b>Required application documents</b>	<ol style="list-style-type: none"> <li>1. resume,</li> <li>2. personal questionnaire filled in by the candidate,</li> <li>3. copy of the master’s diploma or a doctoral diploma, if applicable,</li> <li>4. information on the candidate’s scientific, teaching and organisational achievements,</li> <li>5. declaration of the candidate, confirming that the Jagiellonian University will be their primary place of work, should they be selected in the selection procedure,</li> <li>6. statement under Article 113 of the Law on higher education and science,</li> <li>7. statement on acknowledging and accepting the rules and regulations concerning intellectual property management and commercialisation in force at the Jagiellonian University.</li> </ol> <p><b>Declaration forms (no. 5-7) and personal questionnaire template (no. 2) can be obtained at:</b>  <a href="https://cso.uj.edu.pl/en_GB/konkursy">https://cso.uj.edu.pl/en_GB/konkursy</a></p>
<b>Additional application documents</b>	<p>1) <i>information on completed teaching internships (placements).</i></p>
<b>The course of selection procedure</b>	<p>The first stage of the selection procedure is the formal assessment of the submitted documents. Applications which meet all formal requirements are the subject of substantive assessment, during which an interview with the Candidate may be conducted (directly or via electronic communication channels), upon settling the date of the interview with the Candidate. The Candidate has the right to appeal against the negative assessment by the selection board within 7 days from receiving the information about the results of the assessment.</p>
<b>Form of submission</b>	<p>by e-mail to the address: <a href="mailto:filolog@uj.edu.pl">filolog@uj.edu.pl</a> , <a href="mailto:a.lembas@uj.edu.pl">a.lembas@uj.edu.pl</a> title: Konkurs - Assistant</p> <p>by mail to: Dziekanat Wydziału Filologicznego, ul. Gołębia 24, 31-007 Kraków with the note: Konkurs</p>
<b>Deadline for submission of applications</b>	<p>09.06.2023</p>

<b><i>Expected date of the selection procedure settlement</i></b>	30.06.2023
<b><i>Method of communicating of the results of the selection procedure</i></b>	by e-mail
<b><i>Questions</i></b>	For further information please contact dr hab. Barbara Marczuk-Szwed, prof. UJ, e-mail address <a href="mailto:barbara.marczuk-szwed@uj.edu.pl">barbara.marczuk-szwed@uj.edu.pl</a>

In the selection procedure, the Jagiellonian University follows the principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. Jagiellonian University does not provide housing.

On behalf of  
the Rector of the Jagiellonian University  
Dean of the Faculty of Philology  
dr hab. Władysław Witalisz, prof. UJ

## 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](http://www.iod.uj.edu.pl), Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: [iod@uj.edu.pl](mailto: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 above advertisement – 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 above advertisement 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 you 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: [nowak.barbara@uj.edu.pl](mailto:nowak.barbara@uj.edu.pl) or by post to the following address: **Institute of Romance Philology, Al.Mickiewicza 9A, 31-120 Krakow** or you can withdraw your consent in person at Secretariat of **Institute of Romance Philology**
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.