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Annex to Order No. 127/2025

Regulations and Rules of the ‘Knowledge is Power’ Project, Task 1, implemented under the European Funds for Social Development 2021–2027 programme, co-financed by the European Social Fund Plus (ESF+), concerning the participation of teaching staff in training courses, work placements and study visits aimed at enhancing teaching skills, digital skills and in support of the green transition

§ 1

GLOSSARY OF TERMS

In the Project Regulations, the following terms shall have the meanings set out below:

- 1) **Project** – the project entitled ‘Knowledge is Power’ under the European Funds for Social Development 2021–2027 (PL EFRS 2021-2027) programme, co-financed by the European Social Fund Plus, Priority 1 Skills, Measure 01.05 Skills in Higher Education, contract number: FERS.01.05-IP.08-0154/23-00, implemented by Jan Kochanowski University of Kielce.
- 2) **University** – Jan Kochanowski University of Kielce, hereinafter referred to as UJK, being the Beneficiary of the ‘Knowledge is Power’ Project.
- 3) **Candidate** – an academic teacher employed at UJK who has submitted a completed Application Form to participate in the Project.
- 4) **Project Participant** – UJK employee – qualified to participate in the Project.
- 5) **Participant in training/internship/study visit** – Project Participant qualified to participate in the Project.
- 6) **Development Projects Division** – room located in the building of the Faculty of Law and Social Sciences at UJK, 15C Uniwersytecka Street, Building C, Room C02.
- 7) **Content Coordinator** – a person appointed by the Rector of UJK to organise and provide content-related supervision of support measures for teaching staff within the Project.
- 8) **Recruitment Committee** – this refers to the committee conducting the recruitment process, consisting of:
 - a) Content Coordinator – Chair,
 - b) Task 1 Coordinator – Vice-Chair,
 - c) Human Resources division employee – member,
 - d) Task Coordination and Accounting Specialist – secretary.
- 9) **Project webpage** – a subpage of the main website of Jan Kochanowski University of Kielce at: https://ujk.edu.pl/wiedza_to_potega.html



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§ 2

GENERAL PROVISIONS

1. These Regulations set out the objectives and course of the Project concerning the participation of teaching staff in initiatives designed to improve their skills/ qualifications, in support of the green transition and teaching (including modern teaching methods and educational methodologies) through participation in training courses/internships/study visits (both domestic and international), as well as the recruitment rules.
2. The support provided to Participants under the Project is free of charge, funded by the European Union under the Social Development 2021–2027 programme, co-financed by the European Social Fund Plus, and implemented according to the principle of equal opportunities and non-discrimination.
3. The Project implementation period runs from 1 January 2024 to 30 November 2029.
4. Project Participants are required to familiarise themselves with the content of these Regulations and to give their written approval to the acceptance of the provisions thereof, which they confirm by signing the recruitment documentation.
5. During the implementation of the Project, the Beneficiary undertakes to observe and apply the principles of equality at all stages of the Project's implementation, in particular with regard to Project participants, including compliance with and application of the Convention on the Rights of Persons with Disabilities, drawn up in New York on 13 December 2006 (Journal of Laws of 2012, item 1169, as amended, hereinafter referred to as the 'CRPD')
6. Jan Kochanowski University of Kielce hereby informs that it is possible to report suspected non-compliance of the Project or the Beneficiary's activities with the Convention on the Rights of Persons with Disabilities, drawn up in New York on 13 December 2006 (Journal of Laws of 2012, item 1169, as amended), hereinafter referred to as the 'CRPD'. Reports, notifications or complaints regarding non-compliance of **FERS 2021-2027** projects with the provisions of the CRPD may be submitted by natural persons (project participants or their authorised representatives and agents), institutions involved in the implementation of European Union funds, and civil society organisations (associations, foundations), using the following methods (in each of the following cases, the report is deemed to have been submitted in writing):
 - by post – in letter form to the Ministry's address: Ministry of Development Funds and Regional Policy, Wspólna 2/4 Street, 00-926 Warsaw, or to the address of the Intermediate Body: National Centre for Research and Development, ul. Chmielna 69, 00-801 Warszawa, Poland;
 - the e-PUAP outbox of the Ministry of Development Funds and Regional Policy or the National Centre for Research and Development.
7. Project Participants have the right to request special arrangements relating to the use of support provided under the Project, including e.g., adaptation of teaching materials, a sign



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language interpreter, or special dietary requirements during support sessions where catering is provided for participants.

§ 3

PURPOSE AND SUBJECT OF THE PROJECT

1. The purpose of the Project is to enhance the competences/qualifications of teaching staff at the Jan Kochanowski University (UJK) during the period from 1 January 2024 to 30 November 2029. Appropriate subject-matter and teaching preparation of staff involved in the educational process is essential to ensure high-quality education within the higher education system. The rapidly changing environment and the University's competitive activities require teaching staff to improve and enhance their competences.
2. Project participants are required to enhance their digital, green transition and teaching competences (including modern teaching methods and educational methodologies) through participation in trainings/internships/study visits, both domestic and international.
3. Each training course will run for 10 sessions, delivered to newly recruited Project Participants. As part of participation in the Project, mandatory attendance is required at:
 - 1) training courses on the Green Transition and Digitalisation, which will constitute the first stage of support,
 - 2) a teaching and research internship, lasting a minimum of 14 days at academic institutions (domestic or foreign),

or

 - 3) a study visit, lasting a maximum of 14 days at academic institutions/educational centres (domestic or foreign),
 - 4) sector-specific training for Project Participants (additional support on topics related to their teaching and research activities).
4. Topics of trainings/internships/study visits:
 - a) **Participation in training courses on the green transition and digitalisation** will be the first stage of support. Trainings may be conducted using distance learning methods and techniques. Participation in training courses is mandatory prior to proceeding to the next form of support, i.e. an internship/study visit/sector-specific training;
 - b) **Teaching and research internship (minimum 14 days)** at academic centres, either domestic or foreign. The timing of the support will depend on the teaching schedule for work with students, so as not to disrupt the University's operations (support for approx. 50 Project Participants);

or

 - c) **Study visit (maximum 14 days)** at academic centres/educational institutions, either domestic or foreign. The timing of the support will depend on the teaching schedule for work with students, so as not to disrupt the University's operations (support for approx. 50 Project Participants);
 - d) **Sector-specific/industry-specific trainings** for Project Participants following the



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completion of a teaching and research internship or study visit (approx. 50 domestic sector-specific training courses, approx. 25 foreign sector-specific training courses).

§ 4

RECRUITMENT RULES

1. All information regarding recruitment rounds and deadlines, available forms of support and the necessary application documents will be posted on the Project's website and will be available at the Project Office.
2. Recruitment will be conducted under the principles of equal opportunities for women and men and for persons with disabilities.
3. Recruitment will be internal and will be conducted amongst UJK academic teachers (candidates).
4. Recruitment for training/courses/placements will be preceded by an information campaign amongst staff regarding the opportunity to participate in the project: emails, information sessions, the virtual university website www.ujk.edu.pl, and Facebook.
5. Recruitment deadlines for individual trainings/internships/study visits will be published on the website https://ujk.edu.pl/wsparcie_dla_kadry_dydaktycznej.html at regular intervals.
6. Applications to participate in the project must be submitted by completing a paper application form within the deadlines specified in paragraph 4.
7. The application form can be obtained directly from the UJK website – www.ujk.edu.pl – by navigating via the tabs: Home – University – Current Events – Projects, or via the link https://ujk.edu.pl/wsparcie_dla_kadry_dydaktycznej.html.
8. Applications from candidates for training/internships/study visits will be accepted in paper form at the Development Projects Division.
9. Support under the project is available to academic staff at UJK who are employed at the Jan Kochanowski University of Kielce, regardless of the form of employment.
10. Recruitment will be conducted by a committee appointed by the Project Coordinator. The Committee will consist of at least two persons: one from the Human Resources Division and one from the project management team.
11. The order of selection of candidates **expressing a wish to participate in the support scheme** will be determined by:
 - a) justification for participation in the training/internship/study visit, in the context of the training topic's relevance to teaching activities when working with students: 1–5 points,
 - b) type of contract: permanent employment contract – 2 points, fixed-term employment contract – 1 point, civil law contract – 0 points,
 - c) in the event of high interest in participating in the project, the number of project participants may be increased by up to 5% of the total number planned to take part in

- the project (i.e. a maximum of 5 additional persons for each recruitment round).
12. Along with their application documents, candidates must submit a printout of an email from the potential host organisation confirming its willingness to accept the employee during the specified period.
 13. If several candidates for the training/internship/study visit receive the same number of points, the decisive criterion shall be the justification for participation in the training/internship/study visit in terms of the alignment of the training's subject matter with teaching and research activities.
 14. The Committee shall draw up a ranking list indicating the candidates selected to participate in the project. The results of the selection process shall be recorded in minutes.
 15. The ranking lists shall be made available for inspection by candidates at the Development Projects Division.
 16. Candidates shall be notified of the selection results by email.
 17. Candidates not selected for the project may submit a written request for a review of their case to the Recruitment Committee within 10 working days of receiving the email notification of the recruitment results.
 18. If a person already selected for support withdraws from the project, a reserve list will be drawn up.
 19. The primary means of communication between the parties during the recruitment process and the provision of support is email. Anyone intending to participate or currently participating in the Project must have an email address within the ujk.edu.pl domain and must regularly check emails sent to him/her by the UJK. Correspondence will be sent exclusively to the email address provided in the APPLICATION FORM.
 20. Participation in the Project does not exempt the selected staff member from the proper performance of his/her professional duties in relation to working with students.
 21. A prerequisite for obtaining Participant status is the completion and signing of the Declaration of Participation in the Project (Annex 2 to these Regulations) and familiarisation with the Information Clauses, constituting Annexes 3, 3a and 3b.

§ 5

ORGANISATION OF SUPPORT

1. The organisation of support will be implemented in 10 rounds, i.e. two rounds in each academic year. Recruitment will take place on a regular basis, at least once every six months or once per semester. Participation in the Project will include:
 - a) Stage I: participation in compulsory training on the green transition and training to improve digital skills,

- b) Stage II: participation in a compulsory internship / study visit aimed at improving teaching skills,
- c) Stage III: participation in optional sector-specific courses/training sessions aimed at enhancing skills and qualifications directly related to the sector/field of teaching and research activity, as well as the subject of the course/training session proposed in the PROJECT CANDIDATE APPLICATION FORM.
2. **Rights and obligations of the participant in the training / internship / study visit. The participant in the training / internship / study visit is entitled to:**
- 1) take part in the training / internship / study visit according to the provisions of these Regulations;
 - 2) take part in the training / internship / study visit only once during the course of the support provided under the Project;
 - 3) receive the relevant documents / certificates confirming the competences / qualifications acquired following the training / internships / study visits;
 - 4) reimbursement of travel/flight costs to the location of the internship/study visit, up to the amount and in accordance with the rules applicable to seconded employees/posted workers;
 - 5) reimbursement of travel costs to the location of the internship and accommodation costs during the internship, up to the amount and in accordance with the rules applicable to seconded employees/posted workers;
 - 6) withdrawal from participation in the Project in exceptional circumstances. In such cases, the participant in the training course/internship/study visit is required to submit a written statement of withdrawal stating the reason, or to send an email to a member of staff in the Development Projects Division.
3. **Participant in a training/internship/study visit is required to:**
- 1) comply with the provisions of these Regulations;
 - 2) complete the Declaration of Participation in the Project together with the Participant's Statement;
 - 3) adhere to the agreed dates of the training/internship/study visit;
 - 4) provide written confirmation of participation in the training / internship / study visit by means of a training / internship / study visit certificate or an internship / study visit log;
 - 5) undertake the trip within 6 months of being notified of his/her qualification to participate in the Project;
 - 6) in the case of sector-specific training – to provide a copy of the certificate confirming completion of the training. Such a document should include the training programme and its precise subject scope.
4. The participant in the training / internship / study visit shall be aware of his/her responsibilities and shall understand the provisions of the project Regulations, which must

be observed whilst participating in the project.

5. In the event of a planned change to the location of the training internship / study visit / sector-specific training, the Project Participant must obtain the approval from the Content Coordinator or Task 1 Coordinator. The Participant must justify the necessity of the changes in writing and present a new programme for the Internship / study visit / sector-specific training.
6. The Project Participant – in the event that the Managing Authority, the Intermediate Body or another body exercising control over the expenditure of EU funds issues a final decision questioning the legitimacy of the University's expenditure of funds allocated for the implementation of the training / internship / study visit, in particular in the event of withdrawal from the project due to circumstances other than force majeure, or where the participant's actions or omissions formed the basis for a claim for reimbursement or the incurring of additional costs, may be required to reimburse the University for any losses incurred by it in accordance with the rules applicable to employees.

§ 6

Final provisions

1. The University reserves the right to amend the content of these Regulations for important reasons, including where the need for amendment arises from legal provisions, the terms of the project funding agreement, recommendations from the intermediary and/or funding body, and where the amendment is justified by the need for the proper implementation of the Project.
2. Amendments to the Regulations shall take effect on the day following their announcement in the manner adopted for the announcement of the Regulations.

Annexes to these Regulations:

- 1) Annex 1 – Application form.
- 2) Annex 2 – Declaration of participation in the Project.
- 3) Annex 3 – Information clause on personal data.
- 4) Annex 3a – Template information clause of the Managing Authority.
- 5) Annex 3b – Template information clause of the Intermediate Body.