



## **Excerpt from the Regulations of participation in the Project**

### **"High quality of education as an asset for young teaching staff of the Poznań University of Life Sciences"**

#### **I. General provisions**

##### **§2**

##### **Information on the Project**

1. The Project is executed within the framework of the Operational Programme Knowledge Education Development, Priority Axis III Higher education for economy and development, Action 3.4 Management in higher education institutions, based on competition no. POWR.03.04.00-IP.08-00-PKD/17 organised by the Intermediary Institution.
2. The Project is executed based on the co-financing contract no. POWR. 03.04.00-00-D025/17-00.
3. The Project is co-financed from the European Union funds within the framework of the European Social Fund.

##### **§3**

##### **Objective and scope of the Project**

1. The target group of individuals to participate in the support programme for young staff comprises minimum 62 individuals, based on the definition specified in the Regulations.
2. The Project is intended to last from 01.10.2018 to 30.09.2020.
3. The Project programme is intended to be executed on a continuous basis.
4. The objective of the support programme for young staff is to improve the teaching competences of the Programme Participants through participation in various forms developing their innovative teaching skills, IT and information management skills as well as giving classes in a foreign language.
5. Actions undertaken in the course of the support programme for young teaching staff aim at improving teaching competences of Programme Participants. The Project will lead to improved quality of teaching provided at the Poznań University of Life Sciences and increased effectiveness of knowledge transfer to students, which will result in their greater potential value for the labour market.

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***High quality of education as an asset of the young teaching staff in the Poznań University of Life Sciences.***



6. The legal basis for participation in the Project is provided by the Act of 20 July 2018 "Law on Higher Education and Science (the Journal of Laws Dziennik Ustaw of 2018 item 1668), Resolution no. 202/2018 of the Senate of the Poznań University of Life Sciences of 27 June 2018 on the scope of teaching responsibilities for academic teachers, types of classes included in the scope of these responsibilities, the load of teaching tasks for individual positions and principles for the calculation of the load of teaching hours in the academic year 2018/2019, specifically §1.2 and other documents on the subject.

## **II. Participation in the programme**

### **§10**

#### **International job shadowing placement programme**

1. Participants in the Programme may, within the framework of the Individual Support Pathways, take part in international job shadowing placement programmes.
2. International placements are executed within an uninterrupted period of 21 days, of which 15 days are working days. Participants to the Programme are obliged to actively participate in 8 lesson periods during each working day of the foreign placement. The various forms of activity include:
  - 1) teaching or co-teaching<sup>1</sup> classes (min. 8 lesson hours h during the entire placement duration),
  - 2) observation of classes,
  - 3) the participant's unassisted workload (familiarisation with the campus, the university's educational offer, methods of communication and cooperation between academic teachers and students, activities for the socio-economic environment, etc.)The ratio of the number of hours allocated to teaching (points 1-2) to the number of hours of the participant's unassisted workload (point 3) is 1:1.
3. The total amount the Programme Participant's activity is 120 h:
  - 1) including teaching activity: 60 h, of which min. 8 h of teaching / co-teaching classes,
  - 2) including unassisted workload: 60 h,in which 1 hour refers to a lesson period, i.e. 45 minutes.

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<sup>1</sup> Co-teaching is based on 6 models: 1) one individual is teaching, one individual is observing, 2) teaching in subgroups taking turns, 3) simultaneous teaching in groups, 4) alternating teaching in small groups, 5) team teaching, 6) one individual is teaching, one individual is assisting.



4. The foreign placement **is not and may not** be scientific internship/placement.
5. The aim of the foreign stay is to undergo training and gain experience in teaching based on European universities. After adequate justification is presented it may be admissible for the Programme Participant to take the placement in a non-European country as proposed by the Participant.
6. The aim of the foreign stay is to teach, co-teach and observe classes in other academic centres, renowned and acknowledged by the university community.
7. Programme Participants on their own initiate contacts with the academic centre they selected and the Participants monitor and supervise the progress in the preparation of the foreign stay.
8. The formal basis for the foreign placement includes:
  - 1) Application for the foreign stay, constituting Attachment 6 to the Regulations,
  - 2) an invitation, agreement or another document confirming initiating of cooperation between the Programme Participant and the foreign university,
  - 3) confirmation of the Participant's knowledge of a foreign language together with a language certificate or a positive result of a test confirming language skills in a given foreign language required for the stay, at a level equivalent to min. B2 of the CEFR. – attachment 5 to the Regulations.
9. The Programme Participant participating in an international placement is entitled to a stipend to cover living and accommodation expenses and to cover travel costs. The rules governing the allocation and amount of eligible financial means are described in §11. In order to be granted the stipend to cover living and accommodation expenses the Programme Participant submits at the Office at minimum 10 working days before the departure date an application for the international stay providing data required for the stipend to be paid to cover the living and accommodation expenses connected with the foreign placement, constituting Attachment 9 to the Regulations.
10. Programme Participants on their own investigate the potential for accommodation during the foreign placement, make reservations and pay for the accommodation.
11. The Programme Participant is obliged to submit at the Project Office - within maximum 10 working days from the date of conclusion of the international placement:
  - 1) a report from the international placement, in accordance with Attachment 7 to the Regulations,

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***High quality of education as an asset of the young teaching staff in the Poznań University of Life Sciences.***



- 2) a completed attendance list confirmed their international placement covering the entire required hour limit together with the description of activities undertaken during each day, in accordance with Attachment 8 to the Regulations,
12. Failure to meet the deadlines and/or failure to submit the documents may constitute the basis for cancellation of the professional placement and as a consequence - refusal to grant approval for the international stay and withdrawal of consent to have the allocated funds paid.

## **§11**

### **Costs**

1. The recruitment process and participation in the Project is free of charge for all Programme Participants.
2. Programme Participants are not eligible to remuneration for their participation in the Project.
3. Programme Participants participating in an international job shadowing placement are entitled to a stipend to cover their living and accommodation expenses as well as travel costs.
4. The stipend to cover living and accommodation expenses may be collected by the Programme Participant after they have submitted documents constituting the basis for their international stay, in accordance with §10.8. The currency of the stipend paid to cover living and accommodation expenses is as specified in Regulation of the Ministry of Labour and Social Policy of 29 January 2013 (the Journal of Laws Dziennik Ustaw of 2013 item 167), Attachment to the Regulation of the Ministry of Labour and Social Policy of 29.01.2013.
5. In relation to the binding Act "Public Procurement Law", airline and railway tickets are purchased solely through the International Relations Office and using the travel agency selected in the bid procedure. It is admissible to do otherwise in a situation when the Programme Participant finds a cheaper offer; nevertheless, it has to be approved by the International Relations Office. The procedure of purchasing airline and railway tickets is outlined at the International Relations Office website. Airline tickets may be purchased only for economy class together with the travel insurance ensuring return of the ticket or a change of travel dates. Railway tickets may not be of standard higher than second class. In any other instance the cost will be deemed unjustified.
6. Coach and ferry tickets are purchased by Programme Participants on their own using funds provided before they leave for the international stay.

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***High quality of education as an asset of the young teaching staff in the Poznań University of Life Sciences.***



7. Travel costs may not be redeemed in situations other than one-way travel to and from the site of the international placement (such as weekends or other return trips to Poland).
8. Travel costs may not be redeemed for the route from the place of accommodation during the international stay to the host institution of the international placement. The accommodation needs to be located possibly the nearest to the professional placement institution.
9. The stipend to cover living and accommodation expenses will be paid in advance, which is not settled based on financial and book-keeping documents, but only based on documents confirming the participation in the international placement. In justified cases the Head of the Project reserves the right to demand documentation for incurred expenses in order to determine the justification and appropriateness of funds spent by the Programme Participant.

## §12

### Attendance

1. At the stage of recruitment Programme Participants submit a declaration on their availability during the support programme for young staff. This document constitutes Attachment 4 to the Regulations.
2. Programme Participants are obliged to participate in all declared activities in the amount of minimum 80% for each selected support form. Any absence has to be excused within 3 days of its date.
3. In justified cases caused by poor health, personal circumstances, accidents, etc. it is possible to cease participation in the support programme for young staff. In the case when it is necessary to cease their participation in the Project Programme the Participant is obliged to:
  - 1) contact the Head of the Project,
  - 2) give the reason for their decision to cease participation in the Project,
  - 3) arrange a potential manner to continue their participation in the Project, e.g. in its next edition,
  - 4) obtain consent of the Head of the Project to cease their participation in the Project.
4. Programme Participants, who cease their participation in the Project without notifying the Head of the Project and being granted their consent may be charged the costs related to their participation in the support programme for young staff.
5. In the case when Programme Participants, who planned their international stays, collected advance payments or the Project Organiser on their behalf incurred costs e.g. related with the

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***High quality of education as an asset of the young teaching staff in the Poznań University of Life Sciences.***



purchase of airline tickets and payment of stipend, the Programme Participant is obliged to reimburse these costs to their full amount.

### **§13**

#### **Insurance**

1. The Project Organiser does not plan to purchase insurance for Programme Participants.
2. Programme Participants may on their own purchase accident insurance for the coverage of their choice.
3. In the case of international stays it is recommended to request the European Health Insurance Card from the respective branch of the National Health Fund and possibly to purchase additional insurance.

### **§ 14**

#### **Protection of personal data**

1. In order to participate in the Project participants are required to give consent to processing of personal data.
2. All data on the Programme Participant collected during the group and individual support are protected and will not be made available to third parties, i.e. individuals other than the project staff or providers of external services, individuals not being employees of the Intermediary Institution as the Project supervisory organ or other individuals involved in the execution of the Project.
3. Failure to provide consent will result in the Candidate being classified as not accepted for the Programme.
4. Detailed information concerning the administrator of personal data, the institution provided with the data, the purpose of personal data processing, the type of collected information and rights of the individual whose data are being processed are specified in the Declaration of the Programme Participant constituting Attachment 3 to the Regulations.

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