

**Terms and conditions of funding classes in foreign-language study programmes offered at
Faculties forming the Priority Research Area Society of the Future under the Strategic
Programme Excellence Initiative at Jagiellonian University carried out under Action no 11:
EduProgrammes for the Future
in the academic year 2021/2022**

1. These terms and conditions of funding classes in foreign-language study programmes offered at Faculties forming the Priority Research Area Society of the Future under the Strategic Programme Excellence Initiative at Jagiellonian University, carried out under Action no 11: EduProgrammes for the Future in academic year 2021/2022 (hereinafter: ‘Terms and Conditions’) shall set forth:
 - specific terms of receiving funding of the classes offered,
 - terms of call for submissions and required information,
 - proposal evaluation terms and criteria,
 - obligations of the call laureates receiving funding.
2. These terms and conditions govern the funding – by Jagiellonian University, under the Priority Research Area Society of the Future (hereinafter: ‘the FutureSoc PRA’ or ‘the PRA’) under the Strategic Programme Excellence Initiative at Jagiellonian University – courses in foreign-language study programmes taught at the Faculties of Jagiellonian University forming the FutureSoc PRA by professors with affiliation at universities abroad:
 - Faculty of Management and Social Communication,
 - Faculty of Geography and Geology,
 - Faculty of Philosophy,
 - Faculty of International and Political Studies,
 - Faculty of Law and Administration.
3. The funds must be planned and disbursed in accordance with rational manner of spending and the generally applicable law as well as the legal acts applicable at Jagiellonian University.

4. These Terms and Conditions serve the purposes of supporting internationalisation and the advancement of teaching quality and foreign-language study programmes referred to under point 2 above.
5. Funding may be granted to courses taught in compliance with the internal regulations in force at Jagiellonian University, in particular: lectures, seminars, subject-specific classes, labs, discussion classes, practical classes, field classes, visiting lectures in line with the '4*I principle' and the indexes of the Strategic Programme Excellence Initiative at Jagiellonian University.
6. Principals of foreign-language study programmes may apply for funding of costs related to invitation of recognised internationally and with substantial international experience (outstanding specialists) to teach a course in a foreign language, the amount of funding as specified in Annex 1 to these Terms and Conditions. **Annex 1 to these Terms and Conditions specifies the amount of eligible costs available as funding in support of courses in foreign-language study programmes offered at Faculties forming the Priority Research Area Society of the Future under the Strategic Programme Excellence Initiative at Jagiellonian University, carried out under Action no 11: EduProgrammes for the Future.**
7. Payment of remuneration under this funding must comply with the internal regulations of Jagiellonian University, including the Order no 2 by the Rector of Jagiellonian University of 3 January 2020 on the payment of remuneration to persons teaching courses at Jagiellonian University and Jagiellonian University Medical College pursuant to civil-law contracts, and JU financial policy.
8. The funding shall cover up to 200 hours of classes of a given foreign-language study programme in a call, covered by a proposal submitted by a principal of a foreign-language study programme, with the reservation that in the case of extra funds available, the limit is subject to change.

9. In the event that the same professor teaches several courses under one call, the amount of funding allocated for travel and accommodation costs of the professor shall have the form of a one-off payment.
10. Funding proposals shall be submitted using a dedicated platform under an MS Office 365 licence for universities. Submission of course proposals for the academic year 2021/2022 is open on the two following dates (calls):
- first call - from 7 to 15 September 2021, and it covers autumn semester courses or full-year courses,
 - second call - from 20 to 31 October 2021, and it covers spring semester courses.
- In justified cases these dates may be modified.
11. The funds allocated for the funding of courses in foreign-language programmes in the academic year 2021/2022 amount PLN 750,000, broken down into: PLN 400,000 for courses offered in the autumn semester and as full-year courses (first call) and PLN 350,000 for courses offered in the spring semester (second call). In the event that the funds are not fully used in the first call, the remaining amount is allocated to the pool of proposals for the spring semester (second call).
12. Proposals in the call are evaluated in terms of formal eligibility and research merit. The Call is concluded within 14 working days of the deadline for submissions.
13. The PRA Coordinator or an appointed person shall subject the proposal to a formal eligibility check. In the event of incompleteness of a proposal (the proposal's failure to meet the formal requirements) the PRA Coordinator shall set a period for rectifying the formal deficiencies, which shall be no shorter than 3 days. In the event of failure to rectify the formal defects by the specified deadline or finding a formal deficiency that cannot be rectified and thus prevents the proposal from being accepted for subject-specific evaluation in light of these Terms and Conditions, the proposal shall be rejected and the reason shall be stated.

14. Approved for merit-based evaluation are only proposals found to be eligible formally.
15. Subject-specific review of the proposals is performed by an independent Committee comprising at least three persons, appointed by the PRA Steering Board at the request of the PRA Coordinator.
16. Should there exist professional or private hierarchical dependence between a Committee Member and the Applicant, the Committee Member shall be excluded from evaluation of the Applicant's proposal.
17. The decision on awarding funding shall be made by the FutureSoc PRA Coordinator based on a recommendation by the Committee within 7 business days of its meeting. There is no appealing against the verdict by the FutureSoc PRA Coordinator.
18. The funding shall be awarded based on the following criteria:
 - compliance of the syllabus with the thematic scope of the Strategy of the FutureSoc PRA (0-2 points),
 - international experience of the invited professor (0-1 points),
 - the effect of the classes on the advancement of a given study programme (0- 1 points).
19. The maximum score is 4 points. Funding may be granted only to courses awarded at least 3 points.
20. A call proposal must include:
 - name of the study programme, full name of the study programme principal, full name of the person in charge of the administrative and funding affairs of the study programme (in the case of award),
 - faculty represented in the FutureSoc PRA,
 - name and syllabus of the proposed course, time frame of classes,

- key words characterising the course (in Polish and in English: up to 5 key words for each language),
- research domain of the FutureSoc PRA Strategy, relevant for the course,
- scientific discipline(s) and field(s) addressed by the course,
- Scopus subject areas (as per All Science Journal Classification),
- full name of the visiting professor,
- description of the visiting professor's achievements and international experience,
- description of the effect of the classes on the advancement of a given study programme,
- no of teaching hours within the course,
- requested remuneration amount per hour of classes, including justification,
- requested amount of travel costs,
- requested amount of accommodation costs,
- full amount of the requested funding.

Template proposal form has been attached in Annex 2 to these Terms and Conditions.

21. Within 14 days of the class funded under the FutureSoc PRA being taught, the principal of the foreign-language study programme shall report on its performance in terms of subject-specific and financial matters. In the event that part of the awarded funding has not been disbursed, it shall be returned to the budget of the FutureSoc PRA.

22. Pursuant to Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals 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:

- a. The Personal Data Controller of the Applicants' data is the Jagiellonian University with a registered seat at ul. Gołębia 24, 31-007 Kraków, represented by the JU Rector.
- b. The Jagiellonian University has appointed a Data Protection Officer at ul. Czapskich 4, 31-110 Krakow, room no 27. The Officer can be contacted via e-mail:

iod@uj.edu.pl by phone at 12 663 12 25, from Monday to Friday between 8 a.m. and 3 p.m.

- c. The personal data of Applicants will be processed:
 - i. in the case of all Applicants: for the purpose of launching and carrying out the call, and announcing its results, in accordance with these Terms and Conditions (hereinafter: the Call) pursuant to Article 6.1.f of the GDPR, i.e. for the purposes of the legitimate interests pursued by the controller, which consists in naming the laureate of the Call;
 - ii. in the case of call laureates receiving the funding: for the purpose of legal obligations imposed on the Call's Host, including in particular the tax obligations, i.e. pursuant to Article 6.1.c of the GDPR.
- d. While providing personal data is voluntary for the Applicants, it is a necessary prerequisite for taking part in the Call. Not providing personal data precludes participation in the Call. In the case of call laureates receiving the funding referred to under point 22.c.ii. above, providing the personal data constitutes legal obligation, and failure to provide them shall preclude awarding that person.
- e. The personal data of the Applicants shall be published on the University's websites, and they may be published in the University's social media. These data will also be made available to authorised state authorities, including in particular to the extent that these authorities are entitled to verify the fulfilment of the legal obligations imposed on the Call Host Entity.
- f. The personal data of the Applicants / call laureates receiving the funding shall not be transferred to third countries (outside the EEA) or to international organisations.
- g. The personal data of the Applicants referred to under point 22.c.i. above shall be processed until the Call has been concluded and information on its conclusion has been circulated, and then until the expiry of claims which may arise from the recruitment process. The personal data of call laureates receiving the funding referred to under point 22.c.ii. above shall be processed in the period resulting from fiscal regulations, and then, for archiving purposes, according to the applicable legal regulations.

- h. The Applicant / call laureate receiving the funding has the following rights: to obtain information about the personal data processing and rights resulting from the GDPR, to access their data and rectify them, as well as to have them deleted from the controller's database (unless further processing is necessary for fulfilling a legal obligation or for the purposes of determining, pursuing, or defending claims), to limit their processing or transfer, and to object to the processing of the data – in the cases and under the conditions specified in the GDPR.
 - i. The personal data of the Applicants / call laureates receiving the funding will not be subject to automated decision making or profiling.
 - j. The Applicant / call laureate receiving the funding has the right to lodge a complaint with the President of the Office for Personal Data Protection, should they ascertain that the processing of their personal data violates the provisions of the GDPR.
23. The Applicant declares that they accept these Terms and Conditions and General Terms and Conditions, and undertake to comply with their provisions, under pain of losing the right to apply for funding.
24. These Terms and Conditions are effective as of the date of signing.

Annex 1 The amount of eligible costs available as funding in support of classes in foreign-language study programmes offered at Faculties forming the Priority Research Area Society of the Future under the Strategic Programme Excellence Initiative at Jagiellonian University, carried out under Action no 11: EduProgrammes for the Future in academic year 2021/2022

Name of eligible cost:	Funding amount	Additional notes:
Remuneration per teaching hour (gross)	Pursuant to the Order no 2 by the Rector of Jagiellonian University of 3 January 2020 on the payment of remuneration to persons teaching classes at Jagiellonian University and Jagiellonian University Medical College pursuant to civil-law contracts (rate for an outstanding specialist, as per Annex 4 to the aforementioned Order)	
Cost of a Kraków in-bound / out-bound travel (gross amount)	Up to PLN 3,000 (within Europe) / up to PLN 5,000 (intercontinental connections)	The funding due depending on the stationary mode of the course
Cost of accommodation during stay in Kraków (gross amount)	Maximum amount: PLN 3,000	Maximum amount for an entire stay in one call; the expense may be broken down into instalments depending on the dates of the professor's actual stays

Annex 2 Template proposal form

Study programme name	
Faculty represented in the FutureSoc PRA	
Full name of the study programme principal	
Full name of the person in charge of the administrative and funding affairs of the study programme (in the case of award)	
Name of the proposed course to be funded (the syllabus of the proposed course shall be attached as annex to this proposal)	
Class proposed time frame	

Key words describing the course in Polish (up to 5 words)	
Key words describing the course in English (up to 5 words)	
Research domain of the FutureSoc PRA Strategy addressed by the course	
Scientific discipline(s) and field(s) addressed by the course	
Scopus subject areas (as per All Science Journal Classification)	
Full name of the visiting professor	
Description of the visiting professor's achievements and international experience	
Description of the effect of the classes for the advancement of a given study programme	
No of teaching hours within the course	
Requested remuneration amount per hour of classes, including justification	
Requested amount of travel costs	
Requested amount of accommodation costs	
Full amount of the requested funding	