

COMPETITION INFORMATION

Position name:

Field: *(jeśli dotyczy)*

Discipline: *(jeśli dotyczy)*

Reference no.: *(skrót od nazwy stanowiska/miesiąc/rok)*

Place of work: *(miejsowość)*

Type of contract: *(np. umowa o pracę - employment contract)*

Working time: *(np. 4/4)*

Name of the university: Wrocław University of Science and Technology

Faculty/Unit/Organizational unit: *(należy wpisać, z wyjątkiem konkursu ogłaszanego przez Rektora)*

Type of position: *(wybrać professor, university professor, assistant professor, assistant, visiting professor, visiting researcher, visiting lecturer, senior lecturer, lecturer, lector (lecturer of foreign language), instructor)*

Research position profile: *(wybrać R1, R2, R3, R4 - jeśli dotyczy)*

Deadline for submitting applications to participate in the competition: by... (wpisać datę), by... (wpisać godz.)

Announcement expiration date: *(data do kiedy ogłoszenie ma być widoczne na stronie)*

Deadline for the conclusion of the competition: *(wskazać przybliżony przedział czasowy)*

Planned date of employment: *(data od kiedy planujemy zatrudnić kandydatkę/kandydata)*

Period of employment and remuneration: *(zatrudnienie zgodne z przepisami Kodeksu Pracy, Ustawą Prawo o szkolnictwie wyższym i nauce)*

Position description: *(proszę opisać za co osoba na tym stanowisku będzie odpowiedzialna)*

Responsibilities: *(w punktach proszę rozpisać szczegółowe obowiązki, które osoba na tym stanowisku będzie wykonywała)*

Requirements: *(w punktach proszę wypisać jakie wymagania musi spełniać kandydatka/kandydat na to stanowisko)*

We offer: *(w punktach proszę wypisać co możemy zaoferować kandydatce/kandydatowi jako pracodawca)*

Development prospects: *(krótki opis perspektyw)*

Required documents:

1. Application for participation in the competition addressed to the Rector

LINK PL:(załącznik nr 3a)

LINK EN:.....(załącznik nr 3a1)

2. **Short biography (CV)**
3. **A copy of a document confirming possession of a professional title, degree/scientific title**
4. **Self-report containing the most important scientific achievements** (*dotyczy konkursu ogłaszanego przez Rektora*) / **Information regarding research, teaching and organizational activities** (*dotyczy pozostałych konkursów*)
5. **List of publications**
6. **List and description of scientific internships**
7. **Statement on having read the information regarding the processing of personal data**
LINK PL:(*załącznik nr 3b*)
LINK EN:(*załącznik nr 3b1*)
8. **Statement on meeting the requirements set out in Art. 113 of the Act of July 20, 2018. Law on higher education and science**
LINK PL:(*załącznik nr 3c*)
LINK EN:(*załącznik nr 3c1*)
9. **Declaration of the Candidate that in the case of winning the competition, Wrocław University of Science and Technology will be the primary place of employment***
LINK PL:(*załącznik nr 3d*)
LINK EN:(*załącznik nr 3d1*)

* If a competition is won by a person who is employed under an employment relationship with another employer conducting the following activities: research, research and teaching, research and development, implementation (except for cases specified in Article 125(3) of the Act), and the employment is not expired by the date of employment at the Wrocław University of Science and Technology as the primary place of work, this person, in accordance with Article 125(1) of the Act, taking into account Article 125(2) of the Act, is obliged to obtain the Rector's consent for additional employment under an employment relationship with another employer after employing at Wrocław University of Science and Technology. If the competition is won by a person who conducts business activity, the requirement of Article 125(7) of the Act should be met.

Application documents in Polish or English should be sent:

- by post to the correspondence address... (*wpisać adres*) or
- by email to the unit's email address dedicated to submitting applications ... (*wpisać adres*) by... (*wpisać datę*), by... (*wpisać godz.*)

In the title of the message, please indicate the reference number: (*wpisać nr referencyjny*)

Applications from people sending their documents without indicating a specific reference number or sent after the deadline for submission of offers will not be considered.

Any information about the competition can be obtained from the HR assistant at the email address ... (*wpisać adres*)

The date of receipt of documents is decisive. The deadline for receipt of application documents is ... (*wpisać godz.*) on the day specified in the Competition Information. Receipt of the candidate's documents will be confirmed by the HR assistant via email to the address provided in the application.

Candidates' applications will be evaluated by the Competition Committee appointed by (*wpisać wnioskodawcę i organizatora konkursu*). After the competition closes, applications submitted by post from unsuccessful candidates will be returned. Applicants can collect their applications from the HR assistant within six months of the competition closing date, with acknowledgment of receipt.

Information on the competition procedure can be found in the *Guide for Applicants*

LINK PL: <https://pwr.edu.pl/uczelnia/europejska-strategia-dla-naukowcow/otm-r>

LINK EN: <https://pwr.edu.pl/en/university/european-human-resources-strategy-for-researchers/otm-r>

The University reserves that the competition may remain unresolved.

The recruitment and competitions conducted by the Wrocław University of Science and Technology are open, implemented in accordance with clear and transparent principles based on clear and unambiguous criteria for substantive evaluation, taking into account a diverse professional career. The Wrocław University of Science and Technology conducts recruitment procedures in accordance with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the Open, Transparent and Merit-Based Recruitment of Researchers (OTM-R) Policy at the Wrocław University of Science and Technology.

LINK PL: <https://pwr.edu.pl/uczelnia/europejska-strategia-dla-naukowcow/otm-r>

LINK EN: <https://pwr.edu.pl/en/university/european-human-resources-strategy-for-researchers/otm-r>

Recruitment and competitions conducted by the Wrocław University of Science and Technology are conducted with the equal opportunities policy, in accordance with the "Equality Plan for the Wrocław University of Science and Technology for 2025-2028".

LINK PL:

https://rowna.pwr.edu.pl/fcp/BGBUTODtYP0c5WRc5HApeDRZIBzo5CBA/191/public/docs/policyka_rownosci_roznorodnosci_i_dobrostanu_2025-2028.pdf

LINK EN: <https://rowna.pwr.edu.pl/en/>

Wrocław University of Science and Technology, as a friendly employer, supports the employment of people with disabilities. Information on the accessibility of selected university buildings: <https://przewodnik.pwr.edu.pl/pl>. Information on support for employees with disabilities and special needs: <https://dzd.pwr.edu.pl/en>.

Before establishing an employment relationship with the successful candidate, Wrocław University of Science and Technology will conduct a background check in accordance with the Act of 13 May 2016 on Counteracting Sexual Crime Threats and Protecting Minors. The data

required for this verification (PESEL number or, in the absence thereof, maiden name, father's name, mother's name, date of birth) will be obtained solely from the successful candidate and should not be provided at the application stage.

The Wrocław University of Science and Technology has a Regulation on reporting cases of irregularities and protection of persons making reports (whistleblowers). You can read it at the following link: <https://pwr.edu.pl/uczelnia/informacje-ogolne/wladze/pelnomocnicy-rektora/pelnomocnik-ds-przeciwdzialania-korupcji>

Information clause regarding the processing of personal data

The Data Controller of your data processed as part of open competitions for the position of an academic teacher is the Wrocław University of Science and Technology based in Wrocław at Stanisława Wyspiańskiego 27 (postal code 50-370 Wrocław). You can contact the Data Controller via the form on the website www.pwr.edu.pl/kontakt or by post to the above address of the Data Controller's office (please indicate "competition - XXX...*" (*enter the appropriate reference number). The Data Controller has appointed a Data Protection Officer (DPO), who can be contacted by email: IOD@pwr.edu.pl. You can contact the DPO in matters relating to the processing of personal data by the Wrocław University of Science and Technology (the DPO does not provide information about competitions or accept documents).

Purposes and legal basis for processing

Your personal data are necessary to fulfill the legal obligations of the Data Controller (Article 6(1)(c) of the GDPR) to the extent specified in Article 22 (with the symbol 1) §1 and §2 of the Labour Code, in connection with Article 119(1) and 119(3) of the Act of July 20, 2018, Law on Higher Education and Science (including names and surnames, date of birth, contact details, education and professional qualifications and employment history) will be processed in order to conduct competition procedures before hiring for a specific type of work or in a specific position.

These data are necessary to determine the candidate's profile and evaluate candidates. Such profiling will be performed solely for the internal purposes of the competition proceedings.

Before establishing an employment relationship with a person selected in a competition, the Data Controller will use his or her data necessary to verify the conditions arising from Article 21 of the Act of May 13, 2016 on counteracting threats of sexual crime and protection of minors (consolidated text: Journal of Laws of 2024, item 1802, as amended) in connection with § 14 of the Regulation of the Minister of Justice of July 31, 2017 on the procedure, method and scope of obtaining and sharing information from the Register with limited access and the method creating a user account (consolidated text: Journal of Laws of 2024, item 1516). This will be the PESEL number and if the PESEL number has not been assigned: 1) first name, 2) surname, 3) family name, 4) father's name, 5) mother's name, 6) date of birth. The Data Controller may also require from such a candidate:

- submitting information from criminal registers of countries (other than the Republic of Poland and the country of his citizenship), or
- submitting (under penalty of criminal liability) an appropriate declaration regarding the candidate's clean criminal record for offenses specified in the Act of May 13, 2016 on counteracting threats of sexual crime and protection of minors (if the processing of such information is not envisaged in the countries referred to in the previous point).

Any other data that you may provide us voluntarily, on your own initiative, will be processed on the basis of your voluntary consent (Article 6(1)(a) and Article 7 of the GDPR) in connection with Art. 22(1a) and art. 22(1b) of the Labor Code. If you intend to grant such consent to the processing of additional data in your documents, please also include an appropriate clause there - such as:

I consent to the processing by Wrocław University of Science and Technology of additional ordinary*/special* personal data (*delete as appropriate), which I include in my CV, cover letter and other attached documents - in order to include them in the open competition procedure for the position of an academic teacher.

Your personal data will be processed only by those participating in the recruitment process. Unsuccessful candidates will be allowed to collect their documents for six months (with a receipt), after which the documents will be destroyed and the data deleted. The personal data on the receipt will also be processed for six months from the date of document collection. Data from accepted candidates will be included in their personnel files.

Data recipients

The recipients of your data may be entities to which the Data Controller commissions services requiring access to data (IT, advisory, legal, courier and services related to the destruction of documentation or data carriers). The recipient of the data is also the ministry responsible for higher education in connection with the disclosure of the competition results.

Wrocław University of Science and Technology accepts the recommendations of the European Commission from 2005 (European Charter for Researchers and Code of Conduct for the Recruitment of Researchers) "Human Resources Excellence in Research". The competition documentation may therefore be subject to reviews and archiving obligations, which may result in disclosure of its content to authorized institutions. This is necessary for the purposes of the legitimate interests pursued by the Data Controller (Article 6(1)(f) of the GDPR).

Data storage period

Data processed only for the purpose of conducting the competition will be processed during the competition and then only for the next 6 months. In connection with the competition, data processing will also be carried out using electronic communication tools with backup copies of messages and files sent with them. To store and send your data via the Data Controller's business email, the Data Controller's employees can use, for example, employee accounts in the Google Workspace system. The supplier of this system has declared the processing of information for Wrocław University of Science and Technology within the European Economic Area (EEA) using the GDPR (the supplier's declaration in the updated version - at <https://cloud.google.com/terms/data-processing-addendum/> (Appendix 3: Special privacy provisions). Data will be deleted from backup copies of emails sent to the Data Controller within the deadlines specified by this supplier. For the Data Controller, it is the entity processing data for the purposes of Wrocław University of Science and Technology.

Data transfer outside the EEA

Your personal data may be processed outside the EEA on the basis of an adequacy decision or subject to appropriate safeguards (in accordance with Articles 45 and 46 of the GDPR, respectively). For example, from July 10, 2023, the transfer of personal data to certain organizations based in the USA is possible if it is based on a decision confirming the adequate level of protection. Companies and organizations in the USA that declare that their data processing meets the requirements of the Data Privacy Framework are disclosed in a publicly available list at: (<https://www.dataprivacyframework.gov/list>).

Rights of data subjects

The Data Controller provides you (after contacting the entity conducting the competition procedure and confirming your identity) with the right to request:

- information about the scope of information about you processed by the Data Controller;
- access to your data and receiving a copy of the data (this does not apply to copies of the documents themselves);
- rectify (correct, supplement) your data;
- processing restrictions;
- data transfer referred to in Art. 20 GDPR;
- deletion of personal data (unless the legal basis for the processing of your personal data is, for example, a legal obligation imposed on the Data Controller).

In addition, a person to whom personal data relates and who believes that the Data Controller violates the GDPR has the right to lodge a complaint with the supervisory authority. In Poland, this is the President of the Office for Personal Data Protection (from July 2025, address: ul. Moniuszki 1A, 00-014 Warsaw).

Information on the obligation to provide data

Providing your personal data to the extent specified by the law applicable to the Data Controller is not voluntary because the processing of such data is necessary to fulfill legal obligations during the competition procedure. However, participation in the competition and providing the data that you provide willingly, beyond the scope specified in the regulations, is voluntary.