

**Terms and Conditions of the tutoring scheme
in priority study programmes
in the *SciMat* PRA under the strategic programme
Excellence Initiative at the Jagiellonian University
in the academic year 2020/2021
- consolidated text -**



UNIwersytet
JAGIELLOŃSKI
W KRAKOWIE



**UCZELNIA
BADAWCZA**
INICJATYWA DOSKONAŁOŚCI

Inicjatywa Doskonałości
UCZELNIA BADAWCZA
Uniwersytet Jagielloński

I. Definitions

The following definitions apply throughout these Terms and Conditions:

1. **EI.JU:** the programme Excellence Initiative at the Jagiellonian University.
2. **SciMat PRA:** the *SciMat* Priority Research Area, as specified in the Jagiellonian University's application in the 'Excellence Initiative – Research University' competition.
3. **Priority study programme:** each of the first- and second-cycle study programmes listed below:
 - i. Mathematics,
 - ii. Computational Mathematics,
 - iii. Computer Science,
 - iv. Analytical Computer Science,offered at the Faculty of Mathematics and Computer Science, hereinafter referred to as the 'Faculty.'
4. **Incentive scholarship:** the scholarship for students of first- and second-cycle study programmes awarded pursuant to the principles specified in the Terms and Conditions of awarding incentive scholarships to students of first-cycle priority study programmes in the *SciMat* PRA under the Strategic Programme Excellence Initiative at the Jagiellonian University in the academic year 2020/2021 and the Terms and Conditions of awarding incentive scholarships to students of second-cycle priority study programmes in the *SciMat* PRA under the strategic programme Excellence Initiative in the academic year 2020/2021.
5. **Student participating in the tutoring scheme:** a student of first- or second-cycle priority programme participating in the tutoring programme and assigned an individual academic supervisor.
6. **Tutor:** an academic teacher employed at the Faculty, providing academic supervision to the student and receiving remuneration on this account under the *SciMat* PRA scheme.
7. **Tutoring scheme:** a *SciMat* PRA action consisting in assigning individual academic supervisors to selected students of priority programmes, in accordance with these Terms and Conditions.
8. **Committee:** the Recruitment Committee in charge with the recruitment to the tutoring programme.

II. General regulations

1. The aim of the tutoring scheme is to support the Faculty's most talented students' advancement as researchers.
2. The tutoring scheme is established at the Jagiellonian University for students of priority programmes related to the *SciMat* PRA and is operated from 1 October 2020 to 30 September 2025.
3. The financial resources for the tutor's remuneration come from the budget of the *SciMat* PRA under the EI.JU programme.
4. The tutoring scheme is set on a case-to-case basis for a given academic year by the end of a preceding academic year. In a given academic year the maximum number of students participating in the tutoring scheme is

Priorytetowy Obszar Badawczy

SciMat

www.id.uj.edu.pl

- 61, with the reservation that if the number of students participating in the tutoring scheme in the preceding academic years was below 61, in the next academic year more students may participate in the tutoring scheme, provided that the mean average per year does not exceed 61.
5. All affairs related to the tutoring scheme are the responsibility of the representative of the Faculty in the Executive Team of the *SciMat* PRA and the Chair of the Committee of the Franciszek Mertens Scholarship and the the Chair of the Call Committee on the Dean's Fund for Scientific Olympiad Laureates, appointed by the Faculty Dean.
 6. The student may apply for having the tutor changed in the course of the tutoring scheme. In that event the change ensues upon obtaining authorisation by the Committee.

III. Tutoring programme recruitment

1. The tutoring programme recruitment is based on the students' voluntary, written entries. A student enters their application for participation in the tutoring scheme by providing necessary personal details (name, surname, telephone number, email address, study programme and year, the legal basis for application in accordance with III.3 following the adopted template entry form.
2. The tutoring programme recruitment at the Faculty is carried out by the Committee, appointed by a representative of the Faculty in the Executive Team of the *SciMat* PRA. The Committee comprises 5 persons:
 - a. The representative of the Faculty in the Executive Team of the *SciMat* PRA or a person appointed by them,
 - b. the Chair of the Committee of the Franciszek Mertens Scholarship or a person appointed by them,
 - c. the Chair of the Call Committee on the Dean's Fund for Scientific Olympiad Laureates or a person appointed by them,
 - d. two members appointed by a representative of the Faculty in the Executive Team of the *SciMat* PRA in consultation with the persons named in 2.b and c.
3. The Committee compiles a list of students to participate in the tutoring scheme. Admitted to the tutoring scheme are, in the first place:
 - a. students of first- or second-cycle priority programmes selected in the Franciszek Mertens Scholarship competition at the Faculty and qualified as scholarship holders pursuant to the competition's terms and conditions;
 - b. students of first-cycle programmes selected in the Dean's Fund for Scientific Olympiad Laureates competition at the Faculty pursuant to the competition's terms and conditions;
and additionally, depending on the number of available places:
 - c. students of first- or second-cycle priority programmes selected by the Committee, who have been awarded incentive scholarships;
 - d. in justified cases the tutoring may also be offered to academically outstanding students of first- or second-cycle priority programmes selected by the Committee.
4. The total number of students participating in the tutoring as a result of the recruitment may not exceed 61, with the reservation of II.4. The results of the recruitment procedure is made known by publishing on the websites of the *SciMat* PRA and a dedicated website at the Faculty.
5. The Committee assigns individual tutors to the students participating in the tutoring scheme. In the case of scholarship holders of the Franciszek Mertens Scholarship and the Dean's Fund for Scientific Olympiad Laureates scholarship the tutors may be identical with those assigned them under those programmes.



UNIWERSYTET
JAGIELLOŃSKI
W KRAKOWIE



UCZELNIA
BADAWCZA
INICJATYWA DOSKONAŁOŚCI

Inicjatywa Doskonałości
UCZELNIA BADAWCZA
Uniwersytet Jagielloński

Priorytetowy Obszar Badawczy

SciMat

www.id.uj.edu.pl

www.id.uj.edu.pl

IV. Obligations of the student and the tutor under the tutoring scheme

1. For a student participating in the tutoring scheme to continue the scheme it is prerequisite to timely complete the preceding year of study in a given priority programme (this applies to second- and third-year students of full-time first-cycle programmes and second-year students of second-cycle programmes),
2. The tutor is obliged to maintain regular contact with the student under their care, providing subject-specific supervision of the student's academic advancement. Twice in an academic year: by the end of March and by the end of September, the tutor presents the Committee with a brief report on the conduct of the collaboration with the student under their academic supervision.
3. The tutor's remuneration is paid out for a period of 9 months in the academic year 2020/2021, i.e. from October 2020 to June 2021, in monthly instalments of PLN 400 gross, on the condition of complying with the requirements resulting from items 1 and 2. The same terms apply to the payment of the tutor's remuneration in the academic years to follow.

V. Additional provisions

1. A student on leave is not eligible to apply for a place on the tutoring scheme. In the event that a student participating in the tutoring scheme is granted a leave of absence during the academic year, they lose the right to participate in the scheme, from the month following the month in which the student was granted the leave. In especially justified cases the tutoring scheme recruitment committee may decide in favour of a student's participation in the tutoring scheme in spite of the student's leave.
2. In the case described in item 1, the tutor loses the right to the payment of remuneration, as of the month following the month on which the student was granted the leave, with the exception of the case specified in item 1, sentence 3.
3. A long-term sabbatical of the tutor may constitute basis for terminating the tutoring and the payment of remuneration related thereto; a decision on this matter is taken by the Recruitment Committee in consultation with the tutor concerned. The departure of a tutor to a medical leave or resignation from work interrupts the tutoring programme and the payment of remuneration on that account. In the event of interruption of the tutoring the Committee assigns a new tutor to the student participating in the tutoring scheme.

VI. Information on Personal Data Processing

Pursuant to Art. 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:

1. **The Personal Data Controller** of the students and tutors' data is the Jagiellonian University with a registered seat at ul. Gołębia 24, 31-007 Kraków, represented by the JU Rector.
2. 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 or by phone at 12 663 12 25, from Monday to Friday between 8 a.m. and 3 p.m.
3. The personal data of students and tutors will be processed:
 - a. in the case of all students: 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. of the legitimate

interests pursued by the controller, consisting in naming the laureate of the Call, with whom an agreement will subsequently be concluded;

- b. in the case of students participating in the tutoring scheme and tutors – for the purpose of carrying out the obligations resulting from the Call's Terms and Conditions, generally applicable laws, and internal regulations applicable at the Jagiellonian University, i.e. pursuant to Article 6.1.c of the GDPR.

4. While providing their personal data by the Students and Tutors is voluntary, it is a necessary prerequisite for taking part in the Call. Not providing personal data precludes participation in the Call. In the case of Students and Tutors referred to under point 3.b above, providing the data constitutes a legal obligation, and failing to provide them shall preclude the student's participation in the tutoring scheme and payment of remuneration to the tutor.
5. The personal data of the Students and Tutors shall be published on the University's websites, and they may be published in the University's social media.
6. The Students and Tutors' personal data shall not be transferred to third countries (outside the EEA) or to international organisations.
7. Personal data of the persons referred to under point 3.a above shall be processed until the Call is concluded and its results announced, and subsequently until the expiration of claims which may arise from the Call. Personal data of the persons referred to under point 3.b above shall be processed in the period resulting from fiscal regulations, and subsequently, for archiving purposes, pursuant to applicable legal regulations.
8. The Student and Tutor have the following rights: to obtain information about their 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.
9. The students and tutors' personal data will not be subject to automated decision making or profiling.
10. The Student and Tutor have 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.

VII. Final provisions

1. The Tutor and the Student participating in the tutoring scheme are obliged to comply with the provisions of these Terms and Conditions on pain of losing the right to participate in the tutoring scheme.
2. These Terms and Conditions enter into force on the date of adoption, with effect from 1 October 2020, with the reservation that changes to the Terms and Conditions enter into force on the date specified in the Information on changing the Terms and Conditions.



UNIwersYTET
JAGIELLOŃSKI
W KRAKOWIE



UCZELNIA
BADAWCZA
INICJATYWA DOSKONAŁOŚCI

Inicjatywa Doskonałości
UCZELNIA BADAWCZA
Uniwersytet Jagielloński

Priorytetowy Obszar Badawczy

SciMat

www.id.uj.edu.pl