Rules and Regulations of the Tutoring Programme at the Faculty of Mathematics and Computer Science under the Strategic Programme Excellence Initiative at Jagiellonian University in the academic year 2026/2027

I. Definitions

For the purposes of these Rules and Regulations, the following definitions shall apply:

1. **ID.UJ** – the Excellence Initiative at the Jagiellonian University programme
2. **Priority programme of study** – any of the following first- or second-cycle degree programmes, as offered by the Faculty:
   i. Mathematics,
   ii. Computer Mathematics,
   iii. Computer Science,
   iv. Analytical Computer Science,
   v. Artificial Intelligence Studies,
   vi. Mathematics and Computer Science Advanced Track (hereinafter: "MACS-AT") – a first-cycle degree programme,

   offered by the JU Faculty of Mathematics and Computer Science, hereinafter referred to as the "Faculty".
3. **Student covered by the tutoring programme** – a first- or second-cycle student of a priority programme of study who is covered by the tutoring programme and has an assigned individual academic supervisor, or a student of Studies in Mathematics and Natural Sciences whose leading programme of study is delivered by the Faculty, who is covered by the tutoring programme and has an assigned individual academic supervisor who is an employee of the Faculty.
4. **Tutor** – an academic teacher employed at the Faculty who takes academic supervision over a student covered by the tutoring programme.
5. **Tutoring programme** – an activity consisting in assigning individual academic supervisors to selected students of priority programmes of study or students of Studies in Mathematics and Natural Sciences whose leading programme of study is delivered by the Faculty, in accordance with these Rules and Regulations.
6. **Committee** – the Recruitment Committee responsible for conducting recruitment to the tutoring programme.
7. **Tutoring programme administrator** – an administrative employee of the Faculty providing administrative support for the tutoring programme.

II. General provisions

1. The purpose of the tutoring programme is to support the academic development of the Faculty's most talented students.
2. The tutoring programme is organised at the Faculty of Mathematics and Computer Science of Jagiellonian University for students of priority programmes of study and students of Studies in Mathematics and Natural Sciences whose leading programme of study is delivered by the Faculty. The programme is carried out from 1 October 2020 to 30 September 2027.

3. In a given academic year, the total number of students covered by the tutoring programme is a maximum of 71. The limit covers jointly all the recruitment paths set out in Part III. A student who meets several admission criteria is counted against the limit only once.
4. Responsibility for all matters related to the tutoring programme rests with one of the Faculty Coordinators and with the Chair of the Franciszek Mertens Scholarship Fund Committee and the Chair of the Competition Committee of the Dean's Fund for Olympians, appointed by the Dean of the Faculty.
5. During the tutoring programme, a student may submit an application to change their tutor. The application is considered by the Committee. The change of tutor takes effect in the following month, starting from the month in which the Committee's consent was given, subject to point II, section 7.
6. During the tutoring programme, a student may submit an application to withdraw from participation in the programme. Participation in the tutoring programme ends from the first day of the month following the month in which the student submitted the withdrawal application, subject to point II, section 7.
7. The provisions of these Rules and Regulations, in particular the limit of places, the recruitment rules and the rules on ending participation, apply to the Faculty tutoring programme. They do not limit the obligation to provide tutorials arising from the MACS-AT programme of study or the entitlements to academic supervision arising from the relevant scholarship regulations. The completion and crediting of classes provided for in the programme of study are governed by the JU Study Regulations and the relevant programme of study.

III. Recruitment to the tutoring programme

1. Recruitment to the tutoring programme takes place on the basis of:
   a. written applications from academic teachers employed at the Faculty who wish to act as tutor for a student proposed by them, being a scholarship holder of the Franciszek Mertens Scholarship Fund or the Dean's Fund for Olympians, or a student of the MACS-AT programme. Students proposed by tutors are obliged to confirm that they have read the GDPR information and the Rules and Regulations of the Tutoring Programme by completing a short form;
   b. written applications from students interested in the programme, to whom, if their application is assessed positively, the Committee will assign a tutor (in accordance with point III, section 8).
   c. Recruitment begins on 13 October 2026 and lasts for two weeks, until 27 October 2026, 11:59 p.m. (Polish time). The announcement and the programme rules and regulations are published on the Faculty's website no later than on the day recruitment begins.
2. A student's application requires providing the necessary personal data (forename, surname, e-mail address, programme and year of study, and the basis for applying for participation in the programme in accordance with point III, sections 4 and 5) according to the established form template.
3. Recruitment to the tutoring programme at the Faculty is conducted by the Committee, appointed by the Dean of the Faculty. The Committee consists of 5 persons, including:
   a. the Dean of the Faculty or a person designated by the Dean,
   b. the Chair of the Franciszek Mertens Scholarship Fund Committee or a person designated by the Chair,
   c. the Chair of the Competition Committee of the Dean's Fund for Olympians or a person designated by the Chair,
   d. two members appointed by the Dean of the Faculty.

4. The Committee establishes the list of students covered by the tutoring programme. Priority in joining the tutoring programme is given to:
   a. first- or second-cycle students selected in the competition for the Franciszek Mertens Scholarship at the Faculty and qualified as scholarship holders, in accordance with the regulations of that competition applicable to the given edition;
   b. first-cycle students selected in the competition for a scholarship from the Dean's Fund for Olympians at the Faculty, in accordance with the regulations of that competition applicable to the given edition;
   c. first-cycle students of the MACS-AT programme.

   If the number of eligible candidates referred to in letters a–c exceeds the limit of places, the Committee determines the order of admission on the basis of academic and olympiad achievements. The detailed assessment criteria and the rules for resolving ties are published in the recruitment announcement before it begins. The same assessment rules apply when filling the remaining places under section 5. The Committee's decision does not affect the entitlements indicated in point II, section 7.
5. Moreover, depending on the number of available places, tutoring may also be provided to students of the 2nd or 3rd year of first-cycle studies or students of the 1st or 2nd year of second-cycle studies of priority programmes of study or Studies in Mathematics and Natural Sciences whose leading programme of study is delivered by the Faculty, who stand out through their academic achievements and are selected by the Committee. Tutoring may also be provided to 1st-year first-cycle students who are holders of the Julia Zdanowska scholarship.
6. The total number of students covered by the tutoring programme as a result of recruitment may not exceed 71. The result of recruitment is made public by publishing on the Faculty's websites a list of the forenames and surnames of the students qualified for the programme. The data of unsuccessful candidates is not published. No appeal may be lodged against the result of recruitment. This reservation applies solely to the recruitment to this programme and does not preclude the means of appealing against decisions available under the JU Study Regulations or other relevant provisions.
7. The Committee establishes a ranking list of students who were not qualified for the tutoring programme due to the exhaustion of the number of places. If a student covered by academic supervision withdraws from participation in the programme, from the day the place becomes vacant, a further person from the ranking list may be included in the programme by the decision of the Committee (after that person expresses a continued willingness to participate in the programme and meets the regulatory requirements).
8. The Committee assigns individual tutors to students covered by the tutoring programme. In the case of holders of the Franciszek Mertens Scholarship and the Dean's Fund for Olympians, and students of the MACS-AT programme, these may be tutors already assigned to them under those programmes or that programme of study, provided they meet the definition of a tutor set out in point I, section 4. The assignment or replacement of a tutor under this programme does not replace the decision of the competent authority required by the scholarship regulations or the rules governing the study programme.

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

1. Participation in the tutoring programme is conditional on the student covered by the tutoring programme timely completing the previous year of study (this applies to students of the 2nd and 3rd year of full-time first-cycle studies and students of the 2nd

year of second-cycle studies). Completion of the year is assessed in accordance with the JU Study Regulations and the relevant programme of study, subject to point II, section 7.

2. A student covered by the tutoring programme is obliged to maintain regular substantive cooperation with their tutor. The student and the tutor mutually establish the rules of this cooperation.
3. The tutor is obliged to maintain regular contact with the student covered by the tutoring programme under their supervision, exercising substantive oversight of the student's academic development. By the end of September 2027, the tutor submits to the Committee a short report on the course of cooperation with the student under their academic supervision.
4. Remuneration of the tutor in the form of a salary supplement must be made in accordance with the internal regulations of Jagiellonian University, including the Rules for Remunerating Jagiellonian University Employees and the regulations under ID.UJ. The financial resources to cover the remuneration in the above scope for the tutor come from the Faculty's ID.UJ funds or from the Faculty's budget. The entrusting of tasks and the granting of the supplement require compliance with the procedure and the competence of the authorities set out in those regulations. Financing from ID.UJ funds is permissible only within the period and scope provided for in the applicable programme rules and in the approved budget.
5. The tutor's remuneration is set at PLN 500 gross-gross, covering gross remuneration together with employer's costs, for each month of academic supervision over a student, and for no more than 9 months of the academic year (from October 2026 to June 2027). Where a tutor supervises more than one student, the monthly amount allocated to the tutor's remuneration is multiplied by the number of students (according to the formula PLN 500 gross-gross × number of students). Tutors who are academic supervisors of students included in the Programme from the reserve list receive remuneration starting from the month in which the student was covered by the tutoring programme. Payment of remuneration will not be made once the limits set out in the Information on the amount of remuneration for persons involved in the implementation of the ID.UJ Programme – update No. 2 of 17 January 2023 (as amended) are exceeded. A student meeting several criteria for admission to the programme does not increase the amount allocated to supervision of that student. The applicable limits and the possibility of financing the supplement are verified before tasks are entrusted to the tutor.
6. If, as a result of cooperation between the tutor and the student, the latter prepares an academic article independently or as a co-author, the said article should include a reference to the programme worded as follows: During the preparation of this article [forename and surname] was a participant of the tutoring programme under the Excellence Initiative at the Jagiellonian University.

V. Additional provisions

1. A student on leave may not be covered by the tutoring programme. If a student covered by the tutoring programme takes leave during the academic year, they lose the right to participate in the programme, starting from the month following the month in which they began the leave, which also results in the tutor ending their tasks and the tutoring programme being discontinued. In particularly justified cases, the Recruitment Committee for the tutoring programme may decide on the student's participation in the tutoring programme despite the student taking leave from classes. If the cooperation covers classes provided for in the programme of study, attendance at such classes whilst on leave also requires the consent of the dean or another competent body in accordance with

the JU Study Regulations, and shall take place under the conditions specified by that body.

2. After obtaining consent for leave from classes, the student is obliged to inform the Committee and the tutoring programme administrator without delay. This obligation also rests with the tutor as soon as they become aware of the above.
3. Failure by the tutor to perform their tasks for more than 30 days (e.g. due to academic leave or absence caused by illness) may constitute grounds for discontinuing the tutoring programme; the decision in this matter is taken by the Committee in consultation with the tutor concerned, with the proviso that if it is not possible to consult the tutor, the Committee takes the decision in the above scope on its own. The tutor's resignation from performing tasks under the tutoring or the termination of the tutor's employment contract discontinues the tutoring programme. If tutoring is discontinued, the Committee assigns the student covered by the tutoring programme a new tutor. Settlement of the supplement during the tutor's justified absence is made in accordance with the Rules for Remunerating Jagiellonian University Employees
4. The tutor is obliged to notify the Committee and the tutoring programme administrator of absences from work exceeding 30 calendar days, of taking academic leave, health recovery leave, maternity leave, parental leave, unpaid leave and other leaves, as well as of resignation from performing tasks under the tutoring.
5. If, during the tutoring programme, the substantive cooperation between the tutor and the student is suspended or terminated, the student and the tutor should inform the Committee and the tutoring programme administrator at the Faculty without delay. In addition, the student and the tutor should promptly notify the Committee of the failure to commence cooperation between the tutor and the student covered by the tutoring programme, despite the assignment of an academic supervisor (tutor) to that student.

VI. Information on the processing of personal data

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"), Jagiellonian University informs that:

1. The controller of the personal data of students applying to be covered by the tutoring programme and covered by the tutoring programme, as well as of tutors, is Jagiellonian University, ul. 24 Gołębia, 31-007 Kraków, represented by the JU Rector.
2. Jagiellonian University has appointed a Data Protection Officer, ul. Czapskich 4, 31-110 Kraków, room No. 25. The Officer may be contacted by e-mail: iod@uj.edu.pl, or by telephone on 12 663 12 25, Monday to Friday, from 8:00 a.m. to 3:00 p.m.
3. The personal data of the above students and tutors will be processed:
   a. in the case of all the above students – for the purpose of organising, conducting recruitment to the tutoring programme on the basis of these Rules and Regulations and announcing the results of that recruitment, on the basis of Article 6(1)(f) GDPR – i.e. in pursuit of the legitimate interest of the Controller consisting in selecting participants in the organised recruitment to the tutoring programme;
   b. in the case of students covered by the tutoring programme and tutors – for the purpose of performing obligations arising from the tutoring programme rules and regulations,

generally applicable legal provisions and internal regulations in force at Jagiellonian University, i.e. on the basis of Article 6(1)(c) GDPR.

4. The provision of personal data by the students and tutors is voluntary but necessary to take part in recruitment to the tutoring programme. The consequence of not providing personal data will be the inability to take part in the recruitment to the tutoring programme. In the case of the students and tutors referred to in point 3(b) above, the provision of data is a legal obligation, and failure to provide it will make it impossible to cover the student by the tutoring programme and for the tutor to perform tasks under the tutoring programme.
5. The personal data of students qualified for the tutoring programme and their tutors will be published on the University's websites and may also be published on Jagiellonian University's social media.
6. The personal data of the students and tutors will not be transferred to third countries (outside the European Economic Area) or to international organisations.
7. The personal data of the persons referred to in point 3(a) above will be processed until the recruitment to the tutoring programme is decided and information on its outcome is provided, and thereafter until the limitation period for claims that may arise from that recruitment expires. The personal data of the persons referred to in point 3(b) above will be processed for the period provided for in tax provisions, and thereafter for archival purposes in accordance with the relevant legal provisions.
8. The above student and tutor have the right to: obtain information on the processing of personal data and the rights available under the GDPR, access the content of their data and rectify it, as well as the right to erase personal data from the Controller's files (unless further processing is necessary for the performance of a legal obligation or for the establishment, exercise or defence of claims), and the right to restrict processing, to data portability, and to object to processing – in the cases and on the conditions set out in the GDPR.
9. The personal data of the above students and tutors will not be subject to automated decision-making or profiling.
10. The above student and tutor have the right to lodge a complaint with the President of the Personal Data Protection Office if they consider that the processing of their personal data infringes the GDPR.

VII. Final Provisions

1. The tutor and the student covered by the tutoring programme undertake to comply with the provisions of these Rules and Regulations on pain of losing the entitlement to participate in the tutoring programme.
2. These Rules and Regulations enter into force on the day of their adoption, with the proviso that in the case of the students referred to in point III, section 4, letters a–c, the provisions of these Regulations apply from 1 October 2026, given that those students are covered by the tutoring programme from that date. Covering a student by the programme from that date does not replace the required entrusting of tasks to the tutor and granting of the supplement in accordance with point IV, section 4.