

Regulations for Participation in the Project "The Power of Didactics –Development of Qualifications and Competences of the University of Lodz Staff" implemented under Agreement No. FERS.01.05.IP.08-211/23 as part of the European Funds for Social Development Programme 2021-2027, co-financed by the European Social Fund Plus

§ 1

General Provisions

1. The aim of the Project is to improve the quality of education at the University of Lodz by enhancing the teaching, digital, and green transformation competencies, as well as others, of at least 150 teaching staff and a minimum of 35 doctoral students, through training, certified courses, workshops, and national and international study visits.
2. The Participants of the Project include teaching staff and doctoral students of the University of Lodz.
3. Teaching staff are academic teachers employed in the teaching and research-teaching groups on the basis of an employment contract, as well as other individuals involved in teaching, regardless of their employment status. These are UL employees or collaborators who have higher education and academic degrees, and who express a desire to enhance their competencies, as well as formal qualifications that enable them to conduct classes in a modern and adaptable way to the needs of the changing economy.
4. Doctoral students are participants in Doctoral Schools of the UL: the Humanities, Exact and Natural Sciences, Social Sciences, and BioMedChem Doctoral School.
5. The improvement of qualifications and competencies of Project participants will take place through training, workshops, and national and international study visits related to current or future teaching or research-teaching activities.
6. Confirmation of qualification enhancement will be an individual certificate issued by an authorised entity. In the case of competency enhancement, a certificate of completed training will be issued (following a prior stage verification of the achievement of the intended learning outcomes).
7. The UL teaching staff who enhance their qualifications and/or competencies as a result of the Project are required to apply the acquired knowledge and skills in practice for the benefit of the UL for 2 years after the completion of the Project. Doctoral students

are required to engage in annual mandatory teaching practices of the UL until the end of their education in the doctoral school.

8. The Project is implemented from 1 April 2024, to 31 March 2026.
9. The Project is implemented in accordance with the principles of equality, as outlined in the guidelines for EU funds for the years 2021-2027.
10. Participation in the Project is free of charge.

§ 2

Conditions for Participation in the Project

1. The Project consists of five tasks, and these Regulations outline the conditions for participation in each of them.
2. A list of forms of support for teaching staff and doctoral students within the Project is available on the Employee Portal and at: <http://potegadydaktyki.uni.lodz.pl>.
3. After reading the Regulations for participation in the Project and the schedule of forms of support, an individual interested in participating in the Project fills in the electronic application form available on the website <http://potegadydaktyki.uni.lodz.pl> and registers for the selected forms of support. The Project Office informs the Participant about the outcome of their qualification for the chosen form of support.
4. An individual wishing to use the forms of support provided under the Project must sign a participation agreement (in two copies) and complete and sign Appendix No. 1 (personal data form).
5. The documents mentioned in section 4 should be downloaded from <http://potegadydaktyki.uni.lodz.pl>, completed and signed, and then the originals must be sent via internal mail or delivered personally to the Project Office.
6. Signing the documents before participating in the first form of support is a necessary condition for participating in the Project.
7. Individuals who have previously participated in training funded under the European Funds for Social Development 2021-2027, covering the same scope as the support offered in this Project, are not eligible to participate.

§ 3

Rules for Participation in the Project – Tasks 1, 2, and 3

1. By joining the Project, the Participant commits to completing the full mandatory support path, i.e., participation in at least one course/training under Task 1 (enhancement of teaching competencies), at least one course/training under Task 2 (enhancement of digital competencies), and completion of the e-learning course under Task 3 (enhancement of competencies in green transformation).
2. Certificates and confirmations will be issued to the Participant after completing the mandatory support path and enhancing their competencies or qualifications.
3. The Project also provides dedicated support:
 - a. for the teaching staff of the Investments and Real Estate study programme – Language Courses – English conversation – industry-specific vocabulary;
 - b. for those teaching at the University of Lodz Library (BUŁ) – "Science Mapping" training;
 - c. for the teaching staff and doctoral students involved in the Data Analysis study programme – Certified Python programming courses – various levels of advancement.
4. If the limit of participants for the dedicated training is not reached, individuals from other majors/faculties may participate.

§ 4

Rules for Participation in the Project – Task 4

1. The Participant may make use of the support provided under Task 4, "Development Programme for Other Subject-Specific Competencies," after completing the mandatory support path.
2. Only academic staff from specific faculties and/or study programmes, whose needs were reported during the development of the application and/or are particularly defined in the Project, are eligible for support under Task 4:
 - a. Certified training session in modern technologies and cloud solutions – teaching staff from the Data Analysis study programme at the Faculty of Mathematics and Computer Science;

- b. A set of certified training sessions for operating Unmanned Aerial Vehicles, a specialist intensive English course in spatial planning – teaching staff from the Institute of Spatial Economy;
 - c. Certified training in the use of Archicad and Autocad, a set of certified training sessions in sustainable construction, a certified training session on new possibilities of GIS use, a certified training session in cryptocurrency and other digital investment tools, and a certified training session in project management – teaching staff from the Investments and Real Estate study programme;
 - d. A training and educational trip to Columbia University – teaching staff involved in the Economics programme in English;
- 3. Doctoral students are excluded from participation in Task 4.
 - 4. The number of places in the various forms of support is limited.
 - 5. To select participants for Task 4, a separate recruitment process will be conducted among the Participants teaching in the study programmes/at the faculties specified in section 2.
 - 8. In the event of more candidates eligible for support under Task 4, participation will be limited to one course or trip.
 - 9. Participation in support under Task 4 does not exclude the possibility of participating in a study visit under Task 5.

§ 5

Rules for Participation in the Project – Task 5

- 1. The Participant may make use of the support offered under Task 5, "Study Visit Programme to Enhance the Competencies and Qualifications of the Teaching Staff," after completing the mandatory support path and submitting an electronic application form available on the project website <http://potegadydaktyki.uni.lodz.pl>.
- 2. The purpose of the study visits to partner universities in the UNIC network offered under Task 5 is to strengthen the competencies and qualifications of the UL teaching staff and to familiarise them with solutions applied in teaching at other universities in Europe.
- 3. Study visits at hosting universities may last from 3 to 5 working days.
- 4. The qualification of participants for study visits planned under Task 5 will be carried out by a Committee consisting of the coordinators of Tasks 1-3 and the Chairperson – Vice-Rector for Education; the administrative support for the Committee will be provided by the Project Office.

5. The number of Participants in the study visits is limited to 55 (33F and 22M), including 45 employees (27F/18M) and 10 doctoral students (6F/4M).
6. Conditions for qualifying for the study visits include:
 - a. enhancement of competencies through the mandatory support path;
 - b. proficiency in English or the language of the hosting university (at least level B2)
 - c. a positive recommendation from the supervisor attached to the electronic application form.
7. If there are more applications than the number of available places:
 - a. priority will be given to individuals who have not received support under Task 4;
 - b. due to the identified lower mobility of women, in the event of the same score being achieved by a woman and a man, the woman will be selected for the study visit;
 - c. a recruitment interview will be conducted during which an individual wishing to participate in the study visit will indicate how they plan to use the acquired knowledge and skills in the teaching process.

§ 6

Monitoring and Evaluation of the Project

1. The Participant commits to participating in the competency assessment – filling out pre- and post-tests, taking final exams, and achieving the required attendance (if required for the selected form of support).
2. The Participant undertaking certified training to enhance qualifications is required to make every effort to meet the requirements set out in the training programme and obtain a certificate confirming the appropriate qualifications.
3. The Participant is required to participate in survey during and after their participation in the Project and to submit any additional project documents when requested by the Project Office.

§ 7

Withdrawal from Participation or Removal from the Project

1. The Participant may withdraw from the Project at any time, but the withdrawal cannot apply to forms of support already completed by the Participant.
2. If the withdrawal occurs before completing the mandatory support path, which includes three types of competencies: teaching, digital, and green transformation, the participant will not receive certificates for completing individual training sessions.
3. The Participant may be excluded from the Project in cases of:
 - 1) violation of the provisions of these Regulations,
 - 2) gross violation of organisational order,
 - 3) providing false information in the documents related to participation in the Project.

§ 8

Final Provisions

1. These Regulations apply during the implementation of the Project.
2. The Project Manager reserves the right to amend these Regulations.
3. The Participant confirms in writing that they have read the Regulations and agrees to abide by its rules by signing the participation agreement.
4. The Regulations are available on the website <http://potegadydaktyki.uni.lodz.pl> and at the Project Office.