

The Guide for Heads of Organisational Units and Committees Appointed to Conduct a Competition for the Academic Position at the University of Warsaw

based on internal regulations of the University of Warsaw and the principles set out in the European Charter for Researchers

*Dear All,
Dear Colleagues,*

Our common goal shall be to continually improve the potential of the University by carefully selecting new members of our community. Together, we will build the University of Warsaw and contribute to its ongoing development for years to come.

To this end, we have prepared the "Guide for Heads of Organisational Units and Committees Appointed to Conduct a Competition for the Academic Position at the University of Warsaw".

This guide has been produced to present the rules and procedures for conducting a competition for the academic position at the University of Warsaw. It also takes into account the university's good practices in the conduct of competitions and the recommendations outlined by the European Commission in the European Charter for Researchers, which the HR Excellence in Research award commits us to uphold.

Rector of the University of Warsaw

prof. dr hab. Alojzy Z. Nowak

Table of contents

Legal acts and other documents	4
Stipulations.....	5
Competition as part of an organisational unit's personnel policy	6
Good practices for personnel policies.....	7
Appointment and proper preparation of the committee	7
Transparency of the committee	7
Good practices for the appointment and preparation of committees.....	8
Obtaining the approval of the Rector to announce a competition	8
Formulation of the announcement content	8
Good practices for formulating announcements.....	9
Recommendations regarding the promotion of announcements and the collection of applications	10
Good practices for the promotion of announcements and the collection of applications:.....	10
Conducting an assessment	10
Assessment methods.....	10
Criteria and conduct of the assessment	11
Good practices for assessing candidates	12
Organisation and conduct of the interview.....	12
Identified non-subjective elements which may influence the assessment of others (psychological assessment traps)	12
Communication with candidates	13
Personal data protection in the competition	13
Before the competition.....	13
During the competition.....	14
Using various forms to confirm the candidates' qualifications and the GDPR	15
After the competition.....	15
Good practices for personal data protection in the competition.....	16
Appeal procedure	16
Integration of the selected person into the unit	16
Ensuring compliance with the open, transparent and merit-based recruitment	17
Appendices	18

Terms used in the Guide:

recruitment application – the Internet Recruitment of Employees, an application designed to collect, select and store competition applications,

unit – an organisational unit of the University of Warsaw conducting a competition,

head of the unit – the head of the organisational unit of the University of Warsaw conducting a competition,

information clause – information on personal data processing,

committee – the committee appointed to conduct a competition for the academic position pursuant to Ordinance No. 27 of the Rector of the University of Warsaw of 2025,

competition – the competition for the academic position conducted pursuant to Ordinance No. 27 of the Rector of the University of Warsaw of 2025,

announcement – a competition announcement,

candidate – a person who has submitted an application in a competition,

chairperson – a person appointed to chair a competition committee,

the Recruitment Policy – *The Policy of Open, Transparent and Merit-based Recruitment at the University of Warsaw*,

the University – the University of Warsaw.

Legal acts and other documents

- the Law on Higher Education and Science Act (Journal of Laws of 2024, item 1571, consolidated text), hereinafter as the "Act".
- the Labour Code Act of 26 June 1974 (Journal of Laws of 2023, item 1465, consolidated text of 31 July 2023), hereinafter as the "Labour Code".
- Resolution No. 443 of the Senate of the University of Warsaw of 26 June 2019 on adopting the Statute of the University of Warsaw (UW Monitor of 2019, item 1990, as amended), hereinafter as the "Statute".
- Ordinance No. 27 of the Rector of the University of Warsaw of 27 February 2025 on defining detailed rules and procedures for conducting a competition for the academic position at the University of Warsaw, hereinafter as "Ordinance No. 27".
- Resolution No. 104 of the Rector of the University of Warsaw of 27 September 2019 on defining the procedure for the employment of an academic (UW Monitor of 2019, item 280, as amended), hereinafter as "Ordinance No. 104".
- Ordinance No. 9 of the Rector of the University of Warsaw of 25 January 2023 on the announcement of the procedure, rules and criteria for periodic evaluation of academics (UW Monitor of 2023, item 26, as amended), hereinafter as "Ordinance No. 9".
- Ordinance No. 51 of the Rector of the University of Warsaw of 15 May 2018 on protection of personal data at the University of Warsaw (Monitor UW of 2018, item 142, as amended), hereinafter as "Ordinance No. 51".
- Annex No. 1 to the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe (C/2023/1640), hereinafter as the "Position profiles".¹

¹ The document is available at https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=OJ:C_202301640

- Annex No. 2 to the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe (C/2023/1640), hereinafter as the "European Charter for Researchers".
- the Competence Framework for Researchers (ResearchComp) adopted by the European Commission, hereinafter as the "Competence Framework for Researchers".²
- the OTM-R (*Open, Transparent and Merit-based Recruitment and Selection Procedure*) checklist submitted by the University of Warsaw to the European Commission in February 2022.³

Stipulations

The guide shall be considered in conjunction with *Ordinance No. 27 of the Rector of the University of Warsaw* on defining detailed rules and procedures for conducting a competition for the academic position at the University of Warsaw.

Recommendations included in the *Guide* apply to competitions for programmes, projects and undertakings to the extent not inconsistent with the Act, agreements concluded for their implementation and other requirements set out by funding institutions.

The *Good Practices* section is a collection of interesting solutions developed by organisational units at the University of Warsaw. It is essential to recognise that these solutions shall be customised each time to align with the specific characteristics and needs of a unit.

The set of *Good Practices* does not constitute an exhaustive list but is an invitation addressed to all units to contribute effective solutions. These contributions will be updated regularly on the newly established subpage of the Human Resources Office, which is specifically dedicated to competition committees [LINK](#). PLEASE NOTE: the access password may be obtained from the person in charge of administrative support for competitions at the faculty or unit, or from bsp.rekrutacja@uw.edu.pl

The nouns used in this *Ordinance* apply to people of all genders.

The sections of the *Guide* regarding GDPR have been edited with the support of the Department for Information Assets Management, while equality and anti-discrimination issues have been addressed with the Equality Team.

² The document is available at https://research-and-innovation.ec.europa.eu/jobs-research/researchcomp-european-competence-framework-researchers_en

³ The checklist includes a series of questions to determine the degree to which the university is compliant with the requirements of the European Charter for Researchers, available at https://www.uw.edu.pl/wp-content/uploads/2022/03/otmr_pl-1.pdf

Competition as part of an organisational unit's personnel policy

The submission of an application to the Rector for the announcement of a competition must be preceded by a comprehensive analysis of the unit's current and future needs in the academic, teaching, and organisational areas. This analysis shall particularly address:

- opportunities for delivering courses within the unit's established or collaborative fields of study; the potential for ongoing education in these fields, as well as other teaching commitments of the unit,
- ongoing and planned research and scientific work, as well as contractual obligations,
- the financial situation of the unit, including the unit's income from subsidies, fee-based forms of education, implementation of research projects, concluded contracts for works and services,
- needs arising from the unit's development plans and the academic discipline or disciplines in which research is carried out in the unit,
- an analysis of the potential and development paths of staff currently employed in the unit.

As funding becomes available, competitions may be initiated to facilitate the future development of the unit or discipline.

It is also recommended to conduct competitions for researcher positions that focus on individuals with a track record in a particular specialisation. This initiative aims to facilitate the formation of new research groups in promising areas.

The length of fixed-term employment for the successful candidate shall account for the necessary time to thoroughly recognise the applicant's scientific and teaching potential.

Section 107 of the Statute sets out that in cases of re-employing individuals previously employed through a competition procedure, there are no restrictions on applying alternative modes, as specified in *Ordinance 104*. These modes include:

- internal promotion,
- renewal of the employment contract for the same position,
- transfer to a position in a different group of the University employees⁴.

In instances where there is an unequal gender representation⁵ within a unit, the head of the unit may actively seek to identify candidates from the underrepresented gender. Furthermore, in cases where two candidates of different genders have the same score, the unit may consider providing preference to the candidate from the underrepresented gender⁶ during the employment process.

Such a decision shall be communicated to the public in advance, with an indication of its duration and the rationale behind it.

⁴ Subject to section 107 of the Statute.

⁵ Unequal gender representation is understood as a situation where the prevalence of one gender in a faculty or university-wide organisational unit is more than 60%.

⁶ "It is not considered a violation of equal treatment in employment if actions are taken, over a specified period, to equalise opportunities for all or a significant number of employees identified for one or more reasons outlined in Article 183a § 1 of the Labour Code. These actions may involve reducing existing inequalities to the extent described in that provision in favour of those employees." – pursuant to Article 183b § 3 of the Labour Code.

***Good practices for personnel policies:**

- establishing a personnel policy advisory body within the unit.

Appointment and proper preparation of the committee

Ordinance No. 27 specifies the procedure for the appointment and requirements for the composition of the committee. It is important to note that the requirement for at least 20% of the committee to consist of members from outside the unit and at least 20% to be from the academic council(s) of the academic discipline(s)⁷ must be considered separately, i.e. a committee cannot meet this requirement by having 20% of its members from outside the unit who also represent the academic council(s) of the academic discipline.

The composition of the committee shall allow a thorough and comprehensive examination of the candidates' competences, experience, and record, as well as the extent to which they meet the requirements and assessment criteria set forth in the competition. It is advisable to invite individuals from various research centres, including foreign ones, as well as representatives from different sectors: state, private, and non-governmental organisations, to participate in the committee.

Furthermore, it is recommended that the head of the unit identify individuals of differing genders to alternate in the chairing of the committee.

It is advisable that both the chairperson of the committee and its members receive training on the mode and principles of competitions, interviewing, unconscious bias, ensuring equality during the competition and countering discrimination. For persons holding this function for the first time, such training is required.

It is recommended to participate in training courses offered by the Human Resources Office, available at [LINK](#)⁸, or to conduct training by the units, consisting at least of an introduction to *Ordinance No. 27, the European Charter for Researchers, Anti-discrimination Guidebook*, this *Guide* and practices adopted in the unit.

The completion of training shall be recorded in the UW Training application used to report on development activities carried out by UW organisational units.

All materials to assist in the work of the committee have been made available by the Human Resources Office on the newly created website [LINK](#)⁹.

Transparency of the committee

The composition of the competition committee shall be disclosed to the candidates (a link to the unit's website is sufficient).

⁷ This requirement applies only to research positions as well as research and teaching positions (§ 4, section 3 of Ordinance No. 27).

⁸ PLEASE NOTE: the access password may be obtained from the person in charge of administrative support for competitions at the faculty or unit, or from bsp.rekrutacja@uw.edu.pl

⁹ PLEASE NOTE: the access password may be obtained from the person in charge of administrative support for competitions at the faculty or unit, or from bsp.rekrutacja@uw.edu.pl

It is recommended that the persons comprising the committee, upon completing the collection of applications, submit written declarations concerning any circumstances that may affect the impartiality of their assessment.

The above-mentioned principle shall also apply to other persons writing reviews or issuing opinions regarding competences, experience and record of candidates.

A superior-subordinate relationship does not constitute the grounds for exclusion from committee meetings unless there are other conditions for such exclusion as specified in Ordinance No. 27.

The committee meetings may be held in person, online, or in hybrid mode, provided all members have equal access to the information under discussion with the same advance notice.

The committee shall ensure that the assessment is conducted in such a way that feedback on strengths and weaknesses can be given to candidates after the competition.

***Good practices for the appointment and preparation of committees:**

– establishing internal regulations within the units regarding the rules and procedures for conducting competitions.

Obtaining the approval of the Rector to announce a competition

The re-announcement of competition due to a lack of applications meeting the formal conditions or of candidates who have obtained the minimum number of points does not require the Rector's renewed approval, provided that there have been no alterations to the details outlined in the application and the announcement.

Formulation of the announcement content

Formulating the announcement concisely and using “plain language” is advisable. More extensive information shall be placed under the links to the UW pages rather than in the body of the announcement itself. It is recommended to redirect in the announcement to read on the UW webpages:

- ✓ the Policy of Open, Transparent and Merit-based Recruitment at the University of Warsaw (required) [LINK](#),
- ✓ a description of the working conditions in the unit, including career opportunities (required) and remuneration,
- ✓ the profile of the unit's activities, including a description of the leading research or a description of the teaching activities carried out in the unit, in particular those expected to be carried out by the successful candidate,
- ✓ [Gender Equality Plan adopted at the University](#).

A sample competition announcement with graphics is available for download at [LINK¹⁰](#).

The list of documents required from candidates shall be limited to the minimum necessary. It is advisable to refrain from collecting copies and original documents, as well as certified translations of the attached documents, unless it is deemed absolutely necessary to

¹⁰ PLEASE NOTE: the access password may be obtained from the person in charge of administrative support for competitions at the faculty or unit, or from bsp.rekrutacja@uw.edu.pl

determine the outcome of the competition. Copies of documents may be replaced by the Candidate's questionnaire for the academic position in a new form (Appendix No. 3) [LINK¹¹](#)

The requirements for candidates, in particular with regard to their competences, experience and record, shall be described in detail. At the same time, they shall not contain any unnecessary or excessive requirements in relation to the tasks connected with a particular position, which could constitute an unnecessary barrier for candidates.

In order to facilitate the work of the committee and to avoid doubts on the part of the candidates, it is useful to indicate in the announcement that the requirements set out therein shall be fulfilled by them on the date of application or the closing date.

The content of the announcement shall clearly indicate that the announcement is aimed at individuals of all genders and that persons with disabilities or special needs can declare accessibility needs.

This aim can be achieved by using feminine or neutral nouns in addition to masculine nouns, or by including information that the announcement is intended for individuals of all genders.

The announcement shall indicate the way in which a person with disabilities or special needs may report to the committee the need to adjust the recruitment process (e.g. by extending the duration of interviews, conducting interviews remotely, or ensuring that written materials and tests are appropriately adapted). In the candidate's questionnaire (attached), there is a field "Other relevant information from a candidate:" to which candidates may be redirected. If any doubts arise, the committee may consult the Office for Persons with Disabilities.

There shall be no exclusionary or discriminatory language in the advertisement content, e.g. "we are looking for people to join a young team" or explicitly "a young person", unless there are justified circumstances.

In the announcement, it is recommended that the caring duties performed by the candidates be considered, in particular by extending periods such as time since obtaining a doctoral degree, etc.

Announcements shall facilitate and promote the submission of applications electronically, ideally available in both Polish and at least one foreign language, typically English.

In order to minimise the number of applications that are rejected on formal grounds, it is advisable to provide candidates with the opportunity to supplement any formal deficiencies in their applications.

***Good practices for formulating announcements:**

– appointing teams for competitions and employment affairs, whose tasks include issuing opinions on the content of competition announcements and ensuring the quality of the recruitment process,

¹¹ As above.

– scope of tasks and responsibilities connected with a particular position as a link or attachment to a competition announcement.

Recommendations regarding the promotion of announcements and the collection of applications

In order to extend the number of candidates in a competition, it is recommended to promote the competition by using other channels than only those required by *Ordinance No. 27*, e.g. the unit's website, discussion forums, specialist portals, job advertisements, social media, etc.

It is permissible to address information about the competition with an invitation to submit an application to particular persons, including candidates from previous competitions or previously employed, unless they have given their consent to process their personal data for the purpose of future recruitment¹².

We also recommend including in announcements a link to a specially created website of the Human Resources Office, which presents career opportunities and working conditions at the University [LINK](#).¹³

The use of the **Internet Recruitment of Employees** application in competitions facilitates the submission of documents, checking of completeness of applications and communication between committee members.

*Good practices for the promotion of announcements and the collection of applications:

– using electronic tools to collect applications, – creating a subpage on the unit's website aimed at job candidates, containing the most important information.

Conducting an assessment

Assessment methods

In order to carry out an assessment of candidates' competence, experience and record to the most accurate and reliable extent possible, the committee shall use various assessment methods.

The analysis of an application is a primary method of initial assessment of the competences, experience and record of candidates.

The final assessment is preceded by an interview, which is also applicable in situations where only one candidate qualifies for this stage.

In addition to the above-mentioned assessment methods, the following shall also be distinguished:

- the delivery of a lecture/seminar or presentation by the candidates,

¹² More on GDPR below.

¹³ PLEASE NOTE: the access password may be obtained from the person in charge of administrative support for competitions at the faculty or unit, or from bsp.rekrutacja@uw.edu.pl

- obtaining an opinion or review of the candidate's competences, experience and record, including in cases other than those referred to in *Ordinance 27*,
- skill assessment tests, including language proficiency tests or
- other methods of verifying competences, experience and record adopted in the organisational unit.

Criteria and conduct of the assessment

When establishing the assessment criteria in a competition, the employment conditions for the position to be filled shall be used, as indicated in the Statute.¹⁴ Moreover, criteria specified in a periodic evaluation sheet for academic,¹⁵ criteria for the evaluation of academic achievements established by the academic council(s) of the discipline(s) relevant for a position to be filled and recommendations based on the *European Charter for Researchers*.¹⁶

- the assessment of competences required to perform tasks effectively, in particular: creativity and independence in thinking and forming opinions, communication and collaboration skills, self-presentation and presentation of professional record,
- any experience connected with mobility, understood as a change of scientific environment, a change of discipline, a change of sector from the state, private, NGOs and also virtual mobility, shall be considered a valuable stage in the candidate's professional development,
- breaks in career development, diversity of career paths, including non-academic experience, or deviations from the chronological order of the CV shall not have a negative impact on the candidate's assessment,
- the assessment of the centre(s) where the candidate obtained their doctoral degree or was employed shall not overshadow their real competences, experience and record.

In assessing candidates, unlike during the periodic evaluation, the committee shall consider not only their current competence, experience and record, but also the candidate's future potential, provided that the weighting assigned to these criteria shall be tailored to the position to be filled (for higher-level positions, greater emphasis shall be placed on the candidate's record during the assessment).

During the assessment of candidates, it is recommended to take into account breaks in the academic career related to the fulfilment of caring responsibilities for close family or relatives, as disclosed by the candidate.

The assessment criteria of candidates for the positions in the research employment group or the research and teaching employment group may be motivated by: *The European Competence Framework for Researchers*¹⁷, which presents not only the list of competences arranged in groups, but also behavioural scales describing indicators which allow to recognise the competences possessed at four levels of research career progression.

¹⁴ §§ 115-123 of the Statute.

¹⁵ Appendix No. 2 to Ordinance No. 9.

¹⁶ Available at https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=OJ:C_202301640, Chapter (2) Recruitment and (3) Selection.

¹⁷ Available at <https://rekrutacja-i-rozwoj.bsp.uw.edu.pl/materialy-wylacznie-dla-kjo-i-komisji-konkursowych> PLEASE NOTE: the access password may be obtained from the person in charge of administrative support for competitions at the faculty or unit, or from bsp.rekrutacja@uw.edu.pl

***Good practices for assessing candidates:**

- assessment criteria agreed with a unit, with the possibility of some modification in the competition for a specific position.

Organisation and conduct of the interview

Candidates invited for the interview shall obtain uniform information regarding its planned duration, language and conduct.

Interviews with candidates shall be conducted, if possible, with the presence of all committee members (without persons excluded from the assessment), with the intention that persons carrying out the assessment have the same level of information when making the final assessment of competence, experience and record of candidates.

In order to ensure the accuracy and reliability of the assessment, the committee shall make efforts to ensure that all interviews are of the same length¹⁸ and are conducted:

- in the same mode (with an emphasis on interviews conducted in person),
- based on the same predetermined set of questions or topics.

It is important to remember to maintain a proportion of speech between the committee and the candidate, allowing for a full presentation of the candidate.

The final assessment shall be carried out after interviews with all selected persons.

Identified non-subjective elements which may influence the assessment of others (psychological assessment traps)¹⁹

Psychologists have for years been interested in the issue of factors influencing the assessment of others in a variety of circumstances. Awareness of possible distortions is deemed to have a positive effect on the objectivity of assessment. Some sample distortions are as follows:

- **the halo effect** – the transfer of a positive or negative assessment from one area (e.g. assessment of the institution in which the candidate was previously employed, dress, appearance, wearing glasses, manner of conduct or speaking, etc.) to the assessment in other areas. In order to counteract it, it is advisable to form an opinion about the candidate after listening to everyone,
- **the contrast effect** – a comparison of candidates with each other, distorting the objective assessment of a candidate by enhancing or diminishing their competence, experience and record in relation to others. In order to counteract it, it is advisable to create a profile of the ideal candidate before the competition starts and to compare everyone to it,
- **the primacy effect** – the tendency to better remember the information that the candidate provides at the beginning of the interview, and to better remember the first person. In order to counteract it, it is recommended to make notes on candidates,

¹⁸ Taking into account the possibility of adaptation in the case of a declared disability of the candidate that may affect the interview time.

¹⁹ T. Tyszk. *Psychologiczne pułapki oceniania i podejmowania decyzji*. Gdańskie Wydawnictwo Psychologiczne. Gdańsk, 2000.

- **the recency effect** – the tendency to better remember the information that the candidate provides at the end of the interview, and to better remember the last person. Again, notes of the entire interview process can be useful here,
- **central tendency** – the tendency to overuse the middle of the rating scale and not to use extreme ratings. In some cases, instead of a central tendency, a tendency to overuse positive ratings is revealed. In this case, it is beneficial to detail the individual rating scales so that persons conducting the assessment may compare their rating with the description.

Training on interviewing and assessment traps is provided by the Human Resources Office. Enrolment via the [Kampus](#) platform. For further information bsp.rekrutacja@uw.edu.pl

Communication with candidates

Candidates, after the announcement of the competition, are entitled to expect at least:

- confirmation of receipt of the application,
- information on the composition of the competition committee,
- information on the decision of the committee, expanded with information indicated in *Ordinance No. 27*.

The purpose of providing information on the strengths and weaknesses of the application, especially to unsuccessful candidates, is to point out elements they should work on when competing for a similar position in the future. The information shall be concise and may also be presented in the form of points for individual assessment criteria, indicating the maximum number of points possible for each criterion.

It is important to remember that the communication methods with candidates affect the image of the University of Warsaw as an employer as well as a potential future cooperation partner.

Personal data protection in the competition

Before the competition

During the formulation of the competition announcement, it shall be taken into account that the regulations strictly define what data may be requested from candidates, these are: first name(s) and surname, date of birth, contact information indicated by the candidate, information on education, professional qualifications and previous employment history.

Other data may be requested, provided a specific legal basis exists.²⁰

Thus, it is impossible to obtain information beyond this scope, particularly concerning marital status, plans for family life, spouses, children or desire to have children, other family members, financial status, addictions, physical activity.

²⁰ Article 22¹, section 4 of the Labour Code.

As a rule, there is a legal prohibition on the collection of personal data from candidates relating to criminal convictions and offences.²¹ However, requiring this data from candidates for academic positions is permitted by the Acts²².

Apart from very specific cases, it is also prohibited to obtain data such as ethnic or racial origin, political, religious or philosophical beliefs, sexual orientation, health status (including disability), trade union membership, genetic and biometric data.²³ However, it is conceivable that a candidate will themselves disclose information about their beliefs or disability; the important thing is that they do so on their own initiative.

If necessary, the content of the information clause (see Appendix 1 for an example) shall be reviewed prior to the competition announcement, in particular under the point concerning the data retention period. Whereas this period shall be as short as possible, and its extension beyond the three months provided for in the model shall be justified.

Declarations of qualifications shall be collected from candidates [e.g. in the form of a questionnaire as referred to in *Good Practices* or a candidate's questionnaire for an academic position (in the new format)]. It is not allowed to collect scans of diplomas and certificates, which often contain images and other sensitive data.

If any doubts concerning the authenticity of submitted declarations arise, it is permissible to ask the candidate to produce original documents.²⁴

All persons involved in the process of collecting and processing candidates' data must be authorised to process personal data²⁵. This principle also applies to committee members not employed at the UW²⁶ and other persons with access to personal data during and after the competition proceedings.

All persons involved in the process of collecting and processing data are required to maintain the confidentiality of candidates' data obtained in the course of the competition proceedings, subject to the provisions relating to information on the outcome of the competition.

During the competition

Candidates' personal data shall only be made available to persons indirectly or directly involved in the competition proceedings.

Including the information clause in the announcement²⁷ is a fulfilment of the information obligation towards candidates. Thus, no additional collection of an information clause from them is required. The submission of an application for a competition in response to an announcement acknowledges the intentional and informed action of the candidate.

²¹ Article 22^{1a}, section 1 of the Labour Code.

²² Article 113, point 3 of the Law on Higher Education and Science Act, and Article 21 of the Act of 13 May 2016 on combating the threat of sexual offences and the protection of minors (consolidated text: Journal of Laws of 2024, item 560).

²³ Article 22^{1b}, section 1 of the Labour Code.

²⁴ Article 22¹, section 5 of the Labour Code.

²⁵ The authorisation is issued by the head of the organisational unit in accordance with Ordinance No. 51.

²⁶ GDPR training on Kampus is also available to non-UW members after registering for a CAS account.

²⁷ Units using electronic tools to collect applications, e.g. recruitment applications or WordPress forms, may display the information clause to candidates before attaching the application in full or an abridged version with a link to the page containing the full text.

The image is regarded as particularly sensitive data; therefore, in the case of:

- submitting documents containing an image by a candidate, it is necessary to obtain the candidate's consent to process the image (if not already obtained) or to blur the image as soon as the application is received before its further disclosure,²⁸
- an intention to record an interview with a candidate, it is necessary to obtain the candidate's oral consent, repeated by them at the beginning of the recording, together with information on the storage duration of the recording.

The storage duration of the image shall be as short as possible, not longer than until the outcome of the competition.

It is recommended that applications shall not be printed out or saved on computer disks or other carriers by those involved in the competition proceedings (in particular, carriers which are not the property of the UW), in favour of making the application available on Google Drive or in the recruitment application, possibly in other properly secured locations accessible to the committee. It also applies to other documents produced during the competition proceedings, containing personal data.

This practice ensures an effective deletion of personal data within the declared timeframe specified in an information clause.

If it is necessary to transfer applications or other documents containing personal data by e-mail, addresses in the "uw.edu.pl" domain shall be used. If this is not possible, the data shall be secured with a password.

Using various forms to confirm the candidates' qualifications and the GDPR

The candidate shall be priorly informed if the committee wishes to obtain opinions or reviews other than those set out in the Statute but concerning competences, experience or record (indicating the names of reviewers and advisers). If the candidate or reviewer/adviser is not employed at the University, obtaining the prior candidate's consent is necessary.

In the case of a competition for a professor position for which the review requirement results from the Statute²⁹, including such information in the announcement is sufficient.

It is permissible to publicly announce a lecture/seminar delivered by the candidate with information that it is a part of a competition, provided that a description about the candidate includes only their degree/title, name, and surname.

After the competition

According to the model information clause appended to the Guide, candidates' personal data may be stored for a period of three months from the date the recruitment process is completed³⁰. After this period expires, applications shall be permanently deleted from all carriers, and all paper copies shall be destroyed.

²⁸ This principle also applies to other data not required in the announcement, in particular, the PESEL number, place of birth, etc.

²⁹ Sections 115 and 117 of the Statute.

³⁰ In justified cases, particularly in the case of obligations arising from contracts concluded by the UW for the implementation of research projects, an organisational unit may decide to extend the storage period of documents. In this case, it is necessary to amend the information clause included in the competition announcement.

Storage of personal data outside this period is possible if the unit has amended the information clause before launching the competition (until the indicated period expires) or has received the candidates' consent for an extended storage at a later date.

There is no need to document the destruction/deletion of documents/files containing personal data.

After the end of the competition, it is possible to store reports documenting the committee's work, provided such reports are secured in the same way as other personal data.

The publication of the competition outcome shall not include a list of rejected persons.

***Good practices for personal data protection in the competition:**

- using the recruitment application to collect documents, which enables their transfer to the committee and carrying out a preliminary assessment of the application, including the committee's remarks from the application level,
- using the candidate's questionnaire for an academic position (in a new form) to collect information on the competences, experience, and record or using a survey to gather the most crucial information, which facilitates the committee's work,
- encryption of hard disks, portable flash drives and other devices used to process personal data.

Appeal procedure

Candidates have the right to appeal against the competition outcome to the Rector within 7 days from obtaining information about the committee's decision. The model appeal form constitutes Appendix No. 2.

The Rector shall make a decision to annul the competition or dismiss the appeal within 14 days from obtaining complete information, including opinions of the committee and the unit conducting the competition. The Rector may decide that it is necessary to obtain additional information or opinions on the matter.

The committee shall prepare an opinion immediately after receiving information that the appeal has been submitted. The opinion shall refer to formal and legal deficiencies indicated by the appellant, as well as provisions and internal regulations on which the committee relied during the procedure.

There is no right to appeal against the Rector's decision.

Integration of the selected person into the unit

An effective integration of a new employee provides tangible benefits, accelerates the adaptation process in a new workplace, creates a positive image of the University as an employer and builds a good working environment.

It is essential to support the selected person in their first weeks of work and welcome them to the unit by, for example:

- guided tour of the unit,

- providing a collection of the most useful instructions and information on how to move around the unit, passes, keys, maps, etc,
- invitation to a meeting of the unit's council or presentation by other means to other employees,
- assigning a supervising person from among longer-term employees.

The Human Resources Office organises periodic *Welcome to the UW* training for new employees. This training aims to introduce the University to new employees, familiarise them with their fundamental employment rights and, in the case of academics, with the support available at the University-wide level. This training is not an alternative to a proper welcome to the unit, but is complementary to it.

Ensuring compliance with the open, transparent and merit-based recruitment

The head of the organisational unit is obligated to create conditions ensuring compliance with legal provisions, internal regulations at the University of Warsaw and the *Policy of Open, Transparent and Merit-based Recruitment* at the University of Warsaw. One element of ensuring a high-quality recruitment process is:

- a proper preparation of competition committees, particularly by participating in training courses on the regulations in force, interviewing, assessment traps, as well as equality and counteracting discrimination,
- analysing the number of applications, including from candidates from external centres, the quality of applications, and monitoring application assessments in particular competitions,
- analysing data on the gender of candidates, employees, committee members and their chairpersons to uphold the principles of equality.

Particular attention should be paid to the formulation of requirements and the promotion of announcements in such a way that no fewer than three candidates' applications that meet the formal conditions are considered in competitions. In the event that there are fewer than three applications, this situation shall be reflected upon to identify opportunities for improvement.

The Human Resources Office prepares annual reports for the Rector on the competitions conducted.

Appendices:

- Appendix No. 1: *Model information clause.*
- Appendix No. 2: *Model appeal form.*
- Appendix No. 3: *Model recruitment scheme for the academic position at the University of Warsaw.*

Appendix No. 1 to the Guide for Heads of Organisational Units and Committees Appointed to Conduct a Competition for the Academic Position at the University of Warsaw

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

You can contact the Controller:

- by post: Uniwersytet Warszawski, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (name the organisational unit to which your letter is addressed);
- by phone: 22 55 20 000.

Data Protection Officer (DPO)

The Controller has designated a Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on the current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law:³¹ (given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment history) for the purposes of this recruitment process without an additional consent, pursuant to the Labour Code³², whereas other data³³ shall be processed based on your consent which may take the following wording:

I agree that my personal data provided in the attached application documents will be processed by the University of Warsaw for the purpose of my participation in the recruitment process.

³¹Article 22¹ of the Act of 26 June 1974, of the Labour Code (Journal of Laws of 2018, item 917, as amended);

³²Article 6, section 1, letter b of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons 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) (Official Journal of the European Union L 119 of 04 May 2016, p. 1, as amended) (hereinafter referred to as the "GDPR");

³³Article 6, section 1, letter a of the GDPR;

If your documents include data as mentioned in Article 9, section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data,³⁴ which may take the following wording:

I agree that special categories of personal data, as mentioned in Article 9, section 1 of the GDPR, provided in the attached application documents, will be processed by the University of Warsaw for the purpose of my participation in the recruitment process.

The University of Warsaw shall also be processing your personal data in future recruitment processes upon your consent,³⁵ which may take the following wording:

I agree to the processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next ... months.

You may revoke all such consents at any time by, for example, sending an email at³⁶.

Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal.³⁷

Data retention period

Your personal data collected in this recruitment process shall be stored for a period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period you have specified.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like³⁸.

Your personal data may be disclosed to entities authorised on the basis of legal provisions.

Data transfer outside the European Economic Area (EEA)

Your personal data may also be processed by our provider of Google for Education by Google Company in their data processing centres.³⁹ Please be advised that any transfer of personal data complies with the legislation governing the protection of personal data pursuant to the

³⁴ Article 9, section 2, letter a of GDPR.

³⁵ Article 6, section 1, letter a of the GDPR.

³⁶ It is necessary to indicate the contact address for the person responsible for running the competition in the faculty or university-wide organisational unit (e.g. the chairperson of the competition committee).

³⁷ Article 7, section 3 of the GDPR.

³⁸ Complete if applicable, if not applicable insert hyphen.

³⁹ <https://www.google.com/about/datacenters/inside/locations/index.html>

European Commission Implementing Decision of 10 July 2023 on the adequate level of protection of personal data under the Data Privacy Framework⁴⁰.

Rights of the data subjects

Under the GDPR, you have the following rights:

- to access data and to receive copies of the actual data;
- to correct (rectify) your personal data;
- to restrict processing of personal data;
- to erase personal data, subject to provisions of Art. 17 section 3 of the GDPR;
- to file a claim with the President of the Personal Data Protection Office, if you believe data processing violates the law.

Information on the requirement to provide data

Providing your personal data in the scope resulting from the law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

⁴⁰ https://commission.europa.eu/document/fa09cbad-dd7d-4684-ae60-be03fcb0fddf_en

Appendix No. 2 to the Guide for Heads of Organisational Units and Committees Appointed to Conduct a Competition for the Academic Position at the University of Warsaw

Appeal against the outcome decided by the competition committee

I. Appellant's details.

Degree/ academic or professional title, name and surname	
Contact information to which the Rector's decision shall be sent (postal address or e-mail)	

II. Information about the competition.

Date of the competition	
Outcome deadline	
Announcement reference number (if applicable)	
Faculty or an organisational unit carrying out the competition	
Position to which the competition relates	
Employment group	
Discipline (if applicable)	

III. Deficiency.

Legal basis to which the infringement relates (name of the legal act,	
---	--

article/paragraph, section, point (if applicable) and the exact wording of the provision	
Brief description of a deficiency (situation) and its impact on the outcome	

IV. Appendices:

- Content of the competition's outcome presented to the candidate.

.....

(date and appellant's signature)

Instructions: The appeal must be lodged within 7 days of receipt of information on the outcome of the competition. The appeal lodged after this deadline shall not be considered. Only legal and formal deficiencies may constitute the grounds for appeal.

Appendix No. 3 to the Guide for Heads of Organisational Units and Committees Appointed to
Conduct a Competition for the Academic Position at the University of Warsaw

**CANDIDATE QUESTIONNAIRE
(FOR THE POSITION OF ACADEMIC)
TO THE ANNOUNCEMENT WITH REFERENCE NUMBER ... – EXAMPLE⁴¹**

Candidate:

Name and surname	
Date of birth	
Contact information	

Academic degrees/ academic/professional or other equivalent titles

.....	Awarded by on (dd.mm.yyyy)..... thesis title.....
.....	Awarded by on (dd.mm.yyyy)..... thesis title.....
.....	Awarded by on (dd.mm.yyyy).....
.....	Awarded by on (dd.mm.yyyy).....
<i>Additional certificates/diplomas⁴²</i>	

The history of previous employment⁴³

1. Workplace, position, length of employment	
2. Workplace, position, length of employment	
3. Workplace, position, length of employment	
4. Workplace, position, length of employment	
5. Workplace, position, length of employment	

⁴¹ Please note: The questionnaire shall be completed/adjusted according to the requirements of a specific competition.

⁴² Relevant to the position to which the competition relates.

⁴³ Provide dates in the format of (dd.mm.yyyy)

6. Workplace, position, length of employment	
Other results of academic and non-academic work relevant to the position to which the competition relates	
Classes carried out ⁴⁴	– Please list them and mark classes of your authorship
Supervision of diploma and doctoral theses. Other, e.g. (mentoring, tutoring)	– Indicate the number for each type
Academic discipline(s) in which the research is conducted ⁴⁵	
Scientific and research projects ⁴⁶	– Please list, indicating the role played in the project. If the project was carried out under a grant, specify the funding institution; if it was conducted in international cooperation, please specify
Participation in scientific conferences	– List national and international conferences separately, specify if you were a speaker
Scholarships, distinctions, awards ⁴⁷	– If applicable
List of publications	– List or attach a file
Organisational activities ⁴⁸	– Participation in the work of committees, performed functions and roles – Participation in the organisation of conferences – Other ...
Social, popularisation and implementing activities ⁴⁹	– Participation in academic associations, work on scientific editorial boards, commercialisation of research results, authorship of textbooks
Other relevant information from a candidate:	

Candidate's statements

Required statements:

Pursuant to Article 113 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws, 2024, item 1571, consolidated text), I hereby declare that:

- 1) I have full capacity to perform acts in law,
- 2) I enjoy full public rights,

⁴⁴ Complete only in the case of a competition for the position in the teaching employment group or the research and teaching employment group.

⁴⁵ Complete only in the case of a competition for the position in the research employment group or the research and teaching employment group.

⁴⁶ Complete only in the case of a competition for the position in the research employment group or the research and teaching employment group.

⁴⁷ Relevant to the position to which the competition relates.

⁴⁸ Relevant to the position to which the competition relates.

⁴⁹ Relevant to the position to which the competition relates.

-
- 3) I have not been dismissed from work at a higher education institution with a ban on working at higher education institutions for a period from 6 months to 5 years,
 - 4) I have not been deprived of the right to practise a profession of an academic for a period of 10 years,
 - 5) I have not been convicted of an intentional offence or an intentional fiscal offence under a final and binding judgement.
-

Processing of personal data – optional statements

Please be advised that we do not require the inclusion of personal data other than: name and surname, date of birth, contact information, education, professional qualifications, or previous employment history, which will be processed during recruitment without additional consent.

If you include additional data in your application, e.g., photograph, family situation or a special category of data, e.g., health data (including disabilities), please blacken or remove them from your application before submitting it.

However, if you choose to include any of the above information, please circle "YES" in the statement below:

- 1) I consent for my personal data included in the attached application documents to be processed by the University of Warsaw for the purpose of my participation in the recruitment process. This includes my consent for special categories of personal data, as mentioned in Article 9, section 1 of the GDPR, provided in the attached application documents to be processed by the University of Warsaw for the purpose of my participation in the recruitment process – YES.

If you would like your application to be retained for future recruitment, please circle the "YES" option and select the retention period.

- 2) I consent to the processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw – YES, for the period of the next ... months.⁵⁰

....., ...202...

place, date

.....

Candidate's signature

⁵⁰ It is necessary to specify the period.