

**UKSW****UNIwersYTET KARDYNAŁA
STEFANA WYSZYŃSKIEGO
W WARSZAWIE****hr** HR EXCELLENCE
IN RESEARCH

Appendix 06 to the Open, Transparent and Merit-Based Recruitment of Academic Staff Policy (OTM-R Policy) at Cardinal Stefan Wyszyński University in Warsaw

TAMPLATE

VACANCY ANNOUNCEMENT

The organisational unit _____ announces a competition *
for the position of _____ in the discipline of _____

Procedure: competitive recruitment procedure / non-competitive procedure **

*This vacancy announcement template may also be used for recruitment procedures that do not require a competition. In such cases, select the applicable procedure**.

General Information on the Position:

Staff Group: Research and Teaching / Teaching / Research

Professional Title / Academic Degree / Academic Title: _____

Organisational unit: _____

Workplace address: _____

Field: _____

Dyscyplin: _____

Area of expertise / specialisation:: _____

Employment under the following project (project title): _____

Project Description: _____

Type of employment: employment contract

Number of positions: 1

Working time: full-time

Teaching load: : _____ hours per year

UKSW as the primary place of work: YES/NO

Planned period of employment: _____

Expected start date: _____

Main tasks/responsibilities:

- _____
- _____
- _____
- _____
- _____

Qualification Requirements*:

- meets the requirements set out in Article 113 of the Law on Higher Education and Science;
- holds an academic degree or academic title in the specified field / discipline (please specify);

- is willing to submit a Research Development Plan within 4 months of employment (for research and research and teaching positions);
- has minimum (please specify) research experience in the relevant field;
- has minimum (please specify) teaching experience;
- has minimum (please specify) experience in managing projects;
- has minimum (please specify) organisational experience;
- possesses interpersonal skills and aptitude for performing the duties of the position;
- has knowledge of a foreign language at the level required for the position;
- meets other position-specific requirements.

*) Required qualifications may be divided into required qualifications and additional qualifications (desirable).

We offer:

- employment under a fixed-term employment contract for a period of (..... months);
- access to research infrastructure;
- a working environment that promotes values such as respect, kindness, and effective cooperation;
- opportunities for professional development and academic career advancement, including participation in international mobility programmes under Erasmus+;
- a package of social benefits, as well as a 13th-month salary, long-service awards, and a seniority allowance;
- preferential conditions for private medical care, group insurance, and a MultiSport card.

Required documents (necessary to enter the competition):

- CV (academic and professional curriculum vitae)
- scanned copies of degree certificates, diplomas confirming academic degrees awarded, and documents confirming the award of an academic title
- a list of research and teaching achievements from the last five years, including information on published monographs, articles, reviews, active participation in national and international conferences, involvement in research activities, and achievements in student education
- a list of any scientific awards
- *for candidates applying for the position of Professor, University Professor, or Assistant Professor (habilitation degree), the number of master's degree and doctoral graduates supervised during the last five years*
- information on organisational achievements
- Collection of Declarations of a Job Candidate***:
 - Declaration on the Primary Place of Employment
 - Declaration on the Field and Discipline and on Inclusion in the Number of N
 - Declaration on the Submission of a Research Development Plan
 - Declaration of No Criminal Record
 - Clause on Compliance with the Information Obligation

➤ **Consent to the Processing of Personal Data**

*** The template set of declarations can be downloaded from: <https://uksw.edu.pl/nauka/hr-excellence-in-research/kluczowe-dokumenty/>

Recruitment/competition schedule:

Announcement date: _____

Application deadline: _____

Competition result date: _____

Method of notification of recruitment results: electronically to the email address provided in the CV

During the recruitment process, we apply the principles of open, transparent and merit-based recruitment (OTM-R) in accordance with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Submitting documents

Documents should be sent by email to: kariera.skrot_nazwy_wydzialu@uksw.edu.pl, email subject: "Competition for the position of in the discipline of".

Questions may be sent to: kariera.skrot_nazwy_wydzialu@uksw.edu.pl.

A positive assessment of the candidacy / winning the competition does not guarantee employment.

The University does not provide housing.

Additional links:

<https://uksw.edu.pl/nauka/hr-excellence-in-research/otm-r-w-uksw/>

<https://uksw.edu.pl/en/science/hr-excellence-in-research/otm-r-w-uksw/>

Additional information:

Please include the following clause in your CV: "I consent to the processing of my personal data by Cardinal Stefan Wyszyński University in Warsaw for the purposes necessary to carry out current and future recruitment processes. At the same time, I declare that I have been informed of my right to access the content of my data and to correct it, to withdraw consent to its processing at any time, and that providing this data was voluntary."

INFORMATION OBLIGATION TOWARDS PERSONS APPLYING FOR EMPLOYMENT:

GDPR:

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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) (OJ EU L 119/1 of 4 May 2016), hereinafter referred to as the GDPR, please be informed that:

1. The controller of your personal data is Cardinal Stefan Wyszyński University in Warsaw, ul. Dewajtis 5, 01-815 Warsaw (Data Controller).
2. The Data Controller has appointed a Data Protection Officer at Cardinal Stefan Wyszyński University in Warsaw (DPO), telephone: 22/5619034, email: iod@uksw.edu.pl.
3. Your personal data will be processed for the purpose of carrying out the recruitment process on the basis of Article 22(1) of the Labour Code, and if a broader scope of data is provided, on the basis of Article 6(1)(a) GDPR - your consent.
4. Access to your personal data within the organizational structure of the University will be granted only to employees authorized by the Controller, to the necessary extent.
5. Your personal data will not be disclosed to other entities, except for entities authorized by law.
6. Your personal data will be stored for the period necessary to carry out the recruitment process (up to 12 months from the conclusion of the recruitment process).
7. You have the right to access your data, the right to rectify it, erase it, restrict processing, the right to data portability, the right to object to processing, and the right to withdraw consent.
8. You have the right to withdraw consent to the processing of personal data at any time, which will not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.
9. You have the right to lodge a complaint with the President of the Personal Data Protection Office if there are grounds to believe that your personal data are being processed by the controller in violation of the GDPR.
10. Providing personal data is voluntary, but necessary to participate in the recruitment process within the scope specified in Article 22(1) § 1 of the Labour Code; in the remaining scope, it is voluntary.
11. Decisions will not be made by automated means and you will not be subject to profiling.

WHISTLEBLOWER PROTECTION:

Pursuant to Article 24(6) of the Whistleblower Protection Act (Journal of Laws of 2024, item 928), we inform you of the internal reporting procedure in force at Cardinal Stefan Wyszyński University, which constitutes an appendix to Rector's Order No. 71/2025 of 20 October 2025: Procedure for reporting legal violations by whistleblowers and for follow-up actions at Cardinal Stefan Wyszyński University in Warsaw.