



Appendix No. 8 to the Ordinance No. 4/06/2025  
of the Rector of VIZJA University of 12 June 2025

## **Policy on Open, Transparent, and Merit-Based Recruitment of Academic Teachers at VIZJA University**

### **REGULATIONS**

#### **§ 1**

1. VIZJA University, hereinafter “the University,” pursues an active and forward-looking staffing policy aimed at attracting outstanding researchers from both Poland and abroad and at creating a research-friendly environment conducive to academic development.
2. The Open, Transparent, and Merit-Based Recruitment Policy of Academic Teachers at the University, hereinafter referred to as the “OTM-R Policy,” is a tool for implementing the University’s development strategy in the area of human resources, the European Charter for Researchers – The Code of Conduct for the Recruitment of Researchers, as well as the commitments arising from the HR Excellence in Research Award.
3. The purpose of the OTM-R Policy is to establish a recruitment system that ensures the selection of the best candidates by defining the rules and standards for hiring academic teachers at the University, in particular by:
  - 1) defining transparent, internationally comparable recruitment rules and procedures tailored to the type of position offered,
  - 2) ensuring transparency in the recruitment process and equal treatment of all candidates,
  - 3) building the image of the University as an appealing employer both in Poland and abroad,
  - 4) ensuring balanced representation and gender equity (including in the composition of selection committees),
  - 5) Recognizing the value of geographical, intersectoral, inter- and transdisciplinary mobility, as well as mobility between the public and private sectors.
  - 6) minimizing the administrative burden on candidates in the recruitment process.
4. This OTM-R policy defines the detailed rules for organizing and conducting competitions for academic teaching positions at the University.
5. In selecting candidates for research and research-teaching positions, the University adheres to the principles set forth in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The University holds the position that excellence in research, scientific independence, and mobility are the primary criteria to be considered when selecting candidates. The University values experience gained by candidates in other scientific disciplines and sectors of the economy; it recognizes academic achievements based on the effective number of years worked in research, taking into account any breaks in scientific activity. When evaluating and selecting a candidate, the University favors the candidate's academic achievements over the reputation of their superiors and the institutions where they have worked academically.
6. The basic principles of the OTM-R policy are:
  - 1) the principle of openness – information about the competition is published as broadly as possible to ensure it reaches potential candidates both in Poland and abroad, allowing them to submit their

applications in a timely manner.

- 2) the principle of transparency – all candidates have access to complete information regarding the recruitment process, in particular the qualification requirements and evaluation criteria, the subsequent stages of the recruitment procedure, and its results; all applicable rules and procedures are translated into English and made available.
- 3) the principle of merit-based, competency-driven evaluation – the selection committee carries out a substantive and objective assessment of candidates, taking into account their academic achievements and qualifications in line with the requirements specified for the given position.
- 4) the principle of equal treatment in recruitment and employment – all candidates are treated equally.; the University does not tolerate any form of discrimination, particularly on the grounds of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political views, or social or economic status.
- 5) the principle of data confidentiality – members of recruitment committees and individuals involved in the recruitment process are obliged to maintain the confidentiality of all information related to the recruitment procedure, including personal data processed during the process.
- 6) the principle of effective and reliable communication with candidates – candidates are provided with information about the progress and outcome of the recruitment process.
- 7) the principle of accessibility – the recruitment process is conducted with consideration for the needs of candidates with specific requirements, including ensuring informational and communication, digital, and architectural accessibility.

## § 2

1. An open competition for the position of academic teacher employed at the University is announced by the Rector. The Rector initiates the competition procedure, hereinafter referred to as the “competition,” either on their own initiative or at the request of a faculty Dean. The application form is attached as Appendix No. 1 to the OTM-R policy.
2. The head of the unit conducting the competition, when preparing the application, shall ensure objective, transparent, and merit-based principles aimed at selecting the best candidate, while also enabling applications from candidates abroad.
3. To conduct the competition, the Rector appoints a selection committee in accordance with the principles set out in this document. The template for the decision on appointing the selection committee is provided as Appendix No. 2 to the OTM-R policy.
4. Competitions are conducted transparently, and the candidate evaluation includes an assessment of their achievements and qualifications.
5. In the event of a positive approval of the selection committee's decision, the Rector makes the decision to employ the candidate, with the employment taking place within the deadline specified in the competition announcement, in accordance with the University's applicable human resources policy.
6. Candidates holding a diploma confirming their education or qualifications obtained abroad must meet the requirements specified in the generally applicable laws of the Republic of Poland.

## § 3

1. The competition is open to both University employees and non-University employees.
2. All persons who have applied for participation in the competition are included in the competition proceedings, with the exception of the applications referred to in § 5 sec. 9.
3. The competition consists of two stages: the first – consisting of formal and substantive evaluation of the submitted documentation, and the second – consisting of direct interviews with candidates, subject to sec.

5 and 6.

4. The possibility of conducting the recruitment procedure online is permitted. Before the interview begins, the candidate's identity must be verified by presenting an ID with a photo.
5. If only one candidate is positively selected after the first stage of the procedure, the selection committee, with the Rector's consent, may waive the direct interview with the candidate.
6. If no candidates apply in response to the competition announcement, or if the applicants do not meet the requirements specified in the announcement, the competition shall be considered unresolved.
7. The selection committee does not hold meetings if no candidates have applied for the competition.
8. A detailed record is prepared for each stage of the recruitment process, except for the situation referred to in sec. 7, and is attached to the competition documentation. Model protocols, appropriate for the first and second stages of the competition procedure, are attached as Appendix No. 3 to the OTM-R policy.
9. The candidate has the right to access the documentation of the recruitment process at every stage in the Human Resources and Payroll Department, in the presence of an employee, within 7 days after the announcement of the competition results.
10. The Rector makes the decision to approve the resolution of the selection committee and close the competition, or to overturn the committee's resolution and annul the competition.

#### § 4

1. The competition is announced by making its terms public:
  - 1) in the Public Information Bulletin (BIP) on the University's official webpage,
  - 2) in the Public Information Bulletin (BIP) on the official webpage of the office supporting the minister responsible for higher education and science,
  - 3) on the websites of the European Commission in the European portal for mobile researchers, dedicated to publishing job offers for researchers,– at least 30 days before the end of the deadline for submission of documents.
2. The competition announcement should include:
  - 1) specification: of the position subject to the competition, the employee group, the number of vacancies, the organizational unit where the employment is to take place, and the scientific discipline to which the candidate's main achievements relate (not applicable to teaching positions),
  - 2) a list of requirements for candidates: essential ones arising from the University Statute and HR policy, as well as additional requirements enabling optimal performance of duties in the given position (preceded in the announcement by the phrase: "an additional advantage will be" or "preferred qualifications include"),
  - 3) information regarding the requirement, effective from the date of employment, to designate the University as the primary place of work within the meaning of the provisions of the Act - Law on Higher Education and Science, or the possibility of exemption from this requirement.
  - 4) the anticipated employment start date and a description of the terms of employment (basis for establishing the employment relationship, type of contract, planned duration of employment, working hours, and the amount of basic salary).
  - 5) a list of required documents,
  - 6) the place and deadline for submitting documents, which shall be no less than 14 calendar days from the start date for accepting applications, provided that the final day for submission falls on a business day.
  - 7) The deadline for concluding the competition and announcing its results, with the competition decision to be made within no more than 2 months from the date of its announcement, unless an appeal is submitted as referred to in § 10, sec. 1,

- 8) and a clause stating: "The University reserves the right to declare the competition unresolved without providing a reason. The outcome of the competition does not constitute employment of the candidate but serves only as a recommendation to the Rector. The final decision on employment is made by the Rector."
3. If the candidate's knowledge of Polish is required, this condition must be included in the competition announcement.
4. The information included in the competition announcement should be concise, the list of required documents complete, and the description of qualifications and competencies must not contain unnecessary or excessive requirements for the given position.
5. Candidates have access to information on hiring policies, including OTM-R's policies, compensation rules and career prospects.

## § 5

1. Applications for candidates are accepted by the Human Resources and Payroll Department.
2. The following documents constitute an integral part of the candidate's application:
  - 1) application for employment addressed to the Rector of the University, including a correspondence address and contact details (email address and phone number),
  - 2) a photocopy/scan of the diploma (as applicable: graduation from higher education, awarding of the doctoral degree, postdoctoral degree, or academic title),
  - 3) resume,
  - 4) personal questionnaire (Appendix No. 4 to the OTM-R Policy),
  - 5) documents confirming academic, teaching, and organizational achievements in accordance with the competition requirements for the respective position,
  - 6) statement regarding kinship with the immediate supervisor (Appendix No. 5 to the OTM-R Policy),
  - 7) statement on primary/additional place of employment as defined by the Act on Higher Education and Science (Appendix No. 6 to the OTM-R Policy),
  - 8) statement confirming legal capacity, clean criminal record, and the right to exercise public rights (Appendix No. 7 to the OTM-R Policy),
  - 9) In cases where personal data exceeding the scope set out in Article 22<sup>1</sup> § 1 of the Labor Code are provided (i.e., if additional personal data beyond those required are included), a clause expressing consent to the processing of personal data contained in the application documents for the purpose of the recruitment process must be attached (Appendix No. 8 to the OTM-R Policy),
  - 10) photocopies/scans of other documents confirming the candidate's education, qualifications, and experience.
3. The application documents referred to in sec. 2 may be:
  - 1) submitted in person (in a sealed envelope) to the unit referred to in section 1,
  - 2) sent by traditional mail, with the effectiveness of the application being determined by the date of receipt of the mail at the University,
  - 3) sent to the email address specified in the announcement.

In the cases referred to in points 1 and 2, the envelope with the documents should be marked with the number of the competition announcement to which the application relates.

4. A candidate from abroad may submit documents in English; however, if selected for employment, they are required to provide translations of these documents into Polish.
5. At the stage of submitting application documents, the candidate is required to provide the documents necessary for an objective verification and assessment of the qualifications specified in the competition announcement.

6. At the recruitment stage, the candidate may submit copy/scans of documentation confirming the education or qualifications obtained. Unless otherwise stipulated in the competition announcement, originals of this documentation are required only at the hiring stage.
7. All candidates submitting application documents receive confirmation of acceptance of their application and information on the next steps in the recruitment process.
8. All submitted documents are kept in the Human Resources and Payroll Department with confidentiality and in accordance with applicable laws.
9. Applications that are:
  - 1) submitted after the deadline;
  - 2) submitted in a manner other than specified in the announcement;
  - 3) submitted in a language other than Polish or English (in the case of foreign candidates);– shall be rejected.

## § 6

1. Recruitment procedures for academic teaching positions at the University are conducted and decided by an impartial selection committee, appointed by the Rector's decision, which ensures fair, transparent, and objective evaluation conditions. The selection committee should ensure representation of both women and men.
2. To the extent possible, the committees operate with the same membership throughout all stages of the recruitment process in a given competition.
3. The selection committee consists of four people. Its composition includes:
  - 1) the Vice-Rector for Science, acting as the chairperson of the committee,
  - 2) the Dean of the faculty where the candidate is to be employed,
  - 3) an academic teacher appointed by the Rector, possessing expertise relevant to the profile of the organizational unit where the candidate will be employed,
  - 4) An employee of the Human Resources and Payroll Department,
4. In the event of the absence of a member of the selection committee, including the chairperson, or for any other important reason preventing the timely conduct of the recruitment process, a person appointed by the Rector shall be called to join the committee. Substitution does not require a separate written decision by the Rector. Information about the substitution is recorded in the protocol referred to in § 3 sec. 8.
5. The members of the committee are individuals with the competence and experience necessary to conduct a thorough and substantive evaluation of the candidates.
6. A person about whom there are doubts regarding their impartiality cannot be a member of the selection committee.
7. The selection committee may not include a person who is a spouse, relative or relative by affinity of the candidate (up to and including the second degree) applying for employment, who has a common household with the candidate, and a person in a relationship of adoption, guardianship, or custody with the candidate. If such a situation arises, the Rector shall change the composition of the selection committee.
8. Decisions of the selection committee are made by a simple majority vote, with at least three members present. The candidate evaluation sheets used in the work of the selection committee (Appendix No. 9 to the OTM-R policy) must be attached to the minutes of the selection committee meetings.
9. Members of the selection committee are obliged to maintain the confidentiality of information obtained during the competition proceedings in order to protect the privacy of the applicants and guarantee an objective and fair recruitment process.
10. Technical support for the meetings is provided by a designated employee of the Human Resources and Payroll Department.



## § 7

1. The work of the selection committee is headed by the chairperson.
2. The chairperson organizes the work of the selection committee, convenes meetings, presides over its deliberations and represents it externally.
3. In cases where there are difficulties in clearly assessing a candidate's competencies or the documents they have submitted, as well as in situations where several candidates receive equivalent final evaluations, the chairperson of the selection committee may, with the Rector's consent, request an opinion from an external expert.
4. The chairperson may also invite other individuals to the selection committee meetings – specialists with diverse experience and qualifications relevant to the committee's work. These persons at the meeting have the right to express their opinions, without the right to vote.

## § 8

1. Members of the selection committee are required to actively participate in the meetings of the selection committee and, in particular, present their opinions and comments.
2. If a jury member is unable to attend a jury meeting, he or she is obliged to notify the chairperson of the jury of this fact.
3. In the event of a member of the selection committee being absent twice, the Rector may decide to supplement or change the committee's composition in accordance with the rules set out in § 6 sec. 3.

## § 9

1. The first meeting of the selection committee takes place immediately after the deadline for submitting applications. The chairperson of the selection committee, depending on the number of applications submitted, decides on the dates of the various stages of the competition.
2. At its first meeting, the selection committee conducts a formal and substantive evaluation of all applications submitted to the competition, except those referred to in § 5 sec. 9, by verifying each candidate's qualifications against the requirements (criteria) specified in the announcement. If the candidate does not meet the mandatory requirements, the commission waives the evaluation of the candidate's fulfillment of the additional requirements. The evaluation is conducted by open ballot, and the results achieved by each candidate are recorded on the candidate evaluation form, a template of which is provided as Appendix No. 9 to the OTM-R policy. Any discrepancies in the opinions of committee members, along with a list of deficiencies identified in the application documents, are included in the minutes of the first stage of the recruitment process.
3. After conducting the second stage of recruitment (interviews with candidates), using the candidate evaluation form attached as Appendix No. 9 to the OTM-R policy, the selection committee evaluates the competencies of the participants by secret ballot, in accordance with the rules set out in § 6 sec. 7 of the OTM-R policy. The minutes prepared after the committee meeting must include a profile of each candidate participating in the interviews, indicating their strengths and weaknesses, as well as the grounds for the final selection decision.
4. Gaps in the candidate's professional career and deviations from chronological order in their resume should not be viewed negatively but rather seen as an evolution and/or valuable contributions to the candidate's professional development, reflecting a multidimensional career path.
5. Experience in domestic mobility (e.g., time spent at another university or in a different scientific environment such as the public or private sector), international mobility, changes in discipline or research area both in the early and later stages of an academic career, as well as experience in virtual mobility, is recognized as a valuable contribution to the candidate's professional development.

6. If a candidate fails to attend the interview, the committee may decide to exclude them from further participation in the recruitment process.
7. Each member of the selection committee has the right to submit a dissenting opinion to the minutes.
8. The chairperson of the selection committee shall immediately present the drawn up minutes of the competition to the Rector.
9. The Human Resources and Payroll Department employee publicly announces the competition results along with the justification by publishing them in the Public Information Bulletin (BIP) on the University's official website and on the website of the minister responsible for higher education.
10. All candidates receive feedback from the Human Resources and Payroll Department employee regarding the outcome of the competition, sent to the email address provided by the candidate in the application documents. The information includes a notice about the right to appeal the competition results.
11. Candidates participating in the recruitment process receive feedback on the strengths and weaknesses of their application, which may be relevant to their future career development. The feedback provided to the candidate by the chairperson of the selection committee or their designee may be an excerpt from the minutes of the selection committee meeting.
12. Templates of notifications regarding the progress of the recruitment procedure, resulting from the mode of operation adopted by the selection committee, are included as Annex No. 10 to the OTM-R policy.
13. In the event of an appeal being submitted as referred to in § 10 sec. 1, the recruitment procedure is extended by no more than 21 days from the date the appeal is received.

### **§ 10**

1. Every candidate participating in the recruitment procedure has the right to appeal the decision of the selection committee regarding the candidate chosen. The template for the appeal is included as Appendix No. 11 to the OTM-R policy.
2. The appeal should specify the objections which, according to the appellant, form the basis for contesting the outcome of the evaluation conducted by the selection committee, and provide justification for these objections.
3. The appeal referred to in sec. 1 must be submitted in writing to the Rector within 7 days of the announcement of the competition result.
4. The appeal shall be considered effective if it is received by the University within the period specified in sec. 3.
5. A member of the selection committee from the Human Resources and Payroll Department promptly informs the candidate recommended for employment by the committee about the receipt of an appeal.
6. The Rector shall consider the appeal within 14 days from the date of receipt and decide whether to accept or reject it. Before making a decision, the rector may seek an opinion from experts in the relevant discipline or field of science. The Rector makes the decision individually.
7. After the decision referred to in section 6 is made, the employee of the Human Resources and Payroll Department, who is a member of the selection committee, informs both the appellant and the candidate recommended for employment by the selection committee about the outcome of the appeal and its consequences.

### **§ 11**

The candidate recommended for employment is required, prior to signing the employment contract, to submit to the Human Resources Management Office the appropriate documents confirming their clean criminal record, as specified in the Act of May 13, 2016, on counteracting threats related to sexual offenses

and protecting minors.

## **§ 12**

1. To ensure compliance with the principles set out in the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, and the guidelines of the OTM-R policy, the recruitment process is subject to monitoring.
2. The Human Resources Office maintains a record of all recruitment proceedings.
3. Based on the collected data, the Human Resources Office prepares and submits to the rector an annual monitoring report containing information on the number of recruitment proceedings conducted, the number of candidates participating in the competitions, the number of candidates selected for specific positions (including those from outside the University, domestic and international), as well as the number of appeals filed.
4. As part of the monitoring activities aimed at ensuring the quality of the recruitment process, an analysis of selected recruitment proceedings is conducted, which includes verification of informational and promotional actions, procedural correctness, and completeness of documentation.

## **§ 13**

After the completion of the recruitment procedure, the personal data of candidates and their application documents, which are part of the recruitment process, will be deleted promptly and permanently.

## **§ 14**

1. In matters not regulated by the OTM-R policy, decisions are made by the Rector.
2. Any amendments to the OTM-R policy may only be made through the procedure established for its issuance.
3. The OTM-R policy comes into effect on the date of issuance of the Rector's ordinance.



.....  
(applicant's full name\*)

Warsaw, on .....

.....  
.....  
(unit)

Rector  
VIZJA University

**APPLICATION**  
**for initiating a recruitment procedure for the position of academic teacher**

I hereby request the announcement of a recruitment procedure for the position of  
..... within the group of employees  
of.....  
.....  
in.....

Proposed date of employment

..... Rationale:  
.....  
.....  
.....  
.....  
.....

Applies to competitions for positions in the category of research and research-teaching personnel:

**The person hired for the position .....at the Faculty/Institute ..... will be responsible for carrying out tasks related to:** scientific development and scientific research activities within the discipline:  
.....

Competition requirements:

1) essential:

- .....
- .....
- .....
- .....

- .....
- .....  
.....

2) additional/preferred:

- .....  
.....
- .....  
.....
- .....  
.....
- .....  
.....
- .....  
.....

Requirement to designate the University as the primary place of employment in accordance with the provisions of the Act - Law on Higher Education and Science\*\*:

☐ Yes

☐ No

.....  
signature and stamp of the applicant

Warsaw, .....

.....

.....  
signature and stamp  
of the Dean\*

Rector's Decision\*\*:

☐ approved

☐ denied

Warsaw, on .....

.....

.....  
Rector's signature and stamp



\* In accordance with § 2 sec. 1 of the OTM-R Policy, the competition procedure is initiated at the request of the Faculty Dean

\*\* select as appropriate

**Decision No. .... / .....**

dated ..... of the Rector of VIZJA University regarding the appointment of the selection committee for conducting recruitment procedure No. ....

---

In connection with the announcement dated ..... regarding the competition for the position of .....,

I hereby appoint a committee for conducting the recruitment procedure, hereinafter referred to as the selection committee, composed of the following members:

- |    |       |   |  |
|----|-------|---|--|
| 1) | ..... | – | chairperson of the selection committee |
| 2) | ..... | – | member of the selection committee,     |
| 3) | ..... | – | member of the selection committee,     |
| 4) | ..... | – | member of the selection committee,     |

.....

Rector's signature and stamp

**Minutes of the Meeting of the Selection Committee  
Appointed to Conduct the Recruitment Procedure**

for the position of

.....

at the Faculty/Institute of

.....

**STAGE I**

The selection committee, composed of:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

At the meeting held on ....., based on the submitted documents, the selection committee noted that ..... candidate(s) applied for the competition announced on .....

- 1) .....
- 2) .....
- 3) .....
- 4) .....

Accordingly, the selection committee adopted the following work schedule:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

After a detailed analysis of the submitted applications and after an open vote, the selection committee concluded that:

.....  
.....  
.....



.....  
.....  
.....  
.....  
.....

Optional components (I A or II A):

*I A. (in case no candidate meets the formal requirements)*





As a result of the recruitment procedure announced on ..... for the position of ..... at ..... the competition remained unresolved.

*II A. (in the case where at least one candidate qualified for the second stage)*

Following an open vote, the following individuals were admitted to the stage of direct interview:

- 1) ..... (voting result)
- 2) ..... (voting result)

Justification for the committee's decision:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*I B. (in the event that only one candidate was positively selected as a result of the first stage of the procedure, the recruitment committee may propose waiving the interview stage)*

As a result of the vote, a positive opinion was given to the candidate: ..... (voting result: .....)

After completing the first stage of the recruitment procedure, the selection committee recommends applying the procedure provided for in § 3 sec. 5 of the Regulations.

There were dissenting opinions during the selection committee meeting:

- 1) .....  
.....  
.....
- 2) .....  
.....  
.....

Minutes prepared by:

.....



Signatures of the members of the selection committee:

.....  
.....  
.....  
.....



Optional element (required if section I B was previously selected):

The Rector's position on waiving the interview with the candidate:

☐ approved

☐ denied

Warsaw, on .....

.....

Rector's signature and stamp

The Rector's stance on the selection committee's decision:

☐ I approve the decision of the selection committee and close the competition

☐ I overturn the decision of the selection committee and void the competition

due to:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Warsaw, on .....

.....

Rector's signature and stamp

**Minutes of the Meeting of the Selection Committee  
Appointed to Conduct the Recruitment Procedure**

**for the position: .....**

**at the Faculty/Institute: .....**

**STAGE II (INTERVIEW)**

The selection committee, composed of:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

At its meeting on ....., the selection committee adopted the following work  
schedule:

.....  
.....  
.....  
.....  
.....  
.....

The following candidate(s) applied for the interview:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

In making its assessment, the selection committee was guided by the following criteria:

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

Optional elements (I or II):

*I. (in case no candidate participating in the interview meets the competition requirements)*

As a result of the recruitment process announced on ..... for the position of ..... at ....., it was decided that the competition was inconclusive.

---

*II. (In the event that, following the interview, a candidate meeting the competition requirements was selected)*

As a result of the recruitment procedure announced on ..... for the position of ..... at ..... the candidacy of ..... was positively evaluated.

Justification of the selection committee's decision:

.....  
.....  
.....  
.....  
.....  
.....  
.....

There were dissenting opinions during the selection committee meeting:

- 1) .....  
.....  
.....
- 2).....  
.....  
.....

Minutes prepared by:

.....

Signatures of the members of the selection committee:

.....  
.....  
.....



The Rector's stance on the selection committee's decision:

- ☐ I approve the decision of the selection committee and close the competition
- ☐ I overturn the decision of the selection committee and void the competition

due to:

.....

.....

.....

.....

.....

.....

Warsaw, on .....

.....

Rector's signature and stamp



**PERSONAL DATA FORM  
FOR APPLICANTS**

1. Full name:.....
2. Date of birth .....
3. Contact  
information.....  
.....

*(indicated by the applicant)*

4. Education.....  
.....

*(name of school and year of graduation)*

.....

*(profession, specialty, degree, professional title, academic title)*

.....

5. Supplementary education .....

.....

.....

.....

.....

.....

*(courses, post-graduate studies, date of graduation or date of commencement of study if ongoing)*

6. History of previous employment .....

.....

.....

.....

.....

*(indicate periods of employment with subsequent employers and positions held)*

7. Professional qualifications (when they are necessary for a specific type of work or position

.....

.....

.....

.....

.....

*(e.g., degree of foreign language skills, computer skills)*



.....  
(place and date) (the applicant's signature)

Appendix No. 5  
to the OTM-R Policy

.....  
(location and date)

.....  
(full name)

**STATEMENT CONCERNING KINSHIP WITH IMMEDIATE SUPERVISOR**

In connection with applying for employment at:

.....  
..... VIZJA University for the position:  
.....  
.....

Pursuant to art. 118 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), I hereby declare that my spouse, a person sharing a household with me, a relative or in-law up to the second degree, or a person with whom I am in a relationship of adoption, guardianship, or custody

☐ is\*

☐ is not\*

the supervisor of this unit.

.....  
(the applicant's signature)



Appendix No. 6  
to the OTM-R Policy

.....  
(location and date)

.....  
(full name)

**STATEMENT ON PRIMARY/ADDITIONAL EMPLOYMENT**

Pursuant to art. 120 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), I hereby declare that, in the event of employment at VIZJA University as of ....., the University shall be my\*:

- ☐ primary workplace,
- ☐ additional workplace.

.....  
(the applicant's signature)

.....  
(full name)

.....  
(location and date)

**STATEMENT CONFIRMING LEGAL CAPACITY, CLEAN CRIMINAL RECORD, AND  
THE RIGHT TO EXERCISE PUBLIC RIGHTS**

Pursuant to art. 113 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), I hereby declare that:

- I have not been subject to the disciplinary penalty of dismissal from employment at a higher education institution with a ban on working at such institutions for a period of 6 months to 5 years;
- I have not been subject to the disciplinary penalty of deprivation of the right to practise as an academic teacher for a period of 10 years;
- I have full legal capacity,
- I enjoy full public rights,
- I have not been convicted by a final court judgment for intentional crime or intentional fiscal crime.



Appendix No. 8  
to the OTM-R Policy

.....  
(location and date)

.....  
(full name)

**CONSENT FOR THE PROCESSING OF PERSONAL DATA**

I consent to the processing of all personal data contained in my application documents for the purpose of carrying out the recruitment process for the position: ..... conducted by VIZJA University, with its registered office at ul. Okopowa 59, 01-043 in Warsaw, acting as the data controller in accordance with art. 6(1)(a) 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 – the General Data Protection Regulation (GDPR) (OJ EU L 119 of 2016, p. 1, as subsequently corrected).

.....  
(the applicant's signature)

Warsaw, on .....

 Competition for the position of ..... at .....  
 Announcement No.....

**CANDIDATE EVALUATION SHEET**

No.	Competition requirements	Candidate Evaluation: <u>1 - meets the requirement, 0 - does not meet the requirement*</u> Candidate evaluation: <u>scoring scale from 0/1 to 5**</u>			
		Candidate's full name	Candidate's full name	Candidate's full name	Candidate's full name
<b>Total score:</b>					





\* concerns the first stage of the competition procedure

\*\* applies to the second stage of the competition procedure, for mandatory requirements a point scale of 1 to 5 applies, for additional requirements a point scale of 0 to 5 applies.

Warsaw, on .....

**INFORMATION ON THE COURSE OF THE COMPETITION PROCEEDINGS**

Acting in accordance with art. 2 sec. 3 of the UV Regulations (Policy on Open, Transparent, and Merit-Based Recruitment of Academic Teachers), the selection committee composed of:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

conducted the qualification procedure through an open competition for the position of

..... at

..... announced on

.....

Optional elements (I, II, III, IV or V):

*I. In the event that no candidate has applied for the competition*

No candidate applied for the competition, thus the competition was left unresolved.

*II. In the event that the selection committee gave a positive opinion of the candidate after conducting the first stage of the procedure*

The following candidate(s) applied for the competition:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

After conducting the first stage of the procedures, the selection committee found,  
that the formal requirements of the competition announced on ..... for the position  
.....

..... at  
..... are met by a  
single candidate – ..... Therefore,



the selection committee decided that in this case the procedure provided for in § 3 sec. 5 of the Regulations will be applied.

*III. If the selection committee has not given a positive opinion on any candidate after conducting the first stage of the procedure*

The following candidate(s) applied for the competition:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

After conducting the first stage of the procedures, the selection committee found that the formal requirements of the competition announced on ..... for the position: .....

..... at ..... are not met by any candidate.

Accordingly, the selection committee decided that the procedure provided for in § 3 sec. 5 of the Regulations would be applied in this case.

As a result of the competition proceedings announced on ..... for the position ..... at ....., the competition was left unresolved.

*IV. In the event that the selection committee gave a positive opinion of a candidate after conducting interviews*

The following candidate(s) applied for the competition:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

The following have been selected to participate in the second stage:

- 1) .....
- 2) .....
- 3) .....

As a result of the competition proceedings, the selection committee gave a positive opinion on the candidacy of .....

*V. In the event that the selection committee has not issued a positive opinion on any of the candidates following the interviews*

The following candidate(s) applied for the competition:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

The following have been selected to participate in the second stage:

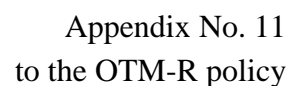


- 1) .....
- 2) .....
- 3) .....

As a result of the competition proceedings announced on ..... for the position  
..... at ....., the competition was left unresolved.

.....  
..... signature of  
the chairperson of the  
selection committee

.....  
.....  
Rector's signature and  
stamp



The appeal must be submitted within 7 days of the announcement of the competition result. The appeal submitted after the deadline shall not be considered.

.....

.....

..... **position**

.....

.....

.....

.....

.....

.....

[illegible]





.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
.....

Signature of the Appealing Candidate

To be filled in by the Human Resources and Payroll Department employee:

Date of announcement of the competition result:

.....

Date of receipt of the appeal:

.....

.....  
.....

Signature of an employee of the Human  
Resources and Payroll Department