

*Jagiellonian University in Kraków promotes cooperation and cares for a good atmosphere based on mutual trust. It implements the strategy resulting from The Human Resources Strategy for Researchers, creating stable conditions for employment as well as the development of academic career, which resulted in the award of the HR Excellence in Research by the European Commission*

## INFORMATION ON SELECTION PROCEDURE

**Date of selection procedure announcement** Krakow, 11.03.2026

<b>Selection procedure information number given by the Centre for Human Resources</b>	1227.1101.55.2026
<b>Dean (F/M) of the Faculty of / Director (F/M) of a non-faculty, inter-faculty or common unit</b>	Dean of the Faculty of Philology dr hab. Władysław Witalisz, prof. UJ
<b>Address</b>	Gołębia 24, 31-007 Krakow

### RECTOR

of the Jagiellonian University

announces a selection procedure for the position of an

### ASSISTANT (F/M)

<b>Group of employees (F/M)</b>	Teaching staff
<b>JU organisational unit (place of work performance)</b>	Faculty of Philology Institute of Romance Studies Department of Portuguese Studies
<b>Field of science</b>	Humanities
<b>Discipline</b>	Linguistics
<b>Scope</b>	Teaching Portuguese as Foreign Language
<b>Number of posts</b>	1
<b>Type of employment</b>	Employment contract
<b>Working time</b>	Full time
<b>Planned duration of employment</b>	Two years contract, with the possibility of extension
<b>Expected date of employment commencement</b>	October, 1st, 2026

<p><b>Remuneration</b></p>	<ul style="list-style-type: none"> <li>• basic remuneration in the range of 6 200–7 060 PLN gross;</li> <li>• seniority allowance depending on length of service (3–20%);</li> <li>• jubilee awards for long-term service – in accordance with the <a href="#">Regulation for remuneration of employees of the Jagiellonian University</a>;</li> <li>• possible task-based and periodic allowances, as well as discretionary awards, upon meeting the conditions set out in the <a href="#">Regulation for remuneration of employees of the Jagiellonian University</a>;</li> <li>• additional annual remuneration, the so-called "thirteenth salary" – after meeting the conditions specified in the relevant regulation</li> </ul> <p><b>Benefits – Institutional Social Benefits Fund (depending on the income per family member, in accordance with the <a href="#">Regulations for Granting Benefits from the Company Social Benefits Fund of the Jagiellonian University</a>):</b></p> <ul style="list-style-type: none"> <li>• co-financing of summer holidays (PLN 1050–1550 gross) and winter holidays (PLN 700–900 gross);</li> <li>• co-financing for children for organised holidays (PLN 900–1400 gross), or co-financing of individually purchased summer camps, sports camps, winter camps, medical holidays or rehabilitation stays (50–90%, with the maximum amount eligible for co-financing being PLN 2500 gross) per child;</li> <li>• cash equivalent for a special occasional package of sweets in the amount of PLN 100–300 gross per child;</li> <li>• co-financing of childcare in nurseries, kindergartens and other forms of preschool education, as well as care provided by a daily guardian or nanny (PLN 250–400 gross).</li> </ul>
<p><b>Requirements</b></p>	<p>The competitive selection process is open for all individuals, who meet the requirements set out in Articles 113 and 116.2.4) of the Act of 20 July 2018 – Law on Higher Education and Science, and who meet the following eligibility criteria according to § 173 of the Statute of the Jagiellonian University:</p> <ul style="list-style-type: none"> <li>• holding a master's degree, Master of Science degree or an equivalent degree in the relevant academic discipline;</li> <li>• being prepared for carrying out teaching work.</li> </ul>
<p><b>Additional requirements necessary for employment (indicated in order of priority)</b></p>	<ul style="list-style-type: none"> <li>• Competence in Portuguese at least at C1+ level (native speakers of the European version preferred).</li> <li>• At least a master's degree (or equivalent) in Portuguese philology or teaching Portuguese as a foreign language.</li> <li>• Documented experience in teaching at the academic level, including experience in teaching Portuguese as a foreign language. Documented knowledge of Portuguese linguistics will be an additional advantage.</li> <li>• Organisational achievements: we expect significant involvement in the functioning of the Institute, including willingness to be present on site and to contribute to the academic life of the unit.</li> </ul>
<p><b>Scope of duties</b></p>	<p>according to the <a href="#">Work Regulations of the Jagiellonian University</a> Annex 1 to the Work Regulations of the Jagiellonian University – Model scopes of responsibilities and duties of academic teachers (F/M)</p>

<b>We offer</b>	<ul style="list-style-type: none"> <li>• stable employment based on an employment contract at the renowned university,</li> <li>• cooperation with the interdisciplinary academic community represented by well-known scientists,</li> <li>• scientific support as well as the possibility of qualifications improvement and professional development,</li> <li>• access to research infrastructure,</li> <li>• benefits in the form of i.a. Multisport card, sports activities, medical packages, group insurance,</li> <li>• additional social benefits.</li> </ul>
<b>Required application documents</b>	<ol style="list-style-type: none"> <li>1. resume,</li> <li>2. personal questionnaire filled in by the Candidate (F/M),</li> <li>3. copy of the master's diploma or a doctoral diploma, if applicable,</li> <li>4. information on the Candidate's (F/M) scientific, teaching and organisational achievements,</li> <li>5. declaration of the Candidate (F/M), confirming that the Jagiellonian University will be their primary place of work, should they be selected in the selection procedure,</li> <li>6. statement under Article 113 of the Law on Higher Education and Science,</li> <li>7. statement on acknowledging and accepting the rules and regulations concerning intellectual property management and commercialisation in force at the Jagiellonian University,</li> <li>8. diploma of completion of studies or equivalent document; certificate or diploma confirming language teaching qualifications; in the case of Portuguese as a native language – a statement by the Candidate (F/M) confirming their knowledge of the language.</li> </ol> <p><b>Declaration forms (no. 5–7) and personal questionnaire template (no. 2) can be obtained at:</b>  <a href="https://cso.uj.edu.pl/en_GB/dokumkandyd">https://cso.uj.edu.pl/en_GB/dokumkandyd</a></p>
<b>The course of selection procedure</b>	<p>The first stage of the selection procedure is the formal assessment of the submitted documents. Applications which meet all formal requirements are the subject of substantive assessment, during which an interview with the Candidate (F/M) may be conducted (directly or via electronic communication channels), upon settling the date of the interview with the Candidate (F/M). During the interview, the soft competencies indicated in the announcement will also be verified. The Candidate (F/M) has the right to appeal against the negative assessment by the selection board within 7 days from receiving the information about the results of the assessment. The selection procedure is conducted in accordance with <a href="#">The Policy of Open, Transparent and Merit-Based Recruitment Process at the Jagiellonian University</a>.</p>
<b>Form of submission</b>	by e-mail to the address: <a href="mailto:filolog@uj.edu.pl">filolog@uj.edu.pl</a> title: Konkurs/asystem/IFR/ZFP
<b>Deadline for submission of applications</b>	May, 11th, 2026
<b>Expected date of the selection procedure settlement</b>	June, 15th, 2026
<b>Method of communicating of the results of the selection procedure</b>	by e-mail
<b>Questions</b>	For further information please contact dr hab. Natalia Czopek, prof. UJ: <a href="mailto:natalia.1.czopek@uj.edu.pl">natalia.1.czopek@uj.edu.pl</a> .

In the selection procedure, the Jagiellonian University follows the principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers.

Jagiellonian University does not provide housing.

The selection procedure does not provide for any preferences or decisions that differentiate between Candidates (F/M) on the basis of gender; the evaluation process is conducted in accordance with the principles of equal treatment and gender neutrality.

Jagiellonian University has an internal procedure for reporting violations of the law and protecting persons making such reports (whistleblowers), in accordance with applicable regulations. [Order of the Rector of Jagiellonian University on the Procedure for reporting violations of the law and taking follow-up action at Jagiellonian University.](#)

On behalf of  
the Rector of the Jagiellonian University

dr hab. Władysław Witalisz  
Dean of the Faculty of Philology

## Personal data processing information for job applicants

According to Article 13 of the 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 – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of JU.
2. The Jagiellonian University appointed the Data Protection Officer [www.iod.uj.edu.pl](http://www.iod.uj.edu.pl), Gołębia 24, 31-007 Kraków. The Officer can be contacted by email: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
  - a) conduct recruitment process for the position specified in the advertisement – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
  - b) conduct recruitment process for the position specified in the advertisement based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide you personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or by post to the following address: Jagiellonian University, Gołębia 24, 31-007 Krakow, or you can withdraw your consent in person at Jagiellonian University, Gołębia 24, 31-007 Kraków.
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.