



Annex No. 2 to the Regulations

Procedure and Rules for Supplementary Recruitment

1. The supplementary recruitment of participants to the Project is conducted by the University.
2. The recruitment shall be external in nature.
3. Recruitment will be conducted at the Collegium Medicum of Jan Kochanowski University (UJK). The application deadlines and the number of places available for individual IIEPs will be announced on the website subpage <https://cm.ujk.edu.pl/>. Persons interested in participation are required to submit an application form together with attached declarations/documents confirming that the specified recruitment criteria have been met. The form will be available directly on the subpage <https://cm.ujk.edu.pl/>.
4. Project participants may be persons holding the status of a student or doctoral candidate of a foreign higher education and research institution, or persons belonging to the staff of a foreign higher education and research institution (including academic teachers, research staff and research-technical staff, non-academic employees provided that their participation in the Project is substantively justified, and other employees of research units provided that their participation in the Project is substantively justified), recruited by the University in accordance with the recruitment regulations adopted by it and on the basis of the documents submitted by the candidate.
5. A person may become a Project participant if they have provided the personal data required for the provision of support and confirmed their affiliation with the target group (by submitting appropriate documents and declarations).
6. The characteristics of participants and the qualification criteria have been defined separately for each of the implemented IIEPs and are set out in sections 7–11.
7. Characteristics of participants and qualification criteria for the IIEP: "Insertion of a Short Peripheral Cannula under Ultrasound Guidance":
 - 1) participants in the IIEP may only be persons who meet all of the following conditions jointly:
 - a) they are representatives of the teaching and/or research staff of foreign universities or other staff referred to in section 4,
 - b) have a higher education degree (first- or second-cycle, or long-cycle Master's studies) in the field of medical sciences or health sciences, or hold a doctoral degree (PhD) in health sciences or medical sciences.
 - c) they hold a valid and current license to practice as a nurse,
 - d) they have command of the English language at least at B2 level (verified on the basis of a declaration),
 - e) they have independently and voluntarily declared their willingness to participate in the IIEP;



- 2) in the event that the number of applications exceeds the number of places available in the IIEP training “Insertion of a Short Peripheral Cannula under Ultrasound Guidance”, the following additional scoring criteria will apply:
 - a) holding a doctoral degree – 3 points,
 - b) experience in practical education in nursing exceeding 3 years – 3 points,
 - c) English language proficiency above B2 level – 5 points (awarded on the basis of a certificate),
 - d) motivation and justification for participation in the IIEP – 0-10 points (awarded on the basis of a motivation letter);
- 3) supplementary recruitment is conducted in order to select 8 participants for this IIEP;
- 4) candidates applying for qualification for admission to the IIEP shall submit, via the electronic recruitment system, scans of documents in English in order to confirm eligibility for the IIEP, including scans of documents confirming additional achievements awarded points for the IIEP, within the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) – generated and printed from the Electronic Recruitment System,
 - b) a certificate of employment at a foreign university confirming the fulfillment of the criterion described in section 7 point 1(a),
 - c) a diploma confirming completion of higher education (*first- or second-cycle studies*) or a diploma confirming the doctoral degree in the field of medical sciences or health sciences.
 - d) a license to practice as a nurse,
 - e) GDPR declarations and consent for the processing of personal data,
 - f) a declaration confirming English language proficiency at least at B2 level or an appropriate certificate confirming this language proficiency,
 - g) optionally – a motivation letter in English.

8. Characteristics of participants and qualification criteria for the IIEP Training: “Emergency Medical Procedures”:

- 1) participants in the IIEP may only be persons who meet all of the following conditions jointly:
 - a) they hold the status of a student in Emergency Medical Services, Nursing, Medicine, or another field within medical sciences or health sciences,
 - b) they have command of the English language at least at B2 level (verified on the basis of a declaration),
 - c) they have independently and voluntarily declared their willingness to participate in the IIEP;



- 2) in the event that the number of applications exceeds the number of places available in the IIEP training “Emergency Medical Procedures”, the following additional scoring criteria will apply:
 - a) English language proficiency above B2 level – 5 points (awarded on the basis of a certificate),
 - b) motivation and justification for participation in the IIEP and the consistency of the candidate’s profile with the course subject – 0-10 points (awarded on the basis of a motivation letter);
- 3) supplementary recruitment is conducted in order to select 7 participants for this IIEP.
- 4) candidates applying for qualification for admission to the IIEP shall submit, via the UJK electronic recruitment system, scans of documents confirming eligibility for the IIEP, including documents confirming additional achievements awarded points for the IIEP, within the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) – generated and printed from the Electronic Recruitment System,
 - b) a certificate confirming student status,
 - c) a declaration confirming English language proficiency at least at B2 level or an appropriate certificate confirming knowledge of this language proficiency,
 - d) GDPR declarations and consent for the processing of personal data,
 - e) optionally – a motivation letter in English.

9. Characteristics of participants and qualification criteria for the IIEP: “The Importance of Physiological Spinal Extension – From Birth to Adulthood”:

- 1) participants in the IIEP may only be persons who meet all of the following conditions jointly:
 - a) they hold the status of a student of a foreign higher education and research institution (at least from the second year of first-cycle studies) or a doctoral candidate of a foreign higher education and research institution, or academic staff of foreign universities, in the following fields: physiotherapy, rehabilitation, medicine, nursing, occupational therapy, and other health sciences,
 - b) they have command of the English language at least at B2 level (verified on the basis of a declaration),
 - c) they have independently and voluntarily declared their willingness to participate in the IIEP,
 - d) they have declared readiness to actively participate in practical classes conducted using diagnostic systems (DIERS Formetric 4D, ultrasound, sEMG) and work on clinical cases;



- 2) in the event that the number of applications exceeds the number of places available in the IIEP training “The Importance of Physiological Spinal Extension – From Birth to Adulthood”, the following additional scoring criteria will apply:
 - a) English language proficiency above B2 level – 5 points (awarded on the basis of a certificate),
 - b) motivation and justification for participation in the IIEP and consistency of the candidate’s profile with the course subject – 0–10 points (awarded on the basis of a motivation letter);
 - c) supplementary recruitment is conducted in order to select 1 student for this IIEP.

- 3) candidates applying for qualification for admission to the IIEP shall submit, via the UJK electronic recruitment system, scans of documents confirming eligibility for the IIEP, including documents confirming additional achievements awarded points for the IIEP, within the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) – generated and printed from the Electronic Recruitment System,
 - b) a motivation letter in English (optional),
 - c) a certificate confirming academic status (student, doctoral candidate, research staff member),
 - d) a declaration confirming English language proficiency at least at B2 level or an appropriate certificate confirming this language proficiency,
 - e) GDPR declarations and consent for the processing of personal data.

10. Characteristics of participants and qualification criteria for the IIEP: “Summer School of Dermatology and Allergology”:

- 1) participants in the IIEP “Summer School of Dermatology and Allergology” may only be persons who meet all of the following conditions jointly:
 - a) they are employed as teaching and/or research staff or other staff described in section 4 in foreign higher education and research institutions,
 - b) they hold a higher education degree (first-cycle, second-cycle, or long-cycle Master’s degree) in medical sciences or health sciences, or a doctoral degree in medical sciences or health sciences,
 - c) they have command of the English language at least at B2 level (verified on the basis of a declaration),
 - d) they are ready to actively participate in practical classes conducted in medical simulation centres and clinical departments,
 - e) they have independently and voluntarily declared their willingness to participate in the IIEP;



- 2) in the event that the number of applications exceeds the number of places available in the IIEP training “Summer School of Dermatology and Allergology”, the following additional scoring criteria will apply:
 - a) English language proficiency above B2 level – 5 points (awarded on the basis of a certificate),
 - b) motivation and justification for participation in the IIEP and consistency of the candidate’s profile with the course subject – 0 -10 points (awarded on the basis of a motivation letter);
 - c) supplementary recruitment is conducted in order to select 10 participants for this IIEP.

- 3) candidates applying for qualification for admission to the IIEP shall submit, via the electronic recruitment system, scans of documents confirming eligibility for the IIEP, including documents confirming additional achievements awarded points for the IIEP, within the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) – generated and printed from the Electronic Recruitment System,
 - b) a certificate of employment at a foreign university confirming the fulfillment of the criterion described in section 10 point 1(a),
 - c) a motivation letter describing the candidate’s scientific interests and teaching activity consistent with the subject of the summer school, in English (minimum 500 words – optional),
 - d) a diploma confirming completion of first-cycle or second-cycle higher education studies in medical sciences or health sciences, or a diploma confirming the doctoral degree in medical sciences or health sciences,
 - e) a declaration confirming English language proficiency at least at B2 level or an appropriate certificate confirming knowledge of this language,
 - f) GDPR declarations and consent for the processing of personal data.

11. Characteristics of participants and qualification criteria for the IIEP: “Research Methodology and Biostatistics”:

- 1) participants in the IIEP “Research Methodology and Biostatistics” may only be persons who meet all of the following conditions jointly:
 - a) they are employed as teaching and/or research staff at foreign higher education and research institutions or hold the status of a doctoral candidate at a foreign higher education and research institution,
 - b) they hold a higher education degree (first-cycle, second-cycle or long-cycle Master’s studies) in medical sciences or health sciences, or a doctoral degree in health sciences or medical sciences,
 - c) they have command of the English language at least at B2 level (verified on the basis of a declaration),



- d) they possess the ability to work in the Windows environment and to operate Microsoft Office software (particularly Excel),
 - e) they have independently and voluntarily declared their willingness to participate in the IIEP;
- 2) in the event that the number of applications exceeds the number of places available in the IIEP training “Research Methodology and Biostatistics”, the following additional scoring criteria will apply:
- a) English level proficiency above B2 level – 5 points (on the basis of a certificate),
 - b) motivation and justification for participation in the IIEP and consistency of the candidate’s profile with the course subject – 0-10 points (awarded on the basis of a motivation letter);
- 3) candidates applying for qualification for admission to the IIEP shall submit, via the electronic recruitment system, scans of documents confirming eligibility for the IIEP, including documents confirming additional achievements awarded points for the IIEP, within the deadline indicated in the electronic recruitment system:
- a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) – generated and printed from the Electronic Recruitment System,
 - b) a motivation letter in English (optional),
 - c) a certificate of employment at a foreign university or a certificate confirming the status of a doctoral candidate at a foreign higher education and research institution,
 - d) a diploma confirming completion of first-cycle or second-cycle higher education studies or a diploma confirming the award of a doctoral degree in medical sciences or health sciences,
 - e) a declaration confirming English level proficiency at least at B2 level or an appropriate certificate confirming knowledge of this language proficiency,
 - f) a declaration confirming the ability to work in the Windows environment and operate Microsoft Office software (particularly Excel),
 - g) GDPR declarations and consent for the processing of personal data.
12. Language criteria apply exclusively to candidates from non-English-speaking countries. Candidates from English-speaking countries automatically receive the maximum number of points within the language bonus criterion.
13. Recruitment documents confirming fulfillment of the basic and bonus qualification criteria for the IIEP must be submitted in English. Certified translations of the original certificates are permitted. Scans of recruitment documents must be attached in the UJK electronic recruitment system.
14. The date of submission of documents by the candidate shall be deemed the date of their receipt by the University via the recruitment system.
15. If deficiencies are identified in the documentation submitted by the candidate, the University is entitled to request that the candidate supplement these deficiencies



within a period not exceeding 3 working days from the date of notification. Failure to supplement the documents within the required time limit will result either in rejection of the candidate's application documents (if the deficiencies concern the fulfillment of participation conditions referred to in sections 7–11) or in the non-award of additional points (if the deficiencies concern the bonus criteria).

16. Candidates will be informed of the results of the formal verification via the electronic recruitment system.
17. A ranking list will be prepared following the recruitment procedure, from which the number of participants specified for a given IIEP (sections 7–11) with the highest number of points obtained will be qualified for participation.
18. In the event that candidates obtain the same number of points, the decisive criterion for admission to the IIEP will be the order of applications.
19. If the number of candidates who successfully pass the formal verification stage exceeds the number of places available for a given IIEP, candidates will be placed on a reserve list.
20. Candidates from the reserve list will be successively included on the list of participants of a given IIEP specialization in the event that places become available before the start of the IIEP.
21. Candidates will be informed of the recruitment results via the electronic recruitment system immediately after the completion of the recruitment process.
22. Candidates admitted to the IIEP are required to sign a Declaration of Participation in the Project, sign an agreement with the Project Participant, and register in the NAWA ICT system <https://programs.nawa.gov.pl/register>.
23. Recruitment documentation is processed and stored in accordance with the provisions of the Act of 10 May 2018 on Personal Data Protection (Journal of Laws 2019, item 1781, as amended) and 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.