



UNIVERSITY  
OF WARSAW



**Regulations for qualification and participation in development activities aimed at improving the competencies of employees at the University of Warsaw, undertaken in the "Excellence Initiative - Research University" (IDUB) Programme**

**§ 1**

**General provisions**

1. In the 1st competition of the Ministry of Science and Higher Education (MEiN), the University of Warsaw received the status of a Research University under the "Excellence Initiative - Research University" (IDUB) Programme. One of the specific objectives of the Programme is the preparation and implementation of comprehensive solutions for the professional development of employees at the University of Warsaw, in particular young researchers.
2. The objectives of the development activities carried out on the basis of these regulations include the following:
  - a) preparing employees for the implementation of basic and supplementary tasks at the University of Warsaw, now and in the future, including those for the efficient implementation of research projects, and the advancement of international cooperation;
  - b) developing an organisational culture at the University of Warsaw which is conducive to continual learning and sharing knowledge and experience with others, including the development of competencies in the field of cooperation between researchers and administrative employees;
  - c) ensuring equal opportunities for employees of the University of Warsaw.
3. These regulations define the principles of qualification and conditions for participation in the development activities offered in the Programme to employees of the University of Warsaw, aside from activities which require separate regulations, due to their nature.
4. The provisions of Ordinance No. 85 of the Rector of the University of Warsaw of 18 May 2021, on the rules for improving the professional qualifications of employees of the University of Warsaw (UW Monitor, item 138) are binding in these regulations, when not inconsistent with agreement No. 01/IDUB/2019/94 from 16/12/2019, as a result of the competition under the Programme.

**§ 2**

## Definitions

Whenever the Regulations refer to:

1. University - this should be understood as the University of Warsaw;
2. Programme - this should be understood as the "Excellence Initiative - Research University" (IDUB) Programme, implemented at the University of Warsaw;
3. regulations - this should be understood as the Regulations for the qualification and participation in development activities which are aimed at improving the competencies of employees at the University of Warsaw, which are undertaken as part of the "Excellence Initiative - Research University" (IDUB) Programme;
4. employee - this should be understood as a person employed during the implementation of a development activity at the University, on the basis of an employment contract or other act of appointment, in a group of academic teachers or employees who are not academic teachers;
5. participant - this should be understood as an employee of the University who is taking part in a development activity which is being carried out on the basis of the regulations;
6. superiors - this should be understood as the head of the organisational unit at the University, referred to in § 11 section 1-5 of the Statute of the University of Warsaw, in which the employee performs duties within the meaning of § 114 of the Statute of the University of Warsaw, and in the case of
  - a) Vice-Rectors, heads of organisational units referred to in § 11 sections 1-5 of the Statute of the University of Warsaw, the representatives of the Rector (excluding the Bursar's representatives), the Chancellor, the Bursar, employees of the university-wide administrative organisational units referred to in § 30 section 1 of the Organisational Regulations of the University of Warsaw, and employees working in independent positions who report directly to the Rector's staff - the Rector of the University of Warsaw;
  - b) deputies to the Chancellor, the directors of a separate category of activities in university-wide administration and heads and employees of organisational units of university-wide administration, subject to section 6 (a) - the University Chancellor;
7. organisers - this should be understood as the University unit that is organising development activities in the Programme, on the basis of the regulations;
8. external subcontractors - this should be understood as an entity, other than an employee of the University, performing tasks related to the implementation or the service of development activities;
9. development activity - this should be understood as a development activity which is carried out in a synchronous (online, on location, or outgoing), asynchronous, or mixed mode, in

the form of:

- a) individual coaching, in order to support an employee during the introduction of an intended change to the way they work, based on their own conclusions and resources. Coaching may be conducted in the form of a single meeting or a series of meetings constituting a whole for an individual participant, by a qualified coach,
- b) group coaching, similar in form to training and meeting its requirements, devoted to expanding upon the subject of interpersonal relations, with particular emphasis on team relations, conducted by a qualified coach;
- c) career advisory related to the development of an employee's professional career. Career advisory may be conducted in the form of a single meeting or a series of meetings constituting a whole for an individual participant, by a qualified career advisor;
- d) a course consisting of more than 16 teaching hours,
- e) mentoring, consisting in supporting an employee in the development of competencies by a more experienced senior employee, or one with significant professional achievements. Mentoring can be carried out in the form of a single meeting or a series of meetings that constitute a whole for an individual participant,
- f) training, for up to 16 teaching hours. Training can be carried out in the form of a complete cycle, in terms of its content or group of participants.

Coaching, career advisory, or mentoring cannot be carried out by the direct or indirect supervisor of the participant, or by his / her academic supervisor;

10. balance of competences - this should be understood as the measurement of the expected results of the implemented development activities, which may be conducted in the form of research on the following: participants' satisfaction, the increase in knowledge and skills resulting from participation in the development activity, applications for acquired competencies during the implementation of professional tasks, changes and improvements in work organisation introduced as a result of participation in a development activity (D. Kirkpatrick's model);
11. agreement - it should be understood as an agreement regarding the improvement of professional qualifications concluded with an employee on the terms set out in the Ordinance referred to in paragraph 12,
12. ordinance - this ought to be understood as Ordinance No. 85 of the Rector of the University of Warsaw of 18 May 2021, on the principles of improving the professional qualifications of employees of the University of Warsaw.

### § 3

#### **Rules of eligibility for participation in development activities implemented under the Programme**

1. Information on the development activities offered, along with information on the rules of qualification, is published on the Programme website <https://inicjatywadoskonalosci.uw.edu.pl> and on the platform <http://szkolenia-rozwoj.uw.edu.pl>.
2. Pursuant to the provisions of § 4 section 4 of the Ordinance, the employee's participation in the development activity does not require supervisor consent and a written application referred to in § 3 section 2 of the Ordinance, subject to the provisions of section 3, below.
3. An employee who is not an academic teacher is obliged to obtain the consent of an immediate supervisor for an exemption from part or all of the working day, for the time necessary to attend the obligatory classes, and for the duration of the development activity, according to the template constituting Annex 1 to the regulations, and to present it at the request of the organiser.
4. An employee may not benefit from a development activity carried out in the same form and under the same program more than once.
5. The organiser may establish additional qualification criteria for individual development activities, including criteria related to the assessment of the competencies of potential participants, such as knowledge and personality tests, work observation, Development Center, 360-degree assessment, and others.
6. The qualification of employees who meet the conditions referred to in paragraphs 3-5 and 7 for participation in the development activity is made by the organiser, according to the order of applications received or other accepted criteria, until the number of available places has been filled.
7. The following employees may be directed to participate in development activities, such as training and language courses for a single employee, as well as individual coaching:
  - a) the Rector, the Vice-Rectors;
  - b) Deans and Vice-Deans;
  - c) the Chancellor and Deputy Chancellors, including the Bursar, Bursar's Deputy;
  - d) other heads of organisational units and their deputies;
  - e) the directors of a separate category of activities in university-wide administration and administrative directors in organisational units and their deputies;
  - f) other employees, with the consent of the Rector.

#### **§ 4**

##### **Rules for registering to participate in a development activity**

1. The registration by an employee to participate in a development activity is tantamount to:

- a. confirming one's knowledge and acceptance of the regulations;
  - b. confirming not having participated in a development activity carried out in the same form and under the same program during the 24 months prior to its commencement.
2. Registration for a development activity takes place electronically, via the platform <http://szkolenia-rozwoj.uw.edu.pl> unless the organiser decides otherwise, due to the specificity of the group, or the nature of the development activity, or a decision made by those implementing the activity.
3. Information about qualifications for development activities is provided to the employee electronically, in advance.

## **§ 5**

### **Rules for participation in development activities and the obligations of the participant**

1. Participation in development activities carried out in the Programme is free of charge, subject to the provisions of the agreement.
2. The participant is obliged to:
  - a) register in the manner determined by the organiser;
  - b) conclude a contract in the cases and on the terms specified in Appendix 2 to the Ordinance;
  - c) participate in all activities included in the development activity program, subject to section 3;
  - d) inform the organiser or another person designated by the organiser about a planned absence from the classes at least 2 working days before the starting date;
  - e) in the case of activities carried out in synchronous mode (on location or outgoing) , provide a written confirmation of participation on the attendance list;
  - f) participate each time it is required in the development activity program, in the balance of competences.
3. The organiser may set a limit of admissible absences for development activities carried out, subject to section 4.
4. In case of unforeseeable events, it is permissible to make up for absences from classes on an individual basis.
5. In justified cases, the organiser, in consultation with the Programme Manager, may establish other rules for participation in development activities, including other obligations of the participant.
6. The organiser is obliged to inform potential participants about the limit referred to in section 3, and the rules referred to in paragraph 5 (if applicable).

7. A Programme participant who has completed the activities referred to in sections 2 and 5 will receive a diploma or other document from the organiser, confirming the completion of the development activity.
8. A participant who fails to fulfill the obligations referred to in sections 2 and 5, during two development activities implemented under the Programme, may not be qualified for participation in further development activities under the Programme for 12 months from the date of breach of obligations or withdrawal of consent, and the organiser will provide information to this effect to the direct supervisor of the participant, and the Director for Human Resources.

## **§ 6**

### **Personal data protection**

1. During the implementation of development activities, the Programme processes the personal data of employees for the purpose of improving the professional qualifications of employees in accordance with Art. 6, paragraph 1 (c) GDPR, pursuant to Art. 94 (6) of the Labour Code. Only the data necessary for the implementation of development activities is processed in the Programme.
2. In justified cases, the organiser may determine needs for processing other types of personal data than those mentioned in paragraph 1. These data will be processed on the basis of Art. 6, paragraph 1 (a) GDPR, i.e., by giving consent. Providing personal data processed on the basis of consent is voluntary, but may affect one's ability to participate in a development activity.
3. Personal data is collected and processed in order to implement development activities in the Programme properly, and in particular to confirm employment at the University, verify the possibility of participation (due to the provision of § 5 section 8 of the Regulations), and monitor, control, report upon, and evaluate the Programme.
4. Only employees who are duly authorised to process personal data are allowed to process personal data in the Programme. Employees authorised to process personal data as part of the Programme are required to take all the steps necessary to keep it confidential.
5. Detailed information on the processing of personal data is included in Annex 2 to the regulations.

## **§ 7**

### **Final provisions**

The regulations come into force on the day of:

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date, signature

**LIST OF ANNEXES:**

Annex 1: Consent by the immediate supervisor to exempt an employee, who is not an academic teacher, from part or all of the working day, for the time necessary to arrive on time for compulsory classes and for the duration of the development activity carried out under the IDUB Programme

Annex 2: Information on the processing of personal data