Regulations for the recruitment of participants for the Clay Mineralogy School organized under the project entitled: "Clay Mineralogy from the Very Beginning" by the Institute of Geological Sciences at the Faculty of Geography and Geology of Jagiellonian University, within the framework of the SPINAKER program)

§ 1 General Information

1. These Regulations set out the rules for recruitment, participation and implementation at Jagiellonian University of the project entitled **Clay Mineralogy from the Very Beginning**, implemented within the framework of the Polish National Agency for Academic Exchange (NAWA) SPINAKER programme – International Intensive Educational Programmes
2. The Project is implemented based on agreement No. **BPI/SPI/2025/1/00016/U/00001** concluded with the Polish National Agency for Academic Exchange (NAWA).
3. The beneficiary of the Project is Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, NIP 6750002236.
4. Project implementation period: from 1 June 2026 to 30 November 2027.

§ 2 Definitions

1. **Programme** – SPINAKER – International Intensive Educational Programmes, implemented by the Polish National Agency for Academic Exchange.
2. **Project** – Clay Mineralogy from the Very Beginning
3. **Funding Institution** – Polish National Agency for Academic Exchange (NAWA)
4. **Project Participant** – a PhD student or staff member from a foreign university or research institution qualified to participate in the Project after meeting the recruitment conditions.
5. **Qualification Committee** – a body appointed to evaluate applications, composed of representatives of the Institute of Geological Sciences JU and of the external experts in the field of Clay Mineralogy.
6. **Candidate** – a person applying to participate in the Project who has submitted the required application documents in accordance with the rules set out in these Regulations.
7. **Application Form** – an online document containing the Candidate's details and the required attachments, which form the basis of the recruitment process.
8. **Regulations** – this document sets out the rules for **the recruitment of participants for the Clay Mineralogy School organized by the Institute of Geological Sciences at the Faculty of Geography and Geology of Jagiellonian University**
9. **Mobility** – the period of study completed by the Project Participant at the Jagiellonian University in accordance with the rules of the Project.
10. **Scholarship** – financial support granted to the Project Participants to cover costs related to Mobility.

§ 3 Project Objectives and Goals

1. The main objective of the proposed project is to organize an intensive Clay Mineralogy School at the Jagiellonian University open to researchers from all over the world, particularly early-career researchers.
2. The school will provide comprehensive in-person training in clay mineralogy to a group of 8 participants (i.e. staff members or PhD students from foreign universities or research institutions).
3. The school will cover the most important aspects of clay mineralogy by providing 50 hours of lectures (delivered traditionally as well as through interactive demonstrations using research equipment) and 100 hours of laboratory and field classes. The aim of the school is to prepare the participants to be able to conduct their own research into clays at their home institutions.
4. The other objectives of the project are:
    a. To develop international cooperation in the field of education and research.
    b. To promote the internationalisation of the educational offer of Jagiellonian University.
    d. To strengthen the academic and intercultural competences of the programme Participants.

§ 4 Recruitment Rules

1. The recruitment is conducted on a competitive basis.
2. The recruitment is conducted in accordance with equality and anti-discrimination policies.
3. Staff members and PhD students from foreign universities and research institutions, are eligible to participate in the Project.
4. The Qualification Committee referred to in § 4.12 shall decide on the eligibility of Candidates for participation in the Project within the available financial resources, based on the assessment of the documents submitted by the Candidates.
5. The recruitment will be conducted on dates specified in the competition announcement available on the website: ing.uj.edu.pl /spinaker.
6. Candidates interested in participating in the Project should complete the Application Form, which will be available at ing.uj.edu.pl /spinaker.(a template of the form is alsoattached as Appendix 1 to these Regulations). The form must be completed in English and send to ClayMineralogySchool@uj.edu.pl.
7. The form must be submitted by the deadline specified in the competition announcement.
8. Candidates' application forms will be subject to formal evaluation by the Principal Investigator. This evaluation will verify the candidate's compliance with the target group criteria specified in the recruitment rules.
9. Incomplete applications or applications submitted after the deadline will be rejected.
10. The application documents of Candidates who meet the formal criteria in accordance with § 4.6 will be forwarded for substantive assessment.
11. The substantive assessment will be carried out by the Qualification Committee, chaired by the Principal Investigator or a person designated by them.

12. The Committee appointed by the Principal Investigator consists of:
    a) The Principal Investigator or a person appointed by them, employed at the Institute of Geological Sciences JU
    b) Three experts in the field of Clay Mineralogy
15. The Qualification Committee evaluates the applications according to the following scoring scale:
    a) Motivation to participate in the Project (0-5 points) – the following will be taken into account:
        1. Assessment of the Candidate's justification for participating in the programme, including the degree of involvement in the subject matter of the studies and the potential benefits for the Candidate resulting from participation in the Project.
        2. Consistency of the Candidate's arguments with the objectives of the Project.
    b) Planned use of acquired competences (0-5 points) – the following will be taken into account:
        1. Assessment of the candidate's plan for using the acquired knowledge and skills in their future academic or professional career.
        2. Feasibility and consistency of plans with the study/research profile.
16. In justified cases (e.g. in a situation where two or more persons occupying consecutive places on the ranking list obtain the same number of points, which makes it impossible to determine who will be qualified, or when it is not possible to make a final decision on the basis of the recruitment documents submitted), an additional stage of recruitment may be conducted, which will consist of an interview with the Candidate. The interview is intended to obtain additional information necessary to resolve the situation and make a decision. During the interview, the following will be taken into account when assessing Candidates: motivation to participate in the Project, planned use of the competences acquired under the Programme, and the Candidate's scientific interests and career plans.
17. Within the available funds, the Qualification Committee selects eight candidates The place on the ranking list is determined by the number of points obtained and the result of a possible interview with the Candidates.
18. Candidates will be informed of the results of the recruitment process by email within 21 days of the end of the recruitment process.
19. In the event of the Participant's withdrawal from the Project, a Candidate from the ranking list will be invited to participate in the Project in the order of their position on the list, starting from the highest position.

§ 5 Rules of Participation

1. Confirmation of participation in the Project will be the signing of the Project Participation Agreement.

2. The Project Participants are required to register in the National Agency for Academic Exchange (NAWA) system and activate their account, which requires:
   a) Reading and accepting the Terms and Conditions of Use of the NAWA ICT system,
   b) Reading the information obligation,
   c) Providing all required data.

3. After signing the Project Participation Agreement, each Project Participant is required to provide their personal data and submit statements confirming that they meet the eligibility criteria using the electronic form available in the system of the National Agency for Academic Exchange (NAWA). After submitting the form in the system, the Project Participant shall immediately send the PDF form generated by the system to the following email address: ClayMineralogySchool@uj.edu.pl, thus confirming the effectiveness of registration in the NAWA system.
4. Participants are required to have a valid visa for the place where they will be staying. The visa must be valid for the entire duration of the Mobility.

§ 6 Description of the learning outcomes and requirements

1. **Knowledge**

The participant knows the main groups of clay minerals, their composition, and their structure. The participant knows and understands the techniques for clay mineral studies. The participant knows the procedures used for preparation of clay minerals for instrumental analyses (including XRD and FTIR). The participant distinguishes between the main groups of clay minerals. The participant knows the main geological environments in which clay minerals are formed. The participant knows and understands the processes controlling the formation and transformation of clay minerals in natural environments.

2. **Skills**

The participant separates clay fractions from rock and soil samples. The participant prepares rocks, soil, and clay samples for X-ray diffraction (XRD) measurements and for the Fourier transform infrared spectroscopic (FTIR) analyses. The participant uses software (Profex, Qmin and ClayLab) for qualitative and quantitative XRD. The participant identifies minerals in bulk rocks and soil samples using XRD and FTIR techniques. The participant performs quantitative calculations for bulk rock and soil samples. The participant identifies clay minerals from rocks and soils using XRD and FTIR techniques. The participant interprets the results of XRD, FTIR and other techniques used for clay studies.

3. **Social competence**

The participant is eager to share his knowledge with less experienced colleagues. The participant cares about others' lab work.

§ 7 Verification of acquired competences and micro-credentials

1. Each Participant of the Clay Mineralogy School is obliged to take part in the final examination verifying the acquired knowledge and competences.
2. The examination is written and is conducted in English.
3. The condition for passing the course and obtaining a micro-credential is to obtain at least 60% of the correct answers.

4. The final examination will be conducted by an examination committee consisting of persons who did not directly participate in the education process of the Clay Mineralogy School.

5. Each Participant of the Clay Mineralogy School is obliged to give a short presentation showing the results obtained for samples studied in the course of the laboratory classes.

6. Verification of acquired competences will also be evaluated on an ongoing basis during the laboratory classes by evaluators who did not directly participate in the education process.
7. The micro-credential confirming acquired competences is issued only to participants who have passed the final exam and met the other conditions for participation in the Project.

§ 8 Financing Rules

1. Costs of participation in the Mobility financed under the Project:
    a. A lump sum for travel expenses to and from the Jagiellonian University.
    b. The Scholarship paid during the Mobility period.
2. Detailed rules for covering costs are specified in the agreement concluded between the Participant and Jagiellonian University.
3. Financial support may only be transferred to the Participant if all the terms and conditions of the Project funding agreement have been accepted. The amount of funding is expressed in PLN.

§ 9 Personal Data Protection

1. By submitting an application to participate in the Project by sending the Registration Form together with attachments, the Candidate acknowledges the rules for the processing of their personal data.
2. The personal data of the Candidates for participation in the Project and the data of the Project Participants will be processed to the extent and in a manner consistent with applicable law, including the GDPR.
3. The Project Participant will receive the information obligation under Article 13 of the GDPR regarding the processing of their personal data in the Project during registration in the system of the National Agency for Academic Exchange (NAWA).
4. The personal data of the Project Participant will be processed on the basis of Article 88 of the Implementation Act by three separate controllers: the Managing Authority – the Minister responsible for Regional Development, the Intermediate Body – the National Centre for Research and Development, and the National Agency for Academic Exchange. The Participant confirms that they have read the information clauses concerning the processing of personal data in the NAWA system.
5. After qualifying for participation in the Project, the Participant will be required to provide their personal data and statements confirming that they meet the eligibility criteria via the NAWA system, in accordance with § 5.3.

§ 10 Resignation and Termination of Participation in the Project

1. The Participant may withdraw from the Project only in exceptional circumstances, such as serious illness, accident or other unforeseeable life events preventing further participation in the Project. These reasons must be unforeseen at the recruitment stage. Withdrawal requires immediate submission of a written statement, under pain of nullity, containing a detailed justification and relevant documentation. The validity of the reasons for resignation from participation in the Project is assessed by a committee appointed by the Principal Investigator.

2. The statement referred to in the previous subparagraph should be submitted to the Principal Investigator in person or by registered mail to the address of the Institute of Geological Sciences JU.

3. Jagiellonian University may terminate the Project Participation Agreement concluded with the Participant with immediate effect if:

a. The information provided in the Application Form or other documents referred to in § 4.6 is untrue.
b. The Project Participant fails to fulfil the obligations specified in the Project Participation Agreement.
c. The Project funding agreement concluded with the Funding Institution is terminated.

4. In the event of termination of the Project Participation Agreement by Jagiellonian University due to the Participant's fault, Jagiellonian University shall be entitled to demand reimbursement of costs related to its participation in the Project and reimbursement of any additional costs resulting from non-performance of the funding agreement, resulting from the termination of the Project Participant's participation in the Project, which does not preclude Jagiellonian University from claiming compensation from the Participant on general terms.

§ 11 Insurance

1. The Project Participant is obliged to have individual health insurance covering at least basic health insurance, civil liability insurance and accident insurance for the duration of their stay and travel.

§ 12 Final Provisions

1. These Regulations shall enter into force on the date of their announcement.
2. Jagiellonian University reserves the right to amend these Regulations if necessary to adapt them to changing guidelines of the Funding Institution, legal provisions or other relevant circumstances affecting the implementation of the Project.
3. Amendments to these Regulations shall be approved by the Principal Investigator after prior consultation with the relevant units of Jagiellonian University.
4. If changes to the Regulations directly affect the rights and obligations of the Project Participants, they will be informed of their content at least 14 days before they come into force, by email and by announcement on the Project website.
5. If the Participant does not accept the changes, they have the right to withdraw from the Project in writing within 7 days of receiving information about the changes.
6. In matters not covered by these Regulations, decisions shall be made by the **Principal Investigator**, following the guidelines of the Funding Institution and applicable law.


Fundusze Europejskie
dla Rozwoju Społecznego
Rzeczpospolita
Polska
Dofinansowane przez
Unię Europejską
NAWA
NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

Appendix No. 1 to the Regulations for the Recruitment of Participants in the Clay Mineralogy School for faculty members, postdoctoral researchers, and PhD students within the framework of the SPINAKER project – Clay Mineralogy from the Very Beginning

APPLICATION FORM

Name and Surname: ……..
Sex (as per passport/ID): Male ☐ Female ☐
Academic title: ……..
Field of science (e.g. in accordance with OECD classification*): ……..
e-mail: …….. telephone: …….. Home address: ……. Passport no.: ……
Home Institution: ……..
Host Institution: ……..
Motivation to take part in the project – including plans for career development, self-development, etc. (maximum 2000 characters): ……..
English proficiency spoken and written (minimum level B2 – CEFR required): ……..

*https://en.wikipedia.org/wiki/Fields_of_Science_and_Technology#cite_note-1

THE PARTICIPANT

Participant's signature

..... Date……..

THE SENDING INSTITUTION

Stamp and signature of the responsible person

..... Date……..

THE RECEIVING ORGANISATION (JU)

(To be completed after recruitment)

Principal Investigator's signature and stamp

..... Date……..