

GUIDE TO ACADEMIC TEACHERS EVALUATION – INFORMATION CONCERNING FILLING IN THE FORM OF JU ACADEMIC TEACHER INTERIM EVALUATION – RESEARCH POSITIONS

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INTRODUCTION

In accordance with § 128 of the act Law on higher education and science an academic teacher is subject to interim evaluation, particularly as regards proper performance of duties resulting from Article 115 of the aforementioned act as well as observance of provisions concerning copyright an related rights law and industrial property law. Submitting to periodic evaluation is a fundamental right and duty of an academic staff member.

In the Jagiellonian University criteria for academic teachers evaluation as well as rules for conducting evaluation are determined by Order No. 28 of the Rector of the Jagiellonian University of 27th March 2025 on the announcement of the consolidated text of Order No. 1 of the Rector of the Jagiellonian University of 4th January 2021 on the periodic evaluation of the Jagiellonian University academic teachers.

EVALUATION SCHEDULE

The evaluation schedule at the Jagiellonian University is regulated by the above-mentioned order and presents as follows:

- 1) by 31st March academic teachers who are evaluated receive periodic evaluation forms;
- 2) by 15th April academic teachers who are evaluated forward periodic evaluation forms to the relevant evaluation commission;
- 3) by 23th May evaluation commission shall conduct evaluations and make their results available to academic teachers in the manner established at the Jagiellonian University;
- 4) by 6th June, each academic staff member is is obliged to become acquainted of the periodic evaluation and confirm this fact in the manner determined at the Jagiellonian University;
- 5) by 27th June evaluation commissions shall issue opinions on appeals;
- 6) by 30th June, the forms for periodic evaluations of academic teachers should be forwarded directly to the Centre for Human Resources or the Personnel Affairs Center CM, respectively.

Rector of the Jagiellonian University shall examine appeals against the periodic evaluation not later than till 30th September.

Periodic evaluation form should be signed personally or with qualified signature which shall be treated as equal with personal signature.

EVALUATION RULES

Academic teachers employed on the basis of contract of employment as well as on the basis of appointment shall be evaluated. Evaluation form is prepared as regards employees' group.

Academic teachers who are subject to evaluation receive periodic evaluation forms in the electronic form.

Academic teacher is obliged to fill in the evaluation form and file it to their immediate superior and then to the evaluation commission.

Evaluation of an academic teacher employed on the basis of contract of employment shall cover the period from 01.01.2021 to 31.12.2024 or from the last evaluation to 31.12.2024.

The periodic evaluation is performed mandatorily not less frequently than every four years of employment as an academic teacher.

An academic teacher may be evaluated provided that the time of employment is longer than 12 months.

Periodic evaluation may be as well additionally performed upon the JU Rector's motion, including the initiative of a dean or head of university-wide units.

Periodic evaluation is also performed in order to meet the requirement for employment of an academic staff member without a selection procedure, as stipulated in Article 117, paragraph 3 of the Act.

Should an academic teacher receive negative evaluation result, another evaluation shall be performed not sooner than after a year from the end of the previous evaluation.

The date of completion of the previous evaluation shall be understood as the date on which the academic staff member became acquainted with the evaluation of the evaluation commission, and in the case of an appeal - the date on which the UJ Rector made a decision.

When an academic staff member is absent from work due to:

1) being on:

(a) leave related to parenthood, as defined in the provisions of Section Eight of the Act of June 26 1974 r. - Labor Code,

b) leave for health reasons,

c) unpaid leave of at least 3 months continuously,

2) serving:

(a) military service,

b) substitute service,

3) receiving:

(a) sickness benefit for an uninterrupted period of at least 3 months,

b) rehabilitation benefit in connection with inability to work, including due to illness requiring medical rehabilitation

- the deadline for periodic evaluation shall be extended by the time of such absence.

Academic teachers who use the aforementioned absences are obliged to be evaluated once the reason for absence no longer applies. Within the period of absence duration the form should not be submitted.

Evaluation scale includes five grades, where:

A – outstanding grade;

B – very good grade;

C – good grade;

D – requiring improvement grade;

E – negative grade.

Positive grades are those from A to D, negative grade is E grade.

The entry point for starting the evaluation of individual activities in the periodic evaluation of an academic staff member who fulfills his duties and meets the basic requirements of the position is a good grade - C.

Evaluation commission prepares a joint evaluation grade as well as grade concerning particular types of academic teachers activity.

In the case of research staff evaluation covers research activity, and organisational activity. Negative evaluation of research activity involves negative joint evaluation grade.

The final grade includes information concerning partial grades as well as joint grade. Each decision concerning evaluation grade requires a written justification pointing the major reasons for evaluation commission decision. Both an employee and their supervisors become acquainted with periodic evaluation results.

The generated periodic evaluation form contains data extracted from SAP HR and USOS as well as other information systems and it must be verified by academic teacher to whom it applies.

Sections of the form filled in automatically are marked with grey and blue colours, whereas boxes which must be filled in by an employee are marked with grey and green colours.

Should you have any questions or doubts as regards data in the evaluation form please contact units responsible for data in particular sections of the form (table at the end of the Guide).

PERSONAL DATA

PERSONAL DATA	
Name and surname	
Date of birth	
Date of employment commencement at the JU/JU MC	
Institute/Chair/Clinic/Department	
Current position	
Current work time	
Date of employment in the current position	
Date of the degree of doktor conferment	
Date of the degree of doktor habilitowany conferment	
Date of the title of professor conferment	
Current basic place of employment	
Professional specialisations	

Date of employment commencement at the JU/JU MC – date of the last employment at the JU (Section automatically filled in allows making alterations. Please note in the case of intervals in employment.)

Professional specialisations – specialisations within the field corresponding with the type and scope of providing healthcare services.

If within the period of evaluation there were any changes in work time, position or there were interruptions in employment – please, indicate such circumstances pointing time periods referring to these changes (from-to).

Verify the evaluation period and any changes in full-time, position or breaks in employment.

I. Absences pointed in Article 128 (2) of the act Law on higher education and science	
Type of absence	Duration of absence

Absences lasting longer than three month in the JU/JU MC:

II. Other absences	
Type of absence	Duration of absence

Types of absences:

I. **Absences indicated in Article 128(2) of the act Law on higher education and science:** leave for health reasons, maternity leave, leave on maternity leave conditions, parental leave, paternity leave, parental leave, period of military service or substitute service, unpaid leave, sick pay lasting continuously for at least 3 months, rehabilitation benefit in connection with inability to work, including due to illness requiring medical rehabilitation

II. **Other absences:**

Other absences exceeding 3 months for reasons other than those indicated in point I.

A. RESEARCH ACTIVITY

A1. Scientific publications

A1. Scientific publications			
Please attach the list of publications covering the evaluation period			
		Number of published scientific papers	Sum of points
1. Scientific monographs			
2. Scientific papers in research journals:	from the list of the Ministry of Education and Science of 2021		
	from the list of the Ministry of Education and Science of 2023		
	from the list of the Ministry of Science of 2024		
3. Chapters in scientific monographs			
4. Scientific supervision in scientific monographs			
5. Publications in reviewed materials from international conference			

Scientific publications – boxes filled in accordance with data from JU Repository.

Books, monographs – 'A scientific monograph is a reviewed book:

- presenting a specified scientific issue in an original and creative manner;
- annotated, with bibliography or other scientific measures relevant to a given discipline.

As a monograph shall be considered as well:

1. a reviewed translation, annotated with bibliography or other scientific measures relevant to a given discipline:
 - (a) of a study significant to science or culture – to Polish language,
 - (b) of a study significant to science or culture, published in Polis – to other modern language;
2. scientific supervision of source texts'.

Further editions of a monograph shall not be taken into consideration in the form.

Papers in research journals and reviewed materials from international conferences – (conferences indexed in Web of Science or Scopus)

'A scientific paper is a reviewed paper published in a research journal or in reviewed materials from international scientific conference:

- presenting a specified scientific issue in an original and creative manner, concerning a given problem or crosssectional;
- annotated with bibliography or other scientific measures relevant to a given discipline.

As a scientific paper shall be considered as well a review paper published in a research journal stated in the list of journals.

Editorial, abstract, extended abstract, letter, erratum and editorial note are not considered as scientific paper.'

Comments, papers published as multi-centre works (no name provided in the author box), paper in the publishing process, papers shared online before publishing (not assigned to a specified volume or issue) are not taken into consideration in the form.

Chapters in books – chapter in a scientific monograph.

Further editions of a monograph shall not be taken into consideration in the form.

Journal supervision – supervision (editor-in- chief) of a reviewed research journal.

A1.6. Number of points resulting from research activity evaluation survey

6. Number of points resulting from research activity evaluation survey for the years:				
Year	Points	Sten/Comparing category	Mean of the Faculty	Median of the Faculty

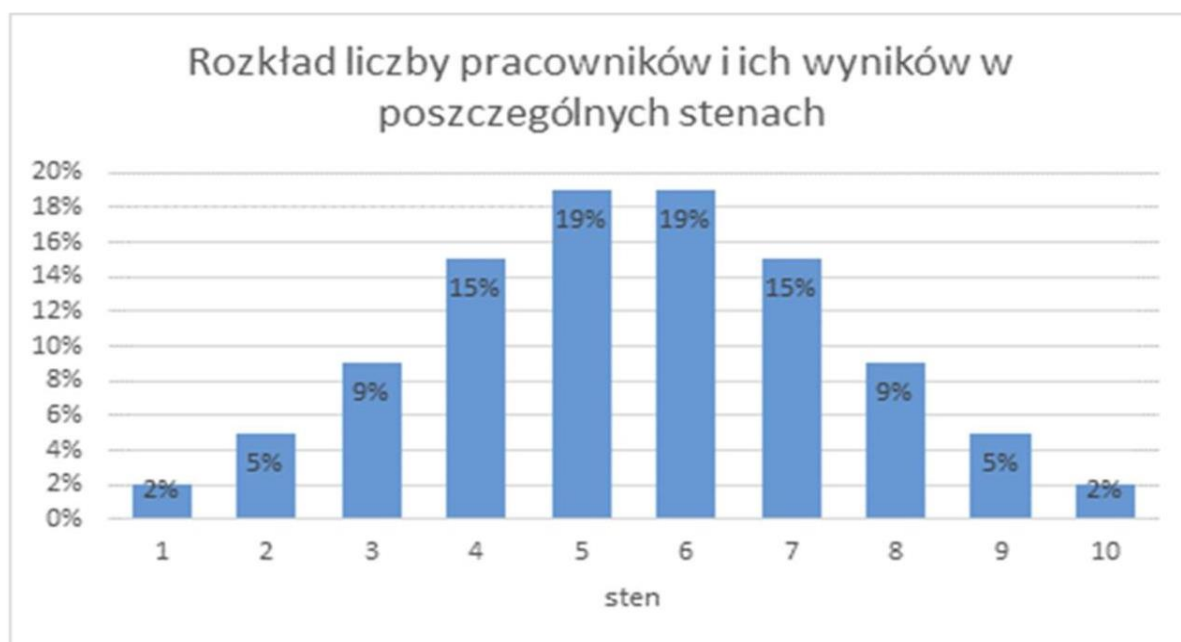
Because of a wide range of results within particular faculties there was implemented results normalisation to the sten scale, in order to simplify interpretation of a given staff member result. The scale includes 10 grades where stens (from 1 to 10) are assigned on the basis of accumulated percentage:

- **sten 1 and 2 'significantly lower than the standard'** – 7% of the lowest results
- **sten 3 and 4 'lower than the standard'** – lowest results within the range of 7%-31% of all lowest results
- **sten 5 and 6 'within the standard'** – faculty medians +/- 19% of results around the median
- **sten 7 and 8 'above the standard'** – highest results within the range of 7%-31% of all the highest results
- **sten 9 and 10 'significantly above the standard'** – 7% of the highest results
- **sten 0 'not classified'** – persons who are not counted to the mean or median and their points should be considered individually, as in the year of self-evaluation they were on leaves longer than 6 month, they were not employed in research or research and educational position longer than 6 months, working time was lower than ½. This is neither negative, nor positive result.

Mean of the Faculty – arithmetical mean of point results acquired by all staff members of the faculty or other unit within a given calendar year.

Median of the Faculty – median value of point results structured in a row acquired within research activity survey by staff members of a given faculty or other unit within a given calendar year.

Distribution of the number of staff members and their results within particular stens:



As a standard there should be considered a faculty median result which equals +/- 19% results around the median.

Assignment to a given sten complies with the following table:

sten	percent of Staff members within sten	accumulated percent of staff members within sten
1	2%	2%
2	5%	7%
3	9%	16%
4	15%	31%
5	19%	50%
6	19%	69%
7	15%	84%

A2. Projects management and participation in research projects

A2. Projects management and participation in research projects							
Please indicate the number of executed and completed research projects within the period covered by the evaluation							
Type of activity	Name of programme	Financing institution	Period of execution	No. of contract/decision	Project title	The amount of funding granted to the JU (PLN)	Role in the project Manager/ Contractor
Projects financed from national sources							
Projects financed from foreign sources							
Projects financed from structural funds							

The table presents research projects performed within the evaluation period in which the Jagiellonian University is a party to the project funding agreement. The listing includes both projects performed solely by the Jagiellonian University and projects in partnership, in which the Jagiellonian University acts as a project leader or partner.

The projects are presented in chronological order, according to the period of their implementation in individual groups established according to the source of financing. Projects financed by national, foreign and structural funds have been distinguished.

Participation in research projects, including fellowships, internships, conducted individually (i.e., those in which the Jagiellonian University does not act as a party to the project funding agreement), in which employees of the Jagiellonian University participate can be included and described in the section below:

What other aspects of your research activity would you like to consider in the evaluation form, including research projects executed in other places than the JU?

Information and data on ongoing research projects can be acquired from the Research Support Center (mirka.raczka@uj.edu.pl, anna.franczak-bucka@uj.edu.pl)

A3. Education and promotion of academic staff

A3. Education and promotion of academic staff*	
<i>Please indicate numbers referring to the following aspects of staff education and promotion within the period covered by evaluation</i>	
Type	Number
1. Completed doctoral assessment processes	
2. Tutorial over PhD candidates	
3. Review in doctoral assessment processes / proceedings in conferring the degree of doktor	
4. Review in proceedings in conferring the degree of doktor habilitowany	
5. Review in proceedings in conferring the title of profesor	
6. Review in proceedings in conferring the title of doktor honoris causa	
7. Opinion for Central Commission for Academic Degrees and Titles / Council for Scientific Excellence	
What other aspects regarding staff education and promotion would you like to emphasize?	

with regards to entitlements related to one's degree or title

A4. Active participation in conferences and seminars

A4. Active participation in conferences and seminars	
Type	Number
1. Active participation in international conference	
2. Publication in international conference materials (other than in part A1 point 5)	
3. Active participation in national conference	
4. Publication in national conference materials	

1. active participation in an international conference - data in the field of journeys abroad (Z) can be checked after logging into the information portal at <https://pi.uj.edu.pl>. (data are stored from 01.01.2021); archival data can be obtained after contacting the Department of International Relations.

The number of journeys abroad to scientific conferences at the Medical College **can be obtained from the Business Travel Team of the Jagiellonian University CM**, e-mail: zows@cm-uj.krakow.pl; zows@cm-uj.krakow.pl.

2. Publication in international conference materials, 4. Publication in national conference materials - boxes filled in on the basis of data from the JU Repository. Studies published in reviewed conference materials.

A5. Commercialisation of research activity

A5. Commercialisation of research activity		
Type	Number	Additional information
1. Direct commercialisation (licences and sale of intellectual property)		<i>Please indicate: contract title, date of contract conclusion, inventions/innovations covered by the contract, income resulting from the contract (please, indicate only range of incomes: less than 100 thousand PLN or more than 100 thousand PLN)</i>
2. Indirect commercialisation (spin-off, spin-out companies)		<i>You should indicate each spin-off or spin-out company (i.e. created by the employee for purposes of commercialisation/ implementation of invention/innovation belonging to the JU) which operated within the evaluation period. Please indicate the date of a company establishment, inventions/innovations which were commercialised/implemented as well as short description of the company activity within the evaluated period (description not longer than 100 words)</i>
3. Obtained national and foreign patents		<i>National and foreign patents which were granted, i.e. information on patent granting was published in a proper bulletin of patent office within the period covered by evaluation. Patent granted in the EPO procedure counts only once (please do not indicate EPO countries in which it was validated).</i>
4. Commercial services (commissioned studies, expert opinions)		<i>Please indicate: subject of services, date of services commencement and termination, income for services, company for which services were performed as well as role of the employee in this project. Please do not indicate services included in price list performed solely on the basis of infrastructure cards.</i>

1. Direct commercialisation – number of licence contracts concluded by the JU within the period covered by evaluation related to granting external entities rights to use an invention or other intellectual property belonging to the JU and which was created by a staff member, sale contracts as regards rights to these inventions/other intellectual properties or other contracts aiming at commercial usage of intellectual property (including results of research activity) belonging to the JU by an external entity. Apart from the number of concluded contracts there should be additionally indicated: contract title, date of contract conclusion, inventions/innovations covered by the contract, income resulting from the contract (please, indicate only range of incomes: less than 100 thousand PLN or more than 100 thousand PLN). Data available to logged in users on the website of CTT CITTRU. In case of any doubts data should be verified in CTT CITTRU.

2. Indirect commercialisation – the number of spin-off or spin-out companies created by a staff member for purposes of development and/or implementation of inventions or other intellectual properties belonging to the JU in which the staff member took up shares as creator of the invention/intellectual property. Please, indicate each company which operated within the period covered by evaluation. Furthermore, you should indicate the date of a company establishment, inventions/intellectual properties which are developed/implemented as well as short description of the company activity within the period covered by evaluation (description not longer than 100 words). Data for possible verification in CTT CITTRU.

3. Obtained patents – total number of national and foreign patents, which were granted, i. e. information on patent granting was published in a proper bulletin of patent office within the period covered by evaluation. Patent granted in the EPO procedure counts only once (please do not indicate EPO countries in which it was validated). You should present the list obtained patents together with indication of the entitled entity, if other than the JU. Data concerning patents granted to the JU available to logged in users on the website of CTT CITTRU. In case of any doubts data should be verified in CTT CITTRU.

4. Commercial services – the number of commissioned studies in which a staff member participated what is confirmed by commission in the SAP system in KDU evidence. Apart from the KDU number please indicate:

subject of services, date of services commencement and termination, income for services, company for which services were performed as well as role of the staff member in this project. Please do not indicate services included in price list performed solely on the basis of infrastructure cards. For the JU staff members data is partially available for logged in users on the website of CTT CITTRU. Name of the company together with the subject and value of service are available individually for each academic teacher directly in CTT CITTRU. For JU MC academic teachers data available directly in the Research Office, MC.

A6. Science popularising

A6. Science popularising	
<i>Please attach list of publication within the period covered by evaluation</i>	
Type	Number
1. Popular science books	
2. Articles in popular science magazines	
3. Publications in popular science conference materials	
4. Other	

Science popularising – boxes filled in on the basis of data from the JU Repository in popular science publications collection..

A7. International cooperation as regards research activity

A7. International cooperation as regards research activity					
Type of journey (N/I)	Purpose of trip	Type of trip	Date of departure	Date of arrival	Hosting institution

Type of journey (N/I): international journey (enter I), national journey (enter N).

Data in the field of journeys abroad (I) can be checked after logging into the information portal at <https://pi.uj.edu.pl>. (data are stored from 01.01.2021); archival data can be obtained after contacting the Department of International Relations.

The number of journeys abroad to scientific conferences at the Medical College **can be obtained from the Business Travel Team of the Jagiellonian University CM**, e-mail: zows@cm-uj.krakow.pl: zows@cm-uj.krakow.pl.

Providing data as regards information concerning **international journeys** in accordance with Regulation no. 33 of the JU Rector of 01.04.2020 (does not apply to JU Medical College):

Purpose of trip – please enter one of the following information:

- **Research** (including search query and consultations): research within projects financed from external sources; research within research activity; research conducted jointly with foreign entities, internship
- **Education activity**: delivering classes; participation in classes; training, Erasmus+ Programme training; Erasmus+ Programme education activity; general academic exchange; institute/faculty exchange; educational internship; NAWA (BUWiWM) programme; course
- **Conference/Participation in meetings**: conference/congress; representing the university abroad; working meetings (consortia, networks, associations) **Type of trip** – please enter one of the following information:
 - professional trip;
 - paid leave

In JU Medical College point A5 of the form is filled in by academic teacher:

Type of journey (N/I): international journey (please enter I), national journey (please enter N). Data concerning national (N) and international (I) journeys may be obtained in Team for Professional Trips.

Purpose of trip please enter one of the following information:

- research or educational (research, conferences, lectures, consultations, employment, search query)
- training (training, course, internship, partial study programme) **Type of trip** please enter one of the following information:
 - paid training leave B/D (research, conferences, lectures, consultations, employment, search query)
 - paid training leave (training, course, internship, partial study programme)
 - foreign delegation (trips after 1.01.2019)
 - paid leave in accordance with Article 130 (3) (with consent of the Vice-Rector for JU MC)
 - national delegation

A8. Awards and distinctions for research activity

A8. Awards and distinctions for research activity*:

Awards and distinctions for research activity within the period covered by evaluation

In the JU Medical College in the SAP HR system awards are registered without determining the type of awarded activity. All awards within the evaluation period were entered in the table 'DECORATIONS, AWARDS, DISTINCTIONS'. Please make sure to enter awards in relevant sections of the form: Award for research activity/educational activity/organisational activity.

A9. Other* What other aspects of research activity, including activity in other places than the JU, would you like to consider

B. ORGANISATIONAL ACTIVITY

B1. Functions at the University	Period

Functions in the Jagiellonian University – as regards the evaluated period

B2. Organisational work for the Jagiellonian University/ Unit	Function
B3. Representing the University in works in favour of academic community / participation in works in favour of academic community (e.g. membership in PAN, PAU, RDN, PKA, RGNiSzW, editing academic journals, membership in international organisations, participation in works of PAN and PAU Committees)	
B4. Cooperation with social and economic environment	
B5. Awards and distinctions for organisational activity	

In the JU Medical College in the SAP HR system awards are registered without determining the type of awarded activity. All awards within the evaluation period were entered in the table 'DECORATIONS, AWARDS, DISTINCTIONS'. Please make sure to enter awards in relevant sections of the form: Award for research activity/educational activity/organisational activity.

B6. Other** What other aspects of organisational activity would you like to consider in the evaluation? E.g. social, state, regional activity, participation in self-governing and national authorities?

C. DECORATIONS, AWARDS, DISTINCTIONS

C. DECORATIONS, AWARDS, DISTINCTIONS

Decorations, awards and distinctions in the Jagiellonian University awarded within the evaluated period. In the JU Medical College in the SAP HR system awards are registered without determining the type of awarded activity. All awards within the evaluation period were entered in the table 'DECORATIONS, AWARDS, DISTINCTIONS'. Please make sure to enter awards in relevant sections of the form: Award for research activity/educational activity/organisational activity.

What other decorations, awards, distinctions would you like to indicate in the evaluation form?

D. OBSERVANCE OF COPYRIGHT AND RELATED RIGHTS, AS WELL AS INDUSTRIAL PROPOERTY RIGHTS

Having printed the form, academic teacher is obliged to sign the Statement.

OTHER PLACES OF EMPLOYMENT WITHIN THE PERIOD OF EVALUATION

OTHER PLACES OF EMPLOYMENT WITHIN THE PERIOD OF EVALUATION		
I. Additional employment outside the JU in employer conducting educational or scientific activity – in accordance with Article 125 of the act Law on higher education and science In the case of being employed in more than one employer within the period of evaluation, please fill the report separately for each employment..		
1. Name and address		
2. Date of employment		
3. Position and work time		
4. Organisational functions		
5. Type of employment	Appointment	Contract of employment
II. Business activity		
1. Name and form of the conducted activity		
2. Date of commencement of conducting activity		
3. Date of termination/ suspension of conducting activity		

ATTACHMENT A

Scientific publications

Popular and science publications

Educational publications

Attachment A includes the list of a given author's publications filled in on the basis of information gathered in the JU Repository in the collection Bibliography of the JU Staff Members Publications.

The list of publications list of publications includes all the author's achievements within a given period. Regardless whether they count to the interim evaluation, e.g. publications with initial note 'REEDYCJA' (REEDITION) (another editions of publication) or FIRSTVIEW (publications accepted to be published and presented on the publishing house website but they wait to be published, which constitute the primary version of a journal), which are not taken into consideration in the interim evaluation.

REMARKS

REMARKS

Employee's additional remarks:

In the box 'Remarks' a staff member enters other achievements which they would like to present and which were not included in preceding pages of the form. A staff member may as well write a comment to sections filled in automatically in case of disagreeing with this content.

Data update procedure – responsible units/persons

Data update procedure – if a staff member finds a mistake in automatically generated data in the form, they should contact a responsible unit, according to the table below:

Persons/units responsible for particular sections of the form:

Section of the form	Responsible unit	Contact person
Personal Data	Human Resources Office	According to organisational units service: list of contact persons https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoły/sekcja-ds-kadr-2/
A1. Scientific publications (points 1-4)	Digital Resources Department, Research Repositories Section, Jagiellonian Library	wg obsługi jednostek organizacyjnych, lista osób do kontaktu: https://ruj.uj.edu.pl/static/repository-administrators tel.: (+48) 12 663 35 89
	Medical Library MC	12 312 16 57; 12 657 23 10 bibliografia@cm-uj.krakow.pl
A1.6 Number of points resulting from research activity evaluation survey	Office of Institutional Analysis and Reporting	Halina Bojkowska tel.: (+48) 12 663 38 85 e-mail: halina.bojkowska@uj.edu.pl
A2 Projects management and participation in research projects	Research Support Centre	Mirosława Rączka tel.: (+48) 12 663 38 41, e-mail: mirka.raczka@uj.edu.pl Anna Franczak-Bucka tel.: (+48) 12-63 38 93 e-mail: anna.franczak-bucka@uj.edu.pl
	Project Management Center MC	czp@uj.edu.pl , tel.: 12 433 27 88, +48 512 749 469
A4. Active participation in conferences and seminars (point. 2 i 4)	Digital Resources Department, Research Repositories Section, Jagiellonian Library	According to organisational units service: list of contact persons: https://ruj.uj.edu.pl/static/repository-administrators tel.: (+48) 12 663 35 89
A4. Active participation in conferences and seminars (point 1 i 3)	International Relations Office	Katarzyna Dziwirek tel.: (+48) 12 663 12 29 e-mail: katarzyna.dziwirek@uj.edu.pl
	Business Travel Team Personal Affairs Center MC (i Information in terms of dates, purpose, type of trip)	zows@cm-uj.krakow.pl tel.: (+48) 12 370 43 46
A5. Commercialisation of research activity	Centre of Technology Transfer CITTRU	Gabriela Konopka-Ciupał tel.: (+48) 12 663 38 37 e-mail: gabriela.konopka-cupial@uj.edu.pl
	Project Management Center MC (point 4)	czp@uj.edu.pl , tel.: 12 433 27 88, +48 512 749 469
A6. Science popularising	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://ruj.uj.edu.pl/static/repository-administrators tel.: (+48) 12 663 35 89

A7. International cooperation as regards research activity	International Relations Office	Katarzyna Dziwirek tel.: (+48) 12 663 12 29 e-mail: katarzyna.dziwirek@uj.edu.pl
	Business Travel Team Personal Affairs Center MC (Information in terms of dates, purpose, type of trip)	zows@cm-uj.krakow.pl tel.: (+48) 12 370 43 46
B. Organisational activity (pkt. B1)	Human Resources Office	According to organisational units service: list of contact persons: https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/
C. Decorations, awards, distinctions	Human Resources Office	According to organisational units service: list of contact persons: https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/
Other places of employment	Human Resources Office	According to organisational units service: list of contact persons: https://cso.uj.edu.pl/sprawy-kadrowe
	Human Resources Department, Personal Affairs Center MC	According to organisational units service: list of contact persons: https://csp.cm-uj.krakow.pl/pl/sekcje-i-zespoly/sekcja-ds-kadr-2/
Attachement A	Digital Resources Department, Research Repositories Section, Jagiellonian Library	According to organisational units service: list of contact persons: https://ruj.uj.edu.pl/static/repository-administrators tel.: (+48) 12 663 35 89