Rules for the recruitment of students and lecturers teaching English-language courses at the University of Gdańsk as part of the SEA-nergy 2 project

Name:
Mobility of students and lecturers teaching English-language courses at the University of Gdańsk. Recruitment for academic teachers.

Objective:

The initiative involves short-term study visits for students and academic staff of the University of Gdańsk, carried out in cooperation with partner universities of the SEA-EU alliance. The initiative is aimed at teaching staff and students of English-language programmes at the University of Gdańsk and is designed to test the model of shared classes and prepare the university to implement full, joint transnational education programmes.

The study visits, lasting up to 4 days, will include participation in classes, joint workshops, team projects, and integration and intercultural activities. Their implementation will enable the development of students' language, intercultural and project skills, as well as strengthen the teaching cooperation of the academic staff of partner universities.

The academic teacher fulfilling the role of teaching supervisor will be responsible for:

- agreeing the visit programme with the partner university,
- organising educational activities during the study visit,
- moderating workshops and supporting students,
- documenting and evaluating the results of the visit in the form of a report,
- maintaining contact with foreign partners.

Form and duration of the initiative:

The initiative will be implemented on-site, in the form of short-term study visits, at one of the SEA-EU alliance partner universities, in accordance with the declared choice of the academic teacher (mobility participant) selected in the recruitment process:

- University of Cadiz (Spain)
- University of Western Brittany (France)
- Christian-Albrecht University of Kiel (Germany)
- University of Split (Croatia)
- University of Malta in Valletta (Malta)
- University of Algarve (Portugal)
- Parthenope University of Naples (Italy)
- Nord University (Norway)

Each study visit will be attended by **one academic teacher, ten students from one of the English-language programmes offered at the University of Gdańsk, and students pursuing a related programme at a SEA-EU partner university.** Students will be selected in separate recruitment stages, conducted in consultation with selected academic teachers (visit supervisors). Each visit will include the physical mobility of University of Gdańsk students and participation in teaching activities and project activities carried out jointly with students from the host university, using elements of hybrid cooperation.

The duration of a single study visit is 4 days, including travel. Three study visits are planned as part of the project. Those selected in the mobility recruitment process will take place between 1 October 2026 and 31 March 2027.

Prior to the visit, virtual consultations will be held with the students selected in the recruitment process in order to assess their needs and readiness for mobility, as well as a preparatory meeting to

present, among other things, the rules for representing the University during mobility, expectations towards participants, etc.

Programme:

The study visit programme includes the following elements:

1. **Teaching activities** – student participation in classes conducted at the partner university as part of a joint course, delivered live or in a hybrid format.
2. **Workshops and project work** – workshop activities and team tasks carried out jointly with participants from the host university, aimed at developing language, intercultural and project skills.
3. **Presentations and case studies** – presentations of projects, case studies or the results of team work prepared by students.
4. **Meetings with partner university staff** – sessions with academic teachers and representatives of the host university administration, enabling the exchange of experiences and teaching discussions.
5. **Study visits to external institutions** – educational trips to organisations, institutions or companies related to the field of study.
6. **Integration and intercultural activities** – events supporting the integration of participants and the development of intercultural competences.

The programme will be determined and agreed in detail by the academic teacher from the University of Gdańsk (visit supervisor) with the partner university before each study visit, and its final version will be provided to participants before departure.

The set of learning outcomes (competences) that students will acquire during the study visit will be developed by an academic teacher from the University of Gdańsk (visit supervisor).

REQUIREMENTS FOR THE INITIATIVE

Participants:

Persons who are **current employees of the University of Gdańsk** on the date of joining the recruitment process and for the duration of the initiative are eligible to apply for participation in the initiative. Persons joining the recruitment process may not apply for or implement the initiative while on **any type of leave**.

The recruitment process is aimed at **academic teachers at the University of Gdańsk** who teach English-language courses at the University, i.e.:

- Chemistry with a specialisation in Digital Chemistry
- International Business
- Logistics and Mobility
- Cultural Communication
- Criminology and Criminal Justice
- Quantum Information Technology
- Finance and Accounting with a specialisation in Financial Analyst
- Finance and Accounting
- Informatics and Econometrics with a specialisation in Digital Transformation
- Management
- Global Studies
- Solidarity Studies
- Tourism and Hospitality
- Marine Biotechnology
- others that will be created during the project

Language requirements:

Participants must declare a **minimum English language proficiency level of B1**. This level will be confirmed during the recruitment process, in particular through a placement test or a relevant statement submitted in the registration form.

Recruitment:

Recruitment for the initiative will be conducted in two stages and will first cover academic teachers at the University of Gdańsk, followed by students.

Stage I – recruitment of academic teachers

Teaching staff at the University of Gdańsk who teach English-language courses are eligible to apply for recruitment in the first round. Each teacher interested in participating in the initiative is required to complete the registration form Formularz rejestracyjny/Registration form- NAWA-Mobilność/Mobility – Wypełnij formularz by **31 March 2026** (the form will only be active during this period). In the recruitment process, we will allocate funds for a maximum of **3 mobility programmes**.

Persons who have completed the application form and meet the following formal requirements may be eligible for mobility:

- compliance of the subject taught with the curriculum implemented at the SEA-EU consortium partner university,
- declaration of English language proficiency and teaching classes in English,
- declaration of teaching classes in at least one of the English-language fields of study at the University of Gdańsk,
- declaration of readiness to cooperate with the partner university and participate in the development of a joint study visit programme,
- declaration of the possibility of involving students in project, workshop or study activities,
- indication of the university where the mobility will take place,
- a positive decision on admission to mobility and implementation of the programme from the host university (a scan of the confirmation signed by a representative of the host university must be uploaded – https://sea-eu.ug.edu.pl/wp-content/uploads/2026/02/Letter-of-Intent-wzor.docx),
- presentation of a proposal and preliminary mobility programme in accordance with the required form (please upload a scan of the document – https://sea-eu.ug.edu.pl/wp-content/uploads/2026/02/PROPOZYCJA-I-WSTEPNY-PROGRAM-WIZYTY-STUDYJNEJ.docx)

Applications are assessed by the recruitment committee, which draws up a ranking list comprising those who have qualified, those on the reserve list and those who do not meet the criteria. The order of qualification is determined by the total number of points obtained. Information about the recruitment results is sent to candidates by e-mail, and the ranking list is published on the SEA-EU project website.

A maximum of **3 academic teachers** will be selected to act as teaching supervisors for the study visits.

Stage II – student recruitment

Once the recruitment of academic teachers has been completed, the recruitment of students participating in classes taught by these teachers will be carried out (with the support of the teachers selected in the recruitment process).

A separate recruitment process will be conducted for each study visit, in which a maximum of 10 students pursuing English-language studies at the University of Gdańsk will be selected.

Recruitment criteria:

1	**Formal criteria**	**Fulfilled**
	UG employee status	
	complete application	
	teaching classes in one of the English-language programmes at the University of Gdańsk	
2	**Substantive criteria**	**Scoring**
	Substantive assessment of the proposal and trip programme justifying the choice of mobility, which should serve to improve students competences	0-5
	Teaching classes in more than one English-language programme at the University of Gdańsk	0/2

Recruitment results:

The committee responsible for reviewing and evaluating applications is required to draw up a ranking list divided into a list of qualified candidates, reserve candidates and those who do not meet the criteria. All participants in the recruitment process will be individually informed of the results by email by 27 April 2026. The list of successful candidates will also be available on the Offer – SEA -EU website.

RULES FOR GRANTING SUPPORT

Participation in mobility for qualified employees/University of Gdańsk staff who meet the criteria is free of charge.

Funding:

Funding may be granted for mobility lasting 2 days plus 2 days for travel. The funding should cover travel, accommodation and subsistence costs. Expenses incurred are settled on the basis of actual costs, in accordance with the applicable rates (listed below).

Country	**Currency**	**Amount of allowance**	**Accommodation limit amount**	**Amount for airport-hotel transfer, hotel-airport transfer**	**Amount for public transport at the place of stay**	**Air or train ticket**
Croatia	EUR	42	125	1x wysokość diety	0,1% diets x number of days	up to €650 per person
France	EUR	55	200			
Spain	EUR	50	200			
Malta	EUR	43	180			
Germany	EUR	49	170			
Norway	NOK	496	1.650			
Portugal	EUR	49	150			
Italy	EUR	53	192			

SOURCE: https://przepisy.gofin.pl/przepisy,3,20,20,2252,410801,20231012,wysokosc-diety-za-dobe-podrozy-zagranicznej-oraz-limitu.html

Pre-mobility documentation:

Academic teachers who are selected to participate in the initiative are required to submit:

- a delegation request (request for permission to travel abroad in the Employee Portal),
- an advance payment request (for daily allowances, accommodation, travel and transport),

- confirmation of registration on the NAWA platform confirming the eligibility of the project participant (pdf of the application),
- a mobility programme approved by the host institution.

Documentation after the initiative:

Academic teachers who complete the initiative are required to submit the following documents:

- certificate of mobility from the host institution,
- payment settlement.

Completion of Mobility

Academic teachers who complete mobility will receive a certificate of completion.

Contact details for the coordinator: seaenergy2.0@ug.edu.pl

The initiative is implemented as part of the project 'Support for synergistic and complementary activities of the SEA-EU 2.0 – SEA-nergy project', which is part of the NAWA programme Support for European University Alliances' from European Funds for Social Development.