



**JAGIELLONIAN
UNIVERSITY
IN KRAKOW**

Kraków, 17.08.2015

ENQUIRY

**Application for performing services, value not to exceed a sum of
30,000 euro remuneration for completion of task: seminars or lectures
taught for the MA in European Studies programme**

In the framework of the project entitled "*Research and expertise in society*", realized at the Jagiellonian University, co-financed by grant from Iceland, Liechtenstein and Norway through the EEA and Norway Grants and co-financed by the Polish funds. We would like to invite to submit an offer for an enquiry to conduct a course on „*MA seminar (II)*”

Centre for
European Studies

Reference number 49/RES/2015

Contracting Party:

Uniwersytet Jagielloński, 31-007 Kraków, ul. Gołębia 24

Name of the university entity in charge of the enquiry:
Centre for European Studies, 31-131 Kraków, ul. Garbarska 7a

1. Description of the enquiry

The Centre for European Studies seeks to employ on the basis of a specific-task contract to conduct a course on “MA seminar (II)”:

1.1 MA seminar in politics (20 teaching hours)

The seminar concentrates on elaborating and refining the dissertation topic, appropriate methodology and research. Supervision on topics related to: politics and politicians, sociology of politics, media and communication, European integration and Europeanization.

ul. Garbarska 7a
31-131 Kraków, Poland
tel. +48 12 429 62 07
tel /fax +48 12 429 61 95
e-mail: office@ces.uj.edu.pl
www.ces.uj.edu.pl

1.2. MA seminar in economics (20 teaching hours)



The seminar concentrates on elaborating and refining the dissertation topic, appropriate methodology and research. Supervision on topics related to: economics, international economics, European integration, the EU relations with third states or their groups, different areas of EU policies and external relations, economic security and security external (international) aspects of internal strategies applied in countries.



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1.3. MA seminar in sociology (20 teaching hours)

The seminar concentrates on elaborating and refining the dissertation topic, appropriate methodology and research. Supervision on topics related to: European culture and identity, nationalism and ethnicity, minorities in Europe, democracy and citizenship in Europe, migration, religion.

Partial offers will be accepted.

Centre for

European Studies

Responsibilities of the Contractor:

- to conduct a course on “MA seminar in politics” (in English) – 20 teaching hours (1 teaching hour – 45 minutes).
- to conduct a course on “MA seminar in economics” (in English) – 20 teaching hours (1 teaching hour – 45 minutes).
- to conduct a course on “MA seminar in sociology” (in English) – 20 teaching hours (1 teaching hour – 45 minutes).
- to label all educational materials (e.g. powerpoint presentations, handouts, according to the Guidelines pertaining to labeling (signage) of the Scholarship and Training Fund.

Responsibilities of the Contracting Party:

- to prepare the course schedule.

Professional requirements:

- at least a PhD with habilitation in the field of social science, humanities, economics;
- at least 4 academic articles/books chapters/ books related to the problem of a course;
- participation in at least 4 conferences, seminars related to the problem of a course;
- teaching at least one MA seminar in English over the past 2 years.

Intellectual rights:

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The purchaser shall have non-exclusive intellectual rights to use of intellectual property in all of the following areas:

- sound recordings of seminar;
- any form of duplication and dissemination of materials, including granting public access to copies, for educational purposes, which shall not infringe upon the author's rights of publication;
- including the whole or parts of the work in brochures, catalogues, and other similar publications of the purchaser.

2. Payment

Payment of remuneration will be made within 60 days of the completion of the work and after the confirmation by the purchaser of its adequate and timely completion.

3. Dates

The course must be conducted during the Autumn semester in 2015/16 academic year.

4. The closing date for applications is 15.00 CET on **Monday 24 August 2015**. Please include the words 'Enquiry no 49/RES/2014' in the subject line of all email correspondence.

It is the responsibility of each applicant to ensure that his or her application arrives by the deadline.

5. Application should be sent by email to: resproject@uj.edu.pl or submitted in person to the Office of Centre for European Studies, ul. Garbarska 7a, 31-131 Kraków.

Queries about the application processes should be addressed to dr Marta Warat, Centre for European Studies, email: warat@ces.uj.edu.pl

All enquires will be treated in strict confidence; they will not form part of the selection decision.

6. Application should include:

- application form;
- CV confirming the qualification described in point 1.

7. Applications for this post will be considered by a selection committee containing representatives from the Institute of European Studies. The selection committee will also make the final decision as soon as possible after the closing date. Only applications meeting the formal criteria will be considered. Applications will be judged against the criteria which are set out in point no 1 (60%) and the remuneration requested (40%).



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In the assessment of the remuneration, the commission will allocate points to the Contractors, calculated according to the following formula:

$P = C_{min}/C_o \times 10$. where: P – the amount of points for the price
C_{min} – the lowest price offer amongst the tendered offers
C_o – price of the considered offer

The calculations will be made to two decimal places. The Contracting Party reserves the right to negotiate the price with the Contractor in instances when the tendered price is greater than the Project budget allows.

In the assessment of the academic experience (criteria set out in point no 1), the commission will allocate points to the Contractor according to the following formula:

- A. PhD with habilitation – 2 points
Professor – 4 points
 - B. 4 academic articles/books chapters/ books – 1 point
5-7 academic articles/books chapters/ books – 3 points
8-10 academic articles/books chapters/ books – 5 points
more than 10 academic articles/books chapters/ books – 7 points
 - C. participation in 4 conferences, seminars – 1 point
participation in 5-7 conferences, seminars – 3 points
participation in 8-10 conferences, seminars – 5 points
participation in more than 10 conferences, seminars – 7 points
 - D. teaching 1 course in English over the past 2 years – 1 point
teaching more than 1 course over the past 2 years – 3 points
8. The Contracting Party will inform all Contractors via email about the results of the enquiry.

9. Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the University's Data Protection Policy.



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