

FORM FOR EMPLOYERS

INSTITUTION: AGH University of Krakow

DEPARTMENT: Department of Foreign Languages

CITY: Krakow

POSITION: language instructor in the group of teaching employees (2 positions)

DISCIPLINE: English Philology

POSTED: 25.4.2025

EXPIRES: 27.05.2025

WEBSITE <https://www.agh.edu.pl/o-agh/praca-w-agh>

KEY WORDS: language instructor in English, English Philology, academic teacher, foreign language classes, English language, university, higher education, teaching

DESCRIPTION (field, expectations, comments, requirements):

The requirements for a candidate for the position of language instructor in English in the group of academic teachers employed by the AGH Department of Foreign Languages are listed below.

REQUIREMENTS:

- 1) degree of Magister of English philology or an equivalent degree with proven formal teaching qualification,
- 2) written declaration of readiness to teach full-time and part-time English courses including English for Specific Purposes Course (ESP) and English for Academic Purposes courses (EAP) as offered by the Department of Foreign Languages,
- 3) teaching aptitude,
- 4) documented commitment to work in previous employment,
- 5) highest standards of ethical conduct (Akademicki Kodeks Etyczny AGH),
- 6) completed distance teaching and learning courses would be an asset,
- 7) experience in andragogy, work experience in a similar position in a higher education institution would be an asset,
- 8) formal qualification to teach more than one language would be an asset,
- 9) knowledge of problems relating to language instruction for students pursuing technical degree programmes would be an asset,
- 10) experience in translation and interpretation would be an asset,
- 11) an additional asset will be documents confirming a job candidate's qualifications as well as teaching and organisational achievements

A compulsory part of the competition procedure will be:

- 1) interview with the Directors of the Department of Foreign Languages conducted in person at the university premises,
- 2) successful delivery of a teaching demonstration lesson at the Department of Foreign Languages at AGH University conducted in person at the university premises.

A candidate must meet the following requirements set out in the relevant provisions of law:

- 1) has the qualifications specified in the relevant provisions of law,
- 2) has full legal capacity,
- 3) has clean criminal record - that is: has not been convicted of a deliberate offence under a final and binding court sentence,
- 4) enjoys full public rights.

DOCUMENTS REQUIRED:

- 1) letter of application and CV,
- 2) copies of certificates confirming all acquired academic degrees (if the diploma supplement was issued in a language other than Polish, a translation into Polish prepared by a certified translator or translation agency

- must be provided; if you have changed your name after obtaining a degree please enclose an official document confirming the change of name) and your formal pedagogical background,
- 3) documents confirming a job candidate's previous employment history as required here, including employment certificates or certificates that specify the duration of employment and positions held,
 - 4) documents confirming a job candidate's qualifications as well as teaching and organisational achievements,
 - 5) a written and signed consent to teach classes as part of both full-time and part-time programmes (including weekend programmes) as well as technical and academic ESP language courses. The consent must be signed, scanned and sent in as a PDF document,
 - 6) if necessary (as specified in the institutional notice below), a written and signed consent for the processing of personal data other than those indicated in Article 221 § 1 of the Labour Code, included in the application documents. The signed consent should be scanned and submitted as a PDF file.

DOCUMENTS MUST BE SUBMITTED TO:

Complete documentation must be sent to the following email address: praca.sjo@agh.edu.pl (Important! Enter: "Competition 2025 – language instructor in English" in the subject line).

The AGH University will be the candidate's main place of employment.

The AGH University of Krakow does not require you to provide any information or data other than those resulting from the applicable law (name/names, surname, date of birth, contact details, education, professional qualifications and employment history). However, if you choose to include your photograph or any other information, please fill in and attach this statement of consent to the processing of personal data, which constitutes an attachment to this information.

The controller of your personal data processed in order to carry out the recruitment process for the above-mentioned position is the AGH University of Krakow, al. A. Mickiewicza 30, 30-059 Krakow. You can read the full information concerning the processing of your personal data on the AGH University of Krakow website after going to the "Protection of personal data" tab at (www.agh.edu.pl/ochrona-danych-osobowych)).

The University reserves the right not to settle the competition without providing any reason or justification. Winning the competition is not tantamount to ensuring the candidate's employment. The result of the competition serves solely as a recommendation to the Rector in this regard. The final decision concerning the employment will be made by the Rector.

Following the selection process, the candidate who qualified for employment is obliged to provide a certificate from the National Criminal Register (the criminal record certificate should be up-to-date, i.e. issued no sooner than 1 month before its submission at the AGH University) and shall be subject to the verification process in the Sex Offender Register - the Restricted Access Register.

Cracow, on

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name and surname

CONSENT TO PERSONAL DATA PROCESSING
(recruitment - employee)

Pursuant to Article 6(1)(a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), [OJ EU. L. 2016.119.1, May 4, 2016] hereinafter referred to as "GDPR", **I consent to the processing of my personal data other** than the data mentioned in Article 22¹ § 1 of the Labour Code and contained in my CV and other application documents, and to the reproduction of my physical likeness **for the purposes of recruitment and selection for the position of** (contest notice no.).

In addition, I declare that the request for consent has been presented in a clear and understandable manner and that I have been informed about a possibility of withdrawing my consent at any time as well as about consent accountability. The withdrawal of consent to have personal data processed shall not affect the legality of the processing, which is carried out on the basis of such consent prior to its withdrawal; The consent may be withdrawn by submitting a written representation on consent withdrawal at a place that was indicated in the contest notice as the place for submitting documents.

.....
Date and signature

Date:

.....
name and surname

Declaration

I declare to teach full-time and part-time English courses including specialist English courses (ESP) and English for Academic Purposes courses (EAP) as offered by the Department of Foreign Languages.

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Signature of declarant