

## TERMS AND CONDITIONS

### **governing in detail funding to a translation of a scholarly work into a foreign language or its proofreading in the Priority Research Area Heritage under the Strategic Programme Excellence Initiative at the Jagiellonian University**

#### **Definitions**

##### **§ 1**

Whenever the provisions of these Terms and Conditions make reference, regardless of whether written in lower or upper case, in singular or in plural, to:

**Article or research paper:** it shall be understood as a peer-reviewed article intended for publication or published in an academic journal or in reviewed proceedings from an international conference, which tackles a specific research problem in an original and creative way, using a problem-specific or comprehensive approach; the article shall be supplied with notes, literature references or other scholarly apparatus as appropriate for a given research discipline, as per text of § 9.1 of the Regulation of the Minister of Science and Higher Education of 22 February 2019 on the quality evaluation of research activity (Journal of Laws of 2019, item 392 as amended); or a review published in an academic journal listed in the inventory of academic journals: as per text of § 9.2 of the Regulation;

**Author:** it shall be understood as an **individual author of** an article, a monograph or a chapter in a monograph, or – in the case of collaborations or multiple-author scholarly works – a **correspondent author** who represents their co-authors and acts as the person in the team responsible for communication with the journal or the publisher of the monograph at the time of submitting the manuscript, the review process, the publishing process, simultaneously ensuring that all requirements by the publisher of the journal or the monograph be met;

**Expert Database:** it shall be understood as an expert team – its members either named by the chairs of the Councils of Disciplines represented in the Heritage PRA, deans of the faculties or directors of the institutes of the Jagiellonian University involved in the Heritage PRA, or selected in a call announced by the Coordinator – appointed, among other things, for merit-based evaluation of the proposals submitted under calls for article or monograph (chapter) translation or proofreading funding proposals. The expert database may include retired professors of the Jagiellonian University;

**Beneficiary:** it shall be understood as an author who meets the conditions specified in the Policy and the Terms and Conditions, who as a result of a call procedure has been awarded funding to a translation of a scholarly work into a foreign language or its proofreading;

**Academic journal:** it shall be understood as an academic journal listed in the *Inventory of academic journals and reviewed proceedings from international conferences* published by the Polish Ministry of Science and Higher Education as of the day of submitting the funding proposal;

**Doctoral student:** it shall be understood as a doctoral student;

**Funding:** it shall be understood as financial resources (covering costs in full or in part) which may be awarded in an edition of the call for article or monograph (chapter) translation or proofreading funding proposals in the Heritage PRA;

**Expert:** it shall be understood as an expert included in the Expert Database or an external expert, i.e. from outside the Expert Database;

**ELJU:** it shall be understood as the programme Excellence Initiative at the Jagiellonian University;

**Committee:** it shall be understood as the Review Committee within the meaning of the provisions of the Policy Terms and Conditions, comprising the Coordinator, members of the Executive Team and experts selected from the Expert Database;

**Coordinator:** it shall be understood as the Coordinator of the Priority Research Area Heritage;

**Proceedings from an international conference:** it shall be understood as proceedings from an international conference listed in the *Inventory of academic journals and reviewed proceedings from international conferences* published by the Polish Ministry of Science and Higher Education as of the day of submitting the funding proposal;

**Monograph or a scholarly monograph:** it shall be understood as a peer-reviewed book publication which tackles a specific research problem in an original and creative way; it shall be supplied with notes, literature references or other scholarly apparatus as appropriate for a given research discipline, as per text of § 10.1 of the Regulation of the Minister of Science and Higher Education of 22 February 2019 on the quality evaluation of research activity (Journal of Laws of 2019, item 392 as amended) or a scholarly edition of source texts, as per text of § 10.2 of the Regulation;

**Academic Teacher:** it shall be understood as an academic teacher;

**PRA:** it shall be understood as a Priority Research Area, as specified in the Jagiellonian University's application in the "Excellence Initiative– Research University" competition;

**Policy Terms and Conditions:** it shall be understood as the Open Access Policy Terms and Conditions under the Strategic Programme Excellence Initiative at the Jagiellonian University;

**Staff:** it shall be understood as an employee;

**Project:** it shall be understood as the full body of actions resulting in the publication of an article, a monograph or a monograph chapter in accordance with the rules set forth in the Policy and these Terms and Conditions;

**Publication proposal:** it shall be understood as the full body of materials, in particular including a part or a fragment of a scholarly monograph, submitted with a publisher by the author with a view to receive a confirmation of interest in publishing the monograph, in accordance with the usual practice of publishers, in particular Level 2 publishers.

**Terms and Conditions:** it shall be understood as these Terms and Conditions governing in detail funding to a translation of a scholarly work into a foreign language or its proofreading in the Priority Research Area Heritage;

**Policy Terms and Conditions:** it shall be understood as the Open Access Policy Terms and Conditions under the Strategic Programme Excellence Initiative at the Jagiellonian University;

**Strategy:** it shall be understood as the Strategy of the Priority Research Area Heritage;

**Student:** it shall be understood as a student;

**Scholarly work:** it shall be understood as an article, a monograph or a chapter in a monograph;

**Proposal:** it shall be understood as an entry form submitted in a call for article or monograph (chapter) translation or proofreading funding proposals, as per the template indicated in the call announcement;

**Level 2 Publisher:** it shall be understood as a publisher ranked at Level 2 in the *Inventory of publishers of reviewed research monograph* published by the Polish Ministry of Science and Higher Education, as on the day of applying for funding of the monograph;

**Executive Team:** it shall be understood as the Executive Team of the Priority Research Area Heritage.

## **General provisions**

### **§ 2**

Taking into account the specific nature of the humanities and social sciences covered by the Heritage PRA, these Terms and Conditions complement in a detailed form the Policy Terms and Conditions under the EI.JU within the scope of:

- 1) the terms of calls for a scholarly work translation or proofreading funding proposals in the Heritage PRA;
- 2) terms and criteria of evaluation of such research proposals;
- 3) obligations of the author or correspondent author who has been awarded funding in the Heritage PRA;
- 4) terms of project implementation and requirements with regard to reporting.

### **§ 3**

1. The provisions of these Terms and Conditions specify the conditions of receiving funding:
  - 1) translation into a foreign language, or proofreading, of an article intended for publication in an academic journal from a group awarded under separate regulations at least 100 points or in proceedings from an international conference awarded under separate regulations at least 100 points;
  - 2) translation into a foreign language, or proofreading, of a scholarly monograph intended for publication in a Level 2 journal;
  - 3) translation into a foreign language, or proofreading, of a chapter in a multiple-author monograph intended for publication in a Level 2 journal;
  - 4) regardless of the text of § 3.1-3, translation into a foreign language, or proofreading, of a scholarly work intended for publication in a journal, conference proceedings or by a publisher found by the Committee to be of significance for the advancement of science in a given domain or discipline, and the scholarly work shall be approved in the evaluation process referred to in § 16.2.
2. The funding referred to in § 1 applies to a translation of an article, a monograph or a monograph chapter into a foreign language or its proofreading, whose subject matter is consistent with the objectives specified in the Strategy;
3. Costs eligible under the funding are the costs of translating a scholarly work into a foreign language or proofreading the translation.

### **§ 4**

1. Funding is awarded in a call for funding proposals, launched and operated by the Coordinator, pursuant to § 10, sentence one, of the Policy Terms and Conditions.
2. The Coordinator, as per § 10.1-5 of the Policy Terms and Conditions:
  - 1) defines and announces the schedule of EI.JU calls for funding proposals in a given year, annually, by the end of November of the preceding year;
  - 2) annually determines and announces the amount of funding allocated for the execution of the Policy in a given year of the EI.JU implementation;
  - 3) taking into account the provisions of these Terms and Conditions, announces calls for funding proposals, specifying in detail the terms of the call, documents required, rules and criteria of call proposal evaluation, template entry forms, template minutes from proposal evaluation, and the maximum amount of funding in a given call;
  - 4) sits on the Committee, in concert with members of the Executive Team;
  - 5) appoints expert reviewers members of the Committee;
  - 6) announces results of the call in accordance with the Committee's minutes.

## **Terms of funding**

### **§ 5**

1. A Beneficiary of the funding call may be an author who meets the following conditions specified in the Policy and these Terms and Conditions, who is:
  - 1) an academic teacher employed by the Jagiellonian University;
  - 2) a University staff member who conducts research activity other than the one referred to in § 5.1, in particular non-academic research-assistance staff or library staff, or research-information staff employed by the University, who has submitted a declaration pursuant to Article 265, section 5 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2020, item 85, as amended);
  - 3) a doctoral student at a JU Doctoral School;
  - 4) a participant of doctoral studies at the JU commenced before the academic year 2019/2020;
  - 5) a student of a programme offered by the JU.
2. In the case of collaborations or multiple-author scholarly works, the requirements named in §5.1 apply to at least to a correspondent author.

### **§ 6**

1. Funding may be awarded to:
  - 1) as per text of § 3.1.1 and § 3.2, an author of a research paper dealing with a research topic covered by the Heritage PRA, who has received an invitation to publish or a confirmation of acceptance for publishing the article in an academic journal from a group awarded under separate regulations at least 100 points or in proceedings from an international conference awarded under separate regulations at least 100 points;
  - 2) as per text of § 3.1.2 and § 3.2, an author of a scholarly monograph dealing with a research topic covered by the Heritage PRA, who has signed a publication contract with a Level 2 publisher;
  - 3) as per text of § 3.1.2 and § 3.2, an author of a publication proposal for a scholarly monograph dealing with a research topic covered by the Heritage PRA, submitted with a Level 2 publisher, who has been granted a written confirmation of interest in publishing the monograph from the publisher;
  - 4) as per text of § 3.1.3 and § 3.2, an author of a chapter in a scholarly monograph dealing with a research topic covered by the Heritage PRA who has been granted a written invitation to publish or has obtained a confirmation of acceptance for publishing the chapter from the editor of monograph published by a Level 2 publisher.
2. The funding may be awarded to an author of an article, as per text § 3.1.1 and § 3.2, who has not been granted an invitation to publish or a confirmation of acceptance for publishing in an academic journal from a group awarded under separate regulations at least 100 points or in proceedings from an international conference awarded under separate regulations at least 100 points if the article is accepted in the evaluation process, referred to in § 16.2.
3. Regardless of the text of invitation to publish, confirmation of acceptance for publishing, signing a contract or obtaining a confirmation of interest in publishing, the funding may be awarded also to an author of a scholarly work, as per text of § 3.1.4 and § 3.2, which:
  - 1) is intended for publication in an academic journal awarded under separate regulations fewer than 100 points, or in proceedings from an international conference awarded under separate regulations fewer than 100 points;
  - 2) is intended for publication in a journal classified below Level 2;

if the article, the proceedings from an international conference or the publisher have been found by the Committee to be of significance for the advancement of science in a given domain or discipline, and the scholarly work is approved in the evaluation process referred to in § 16.2.

4. In the case referred to in § 6.1.3, the funding is applicable only for three publisher's standard volume units.

### **§ 7**

1. The call for funding proposals is open to authors of scholarly works which meet the conditions named in § 6.1.1-4.

2. The Coordinator may announce an additional call, addressed to authors of the scholarly work referred to in § 6.2 and § 6.3.

### **§ 8**

1. The call for funding proposals, or the additional call referred to in § 7.2. are not open to authors who has already had the translation into a foreign language or proofreading of their scholarly work fully funded (the case of funding to the full amount requested) under the EI.JU programme or other sources (prohibition of double funding). Prohibition of double funding applies also to an author who is applying for funding under the EI.JU programme or other sources over the duration of the call in the Heritage PRA.

2. The call for funding proposals or in the additional call, referred to in § 7.2, is open to authors whose translation into a foreign language or proofreading is already subject to funding under the EI.JU programme or other sources as long as it does not cause the occurrence of double funding, referred to in § 8.1. This applies also to an author who is applying for funding under the EI.JU or other sources simultaneously with the course of the of the call in the Heritage PRA.

## **Application**

### **§ 9**

1. The basis for applying for funding is the submission of a complete proposal, which is subject to evaluation under the call procedure.

2. The Coordinator may specify a procedure for rectifying the proposals' formal defects.

### **§ 10**

The manner of proposal submission is set out in the call announcement. A template proposal constitutes an integral part of the call announcement.

### **§ 11**

The call announcement specifies the dates for submitting proposals. Proposals submitted after the deadline will not be considered.

### **§ 12**

1. The proposal shall be supported with:

1) a copy of the article or the monograph, or the monograph chapter in the 'pdf' or 'doc' format;

2) in the case referred to in § 6.1.1, a written confirmation stating that the author has been invited to publish the article or that their article has been accepted for publication;

- 3) in the case referred to in § 6.1.2, a contract with the publisher;
  - 4) in the case referred to in § 6.1.3, a written confirmation of interest in publishing the monograph from the publisher;
  - 5) in the case referred to in § 6.1.1, a written confirmation stating that the author has been invited to publish their work or that their work has been accepted for publication.
2. An integral part of the proposal is the author's declaration that:
    - 1) the text is concerned with the research problems covered by the Heritage Priority Research Area as defined in the Strategy.
    - 2) awarding the funding will not cause double funding, referred to in § 8.1;
    - 3) in the case referred to in § 8.2, listing in detail the sources and amounts of the awarded or planned funding, should it concern translation of a scholarly work into a foreign language or its proofreading.
  3. In the case of an additional call, referred to in § 7.2, the Author referred to in § 6.2 submits a declaration stating the name of the journal or proceedings with which they intend to submit their article for publication.
  4. In the case of an additional call, referred to in § 7.2, the Author referred to in § 6.3, justifies in writing the compliance of the planned publication with the paramount objective of the EI.JU, i.e. the dissemination of the research by Polish scholars worldwide, accompanied by a subject-relevant justification for the choice of the journal, the materials, or the publisher as significant for the advancement of science in a given domain or discipline.
  5. The Author referred to in § 6.2 or 6.3, who is a doctoral student or a student, supports the proposal with a written opinion by their academic supervisor.

### **Author's obligations**

#### **§ 13**

1. The Author undertakes to inform the Coordinator forthwith of the publication of the scholarly work which has been the subject of the funding proposal.
2. The Author carries out the obligations set forth in § 9 of the Policy Terms and Conditions, in particular they undertake to affiliate publications in accordance with the applicable Order of the JU Rector on the mode of registration publishing record of the Jagiellonian University staff and doctoral students, and to quote the Jagiellonian University when stating the affiliation of the author, and to include a relevant clause on funding from the EI.JU programme, mentioning funding with the Heritage PRA resources.

### **Proposal evaluation and call conclusion**

#### **§ 14**

1. Proposals are evaluated by a Committee comprising the Coordinator, members of the Executive Team and persons selected from the expert database by the Coordinator.
2. A member of the Committee is excluded from the evaluation of proposals that entail a conflict of interest.
3. In the case referred to in § 14.2 the Coordinator may appoint a deputy expert reviewer.

#### **§ 15**

1. Preliminary evaluation of the proposal comprises verifying its completeness and its compliance with the requirements of the Policy and these Terms and Conditions.

2. In the case of incompleteness, the Review Committee set a deadline for completing the proposal, which shall not be shorter than 7 days.
3. The Committee reject proposals which do not meet the conditions specified in § 15.1. Rejection of a proposal requires justification.

#### **§ 16**

1. Merit-based proposal of the proposal comprises verifying its compliance with the merit-based requirements of the Policy, Terms and Conditions and other requirements, which may be specified in a call announcement, as per text of § 4.2.3 of these Terms and Conditions, and consists in the evaluation of relevance of the planned costs and the author's choice of the publication outlet in accordance with the EI.JU objectives.
2. If the funding proposal is submitted by an Author referred to in § 6.2 or 6.3, its evaluation includes also the merit-based evaluation of the article, monograph or chapter in a monograph (Heritage PRA evaluation).

#### **§ 17**

1. The Committee may approach external expert reviewers from outside the Expert Database for evaluation of the proposal.
2. If the amount requested by the author referred to in § 6.2 and 3 is larger than PLN 20,000 gross, the Committee appoint at least one external expert reviewer, who draws up a review of the proposal by such an author, taking into account the merit-based evaluation of the scholarly work.

#### **§ 18**

In the event that at the stage referred to in § 16.1 or 2 there are at least two opinions or reviews contradictory in conclusions or exceptionally divergent in content and explanations by the expert reviewers, including the expert reviewers referred to in § 17, the Committee appoint a reviewer to draw up a decisive review. If the expert reviewers may not be appointed by the Committee, the decision on the appointment is on its behalf by the Coordinator.

#### **§ 19**

1. The decision on whether or not to award the funding is made by the Committee, who simultaneously draw up a list of proposals recommended for funding. A template Committee's minutes constitute an integral part of the call announcement.
2. Funding decision consists in:
  - 1) awarding a full funding, in the amount requested in the proposal,
  - 2) awarding funding reduced to a part of the amount requested in the proposal.
3. In the case of being awarded funding in a reduced amount, as provided in § 19.2.3, the Author may decline to receive it. Awarding funding in part of the requested sum requires justification.
4. A decision not to award funding is passed when, upon the merit-based evaluation in the PRA Heritage, the proposal is found ineligible for funding for merit-based reasons, or because of lack of sufficient available financial resources under the call. The decision not to award funding requires justification.
5. As per text of § 10.5 of the Policy Terms and Conditions, the results of the Call are announced, pursuant to the list referred to in § 19.1, by the Coordinator.

#### **§ 20**

1. There is no appealing against the decisions of the Committee.

2. An unsuccessful applicant may apply for funding in a subsequent call only when the reason for not awarding funding has been the lack of sufficient resources allocated for the call, subject to 3.

3. The Committee, in passing a decision not to award funding for merit-based reasons to the author referred to in § 6.2 or 3 may request that amendments or modifications be applied to the scholarly work, in accordance with the review or a report by the expert reviewer. Applying them authorises the Applicant to take part in the subsequent call for funding proposals or the additional call referred to in § 7.2.

## **Project implementation and reporting**

### **§ 21**

Power of attorney to expend the resources granted in a call procedure is conferred on the beneficiary: an individual author or a correspondent author.

### **§ 22**

1. Should need arise to prolong the duration of the project or should need arise to modify a project task, the beneficiary shall forthwith apply with the Committee for a modification to the terms of project implementation via the Coordinator. The application shall include justification.

2. The Committee consider the application referred to in § 22.1 and decides on whether to modify the terms of project implementation.

### **§ 23**

1. Within 6 weeks of the date of project conclusion named in the proposal, resulting from its schedule, the beneficiary submits a report from its implementation with the Committee. A template report constitutes an integral part of the call announcement.

2. The Beneficiary may, until the conclusion referred to in 3, apply to the Committee for a permission to complete the report.

3. The report requires approval by the Committee.

### **§ 24**

Rejection of the report referred to in § 23.3 or unjustified failure to submit the report within the deadline named in the first sentence of § 23 precludes the Applicant's participation in another call organised in the Heritage PRA.

### **§ 25**

The Coordinator is responsible for archiving the documentation.

## **Personal data processing**

### **§ 26**

Information on Personal Data Processing is attached as annex to these Terms and Conditions. While providing personal data by the author applying for funding is voluntary, it is a necessary prerequisite for taking part in the call for funding proposals. Not providing personal data precludes participation in the Call.



## **Final provisions**

### **§ 27**

1. These Terms and Conditions are effective as of the day of signing.
2. The Author applying for funding declares that they accept these Terms and Conditions and the Policy Terms and Conditions, and undertake to comply with their provisions, on pain of losing the right to apply for funding.

*Annex to the Terms and Conditions governing in detail funding to a translation of a scholarly work into a foreign language or its proofreading in the Priority Research Area Heritage under the Strategic Programme Excellence Initiative at the Jagiellonian University*

### **Information on Personal Data Processing**

Pursuant to Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals 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, hereinafter: GDPR), the Jagiellonian University informs that:

1. **The Controller** of your personal data is the Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the JU Rector.
2. **The Jagiellonian University has appointed a Data Protection Officer** at ul. Gołębia 24, 30-007 Kraków, room no 5. The Officer can be contacted via e-mail: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) by phone at 12 663 12 25, from Monday to Friday between 8 a.m. and 3 p.m.
3. Your personal data provided in the call entry will be processed:
  - a. in the case of all Participants, **for the purposes of launching and operating the Call pursuant to the Terms and Conditions governing in detail funding to a translation of a scholarly work into a foreign language or its proofreading in the Priority Research Area Heritage/ under the Strategic Programme Excellence Initiative at the Jagiellonian University** (hereinafter: the Call) pursuant to Article 6.1.f of the GDPR, i.e. for the purposes of the legitimate interests pursued by the controller, which consists in naming the laureate of the Call;
  - b. in the case of a Participant awarded funding in the Call: for the purpose of legal obligations imposed on the Call's Host, including in particular the tax obligations, including in particular pursuant to Article 6.1.c of the GDPR.
4. While providing your personal data is voluntary, it is a necessary prerequisite for taking part in the Call. Not providing personal data precludes participation in the Call. In the case of the Participants referred to under point 3.b above, providing the data constitutes a legal obligation, and failing to provide them shall preclude awarding the Participant.
5. Personal data of the Participants referred to under point 3.a will not be made available to entities outside the Call Host Entity's staff.
6. Personal data of the Participants referred to under point 3.b above, may be published on the Call Host Entity's website, and they may be published in its social media. These data will also be made available to authorised public authorities, including, in particular, to the extent that these authorities are authorised to verify the fulfilment of the legal obligations imposed on the Call's Host.
7. Your personal data shall not be transferred to third countries (outside the EEA) / to international organisations.
8. Personal data of the Participants referred to under point 3.a above shall be processed until the Call is concluded and its results made known.  
Personal data of the Participants referred to under point 3.b above shall be processed in the period resulting from fiscal regulations, and subsequently, for archiving purposes, pursuant to applicable legal regulations.
9. You have the following rights: to obtain information on personal data processing and rights resulting from the GDPR, to access your data and rectify them, as well as to have

them deleted from the controller's database (unless further processing is necessary for fulfilling a legal obligation or for the purposes of determining, pursuing, or defending claims), to limit their processing or transfer, and to object to the processing of the data – in the cases and under the conditions specified in the GDPR.

10. Your personal data will not be subject to automated decision making or profiling.
11. You have the right to lodge a complaint with the President of the Office for Personal Data Protection, should you ascertain that the processing of your personal data violates the provisions of the GDPR.