



GUIDE FOR APPLICANTS

Recruitment to academic positions

Gdynia Maritime University

A guide aligned with the European Charter for Researchers regarding open, transparent, and merit-based recruitment of researchers (OTM-R)

Welcome to Gdynia Maritime University

Thank you for your interest in working at Gdynia Maritime University (GMU). This guide explains the recruitment process, outlines the regulations governing selection procedures, and assists you in preparing your application. Our objective is to ensure that all prospective applicants have equal access to information and a fair opportunity to demonstrate their competences.

The recruitment process is conducted in accordance with the OTM-R (Open, Transparent, and Merit-based Recruitment) principles of the European Charter for Researchers: openness, transparency, equal treatment, and merit-based evaluation. In practice, this means that every vacancy is publicly advertised, the stages of the process and the selection requirements are clearly specified, and all applicants are evaluated by impartial Selection Panels according to uniform criteria relating to their qualifications and experience.

Developing your academic career at Gdynia Maritime University

Gdynia Maritime University has a proud history spanning over a century. As the oldest and largest public maritime university in Poland, it is also among the most widely recognised in the world. We conduct research and educate specialists for the Polish and international merchant fleets and the shore-based maritime economy, combining academic tradition with a practical approach to problem-solving and creating innovations that contribute to societal and economic progress.

Our community is guided by the following institutional values:

- **Academic and teaching excellence:** Upholding high standards in research and education, encouraging our staff to take on ambitious academic challenges while guaranteeing academic freedom, institutional support, and access to modern research and teaching infrastructure.
- **Career development:** Creating conditions that support the development of academic and teaching careers and encouraging staff to acquire new competences.
- **Openness and collaboration.** Supporting staff participation in research projects in collaboration with national and international organisations, partners in industry and business, and the wider community.
- **Equal treatment.** Respecting diversity and ensuring equal opportunities for all staff to develop and to undertake and pursue research, teaching, and organisational activities.
- **Responsibility and ethics.** Upholding academic ethics, placing strong emphasis on scientific integrity, and taking responsibility for the quality of work performed.
- **Engagement and social responsibility.** As a public university, fulfilling our mission to serve society and the economy. We support initiatives contributing to regional development and the popularisation of science, and encourage our staff to take an active part in social life and collaborate with the wider community.

The recruitment and selection process

Academic recruitments follow an open, multi-stage procedure:

1. Vacancy announcement

The vacancy announcement outlines the role, requirements for candidates, scope of duties, terms of employment, required documents, submission deadline and method, anticipated date of the recruitment outcome, and contact details. Please review the announcement carefully. If you have any questions, contact the person or department indicated in the notice.

2. Preparing and submitting your application

You should prepare all documents specified in the vacancy announcement. You may also submit additional materials demonstrating your research, teaching, organisational, or professional competences or achievements if you consider them relevant to your application for the position. The complete dossier must be submitted by the deadline and in the manner specified in the announcement. In the event of any omissions, you will be asked to submit the missing documents within 3 working days.

3. Assessment of applications

- a. *Stage 1 (Substantive assessment):* The Selection Panel appointed by the Rector conducts a substantive, merit-based assessment of the applications and selects the candidates invited to the second stage.
- b. *Stage 2 (Interviews):* Candidates selected for the second stage are notified and invited to an interview by telephone or email at least 3 working days before the scheduled interview.

4. Interview

The interview concerns the candidate's research interests, teaching competences, previous achievements, and professional experience. During the interview, the Selection Panel asks questions to assess the candidate's competences and suitability for the position. Depending on the position, the interview may include a presentation, a practical task, or other tasks related to the position for which recruitment is being conducted. The candidate may also ask questions of the Selection Panel. Interviews may be conducted in person or remotely.

5. Selection outcome

The Selection Panel evaluates candidates against uniform criteria and recommends the selected candidate to the Rector. The selected candidate is informed promptly of the outcome. The selection outcome does not guarantee the candidate's employment but only serves as the basis for the Rector's decision on their employment. Other candidates are also informed that the recruitment procedure has been concluded. Candidates who attend an interview may receive feedback on their strengths and weaknesses. An appeal against the Selection Panel's decision may be lodged with the Rector within 4 days of receiving notification of the outcome. The recruitment outcome is published on the GMU Public Information Bulletin (BIP) website in accordance with applicable regulations.

Preparing a strong application

Before preparing your application, please read the vacancy announcement carefully and make sure you have all the required documents. In particular, your application dossier should include:

- Up-to-date CV
- Documents confirming your qualifications
- Information on your research, teaching, and organisational experience
- A list of publications, projects, and achievements relevant to the profile of the position
- A list of your most important achievements relevant to the requirements specified in the vacancy announcement
- Your ORCID identifier and academic profiles, if applicable
- Any other documents relevant to the recruitment process.

Before submitting your application, check that your documentation is complete, legible and clearly presented.

Evaluation criteria

The Selection Panel evaluates candidates against the same uniform criteria specified in the vacancy announcement. Depending on the position, these include in particular:

- ✓ Research track record and scientific outputs
- ✓ Teaching experience
- ✓ Professional experience
- ✓ Project activity

- ✓ National and international collaboration
- ✓ Alignment of experience with the profile of the position
- ✓ Potential for further development, and other relevant criteria

The interview: guidance and preparation

The interview is a dialogue that allows both the University and the candidate to understand each other's expectations. It also gives the candidate the opportunity to present their research interests, competences, experience, and development plans.

When preparing for the interview:

- ✓ Review the profile of Gdynia Maritime University, including its research and teaching areas
- ✓ Prepare a concise overview of your academic, teaching, or professional background
- ✓ Be prepared to present your research interests and previous achievements
- ✓ Consider and be prepared to present your plans for future research and professional development
- ✓ Prepare questions for the Selection Panel

Representative interview questions:

- ✓ What are your research interests?
- ✓ What do you consider your most significant achievements?
- ✓ Do you have experience preparing or delivering research projects? What sources of research funding do you consider most appropriate for your research plans?
- ✓ What subjects or classes do you teach or have you taught?
- ✓ Do you have experience of international collaboration? If so, what kind?

Contact

For enquiries regarding a specific vacancy, please use the contact details indicated in the relevant vacancy announcement.

Thank you for your interest in developing your academic career at
Gdynia Maritime University.

We wish you every success in the recruitment process.

www.umg.edu.pl

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