



Fundusze Europejskie  
dla Rozwoju Społecznego



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## Recruitment rules for the Training carried out under the project 'Baltic Welcome Hub – Your gateway to academia and global collaboration', implemented as part of the Welcome to Poland programme

### BASIC INFORMATION

#### Name

Inclusivity and Diversity Management

#### Objective

The objective of the training is to develop awareness and competences in the field of diversity management, cultural integration, and building an inclusive academic environment. Participants will learn about the importance of diversity in education and work, will be able to identify obstacles in diversity management, and will become familiar with practical tools for implementing inclusivity principles in teaching, research, and administration.

#### Duration of training

The training will be conducted on-site at the University of Gdańsk (Welcome Centre) between 9:00 a.m. and 3:00 p.m., on the following dates:

##### 1<sup>st</sup> group:

16.03.2026

30.03.2026

##### 2<sup>nd</sup> group:

13.04.2026

27.04.2026

#### Set of learning outcomes (competencies):

1. Development of skills in diversity management and cultural integration within an academic environment.
2. Understanding the impact of diversity on the quality of education, work, and well-being.
3. Knowledge of tools for implementing inclusivity and overcoming communication barriers.



### Learning outcomes:

- Knowledge:

*The candidate:*

- 1.1. knows the basic principles of diversity management and cultural integration in an academic environment.
- 1.2. understands the importance of diversity in the context of the quality of work and education.
- 1.3. knows tools used to eliminate barriers in interpersonal communication.

- Skills:

*The candidate:*

- 2.1. is able to identify obstacles in diversity management.
- 2.2. is able to use inclusive language and effective communication techniques in intercultural interactions.
- 2.3. is able to implement inclusivity principles in teaching, research, and administration.

- Social competencies:

*The candidate:*

- 3.1. demonstrates openness and respect towards people from different cultures.
- 3.2. is able to cooperate in diverse teams, treating diversity as a value.
- 3.3. adapts their behaviour to cultural contexts and professional situations.

### Criteria for assessing learning outcomes:

*The candidate:*

Learning outcome	Verification criteria	Form of verification
1.1. knows the basic principles of diversity management and cultural integration in an academic environment	1.1.1. is able to indicate and describe key principles used in academic environments 1.1.2. recognises situations in academic and administrative work where diversity management principles should be applied	Test
1.2. understands the importance of diversity in the context of work and education quality	1.2.1. provides examples of the impact of diversity on cooperation, teamwork, or education 1.2.2. justifies why diversity is important in academic environments	Test
1.3. knows tools used to eliminate barriers in interpersonal communication	1.3.1. indicates and briefly describes at least two tools for eliminating communication barriers 1.3.2. correctly selects communication tools for an example problem situation in a professional environment	Test



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2.1. is able to identify obstacles in diversity management	2.1.1. indicates at least two examples of diversity management barriers in an academic environment 2.1.2. assigns identified barriers to specific areas (e.g. communication, work organisation, institutional culture)	Test
2.2. is able to use inclusive language and effective communication techniques in intercultural interactions	2.2.1. correctly applies inclusive language in analysed examples of written or spoken communication 2.2.2. selects adequate communication techniques depending on the situation and intercultural context	Test
2.3. is able to implement inclusivity principles in teaching, research, and administration	2.3.1. proposes specific actions or solutions promoting inclusivity applicable in their teaching, research, or administrative work 2.3.2. indicates how to adjust procedures, communication, or work organisation to the needs of diverse groups	Test
3.1. demonstrates openness and respect towards people from different cultures	3.1.1. shows an open attitude, avoids stereotypes, and respects different cultural perspectives 3.1.2. provides examples of behaviours supporting respectful relationships in culturally diverse environments	Test
3.2. is able to cooperate in diverse teams, treating diversity as a value	3.2.1. actively engages in teamwork, taking into account different perspectives and experiences 3.2.2. identifies specific benefits of team diversity in task implementation or problem solving	Test
3.3. adapts their behaviour to cultural contexts and professional situations	3.3.1. indicates an appropriate way of behaving and communicating in an example professional situation involving people from different cultures 3.3.2. consciously modifies behaviour and communication style in response to different cultural contexts	Test

## REQUIREMENTS FOR TRAINING

### Participants of the training

To apply for the training, applicant must be an active university staff at the University of Gdańsk on the day of entering the recruitment process and on the scheduled training date. Applicants may not apply for or participate in the training while on any type of leave.



## Recruitment

All applicants are required to complete a registration form at: [Registration form – Inclusivity and Diversity Management](#)

In the case where the number of applications exceeds the number of available places in the group, we reserve the right to assign the participant to a different training group.

**The form must be completed and submitted by February 23, 2026 (11:59 p.m.).**

Participants who meet the recruitment criteria may be qualified to participate in the training; selected participants will receive instructions regarding the required documents by email. The training is intended for 50 participants (two groups of 25 participants).

The allocation of places for the training depends on the total number of points obtained during the recruitment process. Applications with a higher number of points will be given priority and processed in accordance with the ranking list.

Recruitment is conducted in compliance with the horizontal principles described in [Project Regulations §2 point 8](#). Persons with disabilities and individuals with special needs who require support during the recruitment process are requested to contact the task coordinator at [wtp@ug.edu.pl](mailto:wtp@ug.edu.pl)

**Recruitment criteria** assessed on the basis of the registration form [Registration form – Inclusivity and Diversity Management](#)

1	<b>Formal criteria</b>	<b>Fulfilled</b>
	UG Employee status	
	complete application	
	<b>Substantive criteria</b>	<b>Scoring</b>
2	the substantive evaluation of the cover letter justifying the choice of training which should contribute to enhancing competencies	0-10
3	the relevance of the candidate's official duties to the subject matter of the training	0-5
4	the potential for applying the acquired competencies in everyday professional work	0-5

## Recruitment results

The committee responsible for verifying and evaluating the applications is required to prepare a ranking list, dividing it into the list of qualified candidates, reserve candidates, and those who do not meet the criteria. All candidates participating in the recruitment process will be individually informed about the results via email by February 27, 2026. The list of selected candidates will also be available on the website [Welcome to Poland Project](#)



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### **Documentation before training**

Those who are qualified for the training are required to complete the following:

- an electronic pre-test in which the participant independently assesses their skill level before the start of the training,
- registration on the NAWA platform to confirm the participant's eligibility for the project.

### **Documentation after training**

Those who complete the training are required to complete:

an electronic post-test in which the participant independently assesses their skill level after completing the training.

### **Completion of the training**

Participants who complete the two-day training will receive a certificate of attendance.

Verification of learning outcomes includes completing a post-test, in which the participant must obtain a higher number of points than in the pre-test in order to receive a certificate confirming the enhancement of competencies. The above-mentioned certificate may be awarded only to participants who attend both days of the training. Both tests are administered remotely via the Microsoft Forms application.

**Contact to Coordinator:** [wtp@ug.edu.pl](mailto:wtp@ug.edu.pl)

**The initiative is implemented as part of the project 'Baltic Welcome Hub – Your gateway to academia and global collaboration', which is included in the NAWA programme 'Support for higher education and science institutions in assisting foreign nationals and Polish citizens going abroad' under the Welcome to Poland scheme, funded by the European Union through the European Funds for Social Development 2021–2027 (FERS)**

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