

**Rules of implementation of the Task:  
“Inclusion researchers from abroad in teaching activities at the University of Warsaw,” within the framework of the Integrated Development Programme at the University of Warsaw, co-financed from resources of the European Social Fund under the Operational Programme Knowledge Education Development, action 3.5**

**General provisions**

**§ 1**

1. The purpose of the Task “Inclusion of researchers from abroad in teaching activities at the University of Warsaw” shall be:
  - a) to increase internationalisation of studies offered by the University of Warsaw, and to intensify international knowledge transfer;
  - b) to enable students to have contact with academic teachers educated and experienced in conducting classes in educational systems other than the Polish one;
  - c) to extend the teaching offer of the University of Warsaw by scientific topics and fields unavailable until now;
  - d) to offer the students additional opportunities to develop their language skills.
2. The Task referred to in s. 1 shall be carried out under Contract no POWR.03.05.00-00-Z305/17-00 for project co-financing under the Operational Programme Knowledge Education Development, concluded by and between the University of Warsaw and the National Centre for Research and Development.
3. These rules set forth the principles for employing researchers from abroad as visiting lecturers, their rights and duties, as well as the scope of support provided to visiting lecturers by the University of Warsaw within the framework of the Integrated Development Programme at the University of Warsaw, co-financed from resources of the European Social Fund under the Operational Programme Knowledge Education Development, action 3.5.
4. The budget of the Integrated Development Programme at the University of Warsaw includes financial resources allowing employing researchers from abroad equivalent to 165 person-months.

**§ 2**

Terms used in these Rules shall have the following meaning:

- 1) Rector-appointed Commission – the commission in charge of visiting lecturers appointed by the Rector.
- 2) UW – University of Warsaw.
- 3) OP KED – Operational Programme Knowledge Education Development.

- 4) Programme – Integrated Development Programme at the University of Warsaw, co-financed from resources of the European Social Fund under the Operational Programme Knowledge Education Development, action 3.5.
- 5) Rules – Rules for implementation of the Task “Inclusion of researchers from abroad in teaching activities at the University of Warsaw” within the framework of the Programme.
- 6) Task – the Task “Inclusion of researchers from abroad in teaching activities at the University of Warsaw” carried out within the framework of the Programme.
- 7) ZIP Bureau – Bureau for Implementation of the Integrated Development Programme at the University of Warsaw.
- 8) Host Department – unit of the University of Warsaw, conducting studies, introducing a researcher from abroad as a visiting lecturer candidate, to whom it intends to entrust teaching duties.
- 9) Visiting Lecturer – a researcher from abroad (i.e. without a Polish citizenship OR with a Polish citizenship, but employed by a foreign university or research unit for at least 3 years), employed by the UW based on an employment contract as a visiting lecturer for a period from 2 to 5 months.
- 10) Host Department Liaison Officer – an academic teacher, employed at the host department, whose task is to ensure teaching support to the visiting lecturer.
- 11) Application – a set of documents required in the competitive selection process when hiring visiting lecturers within the framework of the Integrated Development Programme at the University of Warsaw, co-financed from resources of the European Social Fund under the Operational Programme Knowledge Education Development, action 3.5.

### **Rules for employing researchers from abroad as visiting lecturers through a competitive selection process**

#### **§ 3**

1. Researchers from abroad will be employed as visiting lecturers within the Programme through a competitive selection process, based on the decision of the Commission appointed by the Rector from among academic teachers of the UW, holding at least a doctoral degree.
2. The Chairperson of the Commission shall be appointed by the Rector.
3. The Task Coordinator will act as the Secretary of the Commission.
4. The Commission will work in line with the Rector’s Ordinance on its appointment as well as its own internal rules approved by the Rector.
5. The draft internal rules and the work process of the Commission shall be defined by the Chairperson of the Commission in consultation with the Task Coordinator.
6. The Commission shall draw up the report on the competitive selection process for each of the rounds of the competition referred to in § 5 s. 1. The ranking list referred to in § 7 s. 4 will be attached to the report.

7. Information and explanations that can be useful for the competitive selection process shall be published by the Commission on the website at: [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl).

#### § 4

1. In subsequent four rounds of the competition referred to in § 5 s. 1, the Commission will select at least 33 researchers from abroad, who will be employed as visiting lecturers based on employment contract, and will participate in the teaching process during the selected period, from November 2019 to November 2022, whereas the minimum period of employment shall be two months, and the maximum period of employment shall be five months.
2. In the case of employing researchers from abroad as visiting lecturers for less than five months, the total number of researchers from abroad employed as visiting lecturers within the framework of the Task can be higher than 33 people (maximum 82 lecturers employed for two months).

#### § 5

1. The competition referred to in § 3 s. 1, will be carried out in 4 rounds, announced respectively:
  - a) in June 2019 – with respect to employment for the 2019/2020 academic year;
  - b) in February 2020 – with respect to employment for the 2020/2021 academic year;
  - c) in March 2021 – with respect to employment for the winter term of the 2021/2022 academic year;
  - d) in June 2021 – with respect to employment for at least the summer semester of the 2021/2022 academic year.
2. Applications in the first round of the competition will be accepted until 8 September 2019. The list of persons qualifying to be employed as visiting lecturers in the 2019/2020 academic year based on the competitive selection process will be published by 23 September 2019 at the latest.
3. In the 2019/2020 academic year, employment as a visiting lecturer can start as of 1 November 2019.
4. Each of the subsequent rounds of the competition referred to in s. 1, along with the competition procedure schedule, is announced by the Rector at the request of the Coordinator of education modules and doctoral studies within the Program.
5. The competition procedure schedule referred to in s. 4 is announced on the website: [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl)

### Competition procedure

#### § 6

1. The Application shall be prepared by the Host Department Liaison Officer in consultation with the visiting lecturer candidate.
2. The Host Department shall send the Application in form of a consolidated pdf file to: [visiting@uw.edu.pl](mailto:visiting@uw.edu.pl).

3. The Application will comprise:
  - a) the Visiting Lecturer Application Form completed in Polish or English language and signed by the candidate – appendix no 1;
  - b) justification of the Visiting Lecturer Application Form drawn up in Polish language by the Host Department and signed by its Head and the Host Department Liaison Officer – appendix no 2;
  - c) professional Curriculum Vitae of the candidate introduced together with the list of publications.
4. An employee of Welcome Point UW will confirm receiving the Application by return e-mail by the next working day at the latest.

### § 7

1. Applications will be evaluated by the Commission.
2. The evaluation of Applications referred to in s. 1 will cover:
  - a) scientific achievements of the candidates and their relation to the teaching proposal (0-10 points);
  - b) teaching experience of the candidates (0-10 points);
  - c) Host Department motivation statement for application, specifying in particular the teaching proposal's relation to students' research interests and their study programme (0-10 points).
3. The evaluation will result in a score in points.
4. The evaluation will provide a basis for the ranking list of all Applications in the particular competition round. In the case of an equal number of points awarded to two or more Applications, their position on the ranking list will be determined by the Chairperson.
5. The ranking list shall include names of Host Departments, first names and surnames of candidates, whose Applications are submitted in the particular competition round, points awarded for particular elements subject to evaluation and a sum of all points awarded to the particular candidate.
6. Based on the ranking list referred to in s. 4, the Commission will prepare the list of persons qualifying to be employed as visiting lecturers and – if necessary – a reserve list. Both lists shall be approved by the Rector.
7. Applications of candidates qualifying to be employed as visiting lecturers have to be awarded at least 50% of points for each of the criteria referred to in s. 2 and at least 60% of points in total.
8. The list of persons qualifying to be employed as visiting lecturers and a reserve list will be published on the website, at [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl). The Host Department will be notified of publishing the list using electronic means. Both lists will include names of Host Departments, as well as first names and surnames of candidates qualifying to be employed as visiting lecturers or entered on a reserve list.
9. As soon as the lists referred to in s. 8 have been published, qualified candidates will be obliged to complete formalities related to employment as visiting lecturers, in cooperation with the Host Department Liaison Officer and Welcome Point UW. In exceptional situations, the employment contract can be signed at a later date, agreed with the ZIP Bureau.

10. Failure to sign the employment contract with the University of Warsaw as specified in s. 9 shall be considered equivalent to withdrawing the Application. In such case, the next candidate from the reserve list shall be qualified for employment, to whom provisions of s. 9 will apply respectively.
11. The Host Department, whose Application is not qualified to the Programme in the particular competition round, can take part in the subsequent round, by submitting the same or different Application.
12. The Host Department shall have the right to view the score awarded in the competitive selection process.
13. The Host Department shall be entitled to submit a complaint to the Rector within 7 days of the day of sending the information on publishing the list of candidates qualifying to be employed as visiting lecturers. The complaint shall be submitted in writing, through the Commission that shall transfer the complaint to the Rector together with its opinion, within 7 days of its receipt. The complaint can be submitted only based on a breach of the competition procedures.

## Employment rules

### § 8

1. Researchers from abroad, qualifying to be employed as visiting lecturers as a result of the competition referred to in § 3, will be employed at the University of Warsaw based on employment contracts for the period specified in the Application (from 2 to 5 months), at the initiative of the Rector.
2. Submitting the Visiting Lecturer Application Form together with the justification referred to in § 6 s. 3 letters a) and b), being a part of the Application, shall be considered equivalent to the Host Department Head expressing a positive opinion on employment.
3. The procedure for employment as a visiting lecturer will be coordinated by Welcome Point UW in cooperation with the Host Department Liaison Officer and an administration employee indicated by the Head of Host Department, as well as other University Bureaus.
4. The visiting lecturer will receive the remuneration of PLN 20,000 gross for every month of employment under the employment contract.
5. The University of Warsaw will cover the costs of travel of the person employed as a visiting lecturer to Warsaw to start employment and the return travel at the end of employment, provided that:
  - a) public transport will be used for the purposes of travel in accordance with guidelines of the Operational Programme Knowledge Education Development;
  - b) travel will take place no earlier than two weeks before the start of the employment relationship and no later than two weeks after the end thereof;
  - c) flight/train/bus tickets will be purchased by the UW through Welcome Point UW and Why Not Travel company;
  - d) costs of travel will not exceed the estimates binding under the Programme.
6. Detailed principles for arranging travel of visiting lecturers employed within the framework of the Programme, approved by the ZIP Programme Manager, are available

## Duties of the visiting lecturer

### § 9

1. Every person employed as a visiting lecturer for a period up to 3 months will be obliged to conduct classes for least 30 hours and hold consultations with students for at least 10 hours.
2. Every person employed as a visiting lecturer for a period above 3 months will be obliged to conduct classes for least 60 hours and hold consultations with students for at least 10 hours.
3. Additionally, every person employed as a visiting lecturer, regardless of the employment period, will be obliged to give at least one open lecture and at least one presentation at the doctoral study seminar.
4. Time frames of employment of researchers from abroad as visiting lecturers should take into account their individual plans and should be adjusted to the academic schedule of the UW.
5. Teaching classes shall be conducted by visiting lecturers on a regular basis, on dates agreed in advance, during the whole period of employment.
6. The full offer of classes conducted by visiting lecturers and information on consultations with students should be available in USOS (together with their syllabuses in the teaching language).
7. Fulfilment of teaching duties by the visiting lecturer should be documented in accordance with requirements of the Operational Programme Knowledge Education Development, made available by the ZIP Bureau.

## Supported provided to visiting lecturers

### § 10

1. The Host Department Liaison Officer will provide teaching support and scientific assistance to the visiting lecturer.
2. In particular, duties of the Host Department Liaison Officer will include support in preparation of syllabuses, contacts with university administration employees and adaptation in the new place of work, as well as organisation of scientific meetings with participation of the guest or individual scientific meetings.
3. The Host Department Liaison Officer shall be obliged to settle the stay of the visiting lecturer based, *inter alia*, on syllabuses of classes of the visiting lecturer, timesheets of the visiting lecturer and own timesheets of the Host Department Liaison Officer, registers of attendance of students at classes conducted by the visiting lecturer, registers of attendance of participants of doctoral study seminar and the open lecture conducted by the visiting lecturer.
4. For performance of tasks referred to in ss. 1-2, the Host Department Liaison Officer will receive additional remuneration for the whole period of employment of the visiting lecturer at the University of Warsaw. This remuneration will be financed from resources of the Programme.

## Processing of personal data

### §11

1. Persons entering the competition referred to in § 3 shall be obliged to submit the declaration on their consent to process personal data. Failure to submit the declaration shall result in non-examining the Application for formal reasons.
2. The controller of personal data of persons referred to in s. 1 will be the minister in charge of regional development, acting as the managing authority for the Operational Programme Knowledge Education Development 2014-2020, with its registered office at ul. Wspólna 2/4, 00-926 Warszawa.
3. The controller appointed the Data Protection Officer overseeing the correctness of the processing of personal data, who can be contacted by e-mail, at: [iod@miir.gov.pl](mailto:iod@miir.gov.pl).
4. Data of persons referred to in s. 1 will be collected and processed for the purposes of:
  - 1) conducting the competition referred to in § 3 and employment as visiting lecturers within the framework of the Programme, at the UW;
  - 2) promotion and other activities taken within the framework of the Programme.
5. Data provided will be processed based on consents to the processing of personal data, granted by persons referred to in s. 1.
6. Data shall be provided on a voluntary basis, but their provision is necessary to participate in the competition referred to in § 3.
7. Data collected will be made available to the National Centre for Research and Development – intermediate body with whom the UW concluded Contract no POWR.03.05.00-00-Z305/17-00 for the Programme co-financing, and to other institutions verifying implementation of the Programme.
8. Data will be kept until the end of the Programme and finalising the settlement of the Operational Programme Knowledge Education Development, i.e. until 2027.
9. Every person participating in the competition referred to in § 3 shall have the right of access to his or her data, and the right to request their rectification, erasure, restriction of processing, the right to data portability, the right to object to processing, and the right to withdraw the consent at any time.
10. Every person participating in the competition referred to in § 3 shall have the right to lodge a complaint with the President of the Office for the Protection of Personal Data.

### § 12

1. The Rules shall come into force as of the date of their announcement.
2. Up-to-date information related to the Task are available at: [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl).