

**Directive No. 15/2023
of 23 January 2023 of the
Rector of the Medical University of Lodz**

**on the Rules and Regulations for hosting and employing visiting professors at the Medical
University of Lodz**

Pursuant to § 12, Item 3 and § 13, Item 2 of the Statutes of the Medical University of Lodz of 27 June 2019, with amendments, in connection with the Development Strategy of the Medical University of Lodz for the years 2021-2025 (Resolution no. 16/2020 of 17 December 2020 of the Senate of the Medical University of Lodz, with amendments), is hereby ordered:

§ 1

As part of the implementation of the Development Strategy of the Medical University of Lodz for 2021-2025, the Rules and Regulations on hosting and employing visiting professors at the Medical University of Lodz are specified in an annex hereto.

§ 2

1. Directive No. 125/2021 of 28 December 2021 of the Rector of the Medical University of Lodz on the Rules and Regulations on hosting and employing visiting professors at the Medical University of Lodz is hereby repealed.
2. The Directive shall come into force on the date of its signing on 1 January 2023.

RECTOR: *Prof. Radziław Kordek, MD, PhD*

Publication of the legal act:

- intranet/the Public Information Bulletin

Rules and Regulations for hosting and employing visiting professors at the Medical University of Lodz

§ 1

1. These Rules and Regulations lay down rules for hosting and employing a person who will be granted the status of visiting professor (Visiting Professor or Associate Visiting Professor) at the Medical University of Lodz, hereinafter referred to as “the University”.
2. The position of Visiting Professor can be taken up by a holder of the academic title of professor or by a person who is employed as a professor at his/her home university or other scientific or research institution.
3. The position of Associate Visiting Professor can be taken up by a holder of a PhD degree with significant achievements in scientific or teaching activity, or by a person who is employed in a foreign institution, being a recognised scientific or research centre.
4. An employee of the University who has experience in cooperation with international community can apply for employing a visiting professor.
5. The application form, referred to in Item 4, is annexed to the Rules and Regulations (Annex No. 1 the Rules and Regulations).
6. The application should be accompanied by a written or e-mail consent of the candidate to be employed and his/her consent to processing of personal data; the consent template with the information clause on the procedure of processing of personal data is annexed to the Rules and Regulations (Annex No. 2 to the Rules and Regulations).
7. The application requires a consent of the immediate superior if the person submitting the application is not the head of the unit.
8. The application, together with the required documentation, is submitted to and initially verified by the Department for International Relations (hereinafter referred to as the DWZ).
9. After positive verification by the DWZ, the set of documents is forwarded, via the process application AP12.02 UMED Internal Correspondence, to the relevant dean of the faculty which employs the applying employee. The dean then decides on the employment of the visiting professor and the form of his/her employment (a civil-law contract or work contract).
10. Depending on the type of contract that will be the basis for the employment of the visiting professor, the DWZ, through the process application AP12.02 UMED Internal Correspondence, forwards the documentation to:
 - 1) The Human Resources Office (hereinafter referred to as the DSO) for work contracts. The employment relationship is established after the Rector has given his/her consent and the candidate has met all requirements related to his/her employment, which in particular include submitting documents confirming education with their sworn translation into Polish and a document which proves undergoing preliminary medical examinations. The DSO verifies the documents and prepares the work contract,
 - 2) The Department of Didactic Settlements (hereinafter referred to as DRD) for civil-law contracts. The DRD:
 - a) verifies documents and the civil-law contract prepared by the organisational unit responsible for employing the visiting professor and signed by the Vice-Rector for Teaching and the Bursar,

- b) arranges payment of remuneration upon completion of the subject matter of the contract, submission of the invoice to the DRD and accounting for teaching hours in the electronic system.
11. The DWZ shall maintain a register of persons with the visiting professor status, which shall include the following data:
- 1) the forename and surname,
 - 2) the name of the university being the person's primary workplace,
 - 3) duration of the contract,
 - 4) the topic of the lecture/lectures,
 - 5) the field of study represented,
 - 6) citizenship.

§ 2

1. A visiting professor shall be employed at the University under a civil-law contract or part-time work contract for a minimum of 18 teaching hours (including lectures, classes) per academic year and/or to carry out academic activities.
2. The head of the host unit can apply for a reduction of the teaching load of the employee (or employees) whose classes are being conducted by the visiting professor, corresponding to the number of hours taught by the visiting professor, but not more than by 60 hours per academic year. The academic teacher shall not be entitled to remuneration for the number of additional teaching hours worked in excess of the reduction made to the obligatory teaching load.
3. The unit employing a visiting professor shall receive an amount of PLN 5,000.00 to be used for realisation of scientific goals or development of teaching potential.
4. Rates of remuneration for a visiting professor employed under a work contract are specified in the Rules and Regulations on Remuneration for Employees of the Medical University of Lodz.
5. Hourly rates for employment of a visiting professor under a civil-law contract cannot be higher than the double maximum hourly rate for paid studies conducted in English at the University, as specified in the Rector's Regulation on the rates of remuneration for teaching, conducting sports classes and vocational placement under a civil-law contract. In justified cases, at the request of the person hosting the visiting professor, these rates can be increased.

§ 3

1. The University can partly cover the costs of the stay of a visiting professor in Poland.
2. The costs related to his/her stay that can be covered by the University shall include:
 - 1) a subsidy for travel costs in the form of a lump sum calculated according to the kilometres travelled (the amount of the subsidy is specified in Annex No. 3 to the Rules and Regulations),
 - 2) accommodation, according to the mode of financing accommodation within the framework of a national business travel (to be settled on the basis of a personal invoice or one issued to the University).
3. In justified cases, at the request of the person hosting the visiting professor, the costs referred to in Item 2 can be increased.
4. The basis for reimbursement of the costs referred to in Item 2 shall be:
 - 1) producing an invoice - for air, train and bus tickets,
 - 2) submitting the document called "Mileage Log" for a journey made in a private car.
5. The documents referred to in Item 4 (invoices, tickets) together with the bank account number of the visiting professor should be submitted to the DWZ.

6. In justified cases, at the request of the person hosting the Visiting professor, travel or accommodation costs can be reimbursed on the basis of a debit note issued by the visiting professor's home university.
7. All costs related to employing a visiting professor and the budget referred to in § 2, Point 3 shall be covered with a subsidy granted for maintenance and development of teaching and research potential under Article 368, Item 10, Point 1 of the Act on the increase of the amount of subsidy referred to in Article 390 of the Act, granted to higher education institutions which applied for such grants within the "Excellence Initiative - Research University" programme and with which no agreement has been concluded by the Minister of Science and Higher Education.
8. The University shall not cover insurance costs of the visiting professor during his/her stay in Poland.

§ 43

1. A visiting professor can, within his/her employment at the University, conduct some classes/lectures online.
2. Online classes shall be conducted using the Ms Teams platform or any other tool enabling direct remote communication.

§ 5

1. A visiting professor shall sign the agreement referred to in § 2, Item 1 and fills in the form including personal data for the purposes of the IFT tax return (for non-residents).
2. After the end of the calendar year (by 28 February of the following year), the Payroll and Allowance Department shall send the completed IFT-1/IFT-1R tax form to the visiting professor's place of residence given in the form. Tax clearance issues lie with the visiting professor.

§ 6

1. The documents referred to in these Rules and Regulations can be downloaded from the website: dwz.umed.pl.
2. A visiting professor shall be supervised by a designated person from the hosting unit. He/she shall be responsible for fulfilling the requirements specified in § 1 and 2.
3. Social matters related to the stay shall be dealt with by the Department for International Relations (until other relevant units are not established).
4. In matters not regulated by these Rules and Regulations, decisions shall be made by the Rector.
5. The terms and conditions of employment not covered in these Rules Regulations are included in the agreement concluded with the visiting professor.