

**Regulations on admitting and employing visiting professors
at the Medical University of Lodz**
(consolidated text)

§ 1

1. These Regulations set out the rules regarding the admission and employment of individuals who are granted the status of visiting professors (Visiting Professor or Associate Visiting Professor) at the Medical University of Lodz, hereinafter referred to as “the University”.
2. The Visiting Professor status may be granted to a person who holds the academic title of professor or is employed as a professor in a foreign institution or other academic or research organisation.
3. The Visiting Professor status may be granted to a person who holds the academic title of professor or is employed as a professor at a foreign institution or other academic or research organisation.
4. An application for the employment of a visiting professor may be submitted by a University employee who has experience in working in an international academic community.
5. The template for the application referred to in Item 4 is set out in Annex 1 to the Regulations.
6. The application must be accompanied by the candidate’s written or emailed consent to employment, together with signed information on the processing of personal data, which constitutes Annex 2 to the Regulations.
7. If the person submitting the application is not the head of the unit, the application requires to be approved by their immediate superior.
8. The application, together with required documentation, has to be submitted to the International Projects Department (hereinafter referred to as DPM), which carries out an initial check to ensure it is correct.
9. Following positive verification by the DPM, a complete set of documents is forwarded via the AP12.02 Internal Correspondence at UMED process application, to the Dean of the faculty responsible for the employment of the person submitting the application as well as to the Bursar. The Dean decides on admitting the visiting professor and the form of their employment (a civil law contract or an employment contract). If the classes specified in the application are to be held at a different faculty, the consent of the Dean of that faculty is required.
10. Depending on the type of contract under which the visiting professor will be employed, the documentation is forwarded via the AP12.02 Internal Correspondence at UMED process application to:
 - 1) The Human Resources Office (hereinafter referred to as HRO), if the application relates to employment under an employment contract. The employment relationship is established after the Rector’s approval has been obtained and the candidate has met all formal requirements regarding the employment, in particular, they have submitted documents confirming their education. The documents are required to be translated into the Polish language and certified by a sworn translator. Besides, the candidate is also required to undergo preliminary medical examinations as well as complete an occupational health and safety training course. The DSO verifies the documents and prepares the employment contract;
 - 2) The Department of Didactic Settlements (hereinafter referred to as DRD) for employees entering into civil law contracts.
 - a) The DRD verifies the documents and the civil law contract prepared by the organisational unit arranging the employment of the visiting professor and signed by the Vice-Rector for Education and the Bursar with regard to details concerning teaching classes with students
 - b) Once the subject matter of the contract has been fulfilled, the DRD verifies details in the submitted invoice and ensures they have been correctly processed in the IT system.

- 3) Other activities/tasks (i.e. not related to teaching) carried out on behalf of the University and specified in the civil law contract must be confirmed by the head of the unit in which they have been performed. The unit in which other tasks are carried out confirms their completion and arranges a payment of remuneration.
11. The DPM keeps a register of individuals with the visiting professor status, which includes the following details:
 - 1) forename and surname;
 - 2) the name of the university where the person is employed and which it is their main workplace;
 - 3) contract period;
 - 4) subject of the lecture(s);
 - 5) field of the represented science;
 - 6) citizenship.

§ 2

1. A visiting professor is employed by the University under a civil law contract or a part-time employment contract, comprising a minimum of 18 teaching hours (including lectures and practical classes) in an academic year and/or for the purpose of conducting research activity.
2. The head of the host department may reduce the teaching load of the staff member (or staff members) whose classes are being taught by the visiting professor by the number of teaching hours delivered by the visiting professor, but by no more than 60 hours in a particular academic year. An academic staff member is not entitled to additional remuneration for teaching hours worked in excess of the reduction granted to their compulsory teaching load.
3. The unit employing the visiting professor receives 5,000.00 PLN as additional funding to do research or develop teaching potential of the unit.
4. The rates of remuneration for a visiting professor employed under an employment contract are specified in the Remuneration Regulations for Personnel of the Medical University of Lodz.
5. Hourly rates for a visiting professor employed under a civil law contract may not exceed twice the maximum hourly rate for a professor on fee-paying courses taught in the English language at the University, as specified in the Rector's regulation on remuneration rates for teaching, conducting sports activities and work placements under a civil law contract. In justified cases, upon request of the person hosting the visiting professor, these rates may be increased.

§ 3

1. The University may partly cover the costs of a visiting professor's stay in Poland.
2. The costs associated with a visiting professor's stay that may be covered by the University's funds include:
 - a) a travel cost, which may be paid as a lump sum based on the number of covered kilometres (the amount of the allowance is specified in Annex 3 to the Regulations),
 - b) accommodation cost, which may be reimbursed in accordance with the rules governing the reimbursement of accommodation expenses for domestic business trips (to be settled on the basis of an invoice made out to a particular person or to the University).
3. In justified cases, upon request of the person hosting the visiting professor, the costs referred to in Item 2 may be increased.
4. The grounds for the reimbursement of the costs referred to in Item 2, Point a are:
 - a) producing the invoice – for air, rail and coach tickets,
 - b) delivering the Vehicle Mileage Log – for a journey in a private car.
5. The documents referred to in Item 4 (invoices, tickets), together with the visiting professor's bank account number, must be submitted to the DPM.
6. In justified cases, upon request of the person hosting the visiting professor, reimbursement of travel or accommodation costs may be granted on the basis of a debit note issued by the visiting professor's home university.
7. All costs associated with the employment of a visiting professor, as well as the budget referred to in Item 2, Point 3, will be covered from financial resources for the maintenance and development of teaching and research potential, granted under Article 368, Item 10, Point 1 of the Act on the increase in the amount of funding referred to in Article 390 of the Act, granted to higher education

institutions which entered the competition within the “Initiative of Excellence – Research University” programme, with which the Minister for Science and Higher Education has not concluded an agreement.

8. The University does not cover the cost of insurance for visiting professors during their stay in Poland.

§ 4

1. A visiting professor may, as part of their employment at the University, perform some of their teaching activities remotely.
2. Online classes are conducted using the Microsoft Teams application or another tool that enables direct remote communication.

§ 5

1. A visiting professor signs the contract referred to in § 2, Item 1 and completes a form containing their personal details for the purposes of submitting the IFT tax form.
2. At the end of the calendar year (by 28 February of the subsequent year), the Payroll and Benefits Department sends the completed IFT-1/IFT-1R form to the visiting professor’s home address as stated on the form. The visiting professor shall be responsible for matters related to tax settlements.

§ 6

1. The documents referred to in the Regulations can be downloaded from the University website.
2. A designated member of staff from the host institution will be responsible for providing academic supervision of the visiting professor and for acting in compliance with the provisions set out in § 1 and § 2.
3. The Welcome Centre deals with social matters relating to the stay of the visiting professor.
4. The Rector will make decisions in matters not covered by these Regulations.
5. Terms and conditions of employment which are not covered by the Regulations shall be set out in the contract concluded with the visiting professor.