

**Regulations Regarding the Allocation of Responsibilities of a Visiting Professor at the
University of Rzeszów, Arising from a Civil Law Contract**

§ 1

Requirements for a person applying for the duties of a visiting professor at the University of
Rzeszów

1. A visiting professor – an individual designated as a professor at a higher education institution (hereinafter referred to as a visiting professor) is defined as a person who fulfills all the following criteria:
 - 1) who is not a citizen of Poland;
 - 2) holds the academic title of professor or is employed as a university professor at another university, a foreign university, a foreign research institution, or as an institute professor at an institute of the Polish Academy of Sciences, a research institute, or an international institute;
 - 3) is responsible for conducting a minimum of 60 hours of classes at the University of Rzeszów;
 - 4) is not employed by the University of Rzeszów.
2. To substantiate the fulfillment of the condition delineated in § 1, section 1 point 1, it is imperative to submit a declaration affirming the absence of Polish citizenship.
3. The validation of the fulfillment of the condition stated in § 1 section 1 point 2 requires the submission of a statement or a photocopy of documentation certifying the attainment of the academic title of professor or employment as a university professor at a different university, foreign university, or foreign research institution, or as an institute professor at an institute of the Polish Academy of Sciences, research institute, or international institute.
4. A civil law contract executed between the University of Rzeszów (hereinafter referred to as UR) and the visiting professor shall encompass the obligation to conduct a minimum of 60 hours of teaching during one or two semesters of a single academic year, along with the provision of an unlimited license in terms of time and territory for the utilization of teaching materials generated in connection with the aforementioned teaching activities in the fields of exploitation and the conditions specified each time in the content of the Agreement.

§ 2

Procedure for assigning duties to a visiting professor

1. The Dean of the Faculty shall submit a request to the Vice-Rector for Science and International Cooperation for the employment of a visiting professor, together with information regarding the planned courses.
2. Upon reviewing the documentation submitted, the Vice-Rector for Science and International Cooperation shall refer the matter to the Rector of the University of Rzeszów along with their opinion.
3. The decisions regarding the assignment of duties to a visiting professor at the University of Rzeszów shall be made by the Rector of the University of Rzeszów, who shall notify the Vice-Rector for Science and International Cooperation.
4. In the event of a favorable decision by the Rector of the University of Rzeszów, the Vice-Rector for Science and International Cooperation shall convey information regarding this matter to the Dean of the Faculty, the Human Resources and Payroll Department, the Bursar's Office, the Student Affairs and Education Department, and the International Relations Office.
5. The International Relations Office shall maintain a register of individuals assigned the duties of visiting professors.

§ 3

Regulations Governing Remuneration of Visiting Professors

1. The scope of rights and obligations of a visiting professor, including the amount of remuneration and the conditions for granting the license referenced in § 1, section 4, shall be delineated in the civil law contract forming Appendix 1 to these Regulations.
2. The Dean of the Faculty in which the visiting professor shall undertake the assigned duties is responsible for drafting and executing the contract.
3. The agreement shall be registered through the Electronic Document Workflow (EOD) system.
4. The amount of remuneration for a visiting professor, considering the issuance of the license mentioned in § 1, section 4, shall not exceed PLN 600.00 (in words: six hundred zlotys) gross per one teaching hour.

5. The remuneration mentioned in paragraph 4 shall be disbursed from the funds of the Faculty.
6. The Dean of the Faculty shall submit a copy of the agreement referred to in paragraph 1 to the Student Affairs and Education Department as well as to the International Relations Office.
7. The procedures for the circulation of documents concerning civil law contracts for teaching activities at Bachelor programmes, Master's programmes, long-cycle Master's degree programmes, third-degree programmes, and at the Doctoral School of the University of Rzeszów, as set out in Regulations No. 1/2022 of the Rector of the University of Rzeszów of 3 January 2022 on the detailed regulations for planning the staff of teaching positions at the University of Rzeszów (as amended), do not apply to the conclusion of civil law contracts with persons entrusted with the duties of a visiting professor at the University of Rzeszów.
8. In exceptional circumstances, with the consent of the Rector of the University of Rzeszów, certain classes may be conducted remotely.

§ 4

Confirmation of the completion of the classes

1. Within 14 days of the end of classes, the Dean of the Faculty submits to the Vice-Rector for Science and International Cooperation a report on the performance of the contract by the visiting professor, including the type of classes, their duration and main contents, as well as the scope of the licence granted.
2. The receiving unit (faculty) keeps documentation related to the assignment of a visiting professor's duties, including the documents referred to in § 1 section 2, § 1 section 3, and the syllabus of classes.

Chairman of the Senate
of the University of Rzeszów

prof. dr hab. Adam Reich
Rector