**Ordinance No. 26/2023/2024 of the**

**Rector of the Józef Piłsudski University of Physical Education**

**in Warsaw, of January 5, 2024**

**Regarding : establishing the rules for the admission of visiting professors at the University of**

**Józef Piłsudski Physical Education in Warsaw ( AWF WARSAW) .**

Pursuant to Article 23 section 2 point 2 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and § 33 section 2 point 7 and section 3 of the Statute of AWF Warsaw, in connection with the provisions of the Regulation of the Minister of Science and Higher Education of 9 September 2019 on the method of allocating funds for the maintenance and development of teaching and research potential at the disposal of the minister responsible for higher education and science , and for tasks related to the maintenance of training aircraft and specialised training centres for air personnel (Journal of Laws of 2019, item 1838, as amended), I introduce the following rules for accepting visiting professors at the Józef Piłsudski University of Physical Education in Warsaw,

hereinafter referred to as the "University ".

§ 1

1. As part of the implementation of the University's strategy, the "Visiting Professors of the University of Physical Education in Warsaw" programme is being created enabling the implementation of visits of eminent scientists, educators, experts from abroad.

2. The aim of the "Visiting Professors of the University of Physical Education in Warsaw" is to internationalize scientific research and didactic classes conducted at the University.

§ 2

The status of a visiting professor may be obtained only by a person hereinafter referred to as the "Beneficiary" who:

1) holds the academic title of professor or is employed as a professor at a foreign university

or a foreign research/scientific institution;

2) does not have Polish citizenship;

3) completes at least 60 hours of teaching classes per academic year at undergraduate/Bachelor’s-cycle of studies, and/or uniform graduate/Master’s-cycle programmes and/or at the Doctoral School;

4) will be invited to the University of Physical Education in Warsaw by an academic teacher employed at the hosting institution and who will be the supervisor of the visit.

§ 3

1. The financing of the visit shall include the remuneration of the Beneficiary and the reimbursement of travel expenses and/or accommodation costs of the Beneficiary as part of the "Visiting Professors of the University of Physical Education in Warsaw" programme, which consists of:

1) the costs of conducting lectures, seminars or other activities addressed to students or

participants of the Doctoral School and/or the costs related to conducting scientific activities during the visit

2) travel expenses;

3) accommodation costs.

2. The costs referred to in points (2) and (3) of paragraph 1 constitute:

1. travel costs- based on actually incurred and properly documented costs, no more than:

The distance (in km) in the straight line between total for one person

your place of residence and your destination

less than 500 1,300.00 PLN

500 - 999 2 600,00 PLN

1,000 – 2,999 3,900.00 PLN

3,000 – 5,999 5,200.00 PLN

6,000 – 9,000 6,500.00 PLN

over 9,000 7,800.00 PLN

2) accommodation costs, on the basis of the actual and adequately documented costs. Note

that it is possible to accommodate the Beneficiary in the facilities of the University of Physical Education in Warsaw):

- for stays lasting up to 12 weeks in the amount of no more than: 350.00 PLN per night for one

person;

- for stays lasting more than 12 weeks in the amount of no more than: 1000.00 PLN per week for

one person.

3. In particularly justified cases, due to the scope of the planned scientific activity

and/or didactic activity during the visit, as well as the benefits for the University of Physical Education in Warsaw resulting from the visit, the Rector, after consultation with the Dean of the receiving faculty and at the request of the visit supervisor, may increase the amount of funding for the visit.

4. Financing for the visit does not cover travel and accommodation costs for family members and other persons accompanying the Beneficiary.

5. The beneficiary shall be remunerated on the basis of a mandate contract drawn up in accordance with the rules for concluding civil law contracts at the University of Physical Education in Warsaw. The agreement referred to above will also regulate the scope of reimbursement of travel expenses.

6. The remuneration of a visiting professor is regulated by the Ordinance of the Rector of the University of Physical Education in Warsaw

No. 73/2020/2021 of 24 May 2021 (as amended). Payment of remuneration shall be made in accordance with the rules and deadlines for payment of impersonal remuneration applicable at the University of Physical Education in Warsaw

7. The costs of the visiting professor's stay are covered from the funds at the Dean's disposal

of the receiving faculty or shall be covered in whole or in part by the Beneficiary, or these costs shall be covered by a source indicated by the Rector or the Vice-Rector acting under his authority responsible for international cooperation, in the situation referred to in paragraph 11.

8. Deans of faculties where classes are planned to be conducted by the Beneficiary or

the Head of the Doctoral School approves the preliminary cost estimate and mobility plan of the visiting professor.

9. The costs should be included in the financial plan of the administrator of the funds, i.e. the dean of the hosting faculty.

10. The Vice-Rector responsible for international cooperation forwards the applications to the Dean for consideration.

11. If a visiting professor conducts classes at the request of the Doctoral School, the source of financing the cost is indicated by the Rector or the Vice Rector in charge of the international cooperation acting on his behalf.

§ 4

1. In order to join the programme, the Vice-Rector responsible for cooperation must submit an

international application by the supervisor of the visit, approved by the Dean of the Faculty of

and/or the Head of the Doctoral School. A sample of the document is available on the website

of the team responsible for international cooperation, hereinafter referred to as the 'ICT' and is annexed to this Ordinance.

2. The completed application shall be submitted in electronic form (scan of the signed application) by sending it to the ICT mailing address. Submitting the application is tantamount to the acceptance of provisions of the regulation by the potential supervisor of the visit.

3. The application must be submitted by the visit’s supervisor by 15 April and 15 October of the year

preceding the arrival, respectively for visits carried out in the winter and summer semesters of the following year.

4. The number of visiting professors depends on the budget set for the implementation of the programme.

§ 5

1. The decision to admit a visiting professor is made by the Rector after consultation with the Dean of the receiving Faculty, or the head of the Doctoral School, respectively, subject to the provisions § 7 section 3 of this Ordinance.

2. The stay of a visiting professor shall begin in the calendar year for which the funding has been

allocated.

3. The visit must be reported to the register of foreign arrivals at the ICT

§ 6

The supervisor of the visit is obliged to:

(1) submit an application;

2) organize and agree on classes with the Beneficiary, in the number of min. 60 hours;

3) complete the process related to the employment procedure at the University of Physical Education in Warsaw (e.g. residence permit, accommodation, contract of mandate, insurance);

4) submit a report on the visit to the Dean within 14 days of its completion.

The template of the report is available on the website of the ICT, constituting Appendix No. 2 to this

Ordinance.

§ 7

1. In matters not regulated by this Ordinance and concerning the admission of professors

the decision is made by the Rector.

2. Rules settling the hours of visiting professors and of those replaced by the visiting professors

are specified separately in the work regulations or renumeration regulations applicable at the University in Warsaw.

In the Branch of the Academy of Physical Education in Biała Podlaska, decisions reserved for the competence of the Rector in this Ordinance , are taken and signed by the Vice-Rector responsible for the Branch of the University of Physical Education - this Ordinance is at the same time also a document of power of attorney in this respect.

4. This Ordinance shall enter into force on the date of signature specified in the header.

 Rector

 Prof. Bartosz Molik, PhD

Attachment:

1) Template of the application form for the Visiting Professors programme of the University of Physical Education in Warsaw.

2) Template of the report on the implementation of the visit under the Visiting Professors of the University of Physical Education programme.