

**Decree no. 154/R/21
of the Rector of the University of Gdańsk
of 18 October 2021**

on establishing the “UG Visiting Professors” fund at the University of Gdańsk

It is decreed on the basis of Article 23 section 1 and section 2 points 2 and 10 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478 with amendments), § 34 section 1 and section 2 point 2 of the Statute of the University of Gdańsk of 13 June 2019 (with amendments) that:

§ 1.

As part of the Excellence Initiative “Research University at the University of Gdańsk” programme, the “UG Visiting Professors” programme shall be established – a fund to finance the implementation of medium-term and short-term visits by outstanding researchers from abroad.

§ 2.

The objective of the “UG Visiting Professors” programme is the internationalisation of the scientific research and didactic classes conducted at the University of Gdańsk.

§ 3.

1. The amount of funds available in the “UG Visiting Professors” programme shall be determined by the Rector for a given calendar year with regard to the UG’s current financial situation.
2. The funds in the “UG Visiting Professors” programme shall be allocated by means of competitions.
3. The funds in the “UG Visiting Professors” programme may be secured by a person who does not hold Polish citizenship, is employed at a university abroad in the position of professor and has been invited to the University of Gdańsk by an academic teacher who is the supervisor of the visit – hereinafter referred to as “Beneficiary”.
4. The programme shall not apply to visits by professors from abroad organised as part of separate agreements, including project agreements, which provide funding for these visits.
5. The schedule of the competitions in a given calendar year shall be announced by the Rector in a separate communique.

§ 4.

1. The “UG Visiting Professors” programme is expected to finance the costs of the visits of professors from abroad as part of the following activities:
 - 1) short-term visits lasting from 2 to 4 weeks;
 - 2) medium-term visits lasting from 5 to 12 weeks.
2. The funding shall include the Beneficiary’s remuneration and reimbursement of his/her travel and accommodation costs as part of the “UG Visiting Professors” programme, comprising:
 - 1) the costs of conducting didactic classes according to an hourly rate or the costs of conducting research;
 - 2) travel costs;
 - 3) accommodation costs.
3. The costs referred to in section 2 point 1 shall be calculated as flat fees to the amount of:
 - 1) 100 PLN for an hour of didactic work (the amount calculated on the basis of the rates of pay for overtime work for persons employed in the position of professor, annex no. 13 to the UG Employee Remuneration Regulations);
 - 2) 2,000 PLN/week (400 PLN/working day) of a research flat fee.
4. The costs referred to in section 2 points 2 and 3 shall be flat fees for:
 - 1) travel – on the basis of expenses incurred and appropriately documented, not exceeding:

| Linear distance (in km) between the place of residence and the destination | Amount per one person |
|--|-----------------------|
| below 500 | 1,300 PLN |
| 500 - 999 | 2,600 PLN |
| 1,000 - 2,999 | 3,900 PLN |
| 3,000 - 5,999 | 5,200 PLN |
| 6,000 - 9,000 | 6,500 PLN |
| above 9,000 | 7,800 PLN |

- 2) accommodation costs – on the basis of expenses incurred and appropriately documented:

- for short-term stays not exceeding: 300 PLN per day for one person,
- for medium-term stays not exceeding: 1,000 PLN per week for one person.

Accommodation on University premises may be provided.

5. Taking into consideration the availability of funds in a given year and in exceptionally justified cases, given the extent of the planned scientific and didactic activity during the visit as well as its the benefits for the UG, the Rector may, at the request of the supervisor, increase the amount of funding for the visit.
6. If the Beneficiary has conducted at least 60 hours of didactic classes during the visit, the increase to the rate per hour of didactic work may not exceed a figure three times higher than the rate referred to in section 3 point 1.

7. The Beneficiary shall receive remuneration on the basis of a concluded contract of commission, prepared in accordance with the Rules for concluding civil law contracts at the UG.
8. The remuneration referred to in section 2 point 1 shall be paid according to the supplemental payroll rules and deadlines in operation at the UG.

§ 5.

1. Entry to the competition shall be conditional upon the visit's supervisor submitting an application form, the specimen of which is available at the UG website in the "Cooperation" tab.
2. A completed application form should be submitted electronically (a scan of a signed application) to vpo@ug.edu.pl or in paper form to the UG Service Section for Foreign Professors.
3. Submission of an application shall be understood as acceptance of the provisions of this decree.

§ 6.

1. The decision on awarding funding shall be taken by the Rector in consultation with the Committee for the verification of applications, hereinafter referred to as "Committee", comprising:
 - 1) competent Vice-Rector for international cooperation – Chair;
 - 2) competent Vice-Rector for research;
 - 3) competent Vice-Rector for education.The administrative management of the Committee shall be provided by the UG Service Section for Foreign Professors.
2. The Rector's decision shall be final.
3. The information regarding the Rector's decision shall be individually communicated to the applicant in writing. Electronic communication of the decision shall also be possible.

§ 7.

1. A professor's visit must commence in the calendar year in which funding for the implementation of the visit was allocated.
2. Within fourteen days from the conclusion of the visit, the visit's supervisor shall submit a report on the implementation of the visit to a competent Vice-Rector for international cooperation. The specimen of the report is available at the UG website in the "Cooperation" tab.
3. The visit should be reported for the register of foreign visits according to the rules provided for in a separate decree of the Rector.

§ 8.

The Decree shall come into force on the day it is signed.

Rector
of the University of Gdańsk

Prof. Piotr Stepnowski