

Ordinance No. 46
of Rector of the University of Białystok
of 5 June 2025

***on the introduction of the rules for the organization and financing of the stay
of a visiting professor at the University of Białystok***

Pursuant to §17 sec. 4 items 2, 8, 11 of the Statute of the University of Białystok,
I declare the following:

§1

1. A faculty, branch, or doctoral school, hereinafter referred to as the hosting unit, may admit as a visiting professor (within the meaning of this Ordinance) a scholar who simultaneously meets the following conditions:

- 1) is not a Polish citizen,
- 2) holds the title of professor or is employed as a university professor at another university, foreign university, or foreign scientific institution, or as an institute professor at the Polish Academy of Sciences (PAN) institute, research institute, or international institute,
- 3) will conduct at least 60 teaching hours at the University of Białystok,
- 4) is not employed by the University of Białystok.

2. The visiting professor referred to in sec. 1 shall be employed under a civil law contract.

§2

The hosting unit may invite the visiting professor referred to in §1 based on:

- 1) a rector's competition,
- 2) a project – under the rules defined in a given project,
- 3) the initiative of the hosting unit, which covers the costs of the visiting professor's stay from its own funds.

§3

1. The tasks of the hosting unit admitting a visiting professor include:

- 1) defining the purpose and scope of cooperation: identifying the nature of the visit (e.g., giving lectures, seminars, conducting research, mentoring) and its duration,
- 2) contacting the candidate: presenting the cooperation proposal, obtaining CV and key documents (e.g., list of publications, achievements, references), discussing preliminary terms of cooperation (dates, tasks, financial issues),
- 3) preparing a plan of the professor's stay: detail schedule of activities (lectures, consultations, research), appointing a supervisor for organizational matters, including additional events (e.g., conferences, research team meetings), defining the expected outcomes of the stay (joint publication, joint grant application, Erasmus+ agreement, cooperation agreement),
- 4) preparing a cost estimate: estimating travel costs (flight tickets, local transport), determining remuneration, estimating accommodation, and other expenses related to the visit,
- 5) arrival organisation: preparing and signing the agreement, purchasing tickets, arranging local transport, booking accommodation,
- 6) implementing the stay: welcoming the professor, supervising planned activities (lectures, research, workshops), and ongoing support from the supervisor,
- 7) financial settlement of costs (i.e., describing and timely submitting the required accounting documents) related to the professor's stay,
- 8) Informing the International Cooperation Office about the stay of the visiting professor in the hosting unit.

2. The visiting professor shall submit a declaration of consent for the processing of personal data (GDPR) at the University of Białystok, the template of which constitutes Annex No. 1 to this Ordinance.

§4

1. The Rector shall, by way of a communication, specify for a given academic year the competition referred to in § 2 sec. 1 and the amount of funds allocated for visiting professors' stays.
2. Competition applications shall be submitted in response to the announced competition referred to in sec. 1. The application form template constitutes Annex No. 2 to this Ordinance.

3. Applications signed by the head of the organizational unit shall be submitted in the EZD system to the Vice-Rector responsible for international cooperation.
4. Applications are evaluated by a committee consisting of:
 - 1) the Vice-Rector responsible for international cooperation – chairman,
 - 2) the Vice-Rector responsible for development,
 - 3) the Vice-Rector responsible for education.
5. The committee recommends candidates to the Rector, taking into account the planned costs and effects of the stay. The Rector makes the final decision on the financing of the professor's stay (in a given organizational unit).

§5

1. The amount of funds allocated for financing travel and stay costs of visiting professors admitted under the competition is determined by the Rector for a given academic year, considering the university's financial situation.
2. Financing includes remuneration, reimbursement of travel and accommodation costs.
3. The visiting professor shall receive remuneration of PLN 200 gross per teaching hour.
4. The head of the organizational unit may increase the rate if the unit has sufficient funds, covering the difference from its own resources.

§6

1. The Chancellor, taking into account the availability of places in the Student Dormitory and university-owned apartments, may grant accommodation to the visiting professor upon request of the head of the hosting unit. Relevant information must be included in the application.
2. The hosting unit that received a favourable decision of the Rector regarding financing is obliged to prepare a report on the professor's stay and submit it to the Vice-Rector responsible for international cooperation in the EZD system no later than one month after the planned end of the stay. The report template constitutes Annex No. 3 to this Ordinance.
3. The Vice-Rector responsible for international cooperation shall give opinion the report and forward it to the Rector for approval.

§7

This Ordinance shall enter into force on the date of signature.

**Rector
of the University of Białystok
Prof. dr hab. Mariusz Popławski**