

**Regulations
for entrusting the duties of a visiting professor
at the University of Rzeszów under a civil-law contract**

§ 1

The necessary requirements for a person applying to be entrusted with the duties of a visiting professor at the University of Rzeszów.

1. A visiting professor – a university professor (hereinafter referred to as a visiting professor) is a professor of a higher education institution who is not a Polish citizen holding the title of professor or employed in the position of professor in another higher education institution, a foreign higher education institution or 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, who will conduct at least 60 hours of lectures at the University of Rzeszów, excluding persons currently employed at this university.
2. The visiting professor referred to in point 1 should meet the following requirements:
 - a) **a visiting professor in the humanities and social sciences should demonstrate at least:**
 - a list of more than 10 publications indexed in *Web of Sciences* or *Scopus* databases,
 - the Hirsch index higher than 5,
 - documented participation in international research grants,
 - scientific internships in foreign universities;
 - b) **a visiting professor in science and engineering and life sciences should demonstrate at least:**
 - a list of at least 50 scientific publications in an A-list scientific journal included in the *Journal Citation Reports (JCR)* database,
 - the total Impact Factor greater than 50,
 - the Hirsch Index higher than 10;
 - c) **a visiting professor in the field of art sciences and artistic creation should demonstrate at least:**
 - original realization and publication of a visual or musical work in the number of at least 2, where realization and publication of a musical work is understood as concerts for a large cast of musicians (conductor/soloist) or solo recitals of cultural importance, or authorship/first performance of a musical work for a large cast of musicians, while authorship/publication of a visual work is understood as a) an author's individual exhibition or retrospective of artistic achievements, presenting works in the fields of fine arts, design, photography, multimedia or interactive art, organised by a renowned artistic centre or a renowned cultural

- institution, b) authorship of the work of art or artistic project, multimedia, performative, audiovisual, interactive, sculptural or interdisciplinary realization, a series of art or photographic works or a design collection, disseminated during a significant artistic or scientific event,
- a co-authored realization of a visual or musical work and its publication in the number of a minimum of 7, where co-authorship realization and publication of a musical work shall be understood as participation in a chamber concert (conductor/chamber musician) or authorship/first performance of a musical work for a smaller cast of musicians, while co-authorship realization and publication of a work of art is understood as participation in a group exhibition organised by a museum, a renowned gallery, a renowned art centre or a renowned cultural institution with an international reach,
 - scientific and artistic projects or other forms of dissemination of musical or artistic culture in a number of at least 7, while this category includes the organisation or co-organisation of artistic events (exhibitions, festivals, competitions and other forms) or directing artistic undertakings (acting as curator of exhibitions, artistic projects), participation in evaluation commissions, conducting courses and music workshops, or dissemination (scientific publications or monographs in the field of art, having the character of achievements of great importance for the development of the field of art and culture),
 - more than 1 external research project.
3. The civil-law contract concluded between the University of Rzeszów (hereafter also UR) and the visiting professor should include the obligation to conduct by him/her a minimum of 60 hours of lectures over one or two semesters, to participate in research work financed by the University of Rzeszów, as well as granting a licence, unlimited in time and territory, to use teaching materials created in connection with the above-mentioned classes, in the fields of usage and under the conditions specified each time in the content of the contract.

§ 2

Procedure for entrusting duties to a visiting professor

1. The Director of the institute submits an application to the Vice-Rector for the relevant College for the employment of a visiting professor, along with a syllabus of the lectures to be taught.
2. After reviewing the submitted documentation, the Vice-Rector for the relevant College refers the matter to the Rector of the University of Rzeszów along with his/her own opinion.
3. Decisions on entrusting the duties of a visiting professor at the of the University of Rzeszów are taken by the Rector of the University of Rzeszów, of which he notifies the Vice-Rector for the relevant College.

4. In the case of a positive decision by the Rector of the UR, the Vice-Rector for the relevant College
4. forwards the information on the matter to the Dean of the College, the Human Resources Department, the Bursar's Office and the Education Department.
5. The Office of the Vice-Rector for the relevant College keeps a Register of persons entrusted with duties of a visiting professor.

§ 3

Principles of remuneration for a visiting professor

1. The scope of powers and duties of a visiting professor, including the amount of remuneration and the conditions for granting the licence referred to in § 1 point 3 are defined by a civil-law contract constituting Annex 1 to these Regulations.
2. The Director of the institute where the visiting person will perform the entrusted activities is responsible for the preparation and conclusion of the contract.
3. The amount of remuneration of the visiting professor, taking into account the granting of the licence referred to in § 1 point 3, must not exceed PLN 600.00 (say: six hundred zlotys) for one teaching hour.
4. The remuneration referred to in point 3 shall be paid from the institute's resources.
5. The Director of the institute shall forward a copy of the contract referred to in paragraphs 1 and 2 to the Education Department.
6. The rules for concluding civil law contracts with persons entrusted as visiting professors at the University of Rzeszów are not subject to the document circulation principles for civil-law contracts on conducting classes at Bachelor's degree programmes, Master's degree programmes, Uniform Master's degree programmes, third-degree programmes and at the Doctoral School established on the basis of the Regulation No. 1/2022 of the Rector of the University of Rzeszów of 3 January 2022 on detailed principles of staff planning of teaching classes at the University of Rzeszów (with subsequent amendments).

§ 4

Confirmation of the completion of the lectures given

Within 14 days of the completion of classes, the Director of the institute shall submit a report to the Vice-Rector for the relevant College on the performance of the contract by visiting professor, including in particular the type of lectures given, their duration and main content, as well as the scope of the licence granted.

President of the Senate
of the University of Rzeszów

prof. dr hab. Sylwester Czopek
Rector