



GUIDE
to
Ordinance No. 154/2025 of the Rector of UMLUB dated July 28, 2025
regarding the

Visiting Professor Program at UMLUB

1. MAIN GOALS AND ASSUMPTIONS OF THE PROGRAM

The “Visiting Professor at UMLUB” program was established under Ordinance No. 154/2025 of the Rector of UMLUB dated July 28, 2025, as part of the implementation of the “University Development Strategy for 2023–2030.” Its primary goal is the internationalization of education and research conducted at the University (§2.1). The program supports the concept of Creating Effective Academic Internationalization at the University – TEAM (§2.2).

2. PROGRAM BENEFICIARIES

The program may be accessed by individuals residing outside the Republic of Poland, employed (or retired) at a foreign university, scientific-research unit, or healthcare institution based outside Poland, holding a professor title or employed as a university professor (§3.4).

Exceptions to the requirement of holding the professor title are possible if the candidate has significant scientific, teaching, or professional achievements (§3.4).

Visiting professors are invited to participate by an academic staff member (host), with prior consent from the head of the inviting unit (§3.5).

3. DURATION AND FUNDING SCOPE OF VISITS

- **Visit duration:** 2 days to a maximum of 6 weeks (§4.1).
- **Funding scope:** The program covers remuneration, travel, and accommodation expenses (§4.2).
- **Remuneration:** PLN 300 gross per teaching hour for lectures, seminars, or other educational/scientific activities for UMLUB students, doctoral candidates, or staff (§4.3). This includes scientific research.
- **Travel costs:** Lump sums based on direct distance between place of departure and UMLUB, ranging from PLN 770 (under 500 km) to PLN 6,450 (8000 km or more) (§4.4 pt. 1) (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>)
- **Accommodation:** Either based on actual expenses (max. PLN 450 gross per day) or a flat rate (PLN 350 gross per day) (§4.4 pt. 2).





- **Additional funding:** The Rector may increase funding if justified, based on the planned activity scope and benefits for the University, subject to budget availability (§4.6).
- **Important exclusions:** The program does not cover visits already financed through other agreements (including project contracts), to avoid double funding (§3.6).

4. PREFERRED ACTIVITIES AND TEACHING MODALITY

Priority is given to visits involving **at least 60 teaching hours** within one academic year (§5.1). Such visits may be split into **two parts**. Teaching should primarily be **in-person**, but remote or hybrid teaching is allowed if **at least 50%** of planned activities are conducted face-to-face (§5.2).

5. APPLICATION AND DECISION PROCESS

1. **Application submission:** The host submits the application (Annex 1 of the Ordinance) via the EZD PUW system to the technical account of the Academic Exchange Office (§6.1, 2, 4). The application requires approval from both the host and the head of the inviting unit (§6.3).
2. **Application review:** The Rector makes funding decisions based on the opinion of a verification committee consisting of: Vice-Rectors, Deans, the Dean of the Doctoral School, the Bursar, and the Chair of the University TEAM committee (§7.1).
3. **Final decision:** The Rector's funding decision is final (§7.5).

6. SETTLEMENT AND REPORTING

- **Cost settlement:** Beneficiaries must submit a tax residency certificate (if available) before arrival, and invoices issued to the University after the visit (§4.5).
- **Post-visit reporting:** The host must submit a visit report (Annex 2 of the Ordinance) to the Dean within 14 days of completion, also via the EZD PUW system (§8.2). The report must be approved by both the host and unit head (§8.3).
- **Visit registration:** Each visit must be registered in the Foreign Visits Register maintained by the Academic Exchange Office (§8.4), which also prepares the Visiting Professor Certificate (§8.5).
- **Location of activities:** All teaching and scientific activities under the program must be conducted at UMLUB (§8.6).

7. REQUIRED DATA IN APPLICATION AND REPORT

Both the application and report require detailed information on the Beneficiary, planned/completed activities, and funding.

APPLICATION (ANNEX 1) INCLUDES:

- Host details: Name, position, unit.
- Visiting Professor details: Name, citizenship, country of residence, name of foreign institution, employment status, discipline, contact details, education, list of past/current research projects and/or teaching achievements, innovations, or professional experience.





- If scientific activity is planned: A list of 10 most important publications from the last 5 years, including the H-index from Web of Science.
- Visit details: Period, description of planned activity (max. 200 words), added value for UMLUB (in line with strategy), form of cooperation (teaching, research, training/mentoring, grants, events), expected results and impact, justification of benefits for UMLUB (max. 200 words).
- Requested funding, broken down by category (teaching, research, training, mentoring, grants, events, travel, accommodation).

REPORT (ANNEX 2) FOCUSES ON:

- Visit goals and scope (as per application).
- Detailed course of visit and activities:
- Teaching hours (in-person and remote), number of participants.
- Description of scientific research conducted, hours, preliminary publication or report required.
- Training/mentoring details (hours, participants).
- Participation in research/grant applications (hours), grant draft or report required.
- Participation in education/science outreach events.
- Added value of the visit for UMLUB (outcomes and impact).
- Benefits for UMLUB (achieved and expected), with examples such as future joint publications or grant applications, or integration into future UMLUB initiatives.
- Summary of settled costs.

