



## Regulations of awarding funds under the InterDocSchool project

### Task 4. „Visiting professors for WUST doctoral students.”

#### § 1

1. Funds are granted as a part of the InterDocSchool project implemented under the NAWA STER program for the preparation and presentation of courses for doctoral students of the Doctoral School of the Wrocław University of Science and Technology by a foreign lecturer, hereinafter referred to as the "Visiting Professor".

2. The purpose of granting the funds under the InterDocSchool project is to increase the internationalisation of the Doctoral School of the Wrocław University of Technology, increase the didactic offer in English for doctoral students of the Wrocław University of Technology Doctoral School and increase the number of foreign supervisors.

#### § 2

Financial resources for preparing and delivering courses for doctoral students of the Doctoral School of Wrocław University of Science and Technology may be granted only to visiting professors from abroad who have submitted a preliminary declaration stating that they are ready to prepare and deliver the course.

#### § 3

1. The course given by the Visiting Professor should include 15 hours of classes.
2. The course must be conducted in English.
3. The course may include various teaching options, including a lecture and a seminar.
4. The courses may be attended by all doctoral students of the Doctoral School of Wrocław University of Science and Technology.
5. The Visiting Professor should have extensive research achievements and experience in educating doctoral students.

#### § 4

1. There will be 5 competitions for the courses with the participation of the Visiting Professor:
  - 1) June, 2021, courses planned for the winter semester 2021/2022.
  - 2) December, 2021 courses planned for the summer semester 2021/2022.
  - 3) June, 2022, courses planned for the winter semester 2022/2023.
  - 4) December, 2022 courses planned for the summer semester 2022/2023.
  - 5) June, 2023, courses planned for the winter semester 2023/2024.



2. In each competition funds will be awarded for two Visiting Professors.
3. If all available funds are not allocated in a given competition, the unused funds will be included in the next competition.
4. Grounds for granting funds for a Visiting Professor are: the scientific achievements and experience of the Visiting Professor, the rank of the research institute in which the visiting professor works, a description of the proposed course and the opinion of the Council of Doctoral Students on the proposed course.

#### § 5

1. Financial support for the preparation and delivery by Visiting Professors of courses for doctoral students of the Doctoral School of Wrocław University of Science and Technology includes remuneration for the Visiting Professor for elaborating and delivering a 15-hour course.
2. The amount of remuneration for the Visiting Professor is determined pursuant to applicable laws, regulations of the Wrocław University of Science and Technology, the rules of the NAWA STER competition and the rate specified in the InterDocSchool project application.
3. The InterDocSchool project does not cover Visiting Professors' travel and accommodation expenses.

#### § 6

Financial resources for the preparation and delivery by visiting Professors of courses for doctoral students of the Doctoral School of Wrocław University of Science and Technology are granted by a three-person Committee consisting of members of the Doctoral School Council and appointed by the Dean of the Doctoral School, hereinafter referred to as the "Committee".

#### § 7

1. The application for having financial funds awarded to organise a course prepared and delivered by the Visiting Professor for doctoral students of the Doctoral School of the Wrocław University of Science and Technology, prepared according to the form set out in Appendix 1, is submitted by an employee of the Wrocław University of Science and Technology, hereinafter referred to as the "Attendant", within the time limit set by the InterDocSchool Project Manager.
2. The application must be accompanied by:
  - 1) scientific profile of Visiting Professor (CV) with a description of experience in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.),
  - 2) the initial declaration stating that the Visiting Professor is ready to elaborate and deliver a course.



3. Applications submitted after the deadline shall be left unconsidered.
4. The submitted applications are assessed according to the criteria specified in Appendix 2. The Committee awards points on a scale of 0-10 for each criterion. The final results a weighted sum taking into account the weights applied to individual criteria.

#### § 8

The Committee only considers applications submitted in accordance with the procedure specified in § 7, which meet the conditions referred to in § 2-4. Within four weeks after the expiry of the deadline for submitting the applications referred to in § 7, the Committee shall evaluate the submitted applications in accordance with the weights and scores given in Appendix 2 and make decisions on granting scholarships. Decisions are taken by an absolute majority of votes of the appointed members of the Committee. The decisions of the Committee are final.

#### § 9

Information on granting funds for the organisation of a course prepared and delivered by Visiting Professors to doctoral students of the Doctoral School of Wrocław University of Science and Technology is posted on the InterDocSchool project website and is forwarded electronically to the Head of School.

#### § 10

Payments of funds for the Visiting Professors are prepared by the Dean's Office of the Doctoral School pursuant to the legal regulations in force at the Wrocław University of Science and Technology and the regulations of the STER program.

#### § 11

1. The Attendant is responsible for submitting an application for having financial funds awarded to organise a course elaborated and delivered by a Visiting Professor for doctoral students at the Doctoral School of Wrocław University of Science and Technology.
2. The Attendant supports the Dean's Office of the Doctoral School in contacts with the Visiting Professor.
3. The Attendant is responsible for booking an appropriate didactic room for the course. If the delivery of lectures require the use of teaching methods and techniques, the Attendant is responsible for providing technical information enabling participation in the lectures.
4. The Attendant is responsible for assisting the Visiting Professor during his/her stay at the Wrocław University of Science and Technology.
5. After the course conducted by the Visiting Professor is completed, the Attendant obtains his remuneration.



6. The amount of remuneration for the Attendant is determined in accordance with the applicable regulations (including those relating to social security contributions on the part of the employer) based on the gross / gross amount of PLN 800 specified in the InterDocSchool project application.

7. Payments of funds for the Attendant are prepared by the Dean's Office of the Doctoral School pursuant to the legal regulations in force at the Wrocław University of Science and Technology and the regulations of the STER program.

#### § 12

1. The Doctoral School organises enrolment of doctoral students for the course in accordance with the maximum number of course participants specified by the Attendant.

2. The Doctoral School informs the enrolled participants about the date and place of the course.

3. The Visiting Professor provides the course participants with the didactic materials specified in the submitted application.

4. In justified cases (including due to a pandemic and travel restrictions), the Visiting Professor may deliver the course by using distance learning methods and techniques with the direct participation of the Visiting Professor and doctoral students.



## Appendix 1. Application form

### I. Applicant (Attendant):

1. Full name: .....
2. Grade / Title: .....
3. University unit (Faculty / Department): .....
4. Position held: .....
5. E-mail address:  
.....

### II. Visiting Professor

1. Full name:.....
2. Affiliation (university/company):.....
3. The position of the research institute employing the Lecturer in the current international Shanghai ranking. In the case of employment in a company, provide R&D experience and number of patents taken out in the last 10 years.
4. CV (attachment to the application).
5. Experience in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.).
6. Does the Applicant (Attendant) have a Visiting Professor's declaration that he is ready to deliver a lecture: Yes/ No

### III. Course description

1. Course title.....
2. Course description taking into account such aspects as: topicality of the subject, practical character, interdisciplinarity.
3. Prerequisites in terms of knowledge and skills.
4. Course objectives.
5. Form of running a course (lectures / workshops / seminars), mode of conducting classes (remote / hybrid / traditional) and the use of modern teaching techniques.
6. Description of materials that will be developed for the courses (e.g. script, multimedia presentations, video materials).

.....  
(Date)

.....  
(signature of the Applicant (Attendant))

## Appendix 2. Application evaluation criteria

### 1. Admission Criteria

The candidate must comply with all admission criteria.

No	Assessment criterion	Rating
1	Initial declaration of the Visiting Professor stating that he is ready to elaborate and conduct a course.	Yes/No

### 2. Detailed application evaluation criteria

The Committee awards points on a scale of 0-10 for each criterion. The final results a weighted sum taking into account the weights applied to individual criteria.

No	Assessment criterion	Weight
1	Assessment of the Visiting Professor (list of the most important publications over the period of the last 10 years, H index (according to Scopus database), invited lectures, participation in conferences, participation in national and international projects, cooperation with the social and economic communities, supervision of doctoral dissertations)	2
2	Experience of the Visiting Professor in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.).	2
3	Topics and description of the proposed course (topicality, practical nature, interdisciplinarity)	3
4	The form of running a course (lectures / workshops / seminars), the mode of conducting classes (remote / hybrid / traditional) and the use of modern teaching techniques	1
5	Materials for a course (script, multimedia presentations, video materials, etc.)	2
6	The rank of the research institute in which the visiting professor works. Research units are assessed on the basis of the current international Shanghai ranking <a href="http://www.shanghairanking.com">http://www.shanghairanking.com</a>	2



	<p>The position of the University in the world:</p> <p>1-100 - 10 points</p> <p>101-200 - 8 points</p> <p>201-300 - 6 points</p> <p>301-500 - 4 points</p> <p>501-1000 - 2 points</p> <p>Companies - experience in R&amp;D and the number of patents taken out in the last 10 years - 1-10 points.</p>	
7	Opinion of the Council of Doctoral Students	2