

Instructions for the organization of classes conducted by visiting professors as part of the "WUM AID Academy of Innovative Didactics of the Medical University of Warsaw".

Task 1 – VISITING PROFESSORS

STEP 1	The applicant fills in Annex 1 - <i>Application for submitting a candidature for a Visiting Professor under the WUM AID project</i>
STEP 2	The applicant fills in Annex 2 - <i>List of achievements of the visiting professor together with the Summary of the criteria of the visiting professor's achievements and substantive justification of the overseas' professor's candidacy</i>
STEP 3	The above-mentioned documents are delivered by the Applicant to Office for Quality and Innovation in Teaching and Learning Medical University of Warsaw (CBI, room 320)
STEP 4	Office for Quality and Innovation in Teaching and Learning verifies submitted documents
STEP 5	After a positive assessment of the submitted documentation, Office for Quality and Innovation in Teaching and Learning sends information to the Applicant by e-mail
STEP 6	The applicant sets the date of the professor's visit and submits it to Office for Quality and Innovation in Teaching and Learning. Office for Quality and Innovation in Teaching and Learning checks the prices of air tickets on the given dates and partially completes the <i>Invitation</i> (Annex 4), which is then delivered to the Teaching Projects Office.
STEP 7	After receiving an email from Office for Quality and Innovation in Teaching and Learning, the Applicant should provide: <ul style="list-style-type: none">• <i>tax residence</i> of the visiting professor (Annex 3), the professor brings the original with him/her to lectures and through the Applicant passes it to Office for Quality and Innovation in Teaching and Learning• detailed schedule of the professor's visit(s) with the topic of the lectures
STEP 8	After receiving information from the Teaching Projects Office about the submitted Invitation in the International Cooperation Department, Office for Quality and Innovation in Teaching and Learning reserves flight tickets and the hotel for the visiting professor

!!! Important information!!!

- Setting the time of visit is the responsibility of the Applicant.
- Visiting Professor's teaching must last 30 hours during 1 semester (the appointment can be planned freely: it can be divided into 3 separate meetings - e.g. 10h in October, 10h in November, 10h in December or it can be 1 visit lasting 3-5 days as series of lectures)
- About 40-45 people must attend the visiting professor's lectures (a minimum of 30 people are allowed, otherwise the visit will be considered ineligible)
- Lectures (regardless of whether it is a series of lectures or divided into three separate visits) should be attended by the same students (same PESEL numbers)
- The visiting professor's salary is PLN 500 / h gross
- The hotel for the professor is booked a maximum of the day before and the day after the lecture
- The visiting professor must give the Applicant a presentation for the lectures (contract for specific work)
- The visiting professor should also provide the original tax residence from the Tax Office of his/her country (if he/she does)

!!! Lecture Participants!!!

Lecture participants must be students of last years of study (i.e. people who will receive a diploma by 30/06/2022 *).

- * In the 2019/2020 academic year, the following categories of students may participate in the visiting Professor's lectures:
- the last three years of single, long cycle studies (IV, V, VI year of medicine and III, IV, V year of medicine and dentistry and physiotherapy)
 - I, II, III year of undergraduate studies
 - second-cycle (master's) students

 Documents can be downloaded from: www.wumaid.wum.edu.pl, Bookmark: Zadania/Zadanie 1/Dokumenty

Contact information:

Office for Quality and Innovation in Teaching and Learning
CBI, room 320
ul. Żwirki i Wigury 63
phone: 22 57 20 586
e-mail: anna.luszniewicz@wum.edu.pl