



Regulations for the organization and implementation of  
task 1:

**Organisation of classes conducted by foreign  
lecturers -**

**Visiting Professors**

## Preliminary Provisions

### § 1.

- 1) The regulations define the rules for selecting candidates and the implementation of task 1: Organisation of classes conducted by foreign lecturers -Visiting Professors, as part of the WUM AID project at the Medical University of Warsaw (WUM).
- 2) The Regulations cover the conduct of classes by Visiting Professors at first and second cycle studies. They do not cover postgraduate courses and third cycle studies.
- 3) The selection of Visiting Professors and the organization of their visits, including the implementation of classes, must comply with the principles set out in these Regulations and the provisions set out in paragraph 4 below.
- 4) The basis of these Regulations are the provisions on higher education and internal legal acts of the Medical University of Warsaw applicable in the academic year 2018/2019.
- 5) The purpose of the Regulations is to regulate, support and ensure the highest standards in carrying out, at the Medical University of Warsaw, the task "Visiting Professors", henceforth called Visiting Professors or Task No. 1.

## CHAPTER I

### Organizational structure of the Task

#### § 1.

The organizational structure of the Task includes:

- 1) Coordinator of Task No. 1;
- 2) Visit Coordinator with the appropriate research unit;
- 3) Project Manager and Didactic Projects Office.

#### § 2.

##### **Coordinator of Task No. 1**

- 1) Coordinator of Task No. 1 is appointed by way of Rector's Order.
- 2) Coordinator of Task No. 1 acts as an intermediary between the Faculty Visit Coordinators and units co-organizing the activities of Visiting Professors, and the organizational units supervising the course of the WUM AID project.
- 3) The specific tasks of Coordinator of Task No. 1 include:
  - a) Cooperation with Visit Coordinators in the organization of visits of Visiting Professors including: travel, accommodation, project orders and settlements of visits of Visiting Professors as well as cooperation in this respect with units of the Project Office and others at the Medical University of Warsaw;
  - b) Assistance to scientific and didactic units in promoting the visits of foreign lecturers among the academic community of the Medical University of Warsaw, including preparation of materials promoting classes conducted by Visiting Professors;
  - c) Settling the matters reported by Visit Coordinators or / and units organizing the stays of Visiting Professors;
  - d) Reporting the course of Task 1 to the Project Manager in the form of semester administrative reports on completed visits;

- e) Development of forms, documentation and procedures, including assistance in the process of contracting cooperation with the Visiting Professor;
- f) Cooperation with the Didactic Projects Office

§ 3.

**Visit coordinators**

- 1) The head of the research and teaching unit submitting the candidacy of the Visiting Professor should at the same time appoint a person, henceforth referred to as the **Visit Coordinator**, who will supervise the visit of the Visiting Professor within the given research and teaching unit.
- 2) The candidacy of the Visit Coordinator must be included in the application, that is Annex 1, together with the written confirmation of the delegated person.
- 3) Responsibility for the compliance of the classes conducted by Visiting Professors with the schedule lies with the Visit Coordinator and the unit from which the Visit Coordinator is delegated.
- 4) The Visit Coordinator acts as an intermediary between the Visiting Professor and the Task Coordinator.
- 5) The function of a Visit Coordinator is not remunerated from the project budget.
- 6) The specific tasks of the Visit Coordinator include:
  - a) Cooperation with Coordinator of Task No. 1 in organizing the stay: travel, accommodation and settlement of the stay;
  - b) Organization of classes, including booking of lecture halls and preparation of necessary materials;
  - c) Supervising the course of classes, including reporting of final grades, organization of photographic documentation;
  - d) Realization of contracting participation in classes on the basis of participation forms - Annex 3, including: (1) providing forms to participants, (2) collecting documents signed by students, and (3) handing them over to the Task Coordinator in order to settle the stay.
  - e) Conducting class evaluation.

§ 4.

**Scientific and didactic units**

- 1) In addition to Coordinator of Task No. 1 and Visit Coordinator, the course of the visit is supervised by the head of the research and teaching unit, to which the Visiting Professor has been invited.
- 2) The specific tasks of the heads of individual research and teaching units and Faculties include:
  - a) pre-selection of applications for the admission of visiting professors from among those submitted by subordinate units;
  - b) selection of the person supervising the visit of the Visiting Professor – **Visit Coordinator**;
  - c) supervision over the quality of visits carried out,
  - d) presenting recommendations on activities related to conducting the visits,
  - e) promotion of professors' visits among the WUM community.
- 3) In carrying out departmental activities under Task No. 1:

Visiting Professors, teams of individual WUM Departments will be supported by the Task Coordinator.

Chapter II - Task Organization

§ 1.

**Necessary requirements for candidates for visiting professors as part of the project**

- 1) Visiting Professor should have a title equivalent to a Polish professor or an academic degree corresponding to a Polish habilitated doctor or – in justified cases – a doctor, but at the same time he/she must be have significant academic achievements. Significant achievements in scientific work can be, for example:

- a) high Hirsch's index of papers published in journals on the Philadelphia List (Journal Citation Reports);
  - b) the number of published scientific papers included in the group of the best journals from the current Philadelphia list for a given area of science (according to the categories proposed by Thomson Reuters Scientific);
  - c) international scientific grants awarded in the European Union Framework Programs by the European Research Council and other leading international research funding institutions;
  - d) acting as the editor of a magazine from the Philadelphia List (Journal Citation Reports);
  - e) authorship or co-authorship of an international scientific monograph;
  - f) receiving an international award granted to scientific or research and teaching staff for scientific or research and teaching activities;
  - g) internships abroad;
  - h) Participation in expert and academic competition evaluation boards:
  - i) reviewing publications in internationally recognized scientific journals;
  - j) participation in international consortia and research networks;
  - k) Completed exceptional project achievements, e.g. technological;
  - l) International and national patents granted:
  - m) implemented exceptional didactic projects and achievements in the field of science popularization.
- 2) A detailed list of examples of scientific achievements is provided in Annex 2.

## § 2.

### **Procedure for selecting Visiting Professors**

- 1) Research and teaching units collect applications within the Faculty and on the basis of an official procedure.
- 2) Candidatures proposed by individual Departments are sent to Coordinator of Task No. 1, who presents the applications and submits the Task documentation to the Didactic Projects Office.
- 3) The selection from among candidates within the limits set out in Annex 1 is carried out by the Didactic Projects Office.

- 4) The Didactic Projects Office evaluates the applications sent by the Departments on the basis of substantive criteria specified in chapter II, §1.
- 5) Didactic Projects Office issues an opinion in the shortest possible time.
- 6) The call for proposals and selection of candidates for Visiting Professors will be held continuously from September 1, 2018, until the end of the contract with the NCRD planned for 2022 or until the limits provided for in Task No. 1 have been exhausted.

### § 3.

#### **The course of classes taught by visiting professors**

- 1) Classes conducted by Visiting Professors at the Medical University of Warsaw may take the form of lectures, courses, workshops, seminars, classes and projects, and must last at least 30 teaching hours during one semester.
- 2) Participation in classes specified as optional must be based on the principle of equal access and should be regulated by recruitment on the basis of the order of applications and knowledge of English (minimum B1).
- 3) Assessment method for the course, if applicable, is determined by the appropriate unit in consultation with the Faculty and must be specified in the application presenting the candidate (substantive plan of the visit) and in the form submitted for signature by the class participant.
- 4) After completing the course, students complete the evaluation questionnaire.

### § 4.

#### **Access to classes taught by visiting professors**

- 1) Access to specific classes and didactic materials for students, teachers, other members of the academic community and external stakeholders of the Medical University of Warsaw are regulated by the Heads of Units hosting the visiting lecturers.
- 2) As part of their cooperation, students of external units with whom WUM cooperates can audit the classes as so-called free listeners. The limits of participation of students from outside the Medical University of Warsaw are set by the Visit Coordinator.
- 3) Each participant in the classes conducted by the Visiting Professor must sign the application form and the declaration on the processing of personal data.

### § 5.

#### **Final Provisions**

- 1) Comments on the methodological and substantive side of the classes conducted by Visiting Professors should be directed to the Visit Coordinator.
- 2) Comments on the administrative side of stays and classes, including problems related to their service, should be directed to the Office of Quality and Innovation in Education, to the address [izabela.kurzynska@wum.edu.pl](mailto:izabela.kurzynska@wum.edu.pl)

Annex No. 1 – Application to submit a candidature for Visiting Professor

Appendix 2– List of academic achievements of the candidate for a visiting professor at the Medical University of Warsaw

Annex 3 – a form of a participant in the classes conducted by the Visiting Professor along with a statement on the processing of personal data by the Medical University of Warsaw