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# INTERNATIONAL COOPERATION

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BASIC INFORMATION AND PROCEDURES AT  
THE UNIVERSITY OF GDAŃSK

GDAŃSK 2021

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# FORMS OF EMPLOYMENT OF FOREIGN NATIONALS AT THE UG



# 1. GENERAL INFORMATION

## ● Recognition of higher education obtained abroad

The recognition of a foreign diploma for the purposes of undertaking work in Poland depends mainly on the country in which it was obtained:

⇒ [Diplomas issued in EU, OECD or EFTA countries](#)

⇒ [Diplomas obtained in third countries](#)

Legal basis: international agreements, Articles 326 and 327 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws 2020, item 85 with amendments, hereinafter in this publication referred to as the “Act”).

⇒ [Recognition of academic degrees and titles](#)

Legal basis: international agreements, Article 328 section 1 of the Act, regulation of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of academic degrees and degrees in art conferred abroad (Journal of Laws, item 1877).

All additional information regarding the Polish recognition of higher education obtained abroad may be found on the website of the Polish National Agency for Academic Exchange – <https://nawa.gov.pl/en/recognition>

As part of its competence, **the UG Office of Education** offers formal and administrative assistance in the nostrification procedure at the University.

The person to be contacted with regard to the nostrification of a diploma of higher education obtained abroad is Ms Michalina Tomków from the UG Office of Education, e-mail: [michalina.tomkow@ug.edu.pl](mailto:michalina.tomkow@ug.edu.pl), phone no. +48 58 523 21 59.

## ● Legalising residence and employment

The [Foreigners’ Residence Legalisation Department](#) and the Foreigners’ Employment Legalisation Department at the Pomeranian Voivodeship Office in Gdańsk are the competent authorities with which applications to be issued work and residence permits are to be lodged.

## 2. WORK UNDER AN EMPLOYMENT CONTRACT

### ● Establishing the length of service

Establishing the length of service makes it possible for the employee to be paid a seniority allowance in accordance with Article 138 section 1 of the Act. All the information regarding the rules for awarding the allowance and a list of documents which entitle the employee to be granted the allowance for the length of service are contained in § 16 of the UG Remuneration Regulations .

A certificate of completed doctoral studies entitles a person to have the period of studies completed (a maximum of four years) to be included in the years of service, provided the degree of doctor was awarded.

The employment of employees is conducted on the basis of the provisions of the Act, the implementing regulations to the Act, the Labour Code, the Statute and the University's internal regulations.

Foreign documents confirming the length of service must state directly:

- ⇒ name and address of employer,
- ⇒ employment period (precise date from - to),
- ⇒ position/ type of work performed,
- ⇒ legible signature of the person authorised to issue the document.

#### **NOTE!**

**All documents provided by foreign nationals  
must be translated into Polish.**



## 2.1. ACADEMIC TEACHERS

### 2.1.1. Legalising residence and employment

According to Article 325 section 1 of the Act, employing a foreign national at the university to carry out duties connected with education and conducting academic activity does not require the obligation to obtain a permit and consent from the employment authority, which means that a foreign national employed to perform the above duties is **exempt from the obligation to hold a work permit**.

**A foreign national is, however, obliged to legalise his/her stay in Poland**  
during the period of employment.

### 2.1.2. Employment rules and procedures

Academic teachers are employed in the following employee groups:

- a) didactic,
- b) research,
- c) research and didactic.

Didactic, research and research and didactic employees are employed in the positions of:

- a) professor,
- b) associate professor or visiting professor,
- c) adjunct,
- d) assistant.

Didactic employees may also be employed in the positions of:

- a) senior lecturer,
- b) lecturer,
- c) lector or instructor.

Research employees may also be employed in the position of visiting researcher.

Detailed competence requirements in particular positions are defined by the Act and the [Statute](#).

The employment of an academic teacher in the position of associate professor is subject to prior consultation with the University Senate.

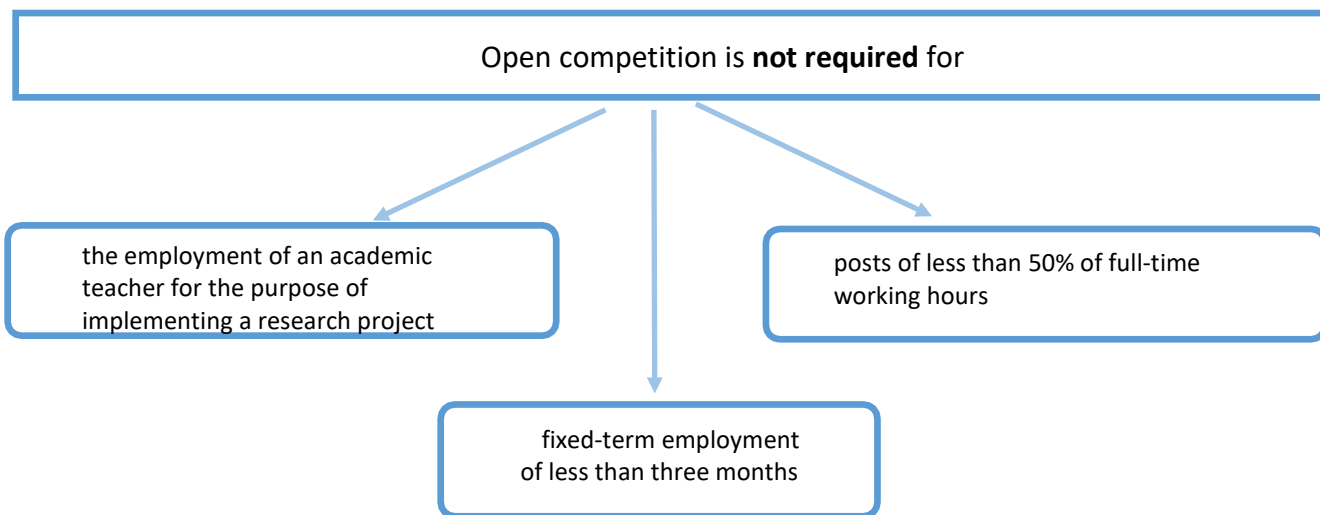
No University employee may be employed in the post of **visiting professor** or **visiting researcher**.

The post of visiting professor should preferably be offered to persons who meet the associate professor criteria for a given employee group, without the requirement of holding the degree of doctor with habilitation. In addition, they should also demonstrate outstanding academic, didactic or professional achievement.

Employment in the post of visiting researcher may be possible only in the research group of employees and, amongst others, as part of the implementation of research projects or programmes which will finance or co-finance his/her remuneration. It is recommended that persons employed in the post of visiting researcher hold no less than the degree of doctor.

An employment contract with an academic teacher employed in the position of visiting professor or visiting researcher may be concluded **for a fixed term only** (§ 105 section 2 of the UG Statute).

The establishment of the first employment relationship with an academic teacher takes place by means of **an open competition**.



A detailed **list of exceptions** to the rule on conducting a competition is regulated by Article 119 of the Act.

The employment of an academic teacher for **the duration of project implementation** requires the following steps:

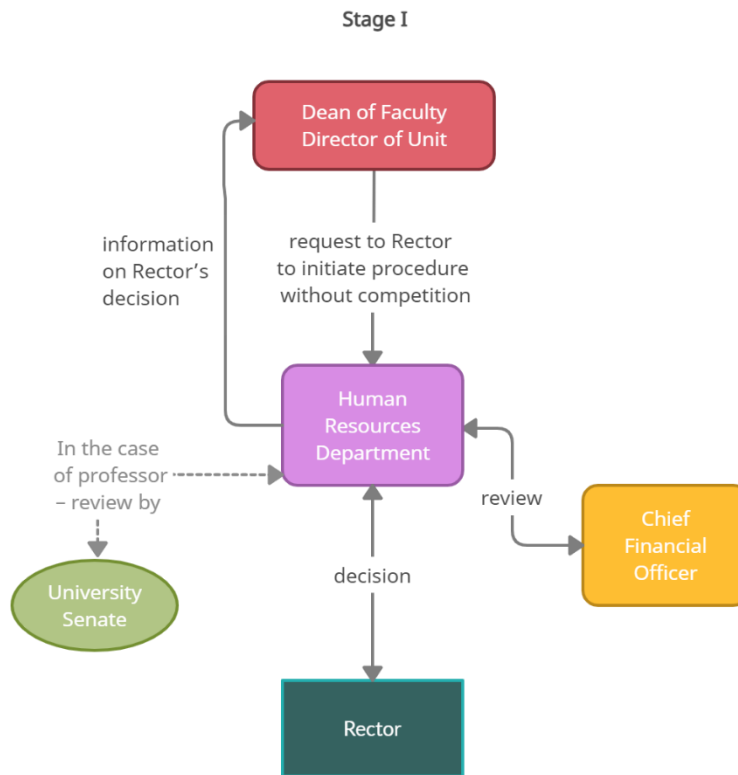
- ⇒ the Dean of a Faculty / Director of a Unit, by means of the Human Resources Department, puts forward a request to the Rector to grant consent for the initiation of the employment procedure without a competition for a given position being organised. The request must indicate the name of the project in which the employee will be working, the duration of employment, suggested basic salary and precisely indicated source of funding.
- ⇒ The request, reviewed by the Chief Financial Officer, is submitted to the Rector for a final decision.
- ⇒ The Human Resources department communicates the decision taken by the Rector to the Dean of a Faculty / Director of a Unit.
- ⇒ The Dean of a Faculty / Director of a Unit, together with the head of the project, initiates the candidate's recruitment process according to project requirements.
- ⇒ The candidate recommended for employment submits to the Dean of a Faculty / Director of a Unit an employment application addressed to the Rector. The application should be accompanied by the following documents:
  - 1) CV,
  - 2) copy of a diploma recognised by the Polish higher education system,
  - 3) documents confirming length of service,
  - 4) certificate of completed doctoral studies,
  - 5) candidate's personal data form,
  - 6) other documents confirming professional qualifications.

**All documents must be translated into Polish.**

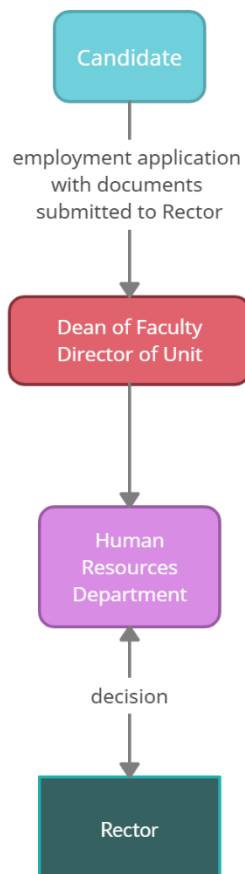
- ⇒ The application, reviewed by the Dean of a Faculty / Director of a Unit and accompanied by a full set of documents, should be submitted to the Human Resources Department for a final decision by the Rector.



Employment of an academic teacher for the duration of a project



**Stage II**



## 2.2. EMPLOYEES WHO ARE NOT ACADEMIC TEACHERS

### 2.2.1. Legalising residence and employment

In principle, the employment of a person who is not an academic teacher is conditional upon their **prior acquisition of a work permit**, in addition to the obligation to register their stay in Poland.

Legal basis: Article 87 of the Act of 20 April 2004 on promotion of employment and on labour market institutions (uniform text, Journal of Laws of 2016, item 645 with amendments)

Derogation from the requirement to hold a work permit **may** refer only to persons employed in the scientific and technical group for the implementation of duties related to education and conducting academic activity.

**The job description must be closely linked to the above-mentioned duties.**

Legal basis: Article 325 section 1 of the Act

### 2.2.2. Employment rules and procedures

Employees who are not academic teachers include:

- a) scientific and technical and engineering and technical staff,
- b) library, documentation and scientific information staff,
- c) administrative staff,
- d) service staff.

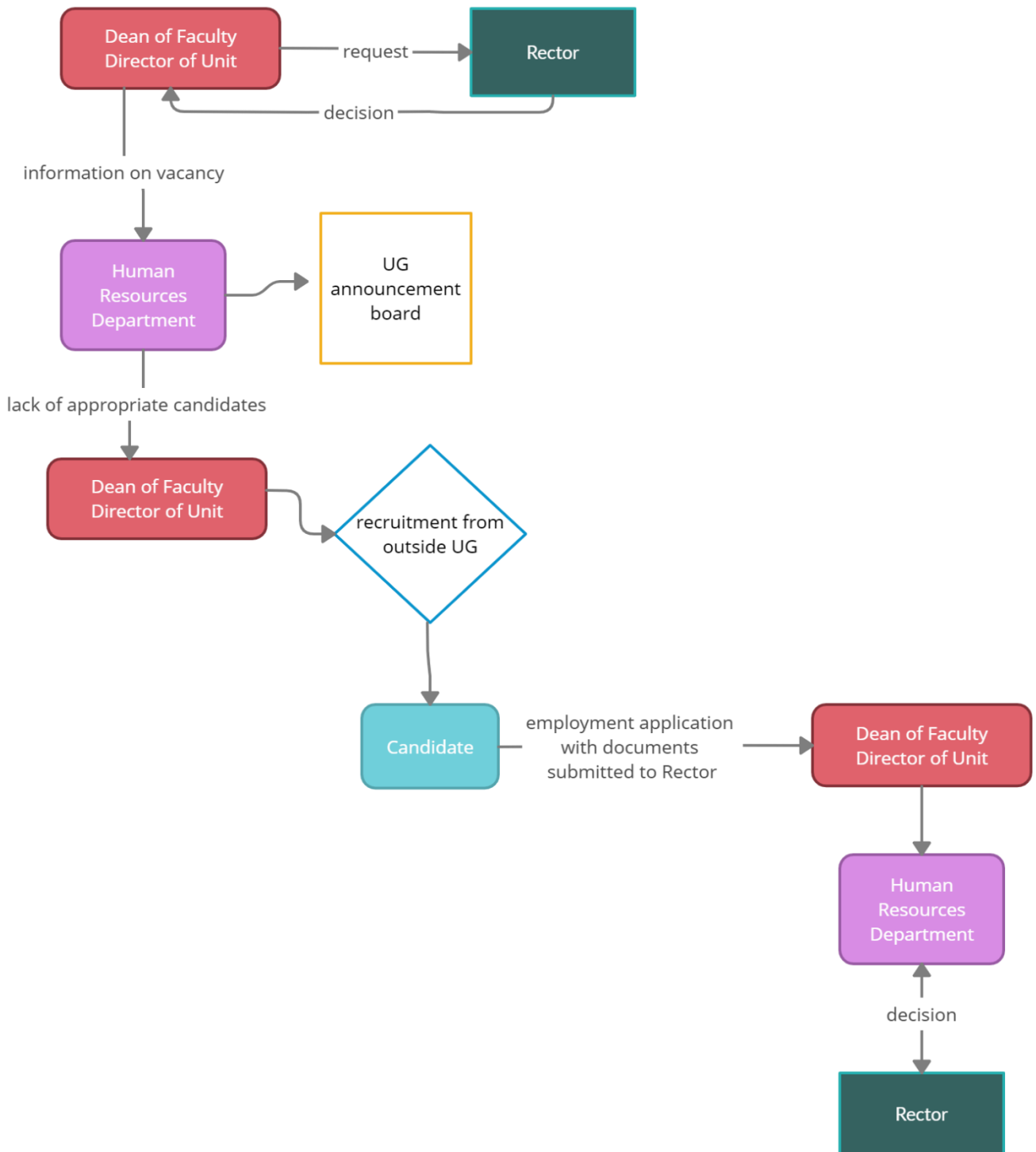


The employment procedure of **persons who are not academic teachers**:

- ⇒ Deans/ Directors of units submit a request through official channels to the Rector for consent to the employment of an employee for a vacant job position. The request should contain information on the proposed terms of employment and in the case of employment for the duration of a project – the precise name of the project and source of funding.
- ⇒ Having obtained the consent of the Rector to initiate the employment procedure, Deans/ Directors of units, through official channels, submit to the Human Resources Department written information for UG employees on the vacancy, specifying the conditions and requirements for the candidates for a given position.
- ⇒ The Human Resources Department displays the information on the vacancy to UG employees on an announcement board for a period of seven days. Interested UG employees may submit their applications to the address indicated in the information.
- ⇒ Should no UG employees express interest in the vacancy or should they fail to meet the appropriate requirements, Directors of units may initiate recruitment of candidates from outside the UG.
- ⇒ The candidate recommended for employment submits to the Dean of a Faculty / Director of a Unit an employment application addressed to the Rector. The application should be accompanied by the following documents:
  - 1) CV,
  - 2) copy of diploma,
  - 3) documents confirming the length of service,
  - 4) certificate of completed doctoral studies,
  - 5) candidate's personal data form,
  - 6) other documents confirming professional qualifications.

**All documents must be translated into Polish.**

Employment of persons who are not academic teachers



## 3. EMPLOYMENT UNDER CIVIL LAW CONTRACTS

### 3.1. Legalising employment

In principle, the employment of a foreign national to implement duties connected with education and conducting academic activity on the basis of a civil law contract **requires a permit and consent from the employment authority.**

Derogation from the requirement to obtain a permit and consent from the employment authority is contained in the provisions of the regulation of the Minister of Labour and Social Policy of 21 April 2015 on cases in which commissioning work to a foreign national in Poland is permissible without the need to obtain a work permit (uniform text, Journal of Laws 2018, item 2273 with amendments). According to this regulation, commissioning work to a foreign national (also on the basis of civil law contracts) in the Republic of Poland, **without the need to obtain a work permit** is permissible in the case of foreign nationals who:

- ⇒ conduct training sessions, participate in work placements, serve an advisory or supervisory role or a role which requires exceptional qualifications and skills in programmes implemented as part of European Union activities or in other international assistance programmes, also on the basis of loans taken out by the Government of the Republic of Poland;
- ⇒ deliver, for up to 30 days in a calendar year, occasional lectures, papers or presentations of exceptional scientific or artistic merit;
- ⇒ are students of full-time studies in the Republic of Poland or participants of full-time doctoral studies in the Republic of Poland;
- ⇒ are students who carry out work as part of work placements to which they have been referred by organisations which are members of international student associations;

- ⇒ are students who carry out work as part of the cooperation between the public employment services and their foreign partners, should the need to commission work to a foreign national have been confirmed by a competent employment authority;
- ⇒ are students of higher education institutions or pupils at vocational schools in EU member states or European Economic area member states which are not part of the European Union or the Swiss Confederation, who carry out work as part of vocational training required by the study regulations or the curriculum, provided they have been referred to such training by a higher education institution or a vocational school;
- ⇒ participate in cultural or educational exchange programmes, humanitarian or development assistance programmes or student summer work programmes, organised in consultation with the competent labour minister;
- ⇒ are graduates of Polish upper-secondary schools, full-time studies or full-time doctoral studies at Polish universities, research institutes of the Polish Academy of Sciences or research institutes operating on the basis of regulations on research institutes.

Legal basis: Article 325 section 1 of the Act (subsidiary)

### 3.2. Concluding civil law contracts

Contracts on behalf of the University may be concluded by **authorised persons, acting on the basis of powers of attorney granted by the Rector.**

Contracts are drawn up by means of an IT system for generating and registering civil law contracts (GUCiR).

It is important that civil law contracts are concluded prior to the performance of the contract.

A person concluding a civil law contract on behalf of the University, especially a contract on **preparing and delivering lectures or conducting other classes**, assesses whether the scope contains features which individualise a lecture, series of lectures, lecture concept or lesson plan as (a piece of) work.



Concluding a **contract of specific work** is possible only in the case when the subject of the contract is the delivery of a non-standard lecture which meets the criteria of a creative and individual copyrighted work of science or the creation of a precise material result.

Should the subject of the contract not meet the above requirement (if, for example, it is concerned with the implementation of the learning process), a **contract of commission** should be concluded.

The procedure for concluding a civil law contract with a foreign national is identical to that for Polish nationals. Detailed rules for concluding contracts, along with specimens may be found in:

- ⇒ Decree no. 37/R/21 of the UG Rector on Rules for concluding civil law contracts at the University of Gdańsk
- ⇒ Civil law contracts on the site of the Payroll Department – [specimens in Polish and English](#)

Within **five days** of the conclusion of a civil law contract, the original of the contract, accompanied by all the required documents, must be submitted to the Payroll Department.

# TYPES OF ACADEMIC MOBILITY





# 1. UG VISITING PROFESSORS

As part of the Excellence Initiative “Research University at the University of Gdańsk” programme, the [“UG Visiting Professors” programme](#) has been established – a fund to finance the implementation of medium-term (5-12 weeks) and short-term (2-4 weeks) visits by outstanding researchers from abroad.

The objective of the “UG Visiting Professors” programme is **the internationalisation of the scientific research and didactic classes conducted at the University of Gdańsk**, thus providing a basis for further cooperation, including joint publications and academic exchange, allowing for the improvement of language skills, and enhancing the forms and methods of classes for students.

The funds in the “UG Visiting Professors” programme may be secured by persons who:

- ⇒ **do not hold Polish citizenship,**
- ⇒ are employed at an academic institution abroad in the **position of professor**, e.g. Assistant Professor, Researcher, Associate Professor, Full Professor, Reader or equivalent,
- ⇒ **have been invited** to the University of Gdańsk by an academic teacher who acts as supervisor of the visit.

The funding as part of the Programme includes the Beneficiary’s remuneration and the reimbursement of travel and accommodation costs. It is allocated by means of [competitions](#), the schedule for which in a given calendar year is announced by the Rector in a separate communique.

The decision on awarding funding is taken by the Rector in consultation with the Committee for the verification of applications.

## NOTE!

**Entry to the competition is conditional on the visit supervisor submitting an [application form](#) .**

The visit should be reported to the **register of foreign visits** according to the rule specified in paragraph 4 of the [Regulations on Receiving visitors from abroad at the University of Gdańsk and funding the cost of their stay](#) .

Within fourteen days from the conclusion of the visit, the visit supervisor submits [a report on the implementation of the visit](#) to a competent Vice-Rector for international cooperation.

At this point, it is worth pointing out that visiting professors are assigned the highest, triple factor in the HR component of the subsidy allocation algorithm for academic institutions of higher education. This is conditional on having conducted **at least 60 hours of didactic classes** at the UG in an academic year. The decree of the Rector regarding the “UG Visiting Professors” fund provides for the possibility of increasing the hourly rate for such a professor’s didactic work.

Detailed information regarding the implementation and financing of a visit as part of the Programme is specified in the [UG Rector’s Decree no. 154/R/21](#) of 18.10.2021.

The above-mentioned document i.e. the application form, the report or the visit form are available on the UG website in the [Cooperation](#) tab.

## 2. FOREIGN VISITORS

To meet the growing needs connected with the internationalisation of the University, the University of Gdańsk has drawn up the [Regulations on Receiving visitors from abroad at the University of Gdańsk and funding the cost of their stay](#) .

The Regulations set forth the rules for receiving visitors from abroad coming to the University of Gdańsk **for the purpose of academic research or education** and regard in particular visits as part of:

- ⇒ agreements on direct cooperation with regard to research and higher education with international and national entities;
- ⇒ intergovernmental agreements;
- ⇒ project agreements concluded with international and national entities in order to implement research, didactic, developmental and other projects, hereinafter referred to as “projects”;
- ⇒ the University’s research and didactic activity, including participation in conferences, seminars, courses, training sessions etc., with the exception of persons participating in paid enterprises organised by the University of Gdańsk.

A **visitor from abroad** should be understood as a person resident beyond the borders of the Republic of Poland or a person whose home institution is based outside the territory of the Republic of Poland.

A person is **not considered** a University of Gdańsk visitor if he/she:

- ⇒ is a UG undergraduate or doctoral student;
- ⇒ is a participant of postgraduate studies at the UG;
- ⇒ is employed at the UG;
- ⇒ performs activities or offers services to the University on the basis of a civil law contract.

The organisation, course and result of the visitor's stay is the responsibility of **the host organisational unit of the University.**

The University of Gdańsk may cover the cost of the visitor's stay, especially of the subsistence allowance, accommodation and travel, when these costs are not covered by the visitor's home university, an external institution or another source.

The information regarding costs as well as other details relating to foreign visits may be found in the [Regulations](#).

The University of Gdańsk keeps a **register of foreign visits** according to paragraph 4 of the Regulations.

The head of an organisational unit which has invited a visitor from abroad or is coordinating his/her stay at the University of Gdańsk **is obliged to complete** [a visitor registration form](#) no later than fourteen days prior to the scheduled arrival date.

The completed form, having been approved by the authorising officer and the dean (or head of a unit), should be submitted to the Service Section for Foreign Professors, Rector's Office, room R207.

**The obligation to submit the form also applies to visits whereby the University of Gdańsk does not incur any costs.**

## 2. SCHOLARSHIP PROGRAMMES

The mobility of researchers at the University of Gdańsk is possible as part of the following scholarship programmes:

- ⇒ [Ivan Wyhowski Award](#)
- ⇒ [Scholarship Program for Young Academics](#)
- ⇒ [Visegrad Scholarship Program](#)
- ⇒ [Ulam Programme](#)
- ⇒ [CEEPUS Programme](#)
- ⇒ **Joint research projects**
- ⇒ [POLONISTA Programme](#)
- ⇒ [Bekker Programme](#)
- ⇒ [Exchange programme for students and scientists as part of bilateral cooperation](#)

Assistance to the beneficiaries of the above-mentioned programmes is provided by the Service Section for Foreign Professors at the International Office.

Contact: phone number: +48 58 523 31 86; email: [vpo@ug.edu.pl](mailto:vpo@ug.edu.pl)

## 3. ERASMUS+ PROGRAMME

### 3.1. Trips of academic teachers in order to conduct classes

One of the options of the Erasmus+ Programme is trips for academic teachers with the purpose of conducting any form of classes at a partner university.

The trip consists of two to five working days with the aim of a research and didactic employee conducting a **minimum of eight hours** of classes.

### 3.2. Trips of employees for training purposes

Another option of the Erasmus+ Programme includes trips of UG employees to foreign institutions (including companies, organisations or educational institutions) with the purpose of participating in a training session, seminar or workshops to develop skills and improve qualifications in a given field. The trip consists of two to five working days and must include the **completion of an entire training session/workshop**.

Detailed information regarding trip procedure is available on the website of [the Erasmus+ Section](#)



## 4. WORK TRIPS ABROAD

The rules for work trips abroad for the purposes of research, didactics, training or for reasons connected directly with the performance of duties for the UG by employees, doctoral students or persons who are not UG employees (but who have concluded a civil law contract), have been laid down in the Regulations on work trips abroad.

Assistance regarding UG work trips abroad is provided by the Research Office – Academic Activity Section.

Contact : phone number: +48 58 523 23 04 / 24 60; e-mail: [wyzjazdy@ug.edu.pl](mailto:wyzjazdy@ug.edu.pl)

Procedure for work trips abroad: -

- ⇒ An application for a trip should be submitted **no later than fourteen days before departure**.
- ⇒ Before the submission of the application, it is necessary to obtain the confirmation of funds as part of the source of funding:
  - Research by Young Researchers and Doctoral Students – Research Office,
  - Grant for research activity - Controlling Department,
  - Joint Research Projects – International Office, Service Section for Foreign Professors.
- ⇒ After consent for the trip has been granted, all formalities are processed through the Academic Activity Section, e.g. taking out policies, booking flight tickets (after prior booking by the person taking the trip), advance payments in PLN or foreign currencies; foreign transfers (e.g. conference fees).
- ⇒ It is important that during the trip abroad invoices are retained, issued to the University of Gdańsk for:
  - foreign currencies withdrawn at a bank (excluding subsistence allowance and lump sums),
  - prepayment paid by the UG via a bank transfer to an organiser's account (e.g. a conference fee).

A work trip lasting more than thirty days may be undertaken as part of paid or unpaid leave.

The leave (paid or unpaid) is obtained on the basis of a Rector's decision.

The person undertaking the trip is obliged to settle it with the Academic Activity Section within

**fourteen days after the return.**

## 5. ACCEPTING AN INTERN / TRAINEE

The acceptance of a foreign intern or trainee must be preceded by the trainee's UG supervisor and the Dean/Director of the host unit.

If the foreign intern or trainee is a student of first-cycle or second-cycle studies, his/her arrival must be notified by e-mail to the Foreign Students Section ([fso@ug.edu.pl](mailto:fso@ug.edu.pl)) with the following information:

- name, surname, nationality of foreign intern or trainee,
- length of stay at the UG,
- name, surname and e-mail address of the internship/training supervisor,
- UG unit in which internship/training is to take place.

Interns with a master's degree, doctoral students or persons with the academic degree of at least doctor are subject to the rules specified in the [Regulations on receiving visitors from abroad and funding the cost of their stay](#) and on p.18 of this guide.

Accommodation for an intern at a UG Student Home is possible in agreement with the Department for Student Homes at [domystudenckie@ug.edu.pl](mailto:domystudenckie@ug.edu.pl) , phone number: +48 58 523 24 25



# COOPERATION AGREEMENTS WITH INSTITUTIONS ABROAD





# 1. GENERAL INFORMATION

An international agreement (**Memorandum of Understanding - MoU**) is defined as a bilateral or multilateral agreement between parties. MoU is an expression of a mutual will of particular parties and presents intentions of their joint strategy for action with regard to a particular issue.

[A list of current cooperation agreements](#) with institutions abroad is available at the University's website.

The procedure for concluding cooperation agreements, together with specimens in Polish and English is available [at the International Office website](#).

DOCUMENT CIRCULATION SCHEME REGARDING THE PROCESSING OF COOPERATION AGREEMENTS

