

The Regulation on awarding funds for the implementation of the Visiting Professors Programme within the framework of the programme "Initiative of Excellence - University"

§ 1 General provisions

1. The aim of the competition is to intensify research and teaching activities of the University of Wrocław (hereinafter referred to as "the University") by inviting **foreign scholars of recognised international reputation (hereinafter referred to as "visiting professors")**.
2. The programme funds two types of visits by visiting professors:
 - 1) short visits of up to 5 days;
 - 2) long visits of 14 days. In particularly justified cases, in particular when the programme of the visit and the achievements of the invited scholar justify it, an additional long visit may be requested, to be carried out immediately after the first visit. The two combined visits must not exceed a total of 28 days.
3. Detailed rules concerning the procedure for submitting applications and their examination shall be promulgated by the Rector.
4. The budgets of each edition of the competition and its total amount are set by the Rector, after consulting the IDUB Steering Committee.
5. The Rector decides about the distribution of funds between indicated in section 2 types of visits, after presenting the opinion of the evaluation committee in this respect.
6. An application for funding for a visiting professor's visit is submitted in electronic form to dedicated address indicated in a separate communication of the Rector, by a research and teaching or research staff member of the University, hereinafter referred to as "inviter". The request should be approved by the head of the unit directly involved in hosting the visiting professor.
7. The evaluation of applications is carried out by an Evaluation Committee appointed by the Rector on the proposal of the IDUB Plenipotentiary.
8. The inviting professor may appeal to the Rector against the decision of the Evaluation Committee only if the appeal concerns formal reasons.
9. The inviting professor is obliged to inform the International Office about the planned activities of the visiting professor, especially about the open lecture, at least 7 days before the date of the visit.
10. The template of agreement between the University of Wrocław and the visiting professor constitutes **Appendix No. 1** to this Regulation.
11. The inviting professor is obliged to submit to the International Cooperation Office a report on the visit within 14 days of its completion, accepted by the head of the unit directly involved in hosting the visiting professor. A template of the visit settlement report is attached as **Appendix No. 2** to this Regulation.
12. Support for the incoming programme is provided by the International Office.
13. Promotional materials on the activities undertaken by the visiting professor in connection with his visit, prepared or authorized by the inviting professor, should contain the following annotation: "Visit financed by the "Excellence Initiative - Research University" program or its equivalent in the language of the publication.
14. Detailed issues related to the settlement of the travel expenses shall be

implemented taking into account the provisions of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the amounts due to employees working in a state or local government unit of the budgetary sphere for business trips (Journal of Laws of 2023, item 2190), with the reservation that the expenses shall be settled up to the amount allocated for the visit, taking into account the limits referred to in § 3 section 5 and § 4 section 7 of this Regulation.

15. The information concerning the processing of personal data for persons participating in the *Visiting Professors Programme* within the framework of the "Initiative of Excellence - Research University" (IDUB) programme constitutes **Appendix No. 3** to this Regulation.

§ 2 Evaluation Committee

1. The evaluation committee consists of the Vice-Rector for projects and international relations, who is its chairperson, and members of three 3-person field teams covering the humanities field, the social sciences field and the fields of science and life sciences, medical and health sciences and engineering and technology. Members of the field teams are University staff with significant research output of international standing, including high citations. The composition of the domain teams should reflect the broad spectrum of disciplines in the field.
2. The Evaluation Committee shall take its decisions by vote in the presence of at least 5 of its members. In the event of an equality of votes, the chairperson of the Evaluation Committee shall have the casting vote. The decision of the Evaluation Committee may be taken remotely.
3. The members of the Evaluation Committee who are also inviting professors are excluded from its work in a given edition of the competition.

§ 3 Short visits

1. In the framework of short visits, scholars with outstanding and unquestionable world-class achievements in a given scientific field are invited.
2. The visiting professor is obliged to give an open lecture to employees and doctoral students at the University, which may also be attended by students from outside the University.
3. The visiting professor, for the duration of his visit, may use the guest apartment offered by the University, located at 17a Pasteura St., Wrocław.
4. The cost of a short visit is no more than PLN 8,500.00.
5. The amount referred to in section 4 shall include:
 - 1) travel costs documented by invoices, railway, bus or airline tickets or vehicle mileage logs; travel costs may not exceed
 - a) up to PLN 1,000.00 - both ways; for distances up to 499 km one way from the home institution of the visiting professor to Wrocław,
 - b) up to PLN 2,000.00 - both ways; for distances from 500 to 999 km in a straight line one way from the home institution of a visiting professor to Wrocław,
 - c) up to PLN 3,000.00 - both ways; for distances from 1,000 to 2,999 km one way in a straight line from the home institution of the visiting professor to Wrocław,
 - d) up to PLN 4,000.00 - both ways; for distances from 3,000 to 6,000

km one way in a straight line from the home institution of the visiting professor to Wrocław,

- e) up to PLN 5,000.00 - both ways; for distances over 6000 km in a straight line one way from the home institution of the visiting professor to Wrocław.

A distance calculator according to the website is used to calculate distances https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

- 2) a cash allowance in the form of pocket money of PLN 700.00 for each day of stay (no need to submit receipts for expenses). In case of using guest apartment offered by the University, cash allowance in the form of pocket money is reduced by PLN 150 for each day of the visit and amounts to PLN 550 for each day of the visit.
- 6. The call for proposals for short visits is ongoing. The application should include information on the visiting professor's academic achievements and the planned programme of the visit. The application form is attached as **Appendix No. 4** to this Regulation.
 - 7. The application should be submitted at least 45 days before the planned visit of researcher to UWr.
 - 8. The evaluation committee shall decide whether to accept the application within 30 days of its submission by the inviter.

§ 4 Long visits

- 1. Long visits include invitations to scholars of internationally recognised scientific merit.
- 2. The visiting professor, for the duration of his visit, may use the guest apartment offered by the University, located at 17a Pasteura St., Wrocław.
- 3. The visiting professor is obliged to give an open lecture to employees and doctoral students of the University, which may also be attended by students from outside the University.
- 4. The visiting professor is obliged to teach (lecture, seminar, conversation, workshops) at least 10 hours to the students of the Doctoral School.
- 5. Applications are accepted twice a year until 15 May and 15 December. The application form is attached as **Appendix No. 5** to this Regulation.
- 6. The cost of a long visit is no more than PLN 20,000.00. The amount referred to in the previous sentence shall also apply to the combined visits referred to in § 1, section 2, point 2 of this Regulation.
- 7. The amount referred to in section 6 shall include:
 - 1) travel costs documented by invoices, train, bus, airline tickets or vehicle mileage logs (in the case of combined visits, travel costs are funded only once); travel costs may not be more than:
 - a) up to PLN 1,000.00 - both ways; for distances up to 499 km one way from the home institution of the visiting professor to Wrocław,
 - b) up to PLN 2,000.00 - both ways; for distances from 500 to 999 km in a straight line one way from the home institution of a visiting professor to Wrocław,
 - c) up to PLN 3,000.00 - both ways; for distances from 1000 to 2999 km in a straight line one way from the home institution of a visiting professor to Wrocław,
 - d) up to PLN 4,000.00 - both ways; for distances from 3,000 to 6,000 km

The Polish language shall be the authentic language of the present document. Should this document be made also in other language version, in case of any discrepancies the Polish language version shall prevail.

one way in a straight line from the home institution of the visiting professor to Wrocław,

- e) up to PLN 5,000.00 - both ways; for distances over 6000 km in a straight line one way from the home institution of the visiting professor to Wrocław.

A distance calculator according to the website is used to calculate distances https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

- 2) a cash allowance in the form of pocket money of PLN 600.00 for each day of stay (no need to submit receipts for expenses). In case of using guest apartment offered by the University, cash allowance in the form of pocket money is reduced by PLN 150 for each day of the visit and amounts to PLN 450 for each day of the visit.
8. The Commission evaluates submitted applications taking into consideration scientific achievements of the visiting professor and the inviter, planned research and teaching activities and the compliance of the proposal with the Priority Research Areas.
 9. Each application is formally checked by the International Cooperation Office and then assigned to one of the three field teams referred to in § 2, section 1 of this Regulation. In the first stage, applications are evaluated by the relevant panel, which prepares a preliminary evaluation.
 10. In the second stage, the Evaluation Committee, having received three evaluations - one from each domain team, re-evaluates all applications to determine the final ranking.
 11. The Evaluation Committee may decide not to use the full amount of funding foreseen for this edition of the competition.
 12. The Evaluation Committee shall decide on the competition within 4 weeks of the closing date for submission of applications.
 13. The Evaluation Committee recommends to the Rector of the University of Wrocław applications for funding.
 14. Funding decisions are made by the Rector of the University of Wrocław.
 15. The list of applications qualified for funding by the decision of the Rector of the University of Wrocław is announced on the IDUB Programme website.