

# **THE WARSAW UNIVERSITY OF TECHNOLOGY**

## **Decision No. 340 /2023 of the Rector of the Warsaw University of Technology of 15 December 2023**

### **on the announcement of the “visiting lecturers” programme as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology**

Pursuant to Article 23 section 1, under Article 389 sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023 item 742, as amended) and under Agreement No. 04/IDUB/2019/94 of 30 December 2019 concluded between the State Treasury represented by the Minister of Science and Higher Education and the Warsaw University of Technology, it is resolved as follows:

#### § 1

1. The “visiting lecturers” programme is announced as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology, hereinafter referred to as “IDUB”. It aims to internationalise the Doctoral School of the Warsaw University of Technology through providing classes taught by lecturers from abroad.
2. The programme mentioned in section 1 shall be implemented under the principles specified in the Regulations for the “visiting lecturers” programme, constituting an annex to this Decision.
3. The “visiting lecturers” programme shall be conducted by the Doctoral School of the Warsaw University of Technology.

#### § 2

The Decision enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba



Annex to Decision No. 340 /2023  
of the WUT Rector

### **Regulations for the “visiting lecturers” programme**

1. The “visiting lecturers” programme aims to internationalise the Doctoral School of WUT, hereinafter referred as “SDPW”, through providing classes taught by lecturers from abroad.
2. Academic staff employed at WUT may submit proposals for lecturers in the programme to the chairperson of the SDPW Education Committee using the form attached to the Regulations.
3. Proposals shall be submitted on an ongoing basis, where the condition for starting classes is a proposal submitted two months prior to their suggested start date. In exceptional cases, the Director of SDPW may decide to shorten this period. For classes taught in winter semester it is recommended that proposals be submitted by the end of June, and for classes taught in summer semester it is recommended that proposals be submitted by the end of December.
4. The persons submitting proposals shall:
  - 1) make all substantive arrangements with class tutors;
  - 2) support the substantive work, including the preparation of the course syllabus in accordance with SDPW requirements, and ensure that the course is adequately promoted among SDPW doctoral students.
5. Number of class hours shall range from 15 to 45 hours.
6. Classes shall be taught in blocks, and no longer than for four weeks.
7. Classes shall be either taught on-site or hybrid.
8. Assessment shall be conducted through the verification of the achieved learning outcomes, specifically through a test, written assignment or oral test. Verification shall not be included in the number of teaching hours and shall not be additionally paid for.
9. The language of instruction shall be English.
10. Lecturers from abroad shall be provided with reimbursement of travel costs to/from Warsaw, hotel accommodation, daily allowance of PLN 150.00 per day, and remuneration of PLN 400.00 per each hour.
11. The proponent shall receive an organisational and incentive allowance as specified in the Regulations for staff of the Warsaw University of Technology, amounting to PLN 1500.00.
12. SDPW shall provide full organisational and administrative services, excluding the initial invitation of class tutors.
13. The WUT Doctoral School shall reserve the right to select the proposed classes. The decision in this matter shall be taken by the Director of SDPW.
14. All matters unregulated herein shall be settled by the Vice-Rector for Research.
15. Cooperation with regard to personal data protection as part of the “visiting professors” programme implementation is subject to generally applicable data protection legislation, specifically the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data and repealing Directive 95/46/EC. The proponents shall fulfil the obligation to provide information on data protection to the lecturers proposed in the programme.



Annex to Regulations for “visiting lecturers” programme

Proponent from WUT	
Title and degree	
Name and surname	
Faculty	
E-mail address in the WUT domain	
Phone number	

The person proposed as a visiting lecturer	
Title and degree	
Name and surname	
Exact affiliation	
E-mail address	
Description of achievements (1/2-1 page)	

Code of the course		Name of the course	Polish			
			English			
Type of the course	Specialty subject/researcher's workshop					
Course coordinator		Course teacher				
Implementing unit		Scientific discipline / disciplines*				
Level of education	Doctoral studies	Semester	spring			
Language of the course	English					
Type of assessment		Number of hours in a semester		ECTS credits		
Minimum number of participants		Maximum number of participants		Available for students (BSc, MSc)	Yes/No	
Type of classes		Lecture	Auditory classes	Project classes	Laboratory	Seminar
Number of hours	in a week					
	in a semester					



\* does not apply to the Researcher's Workshop

<b>1. Prerequisites</b>

<b>2. Course objectives</b>

<b>3. Course content (separate for each type of classes)</b>
Lecture
Laboratory

<b>4. Learning outcomes</b>			
Type of learning outcomes	Learning outcomes description	Reference to the learning outcomes of the WUT DS	Learning outcomes verification methods*
Knowledge			
K01			
K02			
K03			
Skills			
S01			
S02			
Social competences			
SC01			

\*Allowed learning outcomes verification methods: exam; oral exam; oral test; project evaluation; report evaluation; presentation evaluation; active participation during classes; homework; tests

<b>5. Assessment criteria</b>

<b>6. Literature</b>
<u>Primary references:</u> [1] [2] [3] <u>Secondary references:</u> [1] [2]

<b>7. PhD student's workload necessary to achieve the learning outcomes**</b>
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No.	Description	Number of hours
1	Hours of scheduled instruction given by the academic teacher in the classroom	
2	Hours of consultations with the academic teacher, exams, tests, etc.	
3	Amount of time devoted to the preparation for classes, preparation of presentations, reports, projects, homework	
4	Amount of time devoted to the preparation for exams, test, assessments	
<b>Total number of hours</b>		
<b>ECTS credits</b>		

\*\* 1 ECTS = 25-30 hours of the PhD students work (2 ECTS = 60 hours; 4 ECTS = 110 hours, etc.)

8. Additional information	
Number of ECTS credits for classes requiring direct participation of academic teachers	
Number of ECTS credits earned by a student in a practical course	