



VISITING PROFESSORS

Guide to Inviting Foreign Professors to SGGW

This guide concerns the invitation of foreign nationals who meet the criteria defined in the Regulation of the Minister of Science and Higher Education of 9 September 2019, item 1838.

The status of Visiting Professor at the Warsaw University of Life Sciences (SGGW) may be granted to a person who:

- ▶ does not hold Polish citizenship,
- ▶ holds the academic title of professor or is employed as a university professor at another foreign higher education institution,
- ▶ declares their intention to deliver a minimum of 60 teaching hours at SGGW.



Procedure for Inviting Visiting Professors to SGGW

Step 1: Submission of the Application for Acceptance and Granting of Visiting Professor Status

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graph TD; A[Step 1:  
Submission of the Application  
for Acceptance and Granting of  
Visiting Professor Status] --> B[This application constitutes Annex No. 1  
to Ordinance No. 64 of the Rector of the  
Warsaw University of Life Sciences  
(SGGW) dated 18 December 2019 on the  
acceptance of visiting professors-  
download the document]; A --> C[The completed application  
must be submitted:]; C --> D[by 30 April of the year  
preceding the academic year  
in which the visiting professor  
is expected to conduct  
teaching activities, if co-  
financing from the Rector's  
fund is being requested]; C --> E[at least 2 months prior to the  
planned start of teaching  
activities, if no request for co-  
financing from the Rector's  
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```
graph TD; A[The application must include the following attachments:] --> B[The CV of the candidate for the visiting professor position]; A --> C[Information regarding the candidate's citizenship]; A --> D[A diploma confirming the title of professor, or confirmation of employment in a professorial position at a university (in the case of candidates holding a doctoral degree)];
```

The application must include the following attachments:

The CV of the candidate for the visiting professor position

Information regarding the candidate's citizenship

A diploma confirming the title of professor, or confirmation of employment in a professorial position at a university (in the case of candidates holding a doctoral degree)

Documents may be submitted by email to:
klaudia_wakulowska-kapcia@sggw.edu.pl or via the EZD system.

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graph TD; A[Co-funding from the Rector's discretionary fund covers:] --> B[Accommodation costs for visiting professors in the IKAR building (for stays of up to 6 weeks)]; A --> C[Payment of daily allowances (PLN 120 per day) for a period of up to 30 days for one visiting professor per inviting unit, provided that the number of visiting professors in that unit has increased compared to the previous year];
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The remaining
expenses related to
the visit are covered
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graph TD; A["The remaining expenses related to the visit are covered by the Institute and include:"] --> B["Remuneration for conducting teaching activities"]; A --> C["If applicable:"]; C --> D["Reimbursement of travel expenses"]; C --> E["Accommodation beyond 6 weeks"]; C --> F["Payment of daily allowances exceeding 60 days"];
```

Remuneration for
conducting
teaching activities

If applicable:

Reimbursement of
travel expenses

Accommodation
beyond 6 weeks

Payment of daily
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graph TD; A[Step 2:  
Submission of the application/invitation at  
least two weeks prior to the professor's arrival] --> B[This refers to Appendix No. 12 to Order No. 6 of  
the Rector of the Warsaw University of Life  
Sciences dated 9 April 2009, regarding per  
diems and other entitlements for travel  
undertaken to carry out tasks for the  
university- download the document]; B --> C[The document should be submitted via the EZD  
to the Office of International Cooperation]; B --> D[In case of funding travel costs for the visiting  
professor, the application/invitation must  
specify the source of funds covering these  
expenses. Tickets may be purchased by the  
Office of International Cooperation, the inviting  
institute, or by the professor individually];
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Step 3

Preparation of the contract - sample service contract

Before signing the contract with the visiting professor, the Public Procurement Section (Sekcja Zamówień Publicznych) must receive an application for conducting 60 hours of teaching by the professor.

The visiting professor's personal details and the number of teaching hours must be included in the teaching schedules of the inviting unit, as entered into the Pensum application.

A visiting professor at WULS-SGGW performs activities on the basis of a service contract for conducting teaching activities, concluded by the head of the inviting unit.

The correctly completed civil law contract, along with all required attachments (in accordance with Order No. 25 of the Rector of the Warsaw University of Life Sciences dated 20 April 2020, on the rules for concluding civil law contracts at the university), must be submitted to the Salaries and Scholarships Department no later than on the starting date of the contract.

Before the arrival of the visiting professor, the inviting organizational unit of the Warsaw University of Life Sciences (SGGW) is obliged to inform the visiting professor about:

The terms of the service contract (umowa zlecenie) to be concluded;

The possibility of exemption from personal income tax and social security (ZUS) contributions, provided that the professor submits the following documents upon arrival:

Signed payment forms (invoices/statements of work) must be consistent with the planned schedule of classes and payments. These documents are required at the end of each month in which classes were conducted.

A1 certificate (for professors from EU Member States) or another appropriate certificate confirming social security coverage in the country of origin

Certificate of tax residence (for professors from outside the EU)

IFT-1 form, completed in section C and signed in section F

Remuneration



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graph TD; A[Remuneration] --> B[The remuneration rates are set out in Order No. 55 of the Rector of the Warsaw University of Life Sciences dated 28 October 2019, concerning hourly rates for teaching activities conducted under civil law contracts by individuals not employed at SGGW as academic teachers.]; A --> C[The remuneration for a visiting professor under a service contract must not exceed three times the hourly rate for teaching in Polish by a professor employed under a civil law contract who is not a university employee, as stated in §4, point 3 of Order No. 64/2019.]; C --> D[The hourly rate for individuals holding a doctoral degree ranges from PLN 96 to PLN 288  
The hourly rate for professors ranges from PLN 116 to PLN 348]; C --> E[The final rate is determined by the inviting unit.];
```

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The hourly rate for professors ranges from PLN 116 to PLN 348

The final rate is determined by the inviting unit.

Personal Data Protection

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graph TD; A[Personal Data Protection] --> B[Visiting professors invited to SGGW are required to:  
Familiarize themselves with the university's Personal Data Protection Regulations  
Sign a declaration (Appendix No. 4)  
Obtain authorization for data processing (Appendix No. 2), in accordance with the Authorization Management Procedure]; A --> C[These documents are available on the SGGW Intranet. The responsibility for their preparation and delivery lies with the inviting institute.];
```

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- Sign a declaration (Appendix No. 4)
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These documents are available on the SGGW Intranet. The responsibility for their preparation and delivery lies with the inviting institute.

Online Teaching

According to the opinion of SGGW's Legal Advisors Team, public law regulations do not specify the form in which visiting professors should conduct classes. However, due to the nature and purpose of employing visiting professors—especially based on the linguistic and literal interpretation of the applicable SGGW procedure (Order No. 64 of the Rector dated 18 December 2019)—it is concluded that, after the end of the pandemic threat, teaching by visiting professors at SGGW should primarily be conducted in-person.

Remote (online) teaching should be permitted only in exceptional and practical cases, particularly when class dates extend beyond the period of the professor's physical visit.

Settlement of Teaching Activities Conducted by Visiting Professors

The units inviting visiting professors are required to prepare, at the end of each month during which teaching activities were conducted, a monthly confirmation of completed teaching hours.

The template for this confirmation is defined in Appendix No. 2 to Order No. 64/2019.

Teaching activities carried out by visiting professors at SGGW must be recorded in the Pensum application and reported in the annual report on the implementation of teaching activities by the inviting unit.

Inviting units must also submit copies of the monthly confirmations of completed teaching activities by visiting professors to the Office of Student Affairs, along with the annual reports submitted at the end of the academic year.

The academic supervisor of the visiting professor may request a reduction of their own teaching load (pensum).

The inviting unit
is responsible for
supervising the
visiting professor.

Legal Basis

Order No. 64 of the Rector of the
Warsaw University of Life Sciences
dated 18 December 2019, on the
acceptance of visiting professors

Regulation of the Minister of Science and
Higher Education on the allocation of
financial resources for the maintenance
and development of educational and
research potential, and for tasks related to
the operation of aircraft used for
educational purposes and specialist training
centers for aviation personnel, dated 9
September 2019 (Journal of Laws of 2019,
item 1838)

Procedure for Employing Visiting
Professors at SGGW

Contact for Matters Related to Visiting Professors

Klaudia Wakułowska-Kapcia

telefon +48 (22) 59 310 76

klaudia_wakulowska-kapcia@sggw.edu.pl