



REGULATIONS OF ASSESSMENT AND SELECTION OF THE VISITING PROFESSOR

CALL FOR OFFERS NO. 1 / MPK / POWER / 3.3 / 2016

concerning improvement of accessibility of international educational programmes in higher education for Polish citizens and foreigners based on the project agreements signed with the National Center for Research and Development

Contract code:

POWR.03.03.00-00-M029/16-00

„Innovation & Entrepreneurship - challenges and opportunities”

POWR.03.03.00-00-M030/16-00

„Peace Studies & Conflict Resolution - new perspectives”

POWR.03.03.00-00-M031/16-00

„Sustainable Development & Civil Society in contemporary world”

Co-financed by the European Union under the European Social Fund, Operational Program Knowledge Development 2014-2020; Priority axis III: Higher education for economy and development; Action 3.3. Internationalization of Polish higher education

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General provisions

1. The Regulations of the Project determine the rules of evaluation and selection of Visiting Professor in Projects, and in particular:

- a) Definitions used in the Regulations;
- b) the purpose of the project;
- c) subject matter of the call for offers;
- d) Rules for announcing of call for offers, evaluations and selections;
- e) Duration of contract, form of employment, scope of work;
- f) Financial settlements
- g) Final remarks.

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Definitions

Definitions used in these Regulations:

PO WER - Operational Program Knowledge Education Development 2014-2020;

MPK projects - understood jointly by the projects implemented by Collegium Civitas under the competition No. 1/MPK/POWER/ 3.3/ 2016 for International Training Programs by agreement:

POWR.03.03.00-00-M029/16-00 "Innovation & Entrepreneurship - challenges and opportunities"

POWR.03.03.00-00-M030/16-00 "Peace Studies & Conflict Resolution - new perspectives"

POWR.03.03.00-00-M031/16-00 "Sustainable Development & Civil Society in contemporary world"

NCBiR - National Center for Research and Development, Intermediate Body within the call for proposals;

University – Collegium Civitas – the project coordinator

Visiting Professor - person who meets the requirements specified in the regulations of call of offers and who fulfills tasks specified in the call for offers

Applicant - applicant for Visiting Professor position;

Specialization\studies - forms of support offered within projects; Full-time, English-language studies as follows:

Under the project "Innovation & Entrepreneurship - challenges and opportunities"

- 1st degree studies in Management; Specialization: User Experience Design

- 1st degree studies in Management; Specialty: Startup Workshop

- 1st degree studies in Management; Specialization: Social Innovation

Under the project "Peace Studies & Conflict Resolution - new perspectives"

- 1st degree studies in International Relations; Specialty: Central and Eastern European Studies

- 2nd degree studies in International Relations; Specialization: Peace and International Conflict Studies

- 2nd degree studies in International Relations; Specialization: Cultural and Public Diplomacy

Under the project "Sustainable Development & Civil Society in Contemporary World"

- 2nd degree studies in Sociology; Specialization: Criminal Justice

- 2nd degree studies in Sociology; Specialization: Sustainable Development & Diversity

- 2nd degree studies in sociology; Specialization: Working in NGO's

Contract/Contract with Visiting Professor – contract signed as a result of call for offers which is signed by a person who will conduct tasks which are specified in the call for proposals.



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Purpose of the project

The main objective of the projects is to increase the availability of high quality international education programs for Polish and foreign students through the implementation of internationalization of Collegium Civitas under 9 (new) full time graduate specializations in Management, International Relations, Sociology.

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Subject matter of the competition

1. The subject of the competition is the recruitment for Visiting Professor position within the newly created specialization.
2. The main tasks of visiting professor will be:
 - 1) conducting didactic classes (specialization subjects) for students UXD specialization in the scope of min. 60 hours
 - 2) conducting additional didactic activities for others student Collegium Civitas such as webinars, open lectures, joint internet classes with students from foreign universities (combined classes, on-line transmission), student debates, teaching consultations, etc.) In the scope of min. 60 hours
3. The scope of tasks for the Visiting Professor may vary depending on the direction and specialization of call for offers. The scope of tasks indicated in the call for offers notice should be considered as binding.

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Rules for announcing contests, evaluations and selections

1. Visiting Professor positions in MPK projects are concluded as a result of call for offers.
2. Visiting Professor positions are announced by the Rector of Collegium Civitas.
3. Each time the announcement of the competition will be posted on the website of the University: <https://www.civitas.edu.pl>
4. The competition notice shall specify the requirements and rules included in this Regulation.
5. Entry for the call for offers should be made with the use of the form constituting Appendix No. 1 to the Regulations.
6. The form must include:
 - 1) personal data of the applicant, including citizenship;
 - 2) description of educational background;
 - 3) description of professional experience, description of scientific achievements,
 - 4) the applicant's proposal for implementation of additional didactic activities.
7. The application form should be accompanied by documents certifying the applicant's achievements in the form of scans, photocopies,
8. The signed application with attachments should be sent to the address given in each case in the competition notice.
9. The assessment of entries will be made on the basis of the information contained in the application form.
10. Submissions sent after the deadline indicated in the competition notice will not be evaluated.
11. A formal evaluation of the submitted submissions is made by the Project Manager, under whom the call for offers is being conducted.
12. The Project Manager may reject applications that do not meet the formal requirements or are not in line with the objectives of the project.
13. If formal defects are identified, the Project Manager may request to complete the application within max. 7 calendar days after the request for a supplement.
14. The quality assessment of the submitted applications and the recommendation for the appointment of the Visiting Professor shall be made by the Vice-Rector for Education and the Vice-Rector for Strategic Development.
15. Criteria of qualitative assessment:
 - 1) assessment of the academic level with regard to specialization for which person applies;
 - 2) assessment of the academic level in terms of assumptions of the university development strategy;
 - 3) the attractiveness of the applicant's proposal for the implementation of additional didactic activities;
 - 4) prospects for further cooperation.
16. The final employment decision is made by Rector Collegium Civitas.

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Duration of contract, form of employment, field scope

1. The minimum duration of the agreement according to the project's assumptions is the academic semester (5 months).
2. Minimum contract hour is 120 teaching hours.



3. The suggested form of employment under this call for offers is the employment contract (posts).
4. The requirements for the applicants will be determined each time in the call for offers notice, with the minimum requirements set out below:
 - 1) degree min. PhD;
 - 2) expert knowledge in the scope of the specialization;
 - 3) fluent in spoken and written English;
 - 4) min. 3-year teaching experience, understood as experience in didactics gained outside the Polish academic community.
5. Within one project, you can apply for the Visiting Professor more than once if you meet the requirements of the call for offers;
6. Call for offers assumptions allow a person applying for employment to be Visiting Professor to have Polish citizenship.
7. Call for offers assumptions do not impose restrictions on parallel employment of Visiting Professor at a foreign university while providing work under the project.

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Financial settlements in the project

1. The University does not cover travel expenses and expenses related to the accommodation and boarding of the persons with whom the contract for the performance of the Visiting Professor's tasks has been concluded.
2. For each month of service provided to Collegium Civitas Visiting Professor receives a remuneration 10,000 PLN double gross, including the employer's costs.
3. The Visiting Professor, upon arrival, signs the agreement and all required paperwork.
4. The agreement referred to in point 2 defines the terms and conditions of employment and the obligations and rights of the parties.
5. The contract is prepared in Polish and English.

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Final Provisions

1. The Terms and Conditions are available on the Collegium Civitas website.
2. The issues of employment within MPK projects are regulated by the NCBiR agreement, the guidelines and the Labor Code.
3. These Regulations are a binding document in MPK projects.
4. Collegium Civitas reserves the right to amend its regulations or to impose additional conditions without prior notice, in particular in the case of amendments to legal acts and other documents on the basis of which the project is being implemented.
5. Collegium Civitas is not liable for any damage or injury to persons employed as Visiting Professor.
6. The regulations come into force on the day of signing and are valid for the duration of the projects.

Attachments:

1. APPLICATION FORM FOR THE VISITING PROFESSOR