



# Legal Monitor of the Silesian University of Technology

item 1188

## ORDINANCE NO. 189/2022 OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY of 21 December 2022

### on the pro-quality programme for investment in the development of internationalisation under the Excellence Initiative - Research University programme

Pursuant to Article 23(1) of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2022, item 574, as amended), in connection with the participation of the Silesian University of Technology in the Excellence Initiative - Research University programme (Agreement No. 08/IDUB/2019/94 of 16 December 2019), it is ordered as follows:

#### § 1

- In order to make the University community more active in order to significantly increase the level of internationalisation, a pro-quality programme is being launched, aimed at basic units and their internal units as well as university-wide units, employees, doctoral students and students of the Silesian University of Technology.
- Under the aforementioned programme, funding may be awarded in the form of an increase in subvention from the Initiative for Excellence - Research University (IDUB) programme, a grant, a cost reimbursement, a salary supplement or a salary awarded on the basis of a civil law contract.

Activity No.	Name of activity aimed at internationalisation	Recipient of support/destination of resources allocated	Gross amount in PLN
1.	Providing education for foreign students studying full-time	Basic units providing major-related education <sup>2</sup>	3,000.00 <sup>1</sup> /student, 7 000,00 <sup>1</sup> /scholarship holder in NAWA programme
2.	Providing education for foreign students in the form of international exchange no shorter than 3 months	Basic units providing major-related education <sup>2</sup>	1 000,00 <sup>1</sup> /student
3.	Employment of a foreigner in the position of professor or university professor in the group of research staff (for at least 12 months, demonstrating the scientific discipline subject to evaluation for the period 2017-2021, and delegating the right to demonstrate the total of his or her scientific achievements obtained during the period of employment in the evaluation of his or her scientific activity) - does not apply to persons employed under other pro-quality programmes of the University or financed from external sources, including projects and scientific and research work; the programme applies to the employed person no more than twice	Internal units/ University-wide units receiving a subsidy; the amount allocated to the unit is used to cover the salary costs of the staff member employed	For 12 months, a wage subsidy of up to: 45,000.00 <sup>1</sup> /full-time person employed, 60,000.00 <sup>1</sup> /full-time person employed whose last place of employment was a foreign entity listed among the first 150 places of one of the current main ranking lists (excluding lists by <i>subject</i> ) ARWU, QS, THE;  in the case of part-time employees, the above amounts are reduced proportionally;  for employees working remotely more than ½ time, the above limits are reduced by 30%
4.	Concluding a civil-law agreement with a foreign professor to teach (at least 60 teaching hours	Basic units; the amount allocated is used to	Subsidised salary costs up to the amount of:

	in an academic year)- does not apply to persons employed under other pro-quality programmes of the University or financed from external sources, including projects and scientific research work	cover the salary costs of the employee hired	27,000.00 <sup>1</sup> /employee, 38,000.00 <sup>1</sup> /employee whose last place of employment was a foreign entity listed among the first 150 places of one of the current, main ranking lists (excluding <i>by subject</i> lists) of ARWU, QS, THE; in the case of persons providing remote work of more than ½ time, the above limits are reduced by 30%
5.	Recruitment of a foreigner for the position of professor or university professor in the research staff group (at least for 12 months); position funded by the subvention	Recruiting persons	5 000,00 <sup>1</sup> / professor recruited
6.	Recruitment of a professor from abroad to teach (at least 60 teaching hours per academic year); funded by the subvention; the programme applies to the given professor only once	Recruiting persons	3 000,00/professor recruited
7.	Supervision of a doctoral student from abroad pursuing doctorate at the Silesian University of Technology as a thesis supervisor or assistant thesis supervisor for more than 6 months in a given academic year, not exceeding 4 years.	Thesis supervisor of the doctoral student	In the case of the thesis supervisor: - 4,500.00/doctoral student/academic year; - 6,000.00/doctoral student/academic year in the case of a joint/double doctorate with a university from abroad;  in the case of an assistant thesis supervisor, the above amounts are reduced by 50%
8.	Opening of a double degree course with a partner from abroad; the teaching in the course must be initiated	Basic units with responsibility for directional education <sup>2</sup>	One-off: 40,000.00 <sup>1</sup> /new course of study
9.	Maintain in English the website of the unit, POB or administrative unit that has influence on the development of internationalisation, with ongoing updating of content throughout the calendar year	Basic units/university-wide units; the amount allocated is used to cover the salary costs of employed staff/doctoral students/students.	Refund of salary costs up to the amount of: 4,000.00 per unit website/calendar year
10.	Submission of an application for international accreditation of a field of study <sup>3</sup>	Persons preparing the application	15,000.00/accreditation, 50,000.00/ ABET accreditation; in the case of two-stage procedures, if, after the first stage of evaluation, the University refrains from submitting the second part of the application, the amount awarded is 60% of the amount mentioned above
11.	Obtaining international accreditation for the course of study <sup>3</sup>	Persons preparing the application	15,000.00/accreditation, 50 000,00/ABET accreditation
12.	Invitation and organisation of at least a two-day visit of: a Nobel Prize winner, Fields Medal winner, Kyoto Prize winner or Mies van der Rohe Prize winner, or a current or previous ERC grant holder with Highly Cited Researcher status, or a person with an h-index of at least 50 according to the Scopus database, to participate in a seminar and give a scientific lecture (at least 60 minutes) to members of the University community (staff, doctoral students and students).	Recruiting person	15,000.00/invited person (Nobel laureate), 3,000.00/person invited (with an h-index of at least 50) 7 000,00/person invited (other than the above)  in the event of obtaining financing from the GZM Metropolis (pl. Metropolia Górnośląsko-Zagłębiowska) or other external sources, the above amounts are increased accordingly by 50%, in case of remote form the above amounts are reduced by 50%
13.	Organisation (preparation and conduct) of a summer school at the Silesian University of Technology; a prerequisite for this is the registration of the	Organisers	4,000.00/summer school for the number of international students from 12 to 20, 8,000.00/summer school for at least 21 international students; in the case

	summer school in accordance with a separate ordinance in force		of remote form, the above amounts are reduced by 50%  in the case of the hybrid form, the above amounts are reduced by 50% if the number of full-time participants does not meet the requirements indicated for the above funding amounts
14.	Organisation of an international conference at the Silesian University of Technology; a necessary condition is the registration of the conference in accordance with a separate ordinance in force on the organisation of conferences	Organisers	7,000.00/conference for the number of foreign participants from 50 to 100, 14,000.00/conference in the case of at least 101 participants from abroad; in the case of remote form, the above amounts are reduced by 50%; in the case of the hybrid form, the above amounts are reduced by 50% if the number of full-time participants does not meet the requirements indicated for the above funding amounts.
15.	Recruitment of a researcher - winner of a competition in an international programme - who has indicated the Silesian University of Technology as a host institution for the project for a period of at least 12 months	Recruiting persons	50,000.00/person in the case of an ERC grant, 10,000.00/person in the case of another Horizon grant, 5,000.00/person in the case of another international grant
16.	Presentation of a plenary paper at a joint session for all participants in a conference organised abroad, attended by at least 300 persons - where the applicant has no external funding, including for projects and scientific research, travel and accommodation costs (on the basis of receipts) and allowances may be subsidised; support may be used once per calendar year If a paper is to be presented by two or more authors, a request to present a paper can only be made once.	Author of the paper; the amount awarded shall be used by the author of the paper to cover mission expenses	Subsidised mission expenses up to the amount of: 10,000.00/person for a conference organised in Europe, 13 000,00/person for a conference organised outside Europe
17.	Participation in a meeting of the executive board members (as a member of the executive board according to the organisation's statutes) of an international scientific organisation with members from at least 15 countries - financial support for travel and accommodation expenses (on the basis of receipts and per diems); can be used once per calendar year. travel and accommodation expenses (on the basis of receipts) and allowances; the support may be used once per calendar year	Member of the executive board of an international scientific organisation; the amount allocated to the member of the international scientific organisation shall be used to cover mission expenses	Subsidised delegation expenses up to the amount of: 10,000.00/person if attending a meeting in Europe, up to 13,000.00/person for participation in a meeting outside Europe
18.	Initiation of a cooperation agreement with a university listed among the first 150 places of the main ranking lists (ARWU, QS, THE); not applicable to an agreement related to the implementation of a single project	Person initiating the agreement	5 000,00/university
19.	Carrying out the validation of a degree in order to take up employment at the Silesian University of Technology as an assistant professor, university professor or professor - funding of the costs incurred for the validation and certified translation of documents necessary for employment at the University (on the basis of a bill or debit note)	The employee whose degree is validated	up to 5 000.00

20.	Conducting a PBL project with a university from abroad after concluding a Joint Student Project Agreement <sup>4</sup> between the Silesian University of Technology and this university; participation of at least one student and one staff member from the foreign university is required	Project supervisors	3 500,00 <sup>1</sup> /project
21.	Invitation of an eminent foreign researcher with an h-index of at least 50 according to the Scopus database for a minimum two-day visit and to participate in a seminar and give a lecture (minimum 60 minutes) to members of the university community (students, doctoral students and staff); the programme applies to the invited person only once	Basic/university-wide units; the amount allocated is used to cover travel and accommodation costs of the invited researcher.	Funding for travel and accommodation expenses of the visiting researcher up to 10 000,00 in the case of a European researcher and 14 000.00 in the case of a non-European researcher
22.	Invitation of an eminent scientist from abroad: a Nobel Prize winner, a laureate of the Fields Medal, the Kyoto Prize or the Mies van der Rohe Award, or a person currently implementing an ERC grant or currently or previously holding the status of a Highly Cited Researcher, to participate in a seminar and give a lecture for members of the University community (staff, doctoral students and students). to participate in a seminar <b>and</b> give a lecture to members of the University community (staff, doctoral students and students); the programme applies to the invited person only once	Basic/university-wide units; the amount allocated is used to cover the invited researcher's travel and accommodation costs and his or her remuneration	Funding of travel and accommodation costs, as well as the invited researcher's salary up to an amount: - 150,000.00 in the case of a Nobel Prize or Fields Medal winner; - 70,000.00 in the case of the winner of the Kyoto Prize or the Mies van der Rohe Prize; - 40,000.00 in the case of a person holding current Highly Cited Researcher status; - 20,000.00 in the case of a person with Highly Cited Researcher statutes in the previous edition; - 20 000, 00 for a current ERC grantee
23.	A visit of an academic staff member to a foreign university, laboratory or research centre for at least 5 working days, in order to develop cooperation and give a lecture of at least 60 minutes to a research group of at least 10 scientists, on the basis of an invitation and a cooperation development plan - funding of travel and accommodation costs (on the basis of receipts and invoices) and allowances. travel and accommodation expenses (on the basis of evidence of costs incurred, including receipts and invoices) and per diems; the programme applies to persons who, in a given calendar year, are not implementing any pro-quality programme or project acquired from external sources enabling them to finance a internship and who have not participated in a internship in the year of submitting an application and the two previous years; the programme can be used only once in a period of 3 years. No more than 50 internships may be funded per calendar year; the order in which the final complete applications are submitted will count	Academic staff participating in an internship; the amount awarded shall be used by the academic staff to cover travel and accommodation costs and per diems	Covering the internship costs up to: - 7,000.00 in Europe, - 9000.00 outside Europe
24.	Translation of the text of the extended abstract from English into Polish in proceedings for the awarding of a doctoral degree to non-Polish speakers, as required by the regulations in force for the awarding of doctoral degrees	Person concerned by the translation of the text of the extended abstract	Reimbursement of translation costs up to an amount of 1,000.00

<sup>1</sup> in the event of an overrun of the budget available in the Excellence Initiative - Research University programme for the given activity,, the allocated amount may be reduced accordingly,

<sup>2</sup> proportionally to the share of the study programme determined by the College of Studies,

<sup>3</sup> applies to accreditations listed in the Catalogue of Eligible Foreign Accreditations and Quality Certificates on the website of the International Relations Office at the following link: [https://www-arch.polsl.pl/en/bwz/Documents/20190410\\_Katalog\\_kwalifikowalnych\\_zagranicznych\\_akredytacji\\_i\\_certyfikatow\\_jakosci%20\(2\).pdf](https://www-arch.polsl.pl/en/bwz/Documents/20190410_Katalog_kwalifikowalnych_zagranicznych_akredytacji_i_certyfikatow_jakosci%20(2).pdf),

<sup>4</sup> Model agreement available on the website of the International Relations Office at: [https://www.polsl.pl/rn3-dwz/wp-content/uploads/sites/677/2021/05/wzor-umowy\\_Agreement-for-a-joint-student-project\\_ENG-1.docx](https://www.polsl.pl/rn3-dwz/wp-content/uploads/sites/677/2021/05/wzor-umowy_Agreement-for-a-joint-student-project_ENG-1.docx).

3. The amounts shown in the table are gross amounts.

## § 2

1. Applications for funding can be submitted to the International Relations Office on a continuous basis, with the exception of:
  - 1) activities 1 and 2, for which no applications are submitted,
  - 2) activities with reimbursement of costs relating to the previous year, for which applications can be submitted up to 15 January of the following year.
2. For activities nos. 1 and 2, funding in the form of an increase in the subsidy is calculated by the Controlling Office on the basis of data provided by the Admission Office (in terms of the number of foreign students studying in a full cycle as at 31 December of the year preceding the year in which the subsidy is granted) and obtained from the International Relations Office (in terms of international exchanges for education lasting more than three months for the previous academic year) and transferred to the units after the subsidy for the year in question has been calculated.
3. For activities nos. 5, 6, 12, 15 and 18, applications are accepted after the Silesian University of Technology has concluded an agreement with the recruited researcher/university.
4. For the activities referred to in § 1.2, with the exception of activities nos. 3, 4, 9, 16, 17, 21, 22 and 23, the application form is enclosed as Attachment No. 1 to the present Ordinance.
5. For activity no. 9, the head of the unit shall submit a request in accordance with the model constituting Attachment No. 2 to the present Ordinance, confirming the realisation of the activity for the individual unit's website in a given calendar year, accompanied by documentation of the costs incurred by the unit related to the employment of staff for the purpose of running the unit's website (copy of the decision on the granting of an allowance or a copy of the civil law contract).
6. For activities nos. 3, 4, 16, 17, 21, 22 and 23, applications shall be received prior to the commencement and implementation of these activities, according to the template attached as Attachment No. 3.
7. The applications are evaluated by a committee consisting of the Vice Rector for Science and Development, the Head of the Development Office, the Head of the International Relations Office . The committee prepares a protocol in accordance with the specimen constituting Attachment No. 5 to the present Ordinance.
8. The Rector decides on the allocation of support within the available funds within 30 days of the date of submission of the application, taking into account the opinion of the committee. In justified cases, this deadline may be extended by 15 days.
9. Funds are transferred within 30 days of being granted.
10. In the case of activities nos. 3, 4, 16, 17, 21, 22 and 23, the awarded funds may be spent within 12 months from the date of the decision to award the grant. They can be settled on the condition that a report confirming their completion is submitted to the International Relations Office within 30 days of the completion of a given activity, in accordance with Attachment No. 4 to the present Ordinance. The settlement of funds awarded in the form of grants is made by the Vice Rector for Science and Development.
11. Funds earmarked directly for employees of the Silesian University of Technology involved in the activities listed in the table in § 1 are transferred in the form of a salary supplement or a civil law contract, unless otherwise specified in the table. The salary supplement is paid as a one-off payment.
12. Where the persons involved in the activities listed in the table in § 1 are students or doctoral students, the funds shall be paid upon execution of a civil law contract concluded prior to the activity by the head of the unit concerned. The costs of this contract will be reimbursed in the form of an increase in the unit's subvention following a positive decision by the Rector on the application submitted.
13. In the case of the performance of activities nos. 5, 6, 12 and 15 by students or doctoral students, the activity shall be settled on the basis of the bill issued to the civil law contract. The activity shall be considered completed if the student or doctoral student provides a CV of the invited researcher and an outline of the agreed substantive programme confirmed by the invited person and the head of the unit, together with the written consent of the researcher to transfer his or her CV to the University specifying the purpose of the transfer.

14. The funds allocated to a team of individuals are divided among the team members from the Silesian University of Technology in proportion to their participation in a given internationalisation activity, based on the declaration made in the application.
15. The activities listed in § 1 that have been completed no earlier than 6 months prior to the application may be included in this pro-quality programme.

§ 3

Ordinance No. 50/2022 of the Rector of the Silesian University of Technology of 28 February 2022 on the pro-quality programme for investment in the development of internationalisation within the framework of the Excellence Initiative - Research University programme (Legal Monitor of the Silesian University of Technology of 2022, item 141) is repealed, with the proviso that cases started and not completed by the date of its revocation, the cases and activities nos. 3, 4 16 and 17 shall be carried out on the existing basis.

§ 4

The Ordinance shall enter into force on the date of its signature.

**Rector of the SUT: A. Mężyk**

**ATTACHMENT NO. 1**  
to Ordinance No. 189/2022 of the Rector of the Silesian University of Technology  
of 21 December 2022

.....  
(name, degree, position) (application number - assigned by the International Relations Office)

.....  
(name of basic unit/university-wide/administrative unit)

.....  
(name of internal organisational unit)

.....  
(status, e.g. employee, doctoral student, student)

.....  
(e-mail address)

**APPLICATION**  
**for the award of a grant for activities related to the development of internationalisation**

I am requesting a grant of ..... for the following activity related to the development of internationalisation:

Activity No. .... (as numbered in § 1 section 2 of the Ordinance)

Justification:

.....

Distribution of the amount allocated for remuneration of team members from the Silesian University of Technology, where the recipient of support according to § 1, section 2 of the Ordinance is the person (employee):

1. ....	.....	.....
Full name of the employee	Amount	Signature of the person involved
2. ....	.....	.....
Full name of the employee	Amount	Signature of the person involved

Distribution of the amount allocated for the increase of the subsidy when the recipient of support according to § 1 section 2 of the Ordinance is a unit (basic, internal or university-wide):

.....	.....	.....
Name of unit	Amount	civil contract no. (if applicable)
		.....
		signature of the head of unit

.....  
(date, signature of applicant)

Confirmed by:

(signature\*)

.....  
\* - in the case of an employee, the activity shall be confirmed by the immediate superior,  
- for a doctoral student - the head of the relevant unit,  
- in the case of a student - the Vice Dean for Education/Deputy Director for Education

**ATTACHMENT NO. 2**

to Ordinance No. 189/2022 of the Rector of the Silesian University of Technology  
of 21 December 2022

.....  
(name, degree, position)

.....  
(application number - assigned by the International Relations Office)

.....  
(name of basic unit/university-wide/administrative unit)

.....  
(name of internal organisational unit)

.....  
(e-mail address)

**APPLICATION  
for grant activity no. 9 related to the development of internationalisation**

I request funding in the total amount of ..... for the maintenance of the English version of the website(s) of the following unit(s)<sup>1</sup> :

.....  
name of unit

.....  
website address

.....  
name of unit

.....  
website address

**Statement:**

I certify that the above-mentioned English language websites were kept up to date during the calendar year

.....

.....  
(date, signature of the head of unit)

<sup>1</sup> underline as appropriate



**ATTACHMENT NO. 3**

to Ordinance No. 189/2022 of the Rector of the Silesian University of Technology  
of 21 December 2022

.....  
(name, degree, position) (application number - assigned by the International Relations Office)

.....  
(name of basic unit/university-wide/administrative unit)

.....  
(name of internal organisational unit)

**APPLICATION  
for a grant to carry out an activity related to the development of internationalisation**

I request a grant of ..... for the following activity related to the development of internationalisation:

Activity No. .... (according to the numbering in § 1 section 2 of the Ordinance)

Justification<sup>1</sup> :

.....  
.....

The grant will be settled on the basis of the submitted activity report within 30 days of its completion.

.....  
(date, signature of applicant)

**Receive for information:**

.....  
.....  
(signature of the head of the internal organisational unit) (signature of the head of the basic unit)

Attachments to the application - in the case of request connected with activity no. 23:

- 1) proposed internship programme,
- 2) a copy of the invitation letter from the inviting institution,
- 3) a plan for developing further cooperation with the inviting institution.

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<sup>1</sup> Above all, consideration should be given to:

- in the case of performance of activity no. 3 or 4 - the name and surname of the foreigner to be employed, current affiliation and the proposed date of commencement of employment/conclusion and execution of the civil law contract;
- in the case of activity no. 16, the name and date of the conference, the estimated number of participants and the title of the paper;
- in the case of the implementation of activity no. 17, the full name of the international organisation;
- in the case of activities nos. 21 and 22, the name of the invited researcher and his or her current affiliation;
- in the case of the implementation of activity 23, the name of the foreign university, laboratory or research centre.

**REPORT**  
**from a grant awarded for an activity related to the development of internationalisation**

.....  
(name, degree, position)

.....  
(Report no. - to be assigned by the International Relations Office )

.....  
(name of basic unit/university-wide/administrative unit)

.....  
(name of internal organisational unit)

.....  
(activity number to which the report relates - in accordance with the numbering contained in § 1(2) of the Ordinance)

Deadline for the activity: .....

Brief information on the progress of the activity (maximum 1/2 A4 page).

.....  
(date, signature of the grantee)

**VERIFIED BY:**

**ACCEPTED AND SETTLED BY:**

.....  
.  
(International Relations Office )

.....  
(Vice Rector for Science and Development)

**Minutes of the committee**

**of .....**

The Committee has evaluated application no. ....

submitted by:

.....  
(name, degree, position)

.....  
(name of basic unit/university-wide/administrative unit)

and recommends awarding/not recommending the award of funding<sup>1</sup> for activity no..... (according to the numbering given in § 1, section 2 of the Ordinance) in the form of an increase in subvention/addition to remuneration/remuneration on the basis of a civil law contract, grant<sup>1</sup> in the total gross amount:

..... to the units/employees/doctoral students/students<sup>1</sup> from the Silesian University of Technology listed below, in the following amounts:

- 1) .....
- 2) .....
- 3) .....

**Signatures of the committee members:**

Vice Rector for Science and Development: .....

Head of the International Relations Office: .....

Head of the Development Office: .....

<sup>1</sup> underline as appropriate