ORDINANCE NO. 191/2021 OF RECTOR OF THE UNIVERSITY OF SZCZECIN
of 15th of September 2021

regarding counting teaching hours and other didactic tasks towards teaching workload and the obligation to hold consultations realized by academic teachers
at the University of Szczecin

Pursuant to art. 23, section 1 of the Higher Education and Science Act of 20th of July 2018 (Dz.U. 2021, item 478 as amended) it is hereby ordered as follows:

§ **1.**

Definitions

Words and phrases utilized in this ordinance shall have the following meaning:

1. dean's pool - number of hours at disposal of Dean or a director of an inter-faculty unit which constitutes a product of multiplying the number of teaching posts per organizational unit as of 31st of December of the year preceding the current academic year by four;
2. individual allocation of classes - number of hours of classes allocated to an academic teacher for a given academic year at uniform Master's degree, first, second and third cycle of studies and studies in the Doctoral School of the US.

§ 2.

Counting additional teaching hours towards teaching workload

Rector may count additional teaching hours towards the teaching workload due to circumstances relevant for functioning and development of the University and relations of the University with social and economic community, in particular the circumstances crucial for evaluation of the quality of University's research activities.

§ **3.**

Counting hours towards teaching workload within the framework of dean's pool

1. Hours are counted towards the teaching workload for a given academic year and within the limit of dean's pool upon the motion of dean of the faculty or a director of an inter-faculty unit.
2. Applications regarding cases indicated in section 1 are submitted to vice-rector for education by the end of the academic year preceding the academic year to which the application pertains.
3. In justified and valid circumstances the applications indicated in section 1 may be submitted during the academic year to which the applications pertain.

4. An academic teacher can count towards teaching workload hours committed to performance of the following tasks in a faculty in a given academic year:
   1) performance of major tasks for the University or an organizational unit;
   2) serving as a scientific supervisor of a student following individual study programme;
   3) providing substantive supervision to a student research group;
   4) serving as a tutor to first-year students;
   5) preparing documentation for a new field of study;
   6) serving as a president or member of a field of study team;
5. The number of hours counted towards teaching workload indicated in section 4 cannot exceed 45 hours per employee on an annual basis.

§ **4.**

Counting hours for individual classes within the framework of international programmes towards teaching workload

1. For holding individual classes within the framework of international student exchange an academic teacher is entitled to count no more than five hours per a foreign student towards teaching workload.
2. Individual programme classes result from the agreement concluded between an international exchange student and the University approved by dean of the faculty.
3. No more than 30 hours per semester for all classes can be counted towards teaching workload due to realization of the classes indicated in section 2.
4. Provisions of sections 1-3 do not apply to classes held with a full group of students within the framework of international programmes.

§ **5.**

Clearing classes delivered in a foreign language

1. Classes delivered in a foreign language are cleared by multiplying the factual number of teaching hours by a factor of 1.5 with the exception of the following classes:
   1) classes for neophilological courses;
   2) foreign language courses;
   3) individual classes within the framework of international programmes;
   4) classes delivered in Polish language by academic teachers who are foreigners.
2. The factor indicated in section 1 does not apply to academic teachers delivering classes in native language.

§ **6.**

Clearing seminars and diploma workshops with an incomplete group

1. An academic teacher delivering a diploma seminar or a diploma workshop is obliged to deliver a full number of hours of classes resulting from the study plan developed on the basis of the resolution of the Senate of the University regardless of the number of students in a group seminar group or a diploma workshop group.
2. The following provisions apply for the purpose of clearing hours:
   1) For an academic teacher holding a diploma seminar or a diploma workshop at first cycle of studies with a group smaller than 8 persons the number of hours with respect to one student is calculated as 1/8 of the number of hours indicated in the study plan;
   2) For an academic teacher holding a diploma seminar or a diploma workshop at second cycle of studies or uniform Master's degree course with a group smaller than 6 persons the number of hours with respect to one student is calculated as 1/6 of the number of hours indicated in the study plan;
   3) For an academic teacher holding a diploma seminar at third cycle studies with a group smaller than three persons the number of hours with respect to one student is calculated as 1/3 of the number of hours indicated in the study plan.

§ **7.**

Clearing classes which were not delivered due to justified absence

1. In case of an illness or other absence of an academic teacher in work which may disrupt study plan dean of the faculty indicates a different date for realization of these teaching classes or passes these classes to be realized by a different academic teacher.
2. During an illness or other justified absence of an academic teacher which lasts continuously up to 14 days the teaching classes hours resulting from the individual allocation of teaching classes which would according to the curriculum and timetable fall on the period of absence are counted as hours worked consistently with the timetable to an extent no greater than the extent of the teaching workload projected for a given teaching post.
3. Absence of an academic teacher due to illness or other valid reason which lasts continuously for a period exceeding 14 days requires making a correction in the individual allocation of teaching classes. The correction has to be made immediately and the academic teacher and rector must be notified of the correction. The corrected allocation replaces the previously determined individual allocation of teaching classes. The period of absence to which correction pertains counts towards the number of worked teaching hours as 1/30 of the annual teaching workload determined for a given post for each week of absence in the period in which classes are delivered at the University, to the extent no greater than the teaching workload.

4. For an academic teacher for whom teaching classes were not planned in the individual allocation of teaching classes due to prolonged absence in work as a result of a sabbatical leave, a prolonged illness, unpaid leave or other exemption from work, military service, maternity leave, paternity leave, parental leave, 1/30 of the annual teaching workload determined for a given post for each week of absence in the period in which teaching classes are delivered at the University counts towards the hours worked - to the extent no greater than the teaching workload.
5. In case of suspending an academic teacher consistently with art. 302 section 1 of the Higher Education and Science Act provisions stipulated in sections 1-4 apply accordingly to clearing teaching hours.
6. Hours counted towards hours worked due to the absences stipulated in sections 2, 3, 4, 5 cannot constitute a foundation for determining the amount of overtime hours. The amount of overtime hours is determined on the basis of clearance of the teaching hours factually worked in a given academic year.
7. Participation in a scientific, teaching or organizational initiative, under consent of a director of an institute or a dean of a faculty respectively, resulting in absence during the planned classes, requires moving the classes and delivering said classes at a different date.

§ 8.

Holding consultations

1. An academic teacher is obliged to hold at least two hours of consultations for students per week with the exception of periods of justified absence from work and breaks: holidays, summer breaks, winter breaks and rector's days.
2. The schedule for consultations is determined at the beginning of each semester, no later than in the second week of a semester.
3. The schedule indicated in section 2 is made available on the website of the organizational unit and communicated to students in a publicly available location.
4. An hour of consultations is equivalent to a time unit of 45 minutes.
5. Consultation hours are not counted towards teaching workload.

§ **9.**

The ordinance comes into effect on 1st of October 2021.