ORDINANCE NO. 2/2024

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 11 January 2024

on international exchange coordinators for students and academic staff
as well as the doctoral school coordinator for international exchange of doctoral students

Pursuant to Article 23(1) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742 as amended) it is hereby ordered as follows:

§ 1.

1. International exchange coordinator for students and academic staff acts under the power of attorney granted by the Rector of the University of Szczecin in respect of matters covered by this ordinance.
2. International exchange coordinator for students and academic staff carries out tasks within the framework of the assigned research disciplines and study programmes for first- and second-cycle studies, long cycle studies as well as doctoral studies provided by a given faculty of the University of Szczecin.
3. The doctoral school coordinator for international exchange of doctoral students acts under the power of attorney granted by the Rector of University of Szczecin in respect of matters covered by this ordinance.
4. The doctoral school coordinator for international exchange of doctoral students carries out tasks within the framework of the research disciplines covered by the doctoral programmes.
5. International exchange coordinator for students and academic staff as well as the doctoral school coordinator for international exchange of doctoral students are appointed by the Rector of the University of Szczecin for the period of up to two academic years.
6. International exchange coordinators for students and academic staff are appointed for the relevant disciplines within their faculty.
7. From one to three coordinators can be appointed for a single faculty.
8. The doctoral school coordinator may not be granted power of attorney if the director or deputy director of the doctoral school performs those duties.

§ 2.

Tasks of the international exchange coordinator for students and academic staff include:

1) substantive preparation or conclusion of agreements with partner institutions within the framework of international programmes (including agreements with higher education institutions under Erasmus+ programme) with regard to the exchange of students as well as research-teaching and teaching staff for the assigned research disciplines and degree

programmes offered by a given faculty of the University of Szczecin, provided that the regulations adopted at the University of Szczecin for a given programme indicate so;

2) qualification of students of the assigned fields of study offered by a given faculty of the US for mobility under international programmes, provided that the regulations adopted at the University of Szczecin for a given programme indicate so;
3) qualification of students of the assigned fields of study offered by a given faculty of the US for mobility under bilateral agreements with foreign partner institutions and qualification of doctoral students who began their education in the academic year 2018/2019 or earlier and are pursuing doctoral studies at a given faculty of the US, provided that no other person has been designated for this task in the agreement;
4) qualification of research-teaching and teaching staff for the assigned research disciplines carried out by a given faculty of the US under international programmes, provided that the regulations adopted at the US for a given programme indicate so;
5) qualification of research-teaching and teaching staff for the assigned research disciplines carried out by a given faculty of the US under bilateral agreements with foreign partner institutions, provided that no other person has been designated for this task in the agreement;
6) approval of substantive documents relating to mobility carried out by research-teaching and teaching staff under international programmes (outgoing and incoming mobility of academic staff), provided that the regulations adopted at the US for a given programme indicate so;
7) approval of substantive documents relating to mobility carried out by research-teaching and teaching staff under bilateral agreements with foreign partner institutions (outgoing and incoming mobility of academic staff), provided that no other person has been designated for this task in the agreement;
8) determining the content of substantive documents relating to the mobility of students and third-cycle doctoral students (or graduates) carried out under international programmes for the fields of study offered by a given faculty of the US (outgoing and incoming mobility of students) in consultation with the programme coordinator and, where applicable, the university team for education quality, and submitting the aforementioned documents to the Vice-Dean for Student Affairs for approval (first-cycle and second-cycle studies as well as long-cycle studies) or to the representative for the doctoral studies (third-cycle studies);
9) determining the content of substantive documents relating to the mobility of students and third-cycle doctoral students carried out under bilateral agreements for the fields of study offered by a given faculty of the US (outgoing and incoming mobility of students) in consultation with the programme coordinator and, where applicable, the university team for education quality, and submitting the aforementioned documents to the Vice-Dean for Student Affairs for approval (first-cycle and second-cycle studies as well as long-cycle studies) or to the representative for the doctoral studies (third-cycle studies) – provided that no other persons has been designated for this task in the agreement;
10) confirming in the student record book that the courses/modules have been recognised as equivalent to the courses/modules at the US as well as entering grades for

courses/modules completed at another university in accordance with the grading scale set out in the Regulations of studies at the US, based on documents provided by the student;
11) providing substantive support to students and doctoral students from partner institutions carrying out mobility at the faculties of the US as well as research institutes and units of the US under international programmes, provided that the regulations adopted at the US for a given programme indicate so;
12) providing substantive support to students and doctoral students from partner institutions carrying out mobility at the faculties of the US as well as research institutes and units of the US under bilateral agreements, provided that no other person has been designated for this task in the agreement;
13) providing substantive support to academic staff from partner institutions carrying out mobility at the US under international programmes, provided that the regulations adopted at the US for a given programme indicate so;
14) providing substantive support to academic staff from partner institutions carrying out mobility at the US under bilateral agreements, provided that no other person has been designated for this task in the agreement;
15) providing information about the educational offer (courses) to the students from foreign partner universities carrying out mobility under international programmes or bilateral agreements in the next academic year. The educational offer is drawn up in accordance with the applicable regulations;
16) disseminating information about opportunities and rules governing the mobility of students (or graduates) and academic staff under international programmes offered at the US;
17) disseminating information about opportunities and rules governing the mobility of students, doctoral students and academic staff under bilateral agreements in accordance with the guidelines of the International Relations Department – provided that no other person has been indicated in the agreement to perform this task;
18) cooperating with the directors of institutes and the dean of the faculty as well as the director of the doctoral school in carrying out the assigned tasks.

§ 3.

Tasks of the doctoral school coordinator for international exchange of doctoral students include:
1) substantive preparation or conclusion of agreements with partner institutions within the framework of international programmes (including agreements with higher education institutions under Erasmus+ programme) with regard to the exchange of doctoral students for the research disciplines offered by the doctoral school of the US, provided that the regulations adopted at the University of Szczecin for a given programme indicate so;
2) qualification of doctoral students of the US for mobility under international programmes, provided that the regulations adopted at the University of Szczecin for a given programme indicate so;
3) qualification of doctoral students of the US for mobility under bilateral agreements with foreign partner institutions, provided that no other person has been designated for this task in the agreement;

4) approval of substantive documents relating to the mobility of doctoral students carried out under international programmes for the disciplines offered by the doctoral school of the US in consultation with the director of the doctoral school and, where applicable, the university team for education quality;
5) providing substantive support to doctoral students from partner institutions carrying out mobility at the doctoral school of the US under international programmes, provided that the regulations adopted at the University of Szczecin for a given programme indicate so;
6) providing substantive support to doctoral students from partner institutions carrying out mobility at the doctoral school of the US under bilateral agreements, provided that no other person has been designated for this task in the agreement;
7) providing information about the educational offer (courses) approved by the director of the doctoral school of the US to the doctoral students from foreign partner universities carrying out mobility under international programmes or bilateral agreements in the next academic year. The educational offer is drawn up in accordance with the applicable regulations;
8) confirming in the student record book that the courses/modules have been recognised as equivalent to the courses/modules at the US as well as entering grades for courses/modules completed at another university in accordance with the grading scale set out in the Regulations of the doctoral school at the University of Szczecin, based on the documents provided by the doctoral student.

§ 4.

1. At the end of the semester, the international exchange coordinator for students and academic staff submits to the Vice-Rector for international cooperation, via the International Relations Department, a written report on the performance of the assigned duties, in accordance with the template set out in the annex to this ordinance.
2. At the end of the semester, the doctoral school coordinator for international exchange of doctoral students submits to the Vice-Rector for international cooperation, via the International Relations Department, a written report on the performance of the assigned duties, in accordance with the template set out in the annex to this ordinance.

§ 5.

1. In the event of a failure by the international exchange coordinator for students and academic staff, or by the doctoral school coordinator for international exchange of doctoral students, to fulfil their duties, the Rector, in particular at the request of the Vice-Rector for international cooperation, has the right to remove the coordinator from office during the term for which the coordinator was appointed.
2. In the absence of the international exchange coordinator for students and academic staff, the Vice-Dean for Student Affairs acts as a substitute for tasks relating to students, and the Director of the Institute acts as a substitute for tasks relating to academic staff.
3. In the absence of the doctoral school coordinator for international exchange of doctoral students, the director or deputy director of the doctoral school acts as a substitute.

§ 6.

1. Remuneration of the international exchange coordinator for students and academic staff is:
   - 1000 PLN gross per semester (fixed component),
   - 75 PLN gross per each outgoing student (or graduate) and each incoming student who carried out mobility in a given semester (variable component),
   - 50 PLN gross for each incoming staff member who carried out Staff Mobility for Teaching Assignment (STA) in a given semester (variable component).

   The remuneration is paid at the end of the semester, on the basis of the approved report.
2. Remuneration of the doctoral school coordinator for international exchange of doctoral students is:
   - 500 PLN gross per semester (fixed component),
   - 75 PLN gross per each outgoing student (or graduate) and each incoming student who carried out mobility in a given semester (variable component),
   - 50 PLN gross for each incoming staff member who carried out Staff Mobility for Teaching Assignment (STA) in a given semester (variable component).

   The remuneration is paid at the end of the semester, on the basis of the approved report.
3. The remuneration is:
   - paid from the funds of ERASMUS+ programme, Key Action 1, Mobility, KA131 and KA171 projects awarded to the University of Szczecin by the National Agency for the organisation of mobility (OS) on the basis of the final annex to the financial agreement/approved report, up to a maximum of 40,000 PLN per academic year,
   - and supplemented from the university's general budget.

§ 7.

Ordinance no. 171/2019 of the Rector of the University of Szczecin of 29 October 2019 on the appointment of international exchange coordinators for students and academic staff as well as the doctoral school coordinator for international exchange of doctoral students is hereby repealed.

§ 8.

The Ordinance shall enter into force on the date it is signed.