ORDINANCE NO. 74/2026

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of May 14, 2026

amending the ordinance 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 and 2 point 2) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2024, item 1571 as amended) it is hereby ordered as follows:

§ 1.

In Ordinance no. 2/2024 of the Rector of the University of Szczecin of January 11, 2024, on international exchange coordinators for students and academic staff as well as the doctoral school coordinator for international exchange of doctoral students, the following changes are introduced:

1) § 1 shall read as follows:
"§ 1.
   1. International exchange coordinator for students and academic staff acts on the basis of appointment granted by the rector of the University of Szczecin, hereinafter referred to as the “US”, 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 within which education is provided by a given faculty.
   3. The doctoral school coordinator for international exchange of doctoral students acts on the basis of appointment granted by the rector of the US in respect of matters covered by this ordinance.
   4. The doctoral school coordinator for international exchange of doctoral students carries out tasks within the research disciplines related to the education of doctoral students.
   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 receive an appointment if the director or deputy director of the doctoral school performs those duties.”;

2) § 2 shall read as follows:

"§ 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, 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 (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;
9) determining the content of substantive documents relating to the mobility of 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 – 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 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 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 in carrying out the assigned tasks.";

3) in § 5, section 1 shall read as follows:
"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.

The international exchange coordinators for students and academic staff and the doctoral school coordinator for international exchange of doctoral students acting on the date of entry into force

of this ordinance on the basis of powers of attorney, shall perform their functions until the expiry of the period indicated in the powers of attorney.

§ 3.

The order comes into force on the date of its signing.

Prof. Dr. hab. Waldemar Tarczyński
Rector of the University of Szczecin
/signed with a qualified electronic signature/