Appendix No. 3 to the Policy of Open, Transparent and Merit-Based Recruitment at the University of Warsaw

**Scope of responsibilities of the academic[[1]](#footnote-1)**

1. The primary responsibilities of the academic who is employed as:
2. a researcher, include conducting scientific activities or participating in the education process of doctoral students;
3. a teacher, include teaching and educating students or participating in the education process of doctoral students;
4. a researcher and teacher, include conducting scientific activities, teaching and educating students or participating in the education process of doctoral students.
5. The responsibilities of the academic teacher include, in particular:
6. teaching responsibilities and obligations:
7. fulfilment of the annual compulsory teaching hours load (teaching workload) at the first-cycle and second-cycle studies or at the long-cycle studies, as part of the individual interdisciplinary studies and at the doctoral school, in particular in the form of:

* lectures,
* discussion groups,
* seminars,
* practical classes,
* laboratory classes,
* study groups,
* workshops,
* project groups,
* study supervision provided for the student at the individual interdisciplinary studies (…), which includes in particular determining the student's individual study plan and programme of studies, conducting the annual work or supervising and assessing performance from another equivalent academic assignment, preparing opinions and annual reports on the student's progress,
* scientific supervision of a student pursuing an individual programme of studies in cooperation with the scientific supervisor within the framework of the individual organisation of studies (…),
* physical education classes,
* language classes,
* field classes (exercises) and internships,
* other teaching tasks related to the fulfilment of the teaching workload;

1. the implementation of teaching-related tasks, which include in particular: conducting examinations, colloquia, short tests and tests, supervising the preparation of diploma dissertations (including acting as a supervisor or a cosupervisor of diploma dissertations and reviewing diploma dissertations), supervising credit works and semester works, preparing course programmes (syllabuses), preparing teaching materials for classes provided for students and doctoral students, consultation hours, teaching duty hours, and observation of classes;
2. research obligations:
3. conducting research and development work on topics within the University and related to their own scientific development and publishing the results;
4. educating the scientific employees, i.e. supervision provided for the doctoral student (scientific and academic supervision provided during the process of developing a doctoral dissertation, providing the doctoral student with methodological and academic support necessary in conducting their research, help provided in the process of developing the IPB - the Individual Study Plan, and other responsibilities defined in the Rules and Regulations of Doctoral Schools), scientific seminars, doctoral seminars;
5. organisation of and participation in scientific conferences and symposia;
6. active participation in the scientific life of the University, cooperation with representatives of other academic centres in the country and from abroad;
7. administrative responsibilities which may include among others:
8. participation in the work of examination boards;
9. keeping records of teaching and research activities;
10. participation in meetings of collegiate bodies at the University, in the work of university committees (Rector's, Senate), faculty or discipline bodies and in meetings of collegiate bodies of the University or an organisational unit of which the academic is a member;
11. participation in the work of teams and programmes related to the development of the University;
12. making efforts to obtain funding for research and development projects from external sources;
13. other work delegated by the Rector, the dean or the head of the university-wide unit.
14. The academic employed in the teaching employment group or the research and teaching employment group shall carry out teaching duty hours, on the terms and to the extent determined by the dean or the head of the university-wide organizational unit in consultation with the head of the teaching unit (…).
15. The academic shall not, without justified reason, resign from the function of a supervisor, an assistant supervisor, a reviewer in the proceedings relating to the filling of academic positions, in particular, if held by means of competition or promotion, a reviewer in the proceedings of awarding a doctoral degree, a habilitated doctor degree or a professor degree, as well as a reviewer.
16. The academic shall continuously improve their professional competence (...)

1. Extract from the Work Rules and Regulations at the University of Warsaw. [↑](#footnote-ref-1)