Appendix to Order No 76 of the Rector of CUT dated July 3rd, 2025

REGULATIONS ON THE REMUNERATION OF EMPLOYEES AT CRACOW UNIVERSITY OF TECHNOLOGY (Consolidated text)

I. GENERAL PROVISIONS

§ 1

1. The Regulations on the remuneration of employees at Cracow University of Technology, hereinafter referred to as the "Regulations", set forth the principles of remuneration for work and other work-related benefits, as well as the principles of determining their amount, and the conditions for their award and the deadlines for payment, and the detailed qualification requirements for certain positions.
2. The legal basis for the establishment of the Regulations are the provisions of Article 772 of the Act of June 26, 1974, *Labor Code* (Journal of Laws of 2019, items 1040 and 1043) and Articles 23(1), 126(2), 136(2)(6) and 184 of the Act of July 20, 2018, Law on higher education and science (Journal of Laws of 2020, item 85).

§ 2

Whenever the Regulations refer to:

1) employer, University or CUT - it should be understood as Cracow University of Technology;
2) employee, without further specification - it shall be understood as CUT employees, both academic teachers and non-academic teachers, employed under the provisions of the labor law, regardless of the nature of the contract or appointment, type of work performed, position held and working hours;
3) the Act - shall mean the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended);
4) Labor Code - shall mean the Act of June 26, 1974, the Labor Code;
5) Regulations - it should be understood as these Regulations on remuneration;
6) Work Rules and Regulations - it is understood to mean the University's Work Rules and Regulations;
7) employment contract - shall refer to both an employment contract and an appointment act;
8) professor's salary - it should be understood as the rate of remuneration specified in the regulation issued pursuant to Article 137(2) of the Act;
9) individual remuneration - should be understood as the employee's remuneration determined according to the type of work and the remuneration system used;
10) the lowest basic salary of a CUT employee - shall be understood as the monthly minimum rates of basic salary of employees as defined in the Appendices to these Regulations;
11) organizational unit - means the organizational units specified in the CUT Organizational Regulations;
12) managers - both persons referred to in Article 23 paragraph 2 item 6 of the Act and other persons who direct the work of organizational units or teams of employees;
13) subsidy - it should be understood as the financial resources referred to in Article 366 items 1 and 2 of the Law;

14) grant - shall be understood as funds other than a subsidy granted to a university from the state budget.

§ 3

1. The Regulations cover all employees of the University under their provisions.
2. Before a newly hired employee is allowed to work, they must be familiar with the content of the Regulations, which the employee confirms by signing the employment contract.
3. With regard to matters not covered in the Regulations, the provisions of labor law, both generally applicable and contained in the internal normative acts of the University, shall apply.
4. Decisions on determining the basic salary, special-duty allowance, and other components of the remuneration of employees of a higher education institution, including academic teachers, taking into account, in particular, qualifications, individual evaluation, achievements of employees, length of service, as well as the importance of the tasks assigned, shall be made by the rector.

Components of remuneration

§ 4

1. The following components of remuneration applicable to the University are established:
   1) the permanent ones that the employee receives:
      a) base remuneration,
      b) seniority allowance;
   2) variables that an employee may receive:
      a) special duty allowance,
      b) task allowance,
      c) compensation for extra hours,
      d) pay for on-call time,
      e) compensation for extra hours,
      f) activity allowance,
      g) additional compensation for outstanding researchers and research and teaching staff,
      h) periodic allowance,
      i) teaching allowance,
      j) organizational allowance,
      k) remuneration for degree-granting activities,
      l) in the case of non-academic employees:
         - regulatory bonus,
         - discretionary bonus,
      m) allowance for preparation and teaching in a foreign language.
2. Notwithstanding the provisions of paragraph 1, employees are entitled to the allowances specified
   in the provisions of the Labor Code, including allowances for night work and shift work.
3. Employees are entitled to an additional annual salary (the so-called "thirteenth salary") in the amount and according to the rules set forth in the regulations on additional annual compensation of employees of the state budget sphere.
4. Employees are also entitled to vacation pay for the period of time they are on leave, as well as to the benefits they are entitled to during the period of temporary inability to work, under the terms and in the amounts specified in the labor laws and provisions of the Act.

Other benefits

§ 5

1. University employees are also entitled to:
   1) a long service award;
   2) retirement or disability severance pay;
   3) cash severance pay for termination of an employment contract for reasons not related to the employee;
   4) equivalent for unused vacation leave;
   5) cash allowance for laundering work clothing;
   6) a lump sum for the use of one's own car for business purposes;
   7) reimbursement of business trip costs;
   8) additional compensation for legal counsel;
   9) additional compensation for the social labor inspector.
2. An employee may be awarded a cash prize called the "Rector's Award".
3. In the event of the death of an employee of the University during the term of the employment relationship or while receiving disability benefits due to illness after its termination, the family shall be entitled to a death gratuity from the University, as referred to in § 45 and § 46 of the Regulations.
4. An eligible person may be entitled to a benefit from the company's social benefits fund, according to separate regulations.

Deadline for payment of wages

§ 6

1 Deadlines for payment of salaries to academic teachers:
   1) basic salary, seniority allowance, and allowances referred to in § 4(1)(2) of the Remuneration Regulations for CUT employees, with the exception of the remuneration components specified in letters c, d, e, and f, and shall be paid in advance for a given month, i.e., on the first day of a given month. This right shall expire on the last day of the month in which the employment relationship ceased, except that the employee shall retain the salary paid for that month;

   2) remuneration for extra hours of academic teachers shall be paid after settlement of hours realized in a given academic year, once per year, by November 30 of a given year. In the case of earlier complete settlement of hours realized by employees of a given organizational unit, which should be pursued, remuneration shall be paid at the earliest possible date.

2 Non-academic employees are paid all components of their salaries, both fixed and variable, in arrears for the monthly period on the 27th day of the month.

3 Benefits are paid on salary payment dates.

4 Remuneration components financed from sources other than the subsidy, with the exception of those specified in § 4(1)(1) and § 4(2)(a, b) of the Regulations on the Remuneration of CUT employees in the case of academic teachers, may be paid for the worked month in arrears on the 27th day of the month.

§ 7

1. If the date of payment of the remuneration falls on a public holiday, payment for academic staff referred to in § 6 paragraph 1 item 1 shall be made on the following working day, and for other employees on the working day preceding the payment date.
2. Payment of wages shall be made to the bank account indicated by the employee, unless the employee submits a request in documentary or electronic form for payment of wages

in their own hand. Salaries are paid at bank branches upon presentation of an identity document.
3. Details of bank branches where withdrawals can be made are announced in the Chancellor's announcement.
4. The employer is not responsible for delays resulting from an employee providing an incorrect account number.
5. Any objections to the amount of wages paid shall be filed by employees with the Department of Payroll.

§ 8

1. Remuneration is due for work performed. For the time of non-performance of work, the employee retains the right to remuneration only if the labor laws so provide. An employee may not waive their right to wages or transfer this right to another person.
2. At the employee's request, the employer is obliged to make available for inspection the documents on which their remuneration has been calculated.
3. The employer is obliged to protect the confidentiality of information regarding individual employee salaries and other benefits to which employees are entitled. The provisions of the preceding sentence do not apply to the salaries of persons to whom the provisions on access to public information apply.
4. The amount of individual salaries of employees shall constitute a business secret within the meaning of the provisions on combating unfair competition and shall be prohibited from disclosure by the University. The provision of paragraph 3, second sentence, shall apply.
5. The salaries of the rector and the bursar are public.

§ 9

The following shall be determined:

1) monthly minimum basic salary rates for academic teachers employed in research and teaching staff, research staff, and teaching staff positions - **Appendix 1**;
2) monthly rates of special duty or organizational allowances of academic teachers holding managerial positions, and the rules for determining them - **Appendix 2**;
3) table of job positions, qualification requirements, and minimum classification of non-academic employees employed in scientific and technical, engineering and technical, technical, administrative, economic, and other positions - **Appendix 3**;
4) table of job positions, qualification requirements, and minimum classification of employees employed in labor positions - **Appendix 4**;
5) table of job positions, qualification requirements, and minimum classification of library employees and employees of scientific documentation and information - **Appendix 5**;
6) table of monthly special duty allowance rates for employees of the CUT Library employed in the group of academic teachers and other employees performing managerial functions - **Appendix 6**;
7) table of job positions, qualification requirements, and minimum classification of employees of publishing and printing activities - **Appendix 7**.

II. BASE REMUNERATION

§ 10

1. The amount of basic pay depends, in particular, on the type of work performed, the qualifications required for its performance, the qualifications possessed by the employee and their experience, skills, and practice, as well as the responsibility and effort that the

work entails and the importance of the work performed for the employer. The amount of basic salary should also be related to the results of the periodic evaluation of employees.
2. The basic salary is a fixed amount under the employment contract determined on the basis of the employee's monthly classification rates, subject to § 8 (1).
3. The hourly rate of basic salary is calculated by dividing the basic salary under the employee's contract of employment by the number of working hours to be worked in a given month, and in the case of academic teachers by the number 168. In cases where the average monthly number of working hours of an employee who is not an academic teacher needs to be determined, the number 168 is used as the divisor. For projects financed directly from the European Union's funds, the annual number of effective working hours is assumed to be 1,720.

§ 11

1. The amount of the minimum basic salary of academic teachers employed in specific positions and with specific qualifications is specified in **Appendix 1** to these Regulations.
2. The rector's basic salary is determined by the minister responsible for higher education at the request of the university council. The basic salary of the rector may not exceed 300% of the average basic salary of persons employed in the position in which the rector is employed, calculated based on the average salary for the calendar year preceding the year in which the rector was elected.

§ 12

In the event that the minimum basic salary for a full-time employee set by the Minister of Labor and Social Policy is increased so that it exceeds the amount of the basic salary and regulatory bonus specified in the employment contract, the employer must immediately increase the employee's basic salary.

§ 13

A part-time employee is entitled to a basic salary in the amount proportional to the number of working hours under the contract of employment. The amount of basic salary after conversion to full-time shall be rounded up to the nearest whole number.

III. SENIORITY ALLOWANCE

§ 14

1. A seniority bonus is paid at 1% of base salary for each year of employment. The allowance is paid on a monthly basis, starting from the fourth year of employment (after working for 3 years), except that the amount of this allowance cannot exceed 20% of base salary.
2. If the employee acquires the right to a seniority bonus or the right to a higher rate of this bonus on the first day of the month - then the bonus is due for that month.
3. If an employee acquires the right to a seniority allowance or the right to a higher rate of this allowance during a month - then this allowance shall be entitled from the first day of the month following the month in which the employee acquired this right.
4. The employee shall be entitled to receive a seniority allowance for days for which they receive remuneration and for days when they are absent from work due to incapacity for work as a result of illness or the need to take care of a child or a ill member of their family, and for which they receive sick pay or social security benefit.

§ 15

1. The periods of employment taken into account in calculating the seniority allowance include:
   1) completed periods of employment, subject to paragraph 3;
   2) other periods taken into account under separate regulations as periods, on which employee rights depend;
   3) periods of assistant preparatory studies, held on the basis of the regulations on the principles and conditions for the establishment of assistant preparatory studies in higher education institutions;
   4) periods of stay abroad resulting from a referral granted under the regulations on directing employees abroad for scientific, teaching, and training purposes.
2. In the case of an employee remaining in more than one employment, the periods of entitlement to the seniority bonus shall be taken into account separately for each employment relationship.
3. When determining the periods of entitlement to a seniority bonus, that part of the completed periods of employment with another employer where the employee is or was simultaneously employed, which overlap with the periods of employment at the university, shall not be taken into account.
4. The periods referred to in paragraph 1(1) shall be credited on the basis of a labor certificate, and the periods referred to in paragraph 1(2)-(4) shall be credited on the basis of another document confirming their occurrence.
5. The completed period of employment referred to in paragraph 1(1) shall also be taken into account on the basis of other documents that certify that the employee was employed with a foreign employer under an employment relationship under the law of the country in which the work was performed. The provisions of paragraph 3 in the part concerning parallel employment relationships shall apply accordingly.
6. The documents indicated in paragraph 5, confirming seniority, should contain at least the following data:
   1) data of the person concerned,
   2) indication of the employer, indicating their full name with a distinction of the legal form in which they operate,
   3) indication of the employer's headquarters and exact address,
   4) indication of the form of employment,
   5) marking the period of employment, so as to indicate the daily date of the start and end of employment,
   6) indication of periods of unpaid leave,
   7) a designation identifying the person who issued the document.
7. Documents indicated in paragraph 5, drawn up in a foreign language, must be submitted to the CUT together with their translation into Polish. The CUT may require an employee to provide a translation made by a sworn translator, especially if the content of the submitted translation raises doubts about its reliability.

IV. SPECIAL DUTY ALLOWANCE

§ 16

1. A special duty allowance is granted to employees performing functions related to the leadership of a team of people, except that the team may not consist of less than five people, including the person leading the team. The amount of the special duty allowance may not exceed 67% of a professor's salary.

2. A team is understood to mean directly or indirectly subordinate employees, whose official subordination results from the university's organizational structure. Special duty allowance may also be granted to the deputy manager, if the permanent responsibilities of the deputy meet the requirements of paragraph 1 or during the absence of the manager.
3. The amount of the special duty allowance is determined individually and depends on the number of employees in the managed team and the complexity and importance of the tasks associated with the function.
4. Special duty allowance is due from the first day of entrustment of the function related to the leadership of the team until the last day of the month in which the termination of the function took place.
5. In the case of part-time employment, the special duty allowance shall be adjusted proportionally.
6. An employee may receive more than one special duty allowance, provided that their total amount does not exceed 67% of a professor's salary.
7. The amount of special duty allowances for non-academic staff is specified in **Appendix No. 3** to these Regulations. The amount of special duty allowances for academic teachers is specified in **Appendix No. 2** to these Regulations. In the case of CUT Library employees working in the group of academic teachers and other employees, the amount of special duty allowances is specified in **Appendix No. 6**.
8. The amount of the rector's duty allowance may not exceed 100% of a professor's salary. The rector's duty allowance is determined by the minister responsible for higher education at the request of the university council.

§ 17

1. An employee retains the right to a special duty allowance during an excused absence from work, for which the employee retains the right to salary or benefits, but no longer than for a period of 3 months, subject to paragraph 2.
2. A special duty allowance shall not be granted to an employee in the event of cessation of duties. An academic staff member is also not entitled to a special duty allowance during the period of suspension from duties under the provisions of the Act.

V. ORGANIZATIONAL ALLOWANCE

§ 18

1. An organizational allowance may be granted for performing additional duties or organizational tasks for the benefit of the University that are important to its functioning. In particular, the organizational allowance may be granted for: directing postgraduate studies, student internships, further education courses, acting as the rector's representative, dean's representative, acting as the head of doctoral studies, legal advisor, investor's inspector, etc.
2. An organizational allowance may also be granted in connection with the performance of managerial functions, in particular those referred to in § 2 item 12, in the event that the employee does not meet the conditions necessary for the award of a special duty allowance.

2a. The organizational allowance may also be granted to the chairpersons of the scientific councils of those faculties whose faculty disciplines have received A+, A or B+ categories.

3. An organizational allowance may be granted to employees who organize and direct the work of a brigade of at least five laborers, including the foreman, with the proviso that its

amount may not exceed 15% of the basic salary resulting from the personal classification of the employee in question.

4. Assessment of the significance to the University of the circumstances that may justify the granting of an organizational allowance is made by the Rector.

§ 19

1. The organizational allowance can be granted on a one-time basis, periodically or for an indefinite period of time.
2. The allowance is granted by the Rector:
   1) on their own initiative;
   2) at the request of the employee or their supervisor;
   3) at the request of the head of another organizational unit, with a positive opinion of the employee's supervisor.
3. The allowance is granted by amount, and the amount may not exceed 67% of a professor's salary, subject to § 18(3).
4. The allowance may also be granted from funds other than subsidies and grants. The application for the allowance must include proof of funds for its payment, regardless of the source of funding.
5. An employee retains the right to an organizational allowance during an excused absence from work, for which the employee is entitled to salary or benefits, but only for a period of up to 3 months.
6. An organizational allowance is not granted to an employee if the title to the allowance ceases.
7. An employee may receive more than one organizational allowance, with the proviso that their total sum may not exceed 67% of a professor's salary, and in the cases referred to in § 18 paragraph 3 - may not exceed 15% of the basic salary resulting from the personal classification of the employee in question.
8. The template for the application for an organizational allowance is specified in **Appendix 8** to these Regulations. The application should be submitted in duplicate.

VI. TASK ALLOWANCE

§ 20

1. Task allowance may be granted for a temporary increase in job duties or temporary assignment of additional tasks, or due to the nature of the work or the conditions of its performance.
2. The task allowance may be granted on a one-time basis or periodically.
3. An employee may be granted only one task allowance in the same period.
4. The allowance is granted by the Rector:
   1) on their own initiative;
   2) at the request of the employee or their supervisor;
   3) at the request of the head of another organizational unit, with a positive opinion of the employee's supervisor.
5. The allowance is granted by amount, with the proviso that its amount may not exceed 80% of the sum of the employee's basic salary and special duty allowance.

6. The allowance may also be granted from funds other than subsidies and grants. The application for the allowance must include proof of funds for its payment, regardless of the source of funding.
7. An employee retains the right to an organizational allowance during an excused absence from work, for which the employee is entitled to salary or benefits, but only for a period of up to 3 months.
8. The task allowance shall not be granted to the employee in the event of termination of the title to the allowance referred to in paragraph 1.
9. The template for the application for an organizational allowance is specified in **Appendix 9** to these Regulations. The application should be submitted in duplicate.
10. The task allowance to the rector may be granted by the university council.

VII. PERIODIC ALLOWANCE

§ 21

1. A periodic allowance may be granted for the performance of tasks of particular importance to the operation and development of CUT, including, but not limited to:
   1) special commitment to conducting research of great importance to the University,
   2) special involvement in applying for funding from sources other than subsidies and grants,
   3) implementation of basic and additional tasks of great importance for the University and its security, in particular for the implementation of the University's development strategy,
   4) implementation of additional tasks financed from external sources, particularly in the case of involvement in the implementation of work in projects, grants, etc.
2. In the cases referred to in paragraph 1, items 1, 2 and 3, the assessment of the significance for the University of the circumstances that may justify the granting of a periodic allowance is made by the Rector.
3. In the case referred to in paragraph 1, point 4, the rules for granting a periodic allowance must take into account the "Rules of employment at Cracow University of Technology of Krakow for projects financed from external funds" defined by a separate order.
4. The periodic allowance is granted periodically.
5. The allowance is granted by the Rector:
   1) on their own initiative;
   2) at the request of the employee or their supervisor;
   3) at the request of the head of another organizational unit/project manager, with a positive opinion of the employee's supervisor.
6. The allowance is granted by amount, with the proviso that its amount may not exceed 300% of the sum of the employee's basic salary and special duty allowance.
7. More than one periodic allowance may be granted at the same time, but the total amount may not exceed the amount specified in paragraph 6. Provided, however, that in the case of implementation of projects under the European Regional Development Fund, the European Social Fund and the Cohesion Fund, an employee may be granted only one periodic allowance accounted for in proportion to their involvement in the task.
8. The periodic allowance may also be granted from funds other than subsidy and grants. The application for the allowance must include proof of funds for its payment, regardless of the source of funding.

9. An employee does not retain the right to a periodic allowance in the month in which their absence includes all the days stipulated in their work schedule.
10. The specimen of the application for the periodic allowance referred to in paragraph 1, items 1-3, is specified in **Appendix 10** to these Regulations, while that referred to in paragraph 1, item 4 is specified in **Appendix 11**. The application shall be submitted in duplicate.

VIII. ACTIVITY ALLOWANCE

§ 22

1. The activity bonus is a supplement to the basic salary of CUT employees.
2. Funds for the activity allowance are collected by the rector, pro-rectors, and the chancellor, with regard to subordinate divisions and non-faculty units, and the dean, with regard to faculties. These funds are primarily derived from funds for salaries of full-time employees working in externally funded projects, reimbursed from these sources. In addition, they may be supplemented by an allowance for indirect costs incurred from external ventures and other non-budgetary sources.
3. The amount of activity allowance payments may not exceed the funds accumulated for this purpose in the calendar year. Unused funds shall be carried over to the next calendar year.
4. The allowance may not be granted to those employees who received additional remuneration for the activities listed in paragraph 6, in the form of a task allowance, periodic or organizational allowance, rector's award, or if these activities were the basis for granting additional remuneration for outstanding research and to research and teaching employees.
5. Projects with a unit value of up to PLN 50,000.00 net related to expertise and analysis in the framework of scientific research and development work, as well as applications and projects aimed at co-financing salaries in other projects are not rewarded.
6. The following activities may be rewarded:
    1) submission of an application for externally funded ventures in a competitive process that were not qualified for funding due to limited resources, but received a positive evaluation by reviewers or experts,
    2) obtaining external financing in the amount of ≥ PLN 50,000.00 net for the implementation of the project within the framework of a competitive procedure, completed with the signing of a contract for implementation or on the basis of a concluded agreement with an external financing entity,
    3) participation (exclusively within the framework of the employment relationship) in the implementation of substantive tasks in research, scientific, development, innovation, teaching, organizational, promotional and other projects aimed at implementing the strategy of the university or faculty,
    4) directing/coordinating the implementation of the project (full-time only),
    5) publication by an academic staff member of an article in a scientific journal that has been assigned at least 70 points in the list of the minister responsible for science, with all publications assigned 200 points being rewarded. If all slots are filled during the evaluation period of a given employee, another such publication may be rewarded - decisions are made by the dean,

6) obtaining a patent affiliated to CUT and granted by the Patent Office of the Republic of Poland, or granted to an entity in countries belonging to the Organization for Economic Cooperation and Development (OECD), or in a procedure in accordance with the Patent Cooperation Treaty,
7) achieving the status of the winner of the faculty competition for the best teacher of the year,
8) creation of an invention project, qualified for legal protection by the decision of the Vice-Rector for Science, and filed for protection with the competent office,
9) submission to the European Commission of an application for a grant under the initiative in a competition announced within the framework of the Horizon Europe program, according to the rules set forth in the "Granty po Horyzont" regulations, adopted by a separate order of the Rector.

7. The allowance may be granted:

    1) once for the activity described in paragraph 6, items 1, 2, 5, 6, 7, 8, and 9, at a maximum of 2 average monthly gross salaries at CUT in the previous year,

    2) per month for the activities listed in paragraph 6, items 3 and 4, at a maximum of the average gross monthly salary at CUT in the previous year.

8. The rules for rewarding the activities referred to in paragraph 6, including the detailed criteria for rewarding these activities, the method of distributing the amount among the co-authors, and the method of determining the amount of the allowance (subject to paragraph 7), shall be determined by the deans.
9. The employee is entitled to the allowance provided for in paragraph 6, items 3 and 4, for the effective working time in the project in a given month.
10. The allowance is granted on the basis of a duly completed application, submitted by the employee concerned to the University's Office of Strategy and Development, in accordance with the prescribed template, which constitutes **Appendix 12** to the Regulations.
11. The activity allowance is granted by the rector on their own initiative or at the request of the vice rector, the chancellor with respect to their subordinate divisions and non-faculty units, or deans with respect to faculties. The employee themself may also apply for the allowance.
12. The application for payment of the allowance due to the employee for the activity described in paragraph 6, items 1, 2, and 4, should be submitted within 60 days from receipt of the decision to refuse funding or from the date of signing the contract for external funding of the project.

13. The application for payment of the allowance due to the employee for the activity described in paragraph 6(5) should be submitted after the date on which the publication was published. The document confirming the publication of the article is a current printout from the portal (CRIS PK), which is an attachment to the application.
14. The allowance is paid to the employee in question on the first possible pay date after the application has been verified by the project unit, confirmation of available funds has been obtained from the relevant limit position, and a positive decision has been made by the Rector of CUT or an authorized person. If the allowance is paid on a cyclical basis, each payment of the allowance shall be made together with the salary due to the employee for each consecutive calendar month in arrears in which the employee retains the right to the allowance.

15. It is the responsibility of the project manager or the employee's immediate supervisor to immediately inform the University's Office of Strategy and Development of any case in which, due to cessation of active participation in the project, the employee loses the right to the allowance paid according to the rules set forth in section 9 of this paragraph.

IX. ADDITIONAL REMUNERATION FOR OUTSTANDING RESEARCHERS AND RESEARCH AND TEACHING STAFF

§ 23

1. To support and recognize the researchers and research and teaching staff of Cracow University of Technology whose scientific achievements have a significant impact on the evaluation of disciplines, rankings, and the development of CUT, earmarked funds are available to the Rector. The amount and source of funds earmarked for this purpose are determined by the principles of financing university activities for a given year.
2. From the earmarked funds, additional remuneration shall be paid to the employees, referred to in paragraph 1, for 12 consecutive months, hereinafter referred to as "additional remuneration".
3. Additional remuneration, granted by the Rector of CUT, may not exceed 30% of the average gross monthly salary at Cracow University of Technology for the last year.
4. Additional remuneration may be granted to researchers and research and teaching employees of the Cracow University of Technology who collectively meet the following conditions:
   1) have distinguished achievements in scientific work. Scientific achievements should be documented by significant publications in the last two years preceding the award of additional remuneration or confirmed by patented or commercialized results of their research work in the year preceding the award of additional remuneration,
   2) in the academic year preceding the receipt of additional remuneration, realized the established teaching load in accordance with the work regulations (applies to research and teaching employees).
5. Additional remuneration may not be granted to: the CUT Rector, vice-rectors, and deans.
6. Candidates for additional remuneration from among researchers and research and teaching staff at Cracow University of Technology are proposed by deans through a competitive process. Applications for participation in the competition are addressed by interested academic teachers to the dean appropriate to the academic discipline represented by the candidate.
7. The rules for selecting candidates in individual units are established by the deans in each case. These rules may take into account additional criteria that the candidate must meet for additional remuneration, in addition to those mentioned in paragraph 4. These criteria should be made public to the employees of the respective unit.

7a. The basis for the award of additional remuneration may not be achievements for which the employee has received an activity bonus or a rector's award.

8. Lists of candidates prepared by deans should be ranked lists. The lists should be accompanied by brief justifications for each candidate. Candidate lists should be submitted to the Office of the Rector by January 31 each calendar year.
9. Employees who receive additional remuneration in a given calendar year may also be granted additional remuneration in subsequent years, provided that the basis for granting additional remuneration may not be the same academic achievements.
10. The Senate Committee for Personnel Development analyzes the submitted lists of candidates, selects candidates based on an evaluation of their achievements, and recommends to the Rector of CUT a list of employees to whom it proposes granting additional remuneration, within the allocated funds for the given financial year.
11. (repealed)

12. An additional salary shall be paid in advance for 1 year (12 months), after the qualification procedure referred to in this paragraph, with compensation as of January 1. During the period of unpaid leave, payment of additional salary shall be suspended.
13. The planned number of distinguished employees from individual organizational units and the amount of additional remuneration in a given calendar year is determined by the Rector of CUT, taking into account the financial capabilities of Cracow University of Technology, no later than November 30 of the year preceding the granting of additional remuneration.
14. The number of outstanding researchers and research and teaching employees who are awarded additional remuneration in a given organizational unit is determined by the share of that unit in the algorithmic coefficient used in the distribution of subsidies at Cracow University of Technology.
15. A negative financial result of the University, resulting from the financial statements, a danger of upsetting the financial liquidity of the University, or other random events resulting in significant financial expenses may constitute grounds for the Rector of CUT to suspend the granting of additional remuneration under this paragraph.
16. On the basis of the list, approved by the Rector of CUT, of persons granted additional remuneration in a given calendar year, the organizational units employing these persons will be provided with funds covering the consequences of granting additional remuneration, including derivatives and funds for additional annual remuneration.
17. The distinguished academics will be presented with congratulatory letters during the School Day.
18. Individuals who were highly ranked in the faculty qualification procedure, and did not fit into the limit set by the Rector of CUT for a given year, upon approval of the Rector of CUT, may be granted, at the request of the dean, from the funds of the faculty, additional remuneration referred to in paragraph 2, in an amount not exceeding 20% of the average gross monthly salary at Cracow University of Technology for the last year.

§ 23a
Additional payment for publication efficiency for outstanding researchers and research and teaching staff ("TOP20%")

1. In order to support and recognize researchers and research and teaching employees of Cracow University of Technology, whose publications and patents have a significant impact on the results of the evaluation of scientific disciplines, additional remuneration is granted to the above-mentioned employees, hereinafter referred to as "additional remuneration for publication efficiency".
2. Additional compensation for publication efficiency is covered by faculty funds.
3. The decision to pay additional remuneration for publication efficiency in a given calendar year is made by the Rector of CUT, in consultation with the deans and the Vice-Rector for Science, taking into account the financial capacity of Cracow University of Technology and individual faculties.
4. Additional remuneration for publication efficiency may be granted to researchers and research and teaching employees of Cracow University of Technology who jointly meet the following conditions:
   1) are counted as N in one of the faculty disciplines,
   2) were on the ranking list of 20% of employees included in the number N in the faculty discipline with the highest number of points per employee for publications and patents included in the evaluation, as of December 31 of the calendar year preceding payment of remuneration, determined in accordance with the rules referred to in paragraph 5,
   3) in the academic year preceding the receipt of additional remuneration, realized the established teaching load in accordance with the work regulations (applies to research and teaching employees).
5. The rules for establishing ranking lists of employees who are awarded additional remuneration for publication efficiency and the amount of this remuneration are established

by the deans of the faculties, after obtaining the opinions of the academic councils of the faculties. These rules should be made public to the employees of the faculty concerned.
6. The deans shall submit to the rector the ranking lists of employees meeting the requirements, referred to in paragraph 4 by March 31.
7. (repealed)
8. Additional remuneration for publication efficiency is paid in advance for 1 year (12 months), with compensation as of January 1. During the period of unpaid leave, the payment of additional salary is suspended.
9. A negative financial result of the University, resulting from the financial statements, a danger of upsetting the financial liquidity of the University, or other random events resulting in significant financial expenses, may constitute grounds for the Rector of CUT to suspend the granting of additional remuneration for publication efficiency.

X. TEACHING ALLOWANCE

§ 24

1. Employees may be granted a teaching allowance for:
   1) participation in activities related to the recruitment process for first and second-cycle programs,
   2) directing and supervising student internships,
2. For participation in the work of the admissions committee for undergraduate and graduate studies, an employee (academic teacher or non-academic employee) is granted a teaching allowance in the amount requested by the dean.
3. The allowance referred to in paragraph 1 shall be paid once, and in the case of recruitment committees participating in recruitment conducted in the summer semester and the winter semester, the allowance shall be paid twice. Employees participating in the work of two recruitment committees are entitled to an allowance for work in both committees.
4. Academic teachers participating in the work of examination committees or selection committees appointed to perform activities in the recruitment process for first- and second-cycle studies in a given academic year are entitled to a teaching allowance, the amount of which may not exceed 40% of the sum of the employee's basic salary and special duty allowance.
5. Academic teachers are entitled to a teaching allowance for participation in the confirmation of learning outcomes, up to 80% of the sum of the employee's basic salary and special duty allowance.
6. A teaching allowance is granted once per academic year to an academic teacher for supervising student work experience in an amount not exceeding 30% of a professor's salary.
7. The amount of the allowances referred to in paragraphs 2-5 is determined by the rector upon the request from the dean.
8. The allowances referred to in paragraphs 2-5 shall be paid from funds derived from recruitment fees and for confirmation of learning outcomes. In the event that none of the offered courses of study at a faculty is opened in a given academic year, the allowances referred to in paragraphs 2-4 shall be paid from the funds of that faculty.

§ 24a
Allowance for preparation and teaching in a foreign language

1. An allowance may be granted for preparing and conducting in a foreign language the teaching activities referred to in § 24, paragraphs 1-3 of the CUT Work Rules and Regulations.

2. The allowance is granted by the Rector at the request of the dean or the head of a non-faculty unit, drawn up in accordance with the template attached as Appendix 20 to the Regulations.
3. The allowance is granted in amount for the semester in which the academic teacher is scheduled to teach in a foreign language. The allowance is paid for each consecutive calendar month in advance.
4. The amount of the allowance shall be determined as the product of the hours scheduled to be taught in a foreign language in a semester and the hourly rate, which shall be within the range of 30% to 100% of the rate of pay for extra hours of work in a given position, in accordance with § 32(2), subject to paragraph 5.
5. In the case of teaching in a foreign language funded by external sources (projects, contracts), the rate may be determined based on the provisions of the contract/project.
6. An employee does not retain the right to a periodic allowance in the month in which their absence included all the days stipulated in their work schedule.
7. If an adjustment is made to the teaching plan during the semester for the implementation of classes in a foreign language, the allowance amount should be revised accordingly.
8. The allowance is not granted if a multiplier of 2 is applied to teaching in a foreign language, according to the rules set forth in § 57(4)(2) of the CUT Work Rules and Regulations.

XI. REGULATORY BONUS

§ 25

1. A non-academic employee is granted a bonus by the rector calculated on their basic salary.
2. The bonus referred to in paragraph 1 is awarded for compliance with work discipline and for:
   1) due and timely performance of assigned tasks,
   2) effectively and impeccably worked hours,
   3) diligent and independent performance of assigned tasks

   according to the employee job description sheet.
3. The bonus is not due for the time of absence from work, for which sick pay and social or accident insurance benefits are paid.
4. The Rector determines the percentage of the bonus fund for a given calendar year and sets the permissible minimum and maximum bonus percentages, with the proviso that the maximum bonus percentage may not be more than 80% of an employee's monthly base salary. The Rector may set the bonus amount individually.
5. An employee may be deprived of the right to a bonus in whole or in part in the month following the month in which the employee's violation of the work regulations occurred, and in particular when the employee:
   1) performed their assigned duties improperly,
   2) did not observe work discipline,
   3) left the workplace without justification,
   4) misused facilities, equipment, work tools, materials, causing damage to them.
6. An employee shall be deprived of their bonus, but for no longer than three months, if they:
   1) did not comply with occupational health and safety and fire protection regulations,
   2) appeared for work while intoxicated or consumed alcohol during work,
   3) exposed the university to financial or property losses,
   4) was given a statutory penalty for the order.
7. If an employee is deprived of a bonus in whole or in part, for reasons other than those arising from paragraphs 5 and 6, the employer shall provide the employee with appropriate written explanations justifying the decision.

8. Depriving an employee of a bonus in whole or in part does not preclude the employer from applying the disciplinary penalties provided for in the labor regulations.
9. The savings of the bonus fund allocated to an organizational unit remain at the disposal of the rector, pro-rectors, the chancellor with respect to subordinate divisions and non-faculty units, and the dean with respect to faculties.
10. The decision to allocate savings from the bonus fund is made after obtaining the opinion of the heads of subordinate organizational units.
11. Within the savings available from the bonus fund, an additional bonus may be granted to an employee at the supervisor's justified request. A template of the application is **Appendix 13** to the Regulations. The source of funding must be indicated on the application, and the possession of funds must be confirmed. Savings for bonuses financed by subsidies are confirmed by the University's Office of Strategy and Development.
12. A reasoned application for an additional regulatory bonus should be submitted to the University's Office of Strategy and Development, with the proviso that the last regulatory bonus in a given calendar year may be paid on the basis of the submitted application no later than December 10 of the given year.

XII. DISCRETIONARY BONUS

§ 26

1. A non-academic employee may be granted a discretionary bonus by the Rector.
2. A discretionary bonus may be earned:
   1) by an employee demonstrating
      (a) high commitment to the work performed,
      (b) creativity and innovation in the performance of duties,
      (c) high personal culture in building positive relations inside and outside the University,
   2) by an employee performing additional tasks:
      a) which are particularly important for the interests of the University and the performance of which is associated with great personal responsibility of the employee,
      b) which involve substantive participation in rector's, senate, faculty, dean's and other committees appointed by the Rector of CUT.
3. The discretionary bonus is awarded by amount, not more often than once per quarter.
4. The Rector of CUT determines the percentage of the fund for the discretionary bonus, in relation to one month's basic salary, for a given calendar year for individual units.
5. Funds from the bonus fund are at the disposal of: heads of units - with regard to funds for bonuses for subordinate employees, and: the rector, pro-rectors, the chancellor and his deputies, and deans in terms of funds for bonuses for managers of their subordinate units and other persons directly reporting to them.
6. The maximum amount of discretionary bonus awarded to an employee in a given quarter may not exceed the average gross monthly salary in the group of employees who are not academic staff at CUT for the previous year.
7. Funds for discretionary bonuses that have not been used in a given quarter are carried over to the next quarter.
8. Unused funds for the discretionary bonus do not carry over to the next calendar year.
9. The application for a discretionary bonus is submitted by the direct supervisor to a higher-level supervisor, taking into account the criteria referred to in paragraph 2. The bonus application is approved by the Rector of CUT. The application template constitutes **Appendix 14** to the Regulations. The source of funding must be indicated on the application and the possession of funds must be confirmed. The funds allocated within the

limit from the subvention are confirmed by the University's Office of Strategy and Development.

10. A reasoned application for a discretionary bonus must be submitted to the University's Office of Strategy and Development by the 10th of the month following the completed quarter, except for the fourth quarter, for which the application must be submitted by December 10 of the respective year.

XIII. RECTOR'S AWARD FOR ACADEMIC TEACHERS

§ 27

1. An annual deduction of funds in the amount of 2% of the University's planned annual appropriations for personal salaries for academic staff is made for the Rector's Awards for academic staff.
2. The Rector grants awards to academic teachers for:
   1) original and creative scientific achievements, including:
      a) scientific publications with significant impact on the state of knowledge and directions for further research;
      b) obtaining a postdoctoral degree or a postdoctoral degree in art (provided that all reviews in the postdoctoral proceedings were positive) and distinguished doctoral theses;
      c) construction, technological and design work, characterized by an innovative, scientific approach to the issue;
      d) leading research teams implementing projects funded through domestic and foreign competitions,
      e) artwork;
   2) training of scientific personnel confirmed by: initiating research problems, serving as a supervisor, assistant supervisor, theses reviewer, consultant, and reviewer of scientific papers;
   3) teaching achievements, including:
      a) development of a textbook recognized in the academic community,
      b) authorship or co-authorship of outstanding teaching aids, methodological guides, or curricula,
      c) the successes achieved as a supervisor of award-winning theses,
      d) the successes achieved as a supervisor of student research clubs,
      e) systematically obtaining very good grades in student surveys (average grade of all surveys in the calendar year above 4.85, provided that the number of completed forms is not less than 25 or the teacher has been evaluated by not fewer than 15% of students eligible for their evaluation and not fewer than 6 students),
      f) conducting classes in foreign languages,
      g) showing above-average initiative during the implementation of the teaching process;
   4) organizational achievements, including:
      a) specific activities that resulted in a significant improvement in working conditions, an increase in educational or scientific results, or related to the development of the University's general, teaching or research infrastructure,
      b) expanding international cooperation to improve the quality of scientific research, development and education,
      c) developing cooperation with the socio-economic environment, in particular to:
         - conduct scientific research or development work for the benefit of entrepreneurs,
         - develop education and vocational training programs tailored to the socio-economic needs of the region and the country;
   5) lifetime achievements (scientific, teaching, organizational activities, training of scientific personnel);

6) the overall work at CUT;
7) e-learning achievements:
   a) creation of an e-course,
   b) development of a didactic film,
   c) development of multimedia teaching material to supplement knowledge (remedial courses aimed at CUT students),
   d) creation of a course related to cooperation with high schools (M-Ar-Che-F Competition).

§ 28

1. The awards are given annually:
   1) for scientific or teaching achievements; they refer to achievements earned in the previous calendar year;
   2) for the preparation and launch of an e-course in the academic year preceding the award, meeting the requirements specified in paragraph 2;
   3) for organizational achievements; earned in the previous academic year
2. The e-course that is the subject of the award should meet the following conditions:
   1) it should be closely related to the type of activities within the module or subject,
   2) it should be placed in the appropriate course directory structure on the Moodle platform (faculty, department),
   3) it should specify the target group of students (full-time, part-time, first-/second-cycle),
   4) it should include the following:
      a) the name of the module and the name of the type of classes,
      b) informational elements of an introductory and organizational nature, concerning the type of classes (i.e., the conditions for taking and passing the classes, introductory information concerning the student's independent work within the e-course and how the student's work is accounted for within the e-course),
      c) educational elements (i.e., lecture materials, materials used in practical and project classes and instructions for laboratory classes, sample assignments with solutions, sample project papers, links to resources on the internet, and other materials of an educational nature),
      d) elements of knowledge verification, i.e. quizzes, tests, sets of self-solving tasks, using randomization mechanisms, implemented on the Moodle platform,
      e) communication elements (teacher-student communication tools, i.e., electronic reports, communication and discussion tools, e.g., discussion forums),
      f) control questions grouped into quizzes and blocks of self-solving tasks should be evaluated (scored by the system). Other student activities (e.g., reading instructions for labs, submitted e-reports) should also be scored by the system. The total number of points accumulated by the student during their activity in the e-course, should be taken into account as part of the credit conditions.

2a. A didactic video is understood as footage uploaded to at least one of the platforms available at Cracow University of Technology (Politeka, YouTube, Delta) and having open access for all users. A didactic video is a form of teaching that uses images and sound to transfer knowledge and develop skills. A didactic video that is the subject of an award should meet the following conditions:
   a) the duration of the film, and in the case of the submission of a series of didactic films their total duration, should be no less than 10 minutes and consist of a lead, the proper material and an ending,
   b) the topic and script of the film (series of films) must be closely connected with the subject to which it relates,
   c) it must include information about the purpose and scope of the material discussed,
   d) substantive content should be in line with the curriculum and adapted to the level and age of the audience (university, high school), the form and technique of the film should be attractive, understandable and engaging for the audience.

2b. A course related to cooperation with high schools shall be understood as an e-learning course, hereinafter referred to as a mini-course, intended for high school students who participate in the M-Ar-Che-F competition. The purpose of the mini-course is to popularize engineering knowledge in the fields of study conducted at CUT. The mini-course that is the subject of the award should meet the following conditions:
   1) it should be closely related to the fields of study pursued at CUT
   2) it should be placed in the appropriate course catalog structure on the university's elearning platform (category 'Courses for High Schools', subcategory: MARCHEF),
   3) it should include the following:
      a) the name of the field of study with which it is substantively connected
      b) informational elements of an introductory and organizational nature, regarding the conditions for taking and passing the course,
      c) educational elements, including theoretical foundations, examples, and links to resources on the internet,
      d) knowledge verification elements, i.e. quizzes and tests implemented on the Moodle platform,
      e) legibly communicated total number of points accumulated by the student during their activity in the mini-course, converted to a scale of 100%.

2c. Multimedia learning material supplementing knowledge shall be understood as other learning materials made available to CUT students on the university's e-learning platform for the purpose of equalizing, supplementing, and extending the level of knowledge obtained in the courses covered by the course of study. Multimedia teaching material may include various elements, such as videos, animations, graphics, photos, audio recordings, interactive exercises, webinar series, interactive lectures, subject marathons, elements of educational games, interactive boards, multibooks, 360° photos, maps, video clips, infographics, illustration galleries, and others. Multimedia teaching material that supplements the knowledge that is the subject of the award should meet the following conditions:
   1) it should be made available on at least one of the university-wide multimedia platforms available at CUT,
   2) the topic and scenario of the material should relate to the subject matter of the subjects with which it is associated,
   3) it should include information about the purpose and scope of the subject matter, presented
      in the material,
   4) substantive content should be adapted to the level and age of the audience,
   5) the form and technique of the material should be attractive, understandable, and engaging for the audience.

3. Awards may be individual or team awards, except that lifetime achievement awards are individual awards.
4. The basis for determining the amount of the awards referred to in § 27 paragraph 2 items 1-5 is the monthly minimum basic salary rate for the position of professor, as defined in the regulations on the remuneration of academic teachers, in effect on June 30 of the calendar year in which the award is made.
5. The following amount of awards referred to in § 27 paragraph 2 items 1-5 is established:
   1) individual award up to 250% of the base specified in paragraph 4,
   2) team award up to 500% of the base specified in paragraph 4.
6. The amount of the award referred to in § 27 paragraph 2 item 7 is determined annually by the Rector.
7. The team award shall be granted to a team of no more than 10, and in the case of awards referred to in § 27 paragraph 2 item 7, no more than 4 members. The contribution of each of them to the emergence of the achievement should be specified in percentage terms, depending on the contribution of work to the achievement obtained, on the form **constituting Appendix 19** to these Regulations. In the case of awards for achievements

referred to in § 27(2)(1) of an interdisciplinary nature, there is no limit on the size of the team.

8. Distinguished academic teachers terminating their employment at CUT in connection with retirement or retirement may be granted lifetime achievement awards at CUT. These awards are granted and paid after the final termination of employment with CUT.
9. The amount of the lifetime achievement award at CUT cannot be less than the amount of the last basic salary of the academic teacher and no more than 3 times this salary.

§ 29

1. Applications for awards referred to in § 27, section 2 items 1-5 are submitted by: the rector, the dean - after consultation with the faculty college, or the head of a non-faculty unit - after consultation with the appropriate pro-rector, with the proviso that in the case of awards for achievements referred to in § 27, section 2, point 1, the application is submitted by the dean of the faculty whose faculty discipline is associated with these achievements, after consultation with the college of that faculty. If the achievements referred to in § 27, section 2, point 1 are of an interdisciplinary nature, the application is submitted by the dean of the faculty whose faculty discipline has the largest share in these achievements, after consultation with the vice-rector for science. Application templates are **Appendixes 15 and 16** to these Regulations.
2. The application for a lifetime achievement award at CUT is submitted to the Rector by the teacher's immediate supervisor, with the official route.
3. Applications for the awards referred to in § 27 section 2 item 7 are submitted by academic teachers to the dean. The dean presents the applications to the faculty college for its opinion. Application templates are **Appendixes 17** and **18** to these Regulations.
4. In particularly justified cases, the Rector may grant an award on their own initiative.
5. Individuals or teams who are candidates for the award of the Minister of Science and Higher Education, whose applications have been sent from the University to the Ministry of Science and Higher Education, and who have not been granted the award, may apply for the Rector's award only on the basis of the application and the identical achievements presented in the application for the award - without a procedure.
6. Applications for the Rector's award must be submitted by November 15 of the calendar year in which the award may be granted.
7. The Rector shall make the decision to grant the award after reviewing the opinion of the Rector's Committee on Awards for Academic Teachers (awards referred to in § 27(2)(1-5)) or the Rector's Committee on Awards for the Creation of e-courses, as appropriate.
8. An academic teacher can receive only one award from the same title: the Minister of Science and Higher Education, or the Rector.
9. Awards are paid by the end of the calendar year in which the award was granted.
10. The Rector's award may not be based on achievements for which an academic staff member received an activity bonus, or which were the basis for additional compensation for outstanding researchers and research and teaching staff.

XIV. RECTOR'S AWARD FOR EMPLOYEES WHO ARE NOT ACADEMIC STAFF

§ 30

1. The award fund of CUT employees who are not academic teachers in a given calendar year is created in the amount of 1% of the planned annual personal salaries for this group of CUT employees.
2. The award fund for non-academic employees is intended to be used for performance awards.
3. The following are set aside from the award fund:
   1) the anticipated amount of award payments to retiring employees in a given year,
   2) the rector's reserve of 5% allocated, among other things, to subsidize the small units' award fund.

4. The award fund remaining after the separation of the amounts mentioned in paragraph 3 shall be distributed to the faculties, non-faculty units, and divisions of the university administration in proportion to the current salaries of the employees of the respective faculty, non-faculty unit, or division.
5. A request for an award to an employee is made by their immediate supervisor to the head of the organizational unit or the head of the division.
6. The Rector may also grant the award on their own initiative.
7. The award may be granted to a non-academic employee who has been employed at CUT at least since January 1 of the given year for which the award is granted and:
   1) by exemplary performance of their duties, showing initiative in their work and improving their work performance, they contribute especially to the performance of CUT tasks,
   2) has special achievements, especially related to improvements in work organization.
8. Distinguished non-academic employees terminating their employment at CUT due to retirement or disability pension may be granted lifetime achievement awards at CUT in an amount not exceeding one month's base salary received for the last month of employment.
9. The amount of the award may not be less than 20% of the lowest monthly base salary from the currently applicable table of monthly base salary rates for non-academic employees and may not exceed 15% of the annual base salary of the employee in question.
10. Awards are granted and paid at the end of the calendar year, subject to paragraph 11. Awards for lifetime service at CUT are granted and paid after the final termination of employment with CUT.
11. Awards for special achievements in the field of occupational safety and health protection shall be granted and paid on the dates specified in the regulations for granting such awards.

XV. REMUNERATION FOR DEGREE GRANTING ACTIVITIES

§ 31

1. Academic teachers are entitled to additional remuneration for:
   1) acting as a supervisor in the doctoral proceedings;
   2) acting as an assistant supervisor in the doctoral program;
   3) preparation of a review in a doctoral dissertation or in habilitation proceedings;
   4) membership in the habilitation committee, including participation in the development of the committee's opinion.
2. The remuneration, referred to in paragraph 1, items 1 and 2, is due after the authorized body adopts a resolution on the awarding of a doctoral degree. The remuneration, referred to in paragraph 1(3), shall be due upon the issuance of a prepared review. The remuneration referred to in paragraph 1 item 4 shall be due after the authorized body adopts a resolution on granting or refusing to grant the degree of habilitation.

XVI. REMUNERATION FOR EXTRA HOURS

§ 32

1. For additional hours of work, an academic teacher is paid according to the hourly rate for extra hours for academic teachers employed in research and teaching positions and teaching positions.
2. Hourly rates of pay for extra hours of work are:
   1) PLN 147 - for a professor,
   2) PLN 122 - for a university professor and assistant professor with a habilitation,
   3) PLN 110 - for assistant professor without habilitation, trainer, lecturer of a foreign language, lecturer of Polish as a foreign language,
   4) PLN 77 - for an assistant, foreign language teacher, and instructor.

XVII. COMPENSATION FOR EXTRA HOURS
§ 33

1. Work performed in excess of the working time norms applicable to the employee, as well as work performed in excess of the extended daily working hours resulting from the working time system and schedule applicable to the employee, constitutes additional extra hours.
2. The working time of an employee during the pay period is reduced by the number of hours of excused absence from work that would have been worked during this absence, in accordance with the adopted work schedule.
3. Employees, unless they have received compensation in the form of days or hours off, are entitled to an allowance for overtime work in addition to their regular pay:
   1) 100% of remuneration - for overtime:
      a) at night,
      b) on Sundays and holidays that are non-working days for the employee, in accordance with the current work time schedule,
      c) on a day off given to the employee for working on a Sunday or public holiday according to their work schedule;
   2) 50% of salary - for overtime work falling on any other day.
4. The bonus in the amount specified in section 3(1) shall also be paid for each hour of overtime for exceeding the average weekly working time in the settlement period unless the average weekly working time has been exceeded as a result of working overtime for which the employee is entitled to receive the bonus specified in section 3.
5. The basis for calculating the allowances specified in section 3 is the employee's base salary.
6. At the request of the head of the organizational unit, it is permissible to introduce a lump sum payment for overtime work for an employee who performs work outside the workplace on a permanent basis under the terms of the Labor Code.

XVIII. REMUNERATION FOR ON-CALL TIME
§ 34

An employee is entitled to remuneration for on-call time according to the rules set forth in the Labor Code, and in the case of employees employed as drivers in the Law on drivers' working time.

XIX. ALLOWANCE FOR NIGHT WORK
§ 35

1. Night time is determined by work regulations.
2. An employee performing night work is entitled to a wage supplement for each hour of night work in the amount of 20% of the hourly rate of basic salary, not less than 20% of the hourly rate resulting from the minimum wage, as defined in separate regulations.
3. The allowance for night work shall be paid on the date of payment of wages for the month, based on time records and information provided by the employee's immediate supervisor.

XX. SHIFT WORK ALLOWANCE
§ 36

1. Employees working in shifts in cases referred to in § 70 of the CUT Work Rules and Regulations are entitled to an allowance of 10% of the hourly rate of basic salary for each hour of work in the second shift.
2. The allowance for shift work shall be paid on the date of payment of wages for the month, based on time records and information provided by the employee's immediate supervisor.

XXI. PAYMENT FOR ANNUAL VACATION LEAVE
§ 37

1. Vacation pay for non-academic employees is determined in accordance with the provisions of the Labor Law. For the duration of the leave, the employee is entitled to the salary that they would have received if they had worked during that time. Fixed components of salary and variable components determined at a fixed monthly rate shall be included in the amount due in the month in which the leave is taken. Variable components of remuneration may be calculated on the basis of the average remuneration of the 3 months preceding the month in which the vacation begins; in cases of significant salary fluctuation, this period may be extended to 12 months.
2. Compensation for vacation leave of university teachers is calculated in accordance with the rules set forth in the law. A teacher is entitled, during the period of vacation leave, to the salary they would have received if they had worked during that time. Fixed remuneration components and variable components determined at a fixed monthly rate shall be included in the amount due in the month in which the leave is taken. Variable components of remuneration, such as pay for work in extra hours, teaching allowance, are calculated from the 12 months preceding the month in which the leave begins. Pay for one day of leave, determined based on variable components, is calculated by dividing the base by 252. If employment lasted for a shorter period, variable components of pay are calculated from the entire period of employment.
3. Vacation pay is the sum of the salary, determined by a fixed monthly rate, due in the month in which the leave is taken, and the vacation pay supplement calculated from variable components.
4. Pay for paid leaves of absence referred to in Articles 130 and 131(1) of the Law shall be calculated as pay for annual vacation leave.

XXII. EQUIVALENT FOR UNUSED VACATION LEAVE
§ 38

1. If the leave entitlement is not used in whole or in part due to the termination or expiration of the employment relationship, the employee is entitled to a cash equivalent.
2. In the case of academic teachers, the cash equivalent for the period of unused vacation leave is determined by applying the rules for calculating the salary for vacation leave. The base of assessment determined on the basis of components determined by a fixed monthly rate is divided by 21 and multiplied by the number of days of unused vacation. The assessment base determined on the basis of variable components from the 12 months preceding the acquisition of the right to the equivalent is divided by 252 and multiplied by the number of days of unused vacation leave.

3. For non-academic employees, the cash equivalent for the period of unused vacation leave is determined in accordance with the provisions of the Labor Law. The base of assessment determined on the basis of components determined by a fixed monthly rate, and the base of assessment determined on the basis of variable components shall be divided by the vacation factor and multiplied by the number of days of unused vacation. The vacation factor is calculated in each calendar year by dividing the statutory number of working days to be worked in a year by 12 months.
4. The employer is not obliged to pay the cash equivalent in the event that the parties decide to use the leave during the employee's employment on the basis of another employment contract concluded with the same employer immediately after the termination or expiry of the previous employment contract with this employer.
5. Equivalent payment for unused vacation leave is made in arrears on the first possible pay date.

XXIII. REMUNERATION FOR THE PERIOD OF INCAPACITY FOR WORK
§ 39

1. For the period of the employee’s incapacity for work as a result of:
   1) illness or seclusion in connection with an infectious disease - the employee retains the right to 80% of the salary;
   2) an accident on the way to or from work or illness that occurs during pregnancy - the employee retains the right to 100% of the salary;
   3) undergoing the necessary medical examination provided for cell, tissue and organ donor candidates and undergoing the cell, tissue and organ procurement procedure - the employee retains the right to 100% of the salary.
2. The remuneration referred to in section 1 shall be paid for the period of inability to work lasting a total of:
   1) up to 33 days during the calendar year;
   2) up to 14 days within a calendar year, in the case of an employee who has reached the age of 50.
3. The remuneration referred to in section 1 shall be calculated in accordance with the rules applicable when determining the sickness benefit assessment basis, and paid for each day of incapacity for work, excluding days off.
4. The remuneration referred to in section 1 is not due in cases where the employee is not entitled to sickness benefits.
5. For the period of incapacity for work lasting in total longer than 33 days during a calendar year, and in the case of the employee over 50 years of age, lasting in total longer than 14 days during a calendar year, the employee shall be entitled to receive the sickness benefit as specified in other regulations.
6. The provisions of this paragraph in the part concerning an employee who has reached the age of 50 shall apply to the employee's inability to work occurring after the calendar year in which the employee reaches the age of 50.

XXIV. ADDITIONAL ANNUAL REMUNERATION ("THIRTEENTH SALARY")
§ 40

1. All university employees are entitled to an additional annual salary.
2. An employee who has not worked at CUT for an entire calendar year shall acquire the right to annual remuneration in an amount proportional to the period worked, provided that the period is at least 6 months, subject to the provisions of the Act of December 12, 1997, on Additional Annual Remuneration for Employees of State Budget Units.
3. The provisions of the law referred to in section 1 shall apply to the determination of the amount and rules for the award of the remuneration referred to in section 2.
4. The remuneration referred to in section 1 shall be paid no later than March 31 of the year following the year to which it relates.
5. Additional annual salary is not due in the case of:
   1) unexcused absence from work lasting more than two days;
   2) showing up for work or being at work while intoxicated;
   3) imposing the disciplinary penalty of expulsion on the employee;
   4) termination of the employment contract without notice due to the employee's fault.

XXV. LONG SERVICE AWARD
§ 41

1. All university employees are entitled to an anniversary award for many years of service.
2. The amount of the anniversary award is:
   1) 75% of monthly salary - for 20 years of service,
   2) 100% of monthly salary - for 25 years of service,
   3) 150% of monthly salary - for 30 years of service,
   4) 200% of monthly salary - for 35 years of service,
   5) 300% of monthly salary - for 40 years of service,
   6) 400% of monthly salary - for 45 years of service.
3. The period of work entitling an employee to a reward shall include all completed periods of employment and other periods if, under separate regulations, they are included in the period of work on which the employee's rights depend. For an employee who is simultaneously in more than one employment relationship, the periods of entitlement to the award shall be determined separately for each employment relationship.
4. When determining the periods of entitlement to a seniority bonus, that part of the completed periods of employment with another employer where the employee is or was simultaneously employed, which overlap with the periods of employment at the university, shall not be taken into account.
5. The employee becomes entitled to the award at the university where they are employed on the date of expiration of the period of entitlement to the award.
6. Payment of the long-service award is made in arrears:
   1) in the case of an academic teacher on the first pay date due to the employee after the end of the month in which they became entitled to this award;
   2) in the case of a non-academic employee, on the first possible payday.
7. The employee shall document their entitlement to receive the award if there are no documents to confirm it in their personal file.

8. In the event of termination of employment due to retirement or disability pension, the award shall be paid if less than 12 months are missing from the date of termination of employment to acquire the right to the award under paragraph 2. The award in question shall be paid on the dates specified in paragraph 6.

§ 42

1. The basis for calculating the amount of the long-service award is the remuneration to which the employee is entitled on the date of payment, and if it is more favorable for the employee - the remuneration to which the employee is entitled on the date of acquiring the right to the award, taking into account the components of salary and other benefits of the employment relationship accepted for calculating the cash equivalent for vacation leave.
2. If an employee has acquired the right to the award while employed on a different time scale than on the date of payment of the award, the basis for calculating the amount of the award is the salary to which the employee was entitled on the date of acquisition of the right to the award.

§ 43

1. If, on the effective date of the regulations introducing the possibility of crediting periods not previously eligible for employee benefits, the period entitling the employee to two or more long-service awards expires, only one award - the highest one - shall be paid to the employee.
2. An employee who, on the effective date of the provisions referred to in section 1 above, has a period of employment, including other periods included in that period, longer than that required for a long-service award of a given grade, and within 12 months from that date the period entitling the employee to acquire a higher grade award expires, shall be paid the lower award in full, and on the date of entitlement to the higher award - the difference between the amount of the higher award and the amount of the lower award.
3. The provisions of sections (1) and (2) shall apply mutatis mutandis if an employee of a higher education institution was already entitled to a higher-level award on the date on which they documented their right to an anniversary award, and if the employee acquires this right within 12 months from that date.
4. An employee who has been paid a lower award due to their failure to timely provide all documents affecting the amount of the award shall be entitled to an award in addition to the higher award calculated on the basis of the salary available on the date of payment of the lower award.

XXVI. RETIREMENT OR DISABILITY SEVERANCE PAY

§ 44

1. An employee for whom CUT is the primary place of work, retiring or receiving a disability pension, is entitled to a one-time severance payment equal to 300% of the base salary received for the last full month of employment.
2. An academic staff member for whom CUT is not the primary place of work is entitled to a severance payment of 1 month's salary determined according to the rules for calculating vacation pay.
3. Non-academic employees are entitled to severance pay in the amount specified in section 1.
4. In the case of employees referred to in sections 1 and 3, if in the last full month of employment they were paid the base salary reduced due to the settlement of absence from work due to illness or other short-term excused absence from work without pay, the basis

of severance pay is the base salary due for the month, as specified in the employment contract.

5. The employee who has received this bonus shall not acquire the right to receive it again.

XXVII. DEATH SEVERANCE PAY

§ 45

1. If the employee dies in the period of employment or while receiving, after termination of employment, a benefit due to incapacity for work because of an illness, their family shall be entitled to receive a death-in-service benefit from the employer.
2. The amount of the benefit referred to in § 1 depends on the period of employment of the employee in the company, and amounts to:
   1) one month's remuneration if the employee has been employed for less than 10 years;
   2) three months' remuneration if the employee has been employed for at least 10 years;
   3) six months' remuneration if the employee has been employed for at least 15 years.

§ 46

1. The following members of the employee's family shall be entitled to receive the death-in-service benefit:
   1) spouse;
   2) other family members who meet the conditions required to receive the survivor's pension under regulations on pensions from the Social Security Fund.
2. The death severance pay shall be divided in equal parts among all eligible family members. If there is only one family member left after the deceased employee who is entitled to a death severance pay, they shall be entitled to a severance pay in the amount of half of the corresponding amount specified in § 45 section 2.
3. The death in service benefit shall not be paid to the family members referred to in section 1, if the employer has insured the employee for life, and the compensation paid by the insurance institution is not less than the death severance pay payable in accordance with § 45 section 2 or the section 2 of this paragraph. If the compensation is lower than the death severance pay, the employer shall be obliged to pay the family the amount representing the difference between these benefits.
4. Severance pay shall be paid at the request of the eligible, no later than 30 days from the date of application. The applicant for payment of severance pay shall submit a statement regarding other persons known to them to be entitled to receive severance pay in accordance with section 1.

XXVIII. CASH SEVERANCE PAY FOR TERMINATION OF EMPLOYMENT CONTRACT FOR REASONS NOT RELATED TO THE EMPLOYEE

§ 47

1. Unless otherwise agreed in a separate agreement with the trade unions operating at the university, an employee of the university, in connection with the termination of employment under group dismissal or individual dismissal, to which the provisions of the Act on Special Rules for Termination of Employment Relations with Employees for Reasons Not Attributable to Employees will apply, shall be entitled to a cash severance payment in the amount of:
   1) one month's salary if the employee has been employed at the university for less than 2 years;

2) two months' salary if the employee has been employed at the university for 2 to 8 years;
3) three months' salary if the employee has been employed at the university for more than eight years.

2. In determining the period of employment referred to in paragraph 1, the provision of Article 36 § 1^1 of the Labor Code shall apply accordingly.
3. Severance pay is determined in accordance with the rules for calculating the cash equivalent for vacation leave.
4. The amount of severance pay may not exceed the amount of fifteen times the minimum wage, determined under the Minimum Wage Act, in effect on the date of termination of employment.
5. The provisions of this paragraph do not apply to CUT employees employed by appointment.
6. To all issues not regulated by these regulations, the provisions of the Act on special principles of termination of labor relations with employees for reasons not related to employees will apply.
7. Severance pay is paid on the last day of the employment relationship.

XXVII. CASH ALLOWANCE FOR LAUNDERING AND REPEAIR OF WORK CLOTHING

§ 48

Employees are entitled to an allowance for laundering and repair of work clothes under the terms of the work regulations.

XXVIII. ADDITIONAL REMUNERATION OF LEGAL COUNSELS

§ 49

Legal counsel shall receive an additional fee of not less than 65% of the costs of legal representation awarded to CUT or awarded in a court settlement, arbitration, foreign arbitration or enforcement proceedings, if such costs have been collected from the opposing party. The amount and timing of payment of the fee shall be determined by the civil law agreement concluded with the legal counsel.

XXIX. ADDITIONAL REMUNERATION FOR THE SOCIAL LABOR INSPECTOR

§ 50

In the case of a significant burden of tasks resulting from the performance of the function of a social labor inspector, the Rector may, at the request of the company's trade union organizations, grant the employee performing the duties of a social inspector a lump-sum monthly salary, determined in accordance with the principles set forth in the Law on Social Labor Inspection.

XXX. REIMBURSEMENT OF TRAVEL EXPENSES AND A LUMP SUM FOR THE USE OF ONE'S OWN CAR FOR BUSINESS PURPOSES

§ 51

(1) An employee of a higher education institution performing a business task at the employer's instruction outside the locality where the employer's seat is located or outside the

permanent place of work shall be entitled to dues to cover expenses related to the business trip.

2. On account of business travel, employees of a higher education institution shall be granted benefits according to the rules and in the amount resulting from the regulations specifying the amount and conditions for determining the receivables to which an employee, employed in a state or local government unit of the budgetary sphere, is entitled on account of business travel in the territory of the country and abroad.
3. Employees of the university, with the consent of the employer, may use cars not owned by the employer for business purposes.
4. Detailed rules for the issuance of travel orders and their settlement, and the rules for the use of non-employer-owned cars for business purposes are defined by a separate order of the Rector.

XXXI. FINAL AND TRANSITIONAL PROVISIONS

§ 52

1. The periodic components of remuneration, including special allowances, granted before the effective date of these Regulations shall be paid under the previous rules, in the amount and for the period for which they were granted, subject to sections 3, 5, and 9.
2. Applications for the award of periodic components of remuneration referred to in section 1, not processed by the date of entry into force of these Regulations, shall be subject to consideration under the existing rules.
3. Employees who were granted a special duty allowance prior to the effective date of the regulations, and who, in accordance with these regulations, ceased to meet the requirements for receiving it, shall be paid an organizational allowance in the amount and for the period for which the special duty allowance was granted. Heads of organizational units in which persons serving as deputy managers are employed will provide the Rector of CUT with information on whether the deputy managers meet or cease to meet the requirements listed above, by May 29, 2020.
4. Special duty allowances for:
   1) institute directors,
   2) unit managers,
   3) heads of the departments that make up the institutes,
   4) managers of faculty units other than those listed in points 1-3, which are not separate laboratories or other accredited units

   during the period until the structure is adjusted to the requirements of the CUT Statute are determined in accordance with the rules set forth in Appendix 7 to the Regulations on Remuneration of Employees of Cracow University of Technology, the consolidated text of which is attached to Regulation 80 of the Rector of CUT, dated October 10, 2019.
5. During the period until February 28, 2021, an academic staff member holding two functions is also entitled to an allowance for the second function equal to 50% of the allowance rate set for that function (this restriction does not apply to those holding the position of rector, pro-rector, dean), provided that the sum of both allowances does not exceed 67% of the professor's salary.
6. Employees hired on the effective date of these regulations in positions with previously lower educational requirements will complete the requirements in this regard by December 31, 2023.
7. The rates specified in § 32 of these regulations shall be used to determine the amount of remuneration for extra hours arising as a result of exceeding the load for the academic year 2019/2020.

8. Payment of wages resulting from an Appendix to an employment contract or appointment established on the basis of regulations in force before the date of entry into force of these Regulations, shall be made under the existing rules, i.e. by the 10th of the following month.
9. Salaries in projects for which contracts were concluded or negotiated before the effective date of these Regulations shall be determined on the basis of the previous rules. For the projects referred to in the preceding sentence, it is possible to determine salaries on the basis of the provisions of these Regulations, as long as they are reconcilable with the concluded or negotiated agreements.
10. For the determination of compensation for overtime hours for non-doctoral employees employed in the position of assistant who, prior to October 1, 2019, were employed in the position of senior lecturer, the rate specified in § 32(2)(3) of these regulations shall apply.

§ 53

Amendments to employment contracts with university employees related to the need to adjust their content to these regulations will be made within 6 months from the date of entry into force of these regulations.

§ 54

In matters not covered by these regulations, the generally applicable regulations shall apply.

§ 55

The content of these regulations has been agreed with the company's trade unions.

§ 56

Any amendments to the regulations shall be made in writing in accordance with the procedure provided for establishing them.

Appendix 1 to the Regulations for the Employees' Remuneration

MONTHLY MINIMUM RATES

THE BASIC SALARY OF ACADEMIC TEACHERS EMPLOYED IN POSITIONS OF RESEARCHERS, RESEARCH AND TEACHING, AND TEACHING

(for full-time employment)

No.	Staff group	Position and qualifications	Minimum basic salary per month - percentage of professor's salary	Minimum salary on the effective date of the regulations (in PLN) *
1	Professors	Professor	100%	9.370,00
		University Professor, Assistant Professor holding a post-doctoral degree (Doctor of Science)	90%	8.433,00
		University professor without a postdoctoral degree	83%	7.778,00
2	Assistant professors, foreign language lecturers, lecturers of Polish as a foreign language, trainers, academic librarians	Assistant professor with a postdoctoral degree or a postdoctoral degree in art, academic librarian with a postdoctoral degree	80%	7.496,00
		Assistant professor - with a doctoral degree, lecturer of a foreign language - with a doctoral degree, lecturer of Polish as a foreign language - with a doctoral degree, trainer - with a doctoral degree, academic librarian - with a doctoral degree	73%	6.841,00
		Lecturer of a foreign language, lecturer of Polish as a foreign language, trainer, academic librarian - without a degree	56%	5.248,00
3	Assistants, language teachers, instructors	Assistants,	52%	4.873,00

		Foreign language lecturers, instructors	50%	4.685,00

* rounded up to the nearest whole zloty

Appendix 2
to the remuneration regulations
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MONTHLY RATES OF SPECIAL DUTY ALLOWANCE
AND ORGANIZATIONAL ALLOWANCE FOR ACADEMIC TEACHERS
PERFORMING MANAGERIAL FUNCTIONS
AND THE RULES FOR DETERMINING THEM

No.	Function	Rate of special duty allowance or organizational allowance - percentage of professor's salary	
		minimum	maximum
1	Rector	x	up to 100 %
2	Vice-rector	67%	
3.	Dean	65%	
4	Vice-dean	30%	50%
5	Director of the Doctoral School	30%	45%
6.	Head of department, laboratory or other accredited unit	12%	40%
7	Deputy head of department, laboratory or other accredited unit	6%	20%
8.	Head of a non-faculty unit/research and development or teaching center	12%	30%
9	Deputy head of a non-faculty unit/research and development or teaching center	6%	15%
10	Head of postgraduate studies	4%	11%

1. The amount of special duty and organizational allowances is determined by the rector, except that in the case of allowances for heads of faculty units, the Rector consults with the relevant deans.
2. The amount of special duty and organizational allowances for persons performing the functions indicated in items 6, 7, 8, and 9 of the table depends on the number of employees in the unit and the complexity of the tasks associated with the function.
3. It is possible to increase the amount of special duty and organizational allowance up to 20% for those who perform the functions listed in items 6, 7, 8, and 9 of the table for outstanding performance in:
    1) scientific and research activities related to personnel development,
    2) acquiring grants and projects,
    3) cooperation with the economy.
4. An academic staff member performing two functions, according to the rules set forth in the CUT Statute, is also entitled to a special duty or organizational allowance for the second

function equal to 50% of the rate of allowance determined for that function in the manner set forth in this Appendix.

5. The chairmen of the scientific council of the faculty receive an organizational allowance in the amount of

   1) 40% of the special duty allowance received - in case the faculty discipline has an A+ category,
   2) 30% of the special duty allowance received - in case the faculty discipline has an A category,
   3) 15% of the special duty allowance received - in case the faculty discipline has a B+ category.

Appendix 3
to the remuneration regulations

Table of POSITIONS OF EMPLOYMENT, QUALIFICATION REQUIREMENTS AND MINIMUM REMUNERATION OF NON-ACADEMIC TEACHERS IN GROUPS 04, 05, 06.

In accordance with the Minimum Wage Law (Journal of Laws 2024, item 1773), the regulatory bonus awarded is included in the calculation of the guaranteed minimum wage.

No.	Position (or equivalent position)	Group	Qualifications		Minimum rate	
			education	number of years of service	base salary* (in PLN)	functional allowance (in PLN)
I	2	3	IV	V	6	VII
1	Chancellor	06 - administration	higher	8 - including 4 in a managerial/management position	8,000	2,000
2	Bursar	05 - economic	higher	8 - of which 3 in a managerial position/management function or an independent position/independent function	7,400	1,500
3	Technical director IT Director	04 - technical	higher	6 - of which 2 in a managerial position/management function or an independent position/independent function	6,900	1,500
	Director of university development	05 - economic				

4	Deputy Bursar	05 - economic	higher	6 - of which 1 in a managerial position/management function or an independent position/independent function	6,300	600
5	Internal auditor	05 - economic	according to separate regulations		5,100	350
6	Administrative head of the faculty Head of student housing estate	06 - administration	higher	6	5,700	350
	Head/Director of a non-faculty/self-financing unit or other separate organizational unit	06 - administration 05 - economic				
7	Deputy administrative head of the faculty Deputy head of student housing estate	06 - administration	higher	5	5,300	300
	Deputy Head/Director of a non-faculty/self-financing unit or other separate organizational unit	06 - administration 05 - economic				
8	Legal counsel	07 - others	according to separate regulations		5,100	-
9	Representative for the protection of classified information	06 - administration	according to separate regulations		5,100	-
10	Cybersecurity officer, IT security specialist	04 - technical	higher	5	5,100	-

11	Personal data protection officer	06 - administration	higher	5	5,100	-
12	Head of the department or other equivalent organizational unit, Chief specialist	06 - administration 05 - economic 04 - technical	higher	5	5,300	150
	Student house manager, Dean's office manager,	06 - administration				
13	Administrative head of a faculty unit,	06 - administration	higher	5	5,300	150
	Team leader, Section head	06 - administration 05 - economic 04 - technical				
14	Chief occupational health and safety officer, Chief specialist in charge of occupational health and safety department, specialist in charge of occupational health and safety department	04 - technical	according to separate regulations		4,800	200
15	Deputy head of department or other equivalent organizational unit,	06 - administration 05 - economic 04 - technical	higher	5	4,800	200
	Deputy head of the dean's office Deputy student house manager	06 - administration				

16	Senior specialist-expert, Senior specialist-coordinator,	06 - administration 05 - economic 04 - technical	higher	5	4,800	150
	Network administrator, Systems administrator	04 - technical				
17	Senior research and technical specialist, Senior engineering and technical specialist	02 - technical specialists	higher	5	4,400	125
18	Senior specialist	06 - administration 05 - economic 4 - technical	higher	5	4,400	125
	IT Analyst, Senior AI specialist, Senior IT specialist	04 - technical				
	Senior internal audit specialist	05 - economic	according to separate regulations			
19	Senior occupational health and safety specialist	04 - technical	according to separate regulations		4,500	-
20	Patent attorney	07 - others	according to separate regulations		4,500	-
21	Scientific and technical specialist, Engineering and technical specialist	02 - technical specialists	higher	3	4,300	-

22	Specialist	06 - administration 05 - economic 04 - technical	higher	3	4,300	-
			high school	5	4,242	-
	AI Specialist, IT Specialist	04 - technical	higher	3	4,300	-
			high school	5	4,242	-
	Internal audit specialist	05 - economic	according to separate regulations		4,300	
23	Occupational health and safety specialist	04 - technical	according to separate regulations		4,300	-
24	Museum curator	06 - administration	according to separate regulations		4,400	-
25	Museum assistant	06 - administration	according to separate regulations		4,242	-
26	Junior specialist	06 - administration 05 - economic 04 - technical	higher	1	4,242	-
			high school	3		
27	Junior IT Specialist	04 - technical	higher	1	4,242	-
			high school	3		-

28	Senior or independent technical clerk, Senior or independent engineering and technical clerk, Senior technician,	04 - technical	higher	-	4,242	-
			high school	2		
	Senior or independent clerk,	06 - administration 05 - economic	higher	-	4,242	-
			high school	2		
	Senior or independent accountant	05 - economic	higher	-		
			high school	2		
29	Investor's senior supervising inspector	04 - technical	according to separate regulations		4,242	-
					4,900	
30	Investor's supervising inspector	04 - technical	according to separate regulations		4,242	-
					4,900	

31	Technical clerk, Technician	04 - technical	high school	-	4,242	-
			basic vocational	2		
	Clerk,	06 - administration 05 - economic	high school	-	4,242	-
			basic vocational	2		
	Accountant	05 - economic	high school	-		
			basic vocational	2		
	Receptionist	08 - service	high school	-	4,242	-
			basic vocational	2		
32	Technical support	04 - technical	basic vocational	-	4,242	-
	Auxiliary service worker, Senior checkroom attendant, Senior housekeeper, Senior porter Academic security guard	08 - service	basic vocational	-	4,242	-
33	Administrative assistant	06 - administration	elementary	-	4,242	-
	Porter, Cleaning staff member, Housekeeper Checkroom attendant, Maintenance worker	08 - service				

Appendix 4
to the remuneration regulations

TABLE OF JOB POSITIONS, QUALIFICATION REQUIREMENTS AND MINIMUM REMUNERATION CLASSIFICATION OF EMPLOYEES HIRED IN LABOR POSITIONS IN GROUP 08 (SERVICE)

No.	Qualifications required	The amount of the minimum basic salary*
1	2	3
1	Laborers without professional preparation	4,242.00
2	Apprentice laborers with the professional skills needed to perform work of an auxiliary nature	4,242.00
3	Skilled laborers with the professional skills required to perform the work under supervision or independently	4,242.00
4	Workers with professional preparation to perform independent work of a complex nature	4,242.00
5	Highly skilled workers with a technician's or master's degree in an occupation in which they perform difficult and precise work independently	4,242.00
6	Driver of a passenger car - according to separate regulations	4,242.00
7	Truck driver - according to separate regulations	4,242.00
8	Bus driver - according to separate regulations	4,242.00

*In accordance with the Minimum Wage Law (Journal of Laws 2024, item 1773), the regulatory bonus awarded is included in the calculation of the guaranteed minimum wage.

Appendix 5
to the remuneration regulations

TABLE OF JOB POSITIONS, QUALIFICATION REQUIREMENTS AND MINIMUM REMUNERATION CLASSIFICATIONS OF LIBRARY EMPLOYEES AND EMPLOYEES OF DOCUMENTATION AND SCIENTIFIC INFORMATION IN GROUP 03 (LIBRARY SERVICE)

No.	Position (or equivalent position)	Competences required		Minimum basic salary*
		Education	Number of years of service and required practice	
1	**2**	**3**	**4**	**5**
1	Senior library custodian	master's degree	15 years in a scientific library	5,100.00
2	Library custodian	master's degree	10 years in a scientific library	4,800.00
3	Data custodian/Data steward	master's degree, document confirming the qualifications required for the position of Data steward	5 years in a scientific library	4,800.00
4	Senior librarian	higher	6 years in a scientific library	4.700,00
5	Librarian	higher	3 years in a scientific library	4,300.00
6	Junior librarian	higher	-	4,242.00
		high school	3 years in the library	
7	Senior library warehouse worker	high school	6	4,242.00
8	Library warehouse worker	high school	-	4,242.00
9	Library helper	basic vocational or elementary	-	4,242.00

*In accordance with the Minimum Wage Law (Journal of Laws 2024, item 1773), the regulatory bonus awarded is included in the calculation of the guaranteed minimum wage.

Appendix 6
to the remuneration regulations
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TABLE OF MONTHLY RATES OF SPECIAL DUTY ALLOWANCE FOR EMPLOYEES OF CUT LIBRARY EMPLOYED IN THE GROUP OF ACADEMIC TEACHERS AND OTHER EMPLOYEES PERFORMING MANAGERIAL FUNCTIONS

No.	**Function**	**Special duty allowance rate in PLN**	
		minimum	**maximum**
1	Director of the CUT Library	960.00	2,400.00
2	Deputy director of the CUT Library	480.00	1,800.00
3	Head of a branch (section) in the library, head of a faculty or institute library, head of a faculty or institute scientific information center	180.00	900.00

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Appendix 7
to the remuneration regulations

TABLE OF JOB POSITIONS, QUALIFICATION REQUIREMENTS AND MINIMUM REMUNERATION CLASSIFICATION OF EMPLOYEES OF PUBLISHING AND PRINTING ACTIVITIES

No.	Position (or equivalent position)	Group	Qualification requirements	minimum		
			Education	number of years of service	base salary*	special duty allowance
1	Head of publishing house or printing department	06 - administration	higher	5	5,300.00	350.00
2	Deputy head of the publishing house or printing department,	06 - administration	higher	4	4,800.00	250.00
	Senior editor	07 - others	higher	4	4,400.00	250.00
3	Editor	07 - others	higher	2	4,242.00	-
4	Junior editor	07 - others	higher	-	4,242.00	-
5	Computer typesetting operator/	07 - others	higher	-	4,242.00	-

	Computer graphic designer		high school	2	4,242.00	
6	Bookseller	07 - others	high school	-	4,242.00	-
7	Bookbinder, Offset copier, Offset editor, Offset machinist	08 - service	high school	-	4,242.00	-
			essential vocational in printing	2	4,242.00	
8	Bookbinding machine operator/Digital machine operator	08 - service	high school	-	4,242.00	-
			essential vocational in printing	2	4,242.00	

*In accordance with the Minimum Wage Law (Journal of Laws 2024, item 1773), the regulatory bonus awarded is included in the calculation of the guaranteed minimum wage.

(stamp of the unit)

Appendix 8
to the remuneration regulations
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APPLICATION FOR ORGANIZATIONAL ALLOWANCE

Her/His Magnificence the Rector

.....

I request an ORGANIZATIONAL allowance in connection with:
□ performing additional duties or organizational tasks
□ filling leadership roles

I. DATA OF THE EMPLOYEE CONCERNED

Surname and first name	
Position	
Employing Unit	
Proposed allowance period	**from** ..... 20..... **to** ..... 20.....
Monthly allowance amount	
Source of funding	
Confirmation of funds for payment of the allowance	
Signature of the funds administrator	

JUSTIFICATION (in particular, indicate/list additional responsibilities/tasks/leadership role)

.....
(date, signature and stamp of immediate supervisor)

Opinion of a higher-level supervisor (Vice-Rector/Dean, Chancellor/Bursar/Director)
.

.....
(date, signature)

II. RECTOR'S DECISION

I grant / do not grant the allowance

.....
.....
.....
.....

.....
(date, signature and stamp of the rector)

EMPLOYEE STATEMENT

I certify that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and ability.
I certify that I have read and received a copy of the decision on the allowance and that I accept it.

.....
(date and signature of employee)

THE ORIGINAL APPLICATION FORM SHOULD BE INCLUDED IN THE PERSONAL FILE OF THE EMPLOYEE IN THE HR CENTER

(stamp of the unit)

Appendix 9
to the remuneration regulations
.....

APPLICATION FOR GRANTING TASK ALLOWANCE

HER/HIS MAGNIFICENCE
THE RECTOR

.....

I am requesting a TASK allowance in connection with:
□ periodic increase in duties □ assignment of additional tasks □ character of work □ conditions of work performance

I. DATA OF THE EMPLOYEE CONCERNED

Surname and first name	
Position	
Employing Unit	
Proposed allowance period	**from**..... 20..... **to** ..... 20.....
Monthly allowance amount	
Source of funding	
Confirmation of funds for payment of the allowance	
Signature of the funds administrator	
JUSTIFICATION (in particular, indicate/list additional duties/tasks/character of work or conditions of work)	
	..... (date, signature and stamp of immediate supervisor)

Opinion of a higher level supervisor (Vice-Rector/Dean, Chancellor/Bursar/Director)
.

.....
(date, signature)

II. RECTOR'S DECISION

I grant / do not grant the allowance

.....
.....
.....
.....
.....

.....
(date, signature and stamp of the rector)

EMPLOYEE STATEMENT

I certify that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and ability.
I certify that I have read and received a copy of the decision on the allowance and that I accept it.

.....
(date and signature of employee)

THE ORIGINAL APPLICATION FORM SHOULD BE INCLUDED IN THE PERSONAL FILE OF THE EMPLOYEE IN THE HR CENTER

(stamp of the unit)

Appendix 10
to the remuneration regulations
.....

APPLICATION FOR GRANTING PERIODIC ALLOWANCE FOR A FIXED

HER/HIS MAGNIFICENCE
THE RECTOR

I apply for a PERIODIC allowance for the performance of tasks of particular importance to the operation and development of CUT:

- □ special commitment to conducting research of great importance to the University;
- □ special involvement in applying for funding from sources other than subsidies and grants,
- □ implementation of basic and additional tasks of great importance for the University and its security, in particular for the implementation of the University's development strategy,
- □ other (provide details).....

I. DATA OF THE EMPLOYEE CONCERNED

Surname and first name	
Position	
Employing Unit	
Proposed allowance period	**from** ..... 20..... **to** ..... 20.....
Monthly allowance amount	
Source of funding	
Confirmation of funds for payment of the allowance	
Signature of the funds administrator	
JUSTIFICATION (in particular, indicate/list the scope of additional duties/tasks relevant to the operation and development of the CUT)	

.....
(date and signature of immediate supervisor)

Opinion of a higher level supervisor (Vice-Rector/Dean, Chancellor/Bursar/Director)
.

.....
(date, signature)

II. RECTOR'S DECISION

I grant / do not grant the allowance

.....
.....
.....
.....

.....
(date, signature and stamp of the rector)

EMPLOYEE STATEMENT

I certify that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and ability.
I certify that I have read and received a copy of the decision on the allowance and that I accept it.

.....
(date and signature of employee)

THE ORIGINAL APPLICATION FORM SHOULD BE INCLUDED IN THE PERSONAL FILE OF THE EMPLOYEE IN THE HR CENTER

(unit stamp)

Appendix 11
to the remuneration regulations

- PROJECT LOGO AND EUROPEAN UNION SIGN[1]-

APPLICATION FOR PERIODIC ALLOWANCE FOR A FIXED

HER/HIS MAGNIFICENCE
THE RECTOR

I apply for a PERIODIC allowance for the performance of tasks of particular importance to the operation and development of CUT:

□ implementation of additional tasks financed from external sources, particularly in the case of involvement in the implementation of projects, grants, and other work.

□ other (provide details).....

I. DATA OF THE EMPLOYEE CONCERNED

Surname and first name	
Position	
Employing Unit	
Proposed allowance period	**from**..... 20..... **to**..... 20.....
Monthly allowance amount	
Source of funding (acronym, contract number, task number, item number)	
Source of funding for the payment of additional annual salary "thirteenth salary" (upon completion of the project or in case of its ineligibility in the project)	
Confirmation of funds for payment of the allowance	
Signature of the funds administrator	

- At the same time, I would like to confirm that the person being hired has the necessary qualifications to work in the above project.
- The burden resulting from this does not preclude the ability to properly and efficiently carry out the tasks assigned to the person.
- The average monthly number of working hours in case of assignment in the project will not exceed ..... hours/month[1]-

JUSTIFICATION (in particular, indicate/list the scope of additional duties/tasks relevant to the operation and development of the CUT)

.....
(date and signature of the Project Manager)

.....
(signature of the employee)

.....
(date and signature of immediate supervisor)

Signature Vice-Rector/Dean/Chancellor (highest supervisor in the division in which the project is implemented)

.....
(date, signature)

II. RECTOR'S DECISION

I grant / do not grant the allowance

.....
.....
.....
....
(date, signature and stamp of the rector)

EMPLOYEE STATEMENT

I certify that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and ability.
I certify that I have read and received a copy of the decision on the allowance and that I accept it.

.....
(date and signature of employee)

1.If applicable

Appendix 12 to the Regulations for the Employees' Remuneration

Reference no. Krakow, on .....

…….....
Name and last name
Faculty/Organizational Unit

HER/HIS MAGNIFICENCE THE RECTOR OF
Cracow University of Technology

In accordance with the Regulations for the Remuneration of Employees at Cracow University of Technology § 22, I kindly request that **activity allowance** be granted

No.	rewarded activities	amount of allowance (in PLN) [2]/
1.	Submission of an application for an externally-funded project in a competitive procedure, which was not qualified for funding due to limited resources, but received a positive evaluation	
2.	Obtaining external financing in the amount of ≥ PLN 50,000.00 net for the implementation of the project within the framework of a competitive procedure, completed with the signing of a contract for implementation or on the basis of a concluded agreement with an external financing entity	
3.	Participation in the implementation of substantive tasks of research, scientific, development, innovation, teaching, organizational, promotional, and other projects aimed at implementing the strategy of the university or the faculty	
4.	Managing/coordinating the implementation of the project	
5.	Publication of an article in a scientific journal listed by the Ministry of Science and Higher Education	
6.	Obtaining a patent affiliated to CUT and granted by the Patent Office of the Republic of Poland, or granted to an entity in countries belonging to the Organization for Economic Cooperation and Development (OECD), or in a procedure in accordance with the Patent Cooperation Treaty	
7.	Winner of the competition for the best teacher at the faculty	
8.	Creation of an invention project, qualified for legal protection by the decision of the Vice-Rector for Science and filed for protection with the competent office	
9.	Submission of an application to the European Commission for an initiative grant in a competition launched under Horizon Europe	
	Total	

one-time/monthly/[1]/ from ..... to .....
for activity[3]/.....
within the framework of the project.....

At the same time, I declare that I did not receive additional compensation for the awarded activities in the form of task, periodic or organizational allowance.

....
/signature of the employee/ /signature of the immediate supervisor or project manager/leader

.....
/signature of dean/rector/chancellor

.....
/signature of the unit relevant for projects

The source of financing: .....
.....
/limits/ (confirmation of funds held within the funding source indicated)

.....
/decision of the rector or authorized person/

1 select the appropriate term

2 the amount of allowance is proposed by the supervisor or manager/leader of the project
3 describe in detail the type of activity, attach a printout from CUT's BPP if published

Appendix 13 to the Regulations for the Employees' Remuneration

Application for granting additional regulatory bonus

....
name of organizational unit, place, date

Her/His Magnificence the Rector
(through official channels)

I kindly request an additional regulatory bonus for the month of ..... for the below-mentioned* employee(s*):

Lp.	Imię i nazwisko	wynagrodzenie zasadnicze**	% premii regulaminowej dodatkowej	miesięczna kwota premii regulaminowej dodatkowej
1				0,00
2				0,00
3				0,00
4				0,00
5				0,00
6				0,00
				0,00
				0,00
	RAZEM:	**0,00**	**-**	**0,00**

Justification:

……
signature of the head of the organizational unit

……
/signature of dean/vice-rector/chancellor

……
source of funding

……
/limits/ (confirmation of funds held within the funding source indicated)

……
(rector's signature)

* cross out as appropriate
** according to the employment within the specified funding source

Appendix 14 to the Regulations for the Employees' Remuneration

Application for a discretionary bonus

…… ……
.....name of organizational unit place, date

Her/His Magnificence the Rector
(through official channels)

I kindly request a discretionary bonus for quarter ..... of ..... for the following employees.

Lp.	Imię i nazwisko	kwota premii uznaniowej
1		
2		
3		
4		
5		
6		
7		
...		
	RAZEM:	**0,00**

Justification:

……
signature of the head of the organizational unit

……
/signature of dean/vice-rector/chancellor

……
source of funding

……
/limits/ (confirmation of funds held within the funding source indicated)

……
(rector's signature)

* cross out as appropriate

Appendix 15 to the Regulations for the Employees' Remuneration

…… Krakow, on…….....

Applicant

APPLICATION

FOR THE *INDIVIDUAL* AWARD OF THE RECTOR OF CRACOW UNIVERSITY OF TECHNOLOGY

1	**TITLE AND DEGREE NAME OF THE CANDIDATE FOR THE AWARD**	
2	**AGE**	
3	**TYPE OF AWARD[1)]**	
4	**TYPE OF ACHIEVEMENT[2)]**	
5	**FIELD OF SCIENCE OR ART SCIENTIFIC OR ARTISTIC DISCIPLINE**	
6	**POSITION HELD[3)]**	
7	**INFORMATION ON ANY AWARDS GRANTED FOR THE ACHIEVEMENT IN QUESTION**	
8	**BRIEF JUSTIFICATION FOR THE REQUEST**	
9	**LIST OF ATTACHMENTS TO THE APPLICATION**	

…….....

date and signature of the applicant

THE APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

1) copies of the pages of a journal or book containing the author's or authors' names, the title of the publication, the name of the publishing house, the place of publication, the month and year of publication, the circulation, the ISBN or ISSNI number, the DOI number, or a description of the achievement that is the subject of the application,
2) at least one review or opinion, whereby:
   - for awards for achievements submitted in the postdoctoral proceedings and distinguished doctoral theses, it is possible to attach a review and a resolution on the distinction of the doctoral thesis,
   - scientific publications in journals included in the list of the Ministry of Science and Higher Education and textbooks do not require a review, for other publications it is possible to attach a publishing review,
3) documentation confirming the implementation or acceptance of the work and its evaluation by the contractor, in the case where an award is proposed for unpublished work done for the national economy,
4) information about the awards received to date - the year the award was received and the type of award (individual, team, scientific, research training, teaching, organizational or lifetime achievement),
5) excerpt from the minutes of the meeting of the college of the faculty or, in the case of non-faculty units, the Rector's College.

Explanations

[1)] Type of award: scientific, research training, teaching, organizational, lifetime achievement.

[2)] Type of achievement according to §27(2) (1-5).

Please provide the title of the paper, textbook or other scientific, teaching or organizational achievement. In the case of publications, please indicate whether they are included in the list of the Minister of Science and Higher Education, along with the score. In the case of numerous publications, (more than three) in

the field *type of achievement* please provide their total number by type and total score, while their detailed list should be attached to the application.

[3)] Position held according to the new division:
– profesor,
- associate professor,
- assistant professor,
- research or teaching assistant
in the group of teaching, research and teaching, or research staff.
- foreign language lecturer,
- lecturer of Polish as a foreign language,
- coach,
– language teacher,
– instructor
in the group of teaching staff
- academic librarian
in the group of research workers

Appendix 16 to the Regulations for the Employees' Remuneration

..... Krakow, on .....

Applicant

APPLICATION

FOR THE AWARD OF *TEAM* AWARD OF THE RECTOR OF CRACOW UNIVERSITY OF TECHNOLOGY

TYPE OF AWARD (scientific, teaching, organizational)	
TYPE OF ACHIEVEMENT title of paper, textbook or other scientific, teaching or organizational achievement. For articles, please indicate whether they are included in the list of the Ministry of Science and Higher Education	
BRIEF JUSTIFICATION FOR THE REQUEST	

TEAM MEMBERS:

No.	Title and degree x/ Surname and first name	Position	Field/discipline	Contribution % xx/	Comments
1	2	3	5	6	7

x/ list the members of the team, state exactly their titles and degrees and professional titles as necessary for the preparation of the diploma

xx/ stated participation should be agreed with all team members,

…….....

date and signature of the applicant

THE APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

1) copies of the pages of a journal or book containing the author's or authors' names, the title of the publication, the name of the publishing house, the place of publication, the month and year of publication, the circulation, the ISBN or ISSNI number, the DOI number, or a description of the achievement that is the subject of the application,
2) at least one review or opinion, whereby:
   - for awards for achievements submitted in the postdoctoral proceedings and distinguished doctoral theses, it is possible to attach a review and a resolution on the distinction of the doctoral thesis,
   - scientific publications in journals included in the list of the Ministry of Science and Higher Education and textbooks do not require a review, for other publications it is possible to attach a publishing review,
3) documentation confirming the implementation or acceptance of the work and its evaluation by the contractor, in the case where an award is proposed for unpublished work done for the national economy,
4) information about the awards received to date - the year the award was received and the type of award (individual, team, scientific, research training, teaching, organizational or lifetime achievement),
5) excerpt from the minutes of the meeting of the college of the faculty or, in the case of non-faculty units, the Rector's College,
6) a statement of the amount of participation of each team member.

Appendix 17 to the Regulations for the Employees' Remuneration

APPLICATION
for the individual award of the Rector of Cracow University of Technology
for creating an e-course

I request an individual award for
.....
.....
.....
(title of e-course, location of e-course on e-learning platform)

1. Title and degree, surname and name of the candidate for the award:
.....
2. Position held, working hours, name of organizational unit of the university (if the university is not the applicant's primary place of work, the form of employment at the university and working hours should be given, as well as information about the main place of work)
.....
.....
.....
.....
3. Module or subject and the type of classes to which the e-course applies
.....

BRIEF JUSTIFICATION FOR THE REQUEST:

.....
Date and signature of the applicant

Opinion of the dean of the faculty or head of a non-faculty unit:

.....
Date and signature
of dean or manager
of non-faculty unit

Appendix 18 to the Regulations for the Employees' Remuneration

Krakow, on .....

APPLICATION
for the team award of the Rector of Cracow University of Technology
for creating an e-course

I request a team award for
.....
.....
.....
(title of e-course, location of e-course on e-learning platform)

1. Title and degree, names and surnames of candidates for the award:
.....
2. Positions held, working hours, name of organizational unit of the university (if the university is not the applicant's primary place of work, the form of employment at the university and working hours should be given, as well as information about the main place of work)
.....
.....
.....
.....
3. Module or subject and the type of classes to which the e-course applies
.....

Brief justification for the request:

.....
Date and signature of the applicant

Opinion of the dean of the faculty or head of a non-faculty unit:

.....
Date and signature
of dean or manager
of non-faculty unit

Appendix 19 to the Regulations

A statement confirming the percentage contribution of each individual to the achievement, as specified in the application for the rector's team award

DECLARATION

Name and surname of the team member	Percentage contribution to the achievement	Team member's signature

Appendix 20 to the Regulations for the Employees' Remuneration

APPLICATION FOR AN ALLOWANCE FOR PREPARATION AND TEACHING IN A FOREIGN LANGUAGE

…… .....
name of organizational unit place, date

Her/His Magnificence the Rector

I am requesting a foreign language teaching allowance for the winter/summer* semester of the academic year ....., i.e., from ..... to ..... for the following employees:

No.	Name and last name	Number of hours scheduled to be conducted in a foreign language per semester	Amount of allowance (month)**	Amount of allowance (semester)
1.				
2.				
3.				
4.				
5.				

For the above-mentioned employees, the number of teaching hours conducted in a foreign language will be included in the teaching load with a multiplier of 1.

source of funding: .....

……
(signature of dean or head of non-faculty unit)

……..……..
(signature of the appropriate vice-rector - in the case of non-faculty units)

……
(limits, confirmation of funds held)

……
Rector's signature

* cross out as appropriate
** - the amount of allowance granted for the semester divided by the number of months in the semester