

**Rules defining the requirements for academic teachers to take up and continue additional employment outside Cracow University of Technology and the obligation to inform about business activities  
(Consolidated text)**

1. Prior to the conclusion of an employment contract, each academic staff member shall be required to submit a written statement, a sample of which is attached as Appendix 1 to these rules.
2. Each academic staff member is obliged to immediately inform the Rector of CUT in writing of a change in the primary place of work.
3. An academic staff member for whom Cracow University of Technology is the primary place of employment may, with the consent of the Rector of Krakow University of Technology, take up or continue additional employment with only one employer engaged in teaching or research activities. The application for the consent of the Rector of CUT, the specimen of which is attached as Appendix No. 2 to these rules, is submitted and processed through the EOD system.
4. The provision of section 3 does not apply to academic teachers taking up employment:
  - 1) in entities with which the university has established cooperation on the basis of a contract or agreement, or for which it is a leading body, founder, or shareholder,
  - 2) in the offices referred to in Article 1, paragraph 1 and paragraph 2, items 1, 2, and 4a of the Law of September 16, 1982 on State Office Employees (Journal of Laws of 2017, items 2142, 2203, and of 2018, items 106, 650, and 1000),
  - 3) in cultural institutions,
  - 4) In the units referred to in Article 2 of the Act of December 14, 2016, Education Law (Journal of Laws of 2018, items 996, 1000, and 1290).
5. The Rector shall give or refuse the consent referred to in section 3 within two months from the date of the request. Refusal to give consent shall require justification.
6. Taking up or performing additional employment without the Rector of CUT's consent constitutes grounds for termination of employment with notice, in accordance with the procedure specified in Article 123 of the Law on Higher Education and Science.
7. If an academic staff member for whom Cracow University of Technology is the primary place of work conducts business activity, they should inform the Rector of CUT. Academic teachers submit information on business activity through the EOD system.
8. The documents referred to in this regulation shall be kept in the personal file of the academic staff member, located in the Department of Personnel and Social Affairs of Cracow University of Technology.

Krakow, on .....

.....  
first and last name  
.....  
position  
.....  
organizational unit

**DECLARATION**

I declare that Cracow University of Technology **is/is not\*** the primary place of work for me within the meaning of Article 120 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended)

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

\* cross out as appropriate

.....  
name and surname

Krakow, on

.....  
position

**Her/His Magnificence  
the Rector of CRACOW  
UNIVERSITY OF TECHNOLOGY**

.....  
name of the organizational unit

**Request**

**for approval of additional employment with an employer engaged in teaching or scientific activities**

On the basis of Article 125(1) of the Law of July 20, 2018, Law on Higher Education and Science Journal of Laws 2023, item 742, as amended;-I request permission to take up/continue\* additional employment under an employment relationship with an employer engaged in teaching or scientific activities.

.....  
(name and address of employer)

at the position of

.....

for a fixed term from ..... until ..... / indefinitely\*,

as a part-time/full-time employee, at ..... FTE/hours\*.

At the same time, I undertake to keep you informed of any changes in the additional employment.

I declare that this is my only additional employment under an employment relationship with an employer engaged in teaching or scientific activities.

.....  
date and signature of employee

I HEREBY CONSENT/REFUSE\* - justification attached\*.

.....  
date and signature of the head of the unit  
OPINION OF THE DEAN/VICE-RECTOR

.....

.....  
date and signature of the dean/vice-rector

I AGREE/DON'T AGREE\*

.....  
date and signature of the Rector of CUT

\* cross out as appropriate

Krakow, on

.....  
.....  
name and surname

.....  
position

.....  
name of the organizational unit

**Her/His Magnificence**  
**the Rector of CRACOW**  
**UNIVERSITY OF TECHNOLOGY**

**INFORMATION**  
**about running a business**

On the basis of Article 125(7) of the Law of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), I hereby declare that I have been conducting business activity in the field of:

.....  
.....

since: .....

At the same time, I undertake to keep you informed of changes in the conduct of business.

.....  
date and signature of employee

I hereby acknowledge the above information

.....  
date and signature of the Rector of CUT

CC:  
head of the organizational unit