

Approved by the
rector's order of
Lviv Polytechnic National University
№ _____ from «__» _____ 2021

Regulations on the Program Implementation «Visiting Professor»/«Guest Lecturer» at Lviv Polytechnic National University

(HES LP 04.08)

1. General regulations

1.1. Regulations on the program implementation «Visiting Professor» / «Guest Lecturer» at Lviv Polytechnic National University (hereinafter – Regulations) elaborated in accordance with the Laws of Ukraine «On Education», «On Higher Education», «On Scientific and Scientific and Technical Activities», «On public employment», «Regulations on the implementation of the right to academic mobility» (approved by the Cabinet of Ministers of Ukraine), «Regulations on the organization of the educational process at Lviv Polytechnic National University with the aim to implement the principle of international integration and implementation of Ukrainian higher education to the European educational space and development of achievements of national higher education by expanding cooperation with international higher education and research institutions, organizations, enterprises. Visa processing for a foreigner is in accordance with the Resolution of the Cabinet of Ministers dated March 1 2017 № 188 «On approval of the rules for visa processing for entry into Ukraine and transit through its territory». Support of work with the State Migration Service of Ukraine to obtain a temporary residence permit for a foreigner is carried out in accordance with the Resolution of the Cabinet of Ministers of Ukraine dated March 28, 2012 № 251 «On approval of the Procedure for processing, making and issuing a permanent residence permit and a technical description of their forms and amendments to the Resolution of the Cabinet of Ministers of Ukraine dated December 26, 2002 № 1983».

1.2. The Regulation defines the procedure for implementing «Visiting Professor»/«Guest Lecturer» program.

1.3. The program «Visiting Professor»/«Guest Lecturer» (hereinafter – Program) is a program of admission of highly qualified specialists at the University in order to conduct educational activities according to innovative areas of science, technology and society development.

1.4. Visiting Professor (VP) / Guest Lecturer (GL) is a specialist in education or science or an expert in a specific field of professional activity who is visiting or working remotely at Lviv Polytechnic National University (hereinafter – University) and provides educational activity in full-time, part-time or mixed form.

1.5. Program tasks:

- improving the quality of educational activities by involving leading Ukrainian and foreign specialists for delivering lectures;
- the development of academic mobility and cooperation with Ukrainian and foreign universities;
- introducing the results of advanced scientific research and modern technologies to students and employees of Ukraine.

1.4. Types of educational activities the Program may provide:

1.4.1. Teaching students disciplines in accordance with the curriculum.

1.4.2. Supervising of qualification and course works (projects) of students in accordance with the curriculum (as part of the activities of the Program).

1.4.3. Delivering open lectures for students beyond the curriculum.

1.4.4. Teaching an optional course for students of different levels and advanced training courses beyond the curriculum

Types of Program activities can be combined.

1.5. Peculiarities of program implementation:

Program participant	Type of educational activity/Annual load	Coordination with the curriculum	Employment	Form of participation
Visiting Professor	p.1.4.1, 1.4.2 (no less than 60 hours)	According to the curriculum	With employment	<ul style="list-style-type: none"> • full-time • part-time • mixed
	p. 1.4.4 (no less than 60 hours)	Beyond the curriculum	Without employment, on a voluntary basis	
Guest Lecturer	p. 1.4.3, 1.4.4 (from 10 hours to 60 hours)			

1.6. Training load of VP for the implementation of educational activities must be at least 60 hours of classroom learning during the year.

1.7. The duration of the optional VP course is at least 60 hours during the year. Conducting an optional course of VP is carried out without employment on a voluntary basis.

1.8. The lecture load of GL is at least 10 hours during the semester.

1.9. Guest lectures are delivered for free.

1.10. The University provides for the Program participant:

- accomodation for University visitors;
- access to Internet;
- access to library funds and information resources of the University;
- access to the University premises necessary for the Program implementation .

1.11. The sources of funding for a foreigner's participation in the Program are the following:

- provided funds for grants and projects;
- own foreign costs.

1.12. In the case of voluntary refusal of financial remuneration (salary, fee), which is confirmed by the application of a foreigner in any form, payment is not made.

1.13. VP/GL costs for issuing invitation and visa, transit, transfer costs, medical insurance are not refunded.

2. Requirements for the candidates' participation in the Program

2.1. VP / GL can be a person who has the appropriate scientific degree (academic title) or significant achievements in a particular professional sphere.

2.2. The decision on recognition of the candidate as a participant of the Program is made by the Vice-Rector for Education and International Relations, taking into account:

- published works and the level of their citation;
- participation in research work (projects, patents, etc.);
- membership in professional or scientific communities;
- published textbooks, manuals and other methodological materials;
- knowledge and achievements in a particular field of professional activity.

3. Procedure for inviting a foreigner to the University to participate in the Program

3.1. The head of the department who hosts VP/GL, submits to the Center for International Education (CFIE):

- request of the candidate's invitation to participate in the Program (Appendix 1);
- a CV(recommended by EuroPass)

(<https://europass.cedefop.europa.eu/documents/curriculum-vitae>), which includes a list of the candidate's main scientific work (for VP) and a list of the main achievements in the professional sphere (for GL);

- annotations of programs of academic disciplines that the candidate has taught for the last 5 years (for VP);

3.2. CFIE prepares an order to participate in the Program and sends an invitation to the candidate to take part in the Program (Appendix 2).

4. The procedure of visa processing for the foreigner's employment in Ukraine

4.1. Short-term visa of type C is processed (if necessary) to foreigners for entry into Ukraine, if the period of their stay in Ukraine does not exceed 90 days within 180 days without employment.

4.2. Long-term visa of type D is processed to foreigners for entry into Ukraine in order to process documents entitling them to stay or reside in Ukraine for a period exceeding 90 days. To be employed in Ukraine, a foreigner must process a type D visa.

4.3. The following documents are submitted for both types of visa processing:

- passport which must meet the following requirements: be valid at least 3 months after the declared date of departure from the territory of Ukraine, include at least 2 free pages, be valid for no more than 10 years;

- a completed and signed questionnaire (<http://visa.mfa.gov.ua>).

- one color photograph of size 35*45 mm;

- a valid health insurance policy covering expenses of at least EUR 30,000 or the equivalent in another currency;

- documents confirming the sufficient financial support for the period of planned stay and for returning to the country of origin or transit to the third state or the ability to obtain sufficient financial support in a legal way on the territory of Ukraine;

- a document confirming the payment of consular fee unless other are provided by the legislation and international treaties of Ukraine.

- A fixed-term employment agreement (contract) (is processed at the Personnel Department of the University), and for people with the status of a foreign Ukrainian – an employment agreement and a certificate of a foreign Ukrainian (these documents are submitted only for the purpose of employment and processing a type D visa). The conditions for the formation of a fixed-term employment agreement (contract) in person and remote form through an official representative who has been given an order presented in Appendix 3. The form of a fixed-term employment agreement (contract) is presented in Appendix 4.

4.4. Documents for visa processing to enter Ukraine can be submitted:

- to embassies or consulates of Ukraine abroad. Visa documents must be submitted no earlier than 3 months before the start of the planned trip;
- at checkpoints across the state border of Ukraine at the international airports «Boryspil» and «Odessa» in the cases provided by the legislation of Ukraine;
- through visa centers of Ukraine abroad, operating in cooperation with foreign diplomatic missions of Ukraine.

5. The procedure for admitting a foreigner to the University

5.1. Before the participation of a foreigner in the Program, the head of the department submits the following documents to CFIE (room 342 of the main building):

- request of the head of the department (Appendix 5), who hosts VP / GL with the consent of the director of the Educational and Scientific Institute (ESI);
- program for the foreigner's admission – 4 copies (Appendix 6) (on the condition of full-time participation of a foreigner in the Program);

5.2. CFIE issues an order to the University on the participation of a foreigner in the Program and his admission to the University as VP / GL indicating the employee of the department responsible for the implementation of admission program and registration (hereinafter – Host Person) of a foreigner at the University.

5.3. The meeting, assistance in processing documents, including for employment and temporary stay in Ukraine, accommodation for visitors to the University, cultural program for VP / GL is organized by the Host Person, appointed by the order of a foreigner's admission.

6. Procedure for organizing open lectures by a guest lecturer at the University (without employment at the University)

6.1. The Host Person of the GL from the department submits to CFIE a lesson plan for delivering open lectures by the GL (Appendix 7).

6.2. Delivering open lectures is conducted by GL in accordance with the approved by the head of the department lesson plan and schedule.

7. Procedure for organizing an optional course for a visiting professor / guest lecturer (without employment at the University)

7.1. For organizing the optional course VP / GL the Host Person from the department submits to the CFIE the following documents:

- request for an optional course (Appendix 8),
- the program of an optional course (Appendix 9);
- lesson plan (Appendix 7);
- a list of students who have expressed a desire to take the course (Appendix 10);
- applications of students for participation in the optional course;
- draft Order for conducting an optional course (Appendix 11).

7.2. In agreement with a foreigner, the department hosting the VP / GL publishes information on the implementation of the Program on the University website.

8. Procedure for foreigners' employment at the University

8.1. Visiting professors are employed under a fixed-term employment agreement (contract), the form of which is provided by the Personnel Department of the University. The contract specifies the form of work (full-time, part-time, and mixed).

8.2. Employment is carried out for vacant positions in accordance with the staff list approved for the academic year, or on an hourly basis. Training load of the VP is formed by the department.

8.3. The foreigner submits documents for employment to the Personnel department of the University (room 109 of the Main Building). A foreigner can submit documents both in person and remotely (from abroad, without entering Ukraine) – through an authorized person to whom he gives a notarized power of attorney. The list of documents for employment of foreigners – depending on the form of submission of documents (in person or remotely) – is given in Table 8.1.

Table 8.1.

List of documents for employment of foreigners in accordance with the program «Visiting professor»

Form of documents' submission	List of documents for employment of foreigners in accordance with the program «Visiting professor»
In person	<ol style="list-style-type: none"> 1. The standard application (application form is received in the Personnel department). 2. Diplomas' copies of education and certificates of academic titles (if available) (copies are submitted together with the originals of documents; the originals are returned to their owner after certification). 3. Official translation of diplomas of education and certificates of academic titles into Ukrainian, certified by the translation agency. 4. A copy of the passport (copies are submitted together with the originals of the documents; the originals are returned to their owner after certification); 5. Official translation of the passport into Ukrainian, certified by the translation agency. 6. Certificate from the place of work. 7. Official translation of a certificate from the place of work into Ukrainian, certified by a translation agency. 8. Identification code (registration number of the taxpayer's account card) the procedure for issuing the identification code is given in Appendix 12.
Remote	<ol style="list-style-type: none"> 1. The standard application (application form is received in the Personnel department); 2. Notarized copies of diplomas of education and certificates of academic titles. 3. Official translation of diplomas of education and certificates of academic titles in Ukrainian, certified by a translation agency. 4. Notarized copy of passport 5. Official translation of the passport into Ukrainian, certified by the translation agency. 6. Certificate from the place of work. 7. Official translation of the certificate from the place of work in Ukrainian, certified by the translation agency. 8. Identification code (registration number of the taxpayer's account card). The procedure for issuing an identification code is given in Appendix 12. 9. A copy of the order issued to the authorized person (a copy is submitted with the original documents; the originals are returned to their owner after certification).

8.4. A fixed-term employment agreement (contract) is concluded with the invited foreigner for a period of 3 to 12 months. The contract is concluded in three copies according to the form given in Appendix 4.

8.5. In the case of VP employment for a vacant position in accordance with the staff list, the draft order of enrollment is formed by the Personnel department under a fixed-term employment agreement (contract).

8.6. In the case of employment on an hourly basis, the draft enrollment order is prepared (through the information system «Management of the Institute») responsible for the formation of draft orders of ESI, which hosts VP. This is preceded by the introduction into the information system of the University «Accounting hours worked» data on the title and scope of disciplines, as well as the type of classes; this is done by the person in charge of accounting for the workload of the department that hosts the visiting professor.

8.7. The head of the department informs VP about the schedule of classes no later than five working days before the start of the fixed-term employment agreement (contract). The head of the department also acquaints VP with the order of organizing the educational process, the system of students' knowledge assessment, the rules of procedure.

9. Procedure for issuing a certificate for a temporary residence permit for a foreigner in Ukraine, provided that he is employed and stays on the territory of Ukraine for more than 90 days

9.1. After arrival in Ukraine and staying on the territory of Ukraine for more than 90 days, a foreigner applies to the State Migration Service of Ukraine (hereinafter referred to as SMS) to obtain a temporary residence permit. Support of work with SMS to obtain a temporary residence permit is carried out by the person responsible for the admission program for a foreigner at the University.

9.2. A temporary residence permit in Ukraine is a document proving the identity of a foreigner or a stateless person and confirming the legal grounds for temporary residence in Ukraine; SMS is issued only if there is a type D visa of Ukraine in the (<https://dmsu.gov.ua/poslugi/dokumentuvannya-inozemcziv/oformlennya-posvidki-na-timchasove-prozhivannya.html>).

9.3. For issuing a certificate for a temporary residence permit, a foreigner submits the following documents to the territorial department of SMS:

- a foreigner's passport with a visa of Ukraine type D (returned upon presenting) and its certified copy;
- translation into Ukrainian of all pages of a foreigner's passport document with personal data, certified in accordance with the procedure set by legislation;
- valid foreigner's health insurance policy and its copy;
- a document confirming the payment of the administrative fee or a document on exemption from its payment (the original is returned after presenting, a copy is submitted);
 - obligation of the employer to inform SMS and the state employment service about the early termination or termination of the employment contract with such a foreigner (issued by the Personnel department of the University);
 - certified copy of the order for admission;
 - extract on registration of legal entities of the Lviv Polytechnic National University (issued by the Legal department of the University).

9.4. All necessary documents must be personally submitted to the territorial department of SMS no later than 21 calendar days (15 working days) before the visa expiration date.

9.5. Monitoring the decision of the head of the main department of SMS in the Lviv region and information on the readiness of the residence permit is carried out by the person

responsible for the admission program.

The certificate is issued within 15 working days from the date of documents' acceptance from a foreigner or stateless person. The issuance of a temporary residence permit is carried out by a foreign teacher personally in the main department of SMS in Lviv region.

10. Results of the Program implementation

10.1. The results of the Program implementation are heard at the meeting of the department that hosted the VP / GL.

10.2. The report on the results of the Program implementation (study load 60 hours per year for VP and 10 hours per year for the EA) is submitted to the CFIE within 10 days after the implementation of the lesson plan or the elective course program of the Program (Appendix 13).

10.3. The report on the admission of a foreigner to Lviv Polytechnic responsible for the admission of VP/ GL is submitted to CFIE within 10 days after the end of the foreigner's visit to the University (Appendix 14).

10.4. The information on the results of the Program implementation is published by the department that hosted the VP / GL on the University website in agreement with the participant of the Program.

10.5. Based on the results of VP / GL participation in the Program, CFIE issues to the foreigner a Certificate of the established form on the official form of the University (Appendix 15) according to the information provided by the department hosting the VP / GL.

10.6. During the participation in scientific and practical events, the visiting professor / guest lecturer is recommended to indicate the status in order to further promote the University at both national and international levels.

The head of Center for International Education

Hots N. Ye.

Vice-rector
for Education and
International relations

Request

I am honored to ask for your consent to invite and to be involved into participation to the Program _____ (*«Visiting Professor»/«Guest Lecturer»*) of Lviv Polytechnic National University _____ (*first name, last name in Ukrainian and English according to the passport data*) _____ (scientific degree, academic title, position) from _____ (*name of the university, organization, institution*) _____ (city, country) in _____ (*full-time, part-time, mixed*) form _____ (*with employment for the position _____, with hourly employment pay, without employment*) from _____ to _____ 20__.

The purpose of professor's participation _____ (*first name, last name*) in the Program _____ (*«Visiting Professor»/«Guest Lecturer»*) is _____ (*delivering lectures on the course _____, conducting an optional course _____ on voluntary basis, delivering open lectures, etc*) the duration _____ hours _____ according to themes:

- 1.
- 2.
- 3....

Head of department _____ (*first name, last name*)

Approved:

Director of institute _____ (*first name, last name*)

**THE SAMPLE OF INVITATION FOR
THE PARTICIPATION OF THE PROGRAM «VISITING PROFESSOR»/«GUEST
LECTURER»**

Prof. _____
University _____
Address: _____

Dear Prof. _____,

We are honored to invite you to participate in the Program «Visiting Professor» («Guest Lecturer») _____ that will be held at Lviv Polytechnic National University in Lviv, Ukraine from ____20__ to ____20__.

The aim of the Program _____ («Visiting Professor»/«Guest Lecturer») activity (____ hours) in the field of _____.

We will be delighted to see you in Lviv, the historical and cultural center of Ukraine.

For more details please visit our Website: <https://lpnu.ua/mizhнародni-osvitni-programy-ta-proekty/programa-visiting-professor>.

Sincerely,
Vice-Rector

Професор _____
Університет _____
Адреса _____

Шановний пане професоре, _____.

Запрошуємо Вас до участі у Програмі _____ («Візит-професор»/«Гостьовий лектор»), яка відбуватиметься в Національному університеті «Львівська політехніка» з _____20_р. по ____20_р. Метою участі у програмі є освітня діяльність (____ годин) за темою _____.

Ми будемо раді Вашому візиту до Львова – історичного та культурного центру України.

Для отримання більш детальної інформації відвідайте веб-сайт Програми _____ («Візит-професор»/«Гостьовий лектор») <https://lpnu.ua/mizhнародni-osvitni-programy-ta-proekty/programa-visiting-professor>.

*З повагою,
Проректор _____*

Terms of the contract between the foreigner and Lviv Polytechnic

To draw up a contract between a foreigner and Lviv Polytechnic for the purpose of obtaining a long-term visa type D and employment under the Program, the following documents are submitted to the Personnel department of the University.

	List of documents
In-person submission of documents by the candidate to the Personnel department of Lviv Polytechnic	<ul style="list-style-type: none"> • application; • copies of diplomas of education and certificates of academic titles (if available) (copies are submitted together with the originals of documents; the originals are returned to their owner after certification); • official translation of diplomas of education and certificates of academic titles into Ukrainian, certified by the translation agency; • copy of passport; • official translation of the passport into Ukrainian, certified by the translation agency; • employment confirmation letter (if available); • official translation of employment confirmation letter into Ukrainian, certified by the translation agency.
Remote submission of documents by the candidate	<ul style="list-style-type: none"> • application letter; • copies of diplomas of education and certificates of academic titles (if available); • copy of passport; • employment confirmation letter (if available);

**СТРОКОВИЙ ТРУДОВИЙ ДОГОВІР
(КОНТРАКТ)**

**з науково-педагогічним працівником
кафедри, зарахованим за програмою
«Візит-професор», Національного
університету
«Львівська політехніка»**

м. Львів, «__» _____ 20__ р.

Національний університет «Львівська політехніка» (далі – Львівська політехніка) в особі ректора Бобала Юрія Ярославовича та громадянин

_____,
(*прізвище, ім'я та по батькові*)

керуючись взаємною згодою та відповідно до Закону України «Про вищу освіту», Статуту Національного університету «Львівська політехніка», Положення про порядок реалізації програми «Візит-професор»/Гостьовий лектор» у Національному університеті «Львівська політехніка» уклали цей строковий трудовий договір (далі - договір) про таке:

1. Предмет договору

1.1. Згідно з цим договором

_____(ПІБ)

призначається на посаду _____

___ ставки кафедри _____ –

навчально-наукового інституту

Національного університету «Львівська політехніка» на термін дії цього договору за програмою «Візит-професор» з метою провадження освітньої діяльності за _____ формою участі.

1.2. Договір є особливою формою трудового договору, на підставі якого виникають трудові відносини між Львівською політехнікою та науково-педагогічним працівником (надалі – НПП) кафедри. Цей договір регулює трудові відносини, пов'язані з виконанням НПП кафедри посадових (функціональних) обов'язків, визначає права, відповідальність сторін, умови організування та оплати праці, соціальні гарантії НПП кафедри, умови розірвання договору, в тому числі дострокового та термін його дії.

1.3. У своїй професійній діяльності НПП

**FIXED-TERM EMPLOYMENT
AGREEMENT
(CONTRACT)**

**between an academic researcher of the
department, who gained admittance to the
Lviv Polytechnic National University program
«Visiting Professor»**

Lviv, «__» _____ 20__

Lviv Polytechnic National University hereinafter referred to as «Lviv Polytechnic», duly represented by Rector Yuriy Yaroslavovych Bobalo, as one party and a citizen

_____,
(*to specify full name*)

acting on the basis of mutual consent and in accordance with the Law of Ukraine «On Higher Education», the Charter of Lviv Polytechnic National University, the Regulations on the implementation of the Lviv Polytechnic National University program «**Visiting Professor** / Guest Lecturer» entered into the **fixed-term employment** agreement (hereinafter – Agreement) as follows:

1. Subject matter of the agreement

1.1. According to the Agreement,

_____(name, surname)

is appointed to the position of _____

_____ salary of the Department of _____

of the academic Institute _____

of Lviv Polytechnic National University for the

term of the Agreement under the program

«**Visiting Professor**» for educational activity in

_____ mode of engagement.

1.2. The Agreement is a special form of employment contract, under which there is an employment relationship between Lviv Polytechnic and academic researcher (hereinafter – AR) of the department. The Agreement regulates employment relations regarding the performance of the official (functional) duties by AR of the department, defines the rights, responsibilities of the parties, payment terms, social guarantees of AR of the department, terms and conditions of the Agreement termination, including its early termination and validity.

1.3. AR of the department is directly subordinated to the head of the department regarding academic performance.

кафедри безпосередньо підпорядкований завідувачу кафедри.

2. Права науково-педагогічного працівника

- 2.1. НПП кафедри зобов'язаний:
- 2.1.1. Виконувати свої обов'язки відповідно до чинного законодавства, Статуту Національного університету «Львівська політехніка», Положення про кафедру Національного університету «Львівська політехніка», посадової інструкції, укладеного договору та інших внутрішніх нормативних документів університету.
- 2.1.2. Виконувати накази та розпорядження ректора університету, проректорів та директора навчально-наукового інституту, до складу якого входить кафедра.
- 2.1.3. Своєчасно інформувати завідувача кафедри про неможливість виконання ним обов'язків візит-професора.
- 2.1.4. Надавати звіт за результатами участі в програмі «Візит-професор».
- 2.1.5. Дотримуватись Положення про академічну доброчесність у Національному університеті «Львівська політехніка».
- 2.1.6. Дотримуватись правил і норм охорони і безпеки праці та пожежної безпеки.
- 2.1.7. Забезпечувати збереження службової інформації, що стала відома під час виконання обов'язків, а також іншої інформації, яка згідно із законодавством не підлягає розголошенню.
- 2.1.8. Додаткові обов'язки:

- 2.2. НПП кафедри має право:
- 2.2.1. На правові, соціальні та професійні гарантії відповідно до чинного законодавства України.
- 2.2.2. На безпечні умови праці та відпочинок, в тому числі упродовж робочого дня, визначені чинним законодавством України, колективним договором та цим договором.
- 2.2.3. Брати участь у науково-практичних заходах, які проводяться Університетом (конференції, конгреси, школи, круглі столи тощо).
- 2.2.4. На академічну свободу у своїй

2. Rights of an academic researcher

- 2.1. AR of the department is required to:
- 2.1.1. Perform their duties in accordance with current legislation, the Charter of Lviv Polytechnic National University, the Regulations of the Department of Lviv Polytechnic National University, job description, Agreement and other internal policy of the university.
- 2.1.2. Comply with the orders and directives of the Rector of the university, vice-rectors and director of the academic institute the department belongs to.
- 2.1.3. Promptly inform the head of the department about the impossibility of discharging the responsibilities of a visiting professor.
- 2.1.4. Provide a report on the results of engagement into the «Visiting Professor» program.
- 2.1.5. Adhere to the Regulations on Academic Integrity at Lviv Polytechnic National University.
- 2.1.6. Follow the rules and regulations of occupational health, safety precautions and fire safety
- 2.1.7. Ensure the preservation of official information that has become public while discharging the responsibilities, as well as other information that is not subject to disclosure under the law
- 2.1.8. Additional responsibilities:
-
-
-
-
-
-
-
-

- 2.2. AR of the department has the right to:
- 2.2.1. Legal, social and professional guarantees in accordance with the current legislation of Ukraine.
- 2.2.2. Safe working and leisure conditions during the working day, defined by the current legislation of Ukraine, the collective agreement and the Agreement.
- 2.2.3. Participate in scientific and practical events (conferences, congresses, schools, round tables, etc.) organized by the University.
- 2.2.4. Academic freedom in educational, teaching and research activities.
- 2.2.5. Have access to the University library and other resources of the University for the period of the Program.
- 2.2.6. Early termination of the Agreement in

навчальній, навчально-методичній та науковій діяльності.

2.2.5. Користуватись бібліотекою Університету та іншими ресурсами Університету на період дії Програми.

2.2.6. Розірвати цей договір достроково відповідно до чинного законодавства України та умов договору.

2.2.7. Користуватися іншими правами, гарантованими чинним законодавством та внутрішніми нормативними документами Львівської політехніки.

2.2.8. На пільги та компенсацію за роботу в шкідливих умовах або за особливий характер праці.

2.2.9. Відмовитися від дорученої роботи, якщо створилася виробнича ситуація, небезпечна для його життя чи здоров'я або для людей, які його оточують, або для виробничого середовища чи довкілля. Він зобов'язаний негайно повідомити про це безпосереднього керівника або працедавця.

2.3. Львівська політехніка зобов'язана:

2.3.1. Забезпечити НПП кафедри умови праці, необхідні для належного виконання ним своїх обов'язків згідно з цим договором та посадовою інструкцією.

2.3.2. Виплачувати НПП кафедри заробітну плату згідно з умовами цього договору.

2.3.3. Забезпечити умови техніки безпеки, цивільного захисту, виробничої санітарії, гігієни праці.

2.4. Львівська політехніка має право:

2.4.1. Вимагати від НПП кафедри подання дострокового звіту про його роботу та виконання умов цього договору.

2.4.2. Притягати НПП кафедри до дисциплінарної, академічної та матеріальної відповідальності у випадках, передбачених статутом Львівської політехніки та чинним законодавством України.

2.4.3. Вимагати від НПП кафедри усунення недоліків, допущених ним у процесі виконання своїх обов'язків.

2.4.4. Розірвати цей договір достроково відповідно до чинного законодавства України та умов договору.

3. Оплата праці та соціальні гарантії науково-педагогічного працівника кафедри

accordance with current legislation of Ukraine and the terms of the Agreement.

2.2.7. Hold other rights guaranteed by current legislation and internal regulations of Lviv Polytechnic.

2.2.8. Benefits and compensation for work in hazardous conditions or for the special nature of work.

2.2.9. Refuse the assigned work if a production situation poses the risk to the life or health of AR or to the people around AR, or to the production environment or the environment. AR must instantly notify his/her immediate supervisor or employer.

2.3. Lviv Polytechnic shall:

2.3.1. Provide an AR of the department with working conditions necessary for the proper discharging of the responsibilities in accordance with the Agreement and job description.

2.3.2. Pay the AR of the department a salary in accordance with the terms of the Agreement.

2.3.3. Provide conditions for safety, civil protection, industrial sanitation, occupational health.

2.4. Lviv Polytechnic is entitled to:

2.4.1. Require an AR of the department to submit an early report on the work and fulfil the terms of the Agreement.

2.4.2. Bring an AR of the department to disciplinary, academic and material responsibility in the cases stipulated by the Charter of Lviv Polytechnic and the current legislation of Ukraine

2.4.3. Require an AR of the department to eliminate the shortcomings made in the process of discharging the responsibilities.

2.4.4. Terminate the Agreement early in accordance with current legislation of Ukraine and the terms of the Agreement.

3.Payment conditions and social guarantees of an academic researcher of the department

3.1. For the discharging of responsibilities under the Agreement and job description, AR of the department is accrued and paid:

3.1.1. An official pay rate (wage rate, piece rate)

3.1. За виконання обов'язків, передбачених цим договором та посадовою інструкцією, НПП кафедри нараховується та виплачуються:

3.1.1. Посадовий оклад (тарифна ставка, відрядна розцінка) у розмірі _____,00 грн _____ на місяць, або у розмірі _____ за 1 годину роботи.

3.1.2. Премії, передбачені Положенням про матеріальне заохочення науково-педагогічних, педагогічних, наукових та інженерно-технічних працівників і докторантів Національного університету «Львівська політехніка».

3.2. Надбавки до посадового окладу за високі досягнення у праці, за складність і напруженість роботи можуть призначатись на підставі обгрунтованого подання завідувача кафедри, погодженого з директором навчально-наукового інституту.

3.3. Преміювання НПП кафедри, встановлення йому інших надбавок та доплат до посадового окладу, надання матеріальної допомоги здійснюється наказом ректора Львівської політехніки у межах наявних коштів на оплату праці у порядку, визначеному законодавством.

3.4. У разі невиконання або неналежного виконання НПП кафедри своїх обов'язків, передбачених цим договором та посадовою інструкцією, або застосування до нього дисциплінарних стягнень, надбавки до посадового окладу скасовуються або зменшуються.

3.5. НПП кафедри надається щорічна оплачувана відпустка відповідно до законодавства та згідно із затвердженим в установленому порядку графіком. Під час надання щорічної оплачуваної відпустки НПП кафедри виплачується допомога на оздоровлення у розмірі, передбаченому законодавством.

4. Відповідальність сторін, розв'язання спорів

4.1. У разі невиконання або неналежного виконання обов'язків, передбачених цим договором, сторони несуть відповідальність згідно з чинним законодавством та цим договором.

4.2. Спори між сторонами розв'язуються у

in the amount of _____ hrn _____ per month, or in the amount of _____ for 1 hour of work.

3.1.2. Bonuses provided by the Regulations on material incentives for academic researchers, teaching staff, research and engineering workers as well as doctoral students of Lviv Polytechnic National University.

3.2. Allowances to the official pay rate for professional accomplishments, specific work challenges, for complexity and intensity of work can be granted on the basis of the substantiated result representation of the head of department agreed with the director of the academic institute.

3.3. Awarding of an AR of the department, granting other allowances and surcharges to the official pay rate, material assistance is provided by the Order of the Rector of Lviv Polytechnic within the available funds for payment, as provided by law.

3.4. In case of failure to comply with responsibilities or improper discharge of responsibilities by AR of the department under the Agreement and job description, or the application of disciplinary sanctions, allowances to the official pay rate are cancelled or reduced.

3.5. AR of the department is granted annual paid leave in accordance with the law and the approved schedule. During the annual paid leave of an AR of the department, health care assistance shall be paid in the amount provided by the legislation.

4. Responsibility of the parties, dispute resolution

4.1. For non-fulfilment or inappropriate fulfilment of obligations under the Agreement, the parties shall comply in accordance with the current legislation of Ukraine and the Agreement.

4.2. Disputes between the parties shall be resolved in accordance with the current legislation of Ukraine.

5. Amendments to the Agreement, suspension and termination of the Agreement

5.1. Amendments to the Agreement shall be

визначеному законодавством порядку.

5. Внесення змін та доповнень до договору, припинення та розірвання договору

5.1. Зміни та доповнення до цього договору вносяться тільки за взаємною згодою сторін, оформляються у письмовій формі та є невід'ємною частиною цього договору.

5.2. Дія цього договору припиняється:

5.2.1. Після закінчення строку дії договору.

5.2.2. За згодою сторін.

5.2.3. З ініціативи Львівської політехніки до закінчення терміну дії договору у випадках, передбачених статтями 40 і 41 Кодексу законів про працю України та цим договором.

5.2.4. З ініціативи НПП кафедри до закінчення строку дії договору у випадках, передбачених статтями 38 і 39 Кодексу законів про працю України та цим договором.

5.2.5. З інших підстав, передбачених законодавством.

5.3. Додаткові підстави для припинення договору:

5.3.1. Не виконує або неналежно виконує обов'язки, покладені на неї цим Положенням.

5.3.2. Без поважних причин не виконує затверджений план роботи візит-професора.

5.3.3. Грубо порушила положення Статуту Університету.

5.3.4. Вчинила злочин на території України або за її межами і була притягнута в установленому порядку до кримінальної відповідальності згідно з обвинувальним вироком суду.

5.3.5. Вчинила проступок, який завдає чи може завдати шкоди діловій репутації Університету.

5.4. У разі розірвання договору з підстав, не передбачених законодавством, звільнення провадиться згідно з пунктом 8 частини першої статті 36 Кодексу законів про працю України.

5.5. При достроковому розірванні договору у разі невиконання або неналежного виконання сторонами зобов'язань, передбачених договором, він розривається з попередженням відповідної сторони за два тижні.

6. Строк дії та інші умови договору

made only by mutual consent, issued in writing and are an integral part of the Agreement.

5.2. The Agreement shall be suspended:

5.2.1. After the expiration of the Agreement.

5.2.2. By agreement of the parties.

5.2.3. At the initiative of Lviv Polytechnic until the expiration of the Agreement in the cases under Articles 40 and 41 of the Labor Code of Ukraine and the Agreement.

5.2.4. At the initiative of an AR of the department until the expiration of the contract in the cases under Articles 38 and 39 of the Labor Code of Ukraine and the Agreement.

5.2.5. On other grounds provided by law.

5.3. Additional grounds for the Agreement suspension:

5.3.1. Non-fulfillment or inappropriate fulfillment of obligations under the Agreement.

5.3.2. Unreasonable failure to comply with the approved work plan of the visiting professor.

5.3.3. Gross violation of the provisions stipulated by the Charter of the University.

5.3.4. Committing a crime on the territory of Ukraine or abroad and prosecution in due course in accordance with the court verdict.

5.3.5. Committing the offense that causes or may cause damage to the business reputation of the University.

5.4. In case of the Agreement termination on grounds not provided by law, dismissal is provided in accordance with paragraph 8 of the first part of Article 36 of the Labor Code of Ukraine.

5.5. In early termination of the Agreement in case of non-fulfillment or inappropriate fulfillment of obligations by the parties under the Agreement, it is terminated prior with a two-week notice of the relevant party.

6. The term of the Agreement and other conditions

6.1. The term of the Agreement is from

«__» _____ 20__ to «__» _____ 20__ .

6.1. Строк дії цього договору з
«__» _____ 20__ р. до «__» _____ 20__ р.
6.2. Договір укладається у 3 (трьох)
оригінальних примірниках, що мають
однакову юридичну силу по одному для
науково-педагогічного працівника, відділу
кадрів та бухгалтерії університету.
Копії додатків до договорів зберігаються у
завідувача кафедри та з метою забезпечення
контролю за виконанням науково-
педагогічними працівниками своїх посадових
обов'язків можуть надаватись директору
відповідного ННІ за вимогою.

6.2. The Agreement is concluded in 3 (three)
original copies, which have the same legal force,
one for the academic researcher, the personnel
department and the accounting department of the
university.
Copies of the annexes to the Agreement shall be
kept by the head of the department and, in order
to ensure control over the discharge of the
responsibilities by an academic researcher, may
be provided to the director of the relevant
academic institute upon request.

7. Місцезнаходження сторін та інші відомості / 7. Location of the parties and other information

Національний університет «Львівська політехніка» / Lviv Polytechnic National University
вулиця Степана Бандери, 12, м. Львів, 79013 / Stepan Bandera Street, 12, Lviv, 79013
Ректор: д.т.н., проф. Ю. Я. Бобало / Rector: D.Sc, Prof. Yu. Ya. Bobalo

(підпис) / (signature)

М.П.

Прізвище, ім'я, по батькові / First name, Last name

№ _____ /
№ паспорту, ким і коли видано / Passport No., Authority, Date of issue

Домашня адреса / Home address

(підпис) / (signature)

To the Rector of
Lviv Polytechnic
National University
Bobalo Yu. Ya.
Head of department

(First name, last name)_____

REQUEST

I would like to ask for the admission of a representative (in *full-time, part-time, mixed forms*) to Lviv Polytechnic National University _____ (*name of the university or institution*) _____ (*city, country*) _____ (*position, full name*) from _____ to _____ (___ day) with aim of participation in the Program _____ («*Visiting professor*»/«*Guest lecturer*») of Lviv Polytechnic.

The participation of Mr. _____ (*first name, last name*) in the Program _____ («*Visiting Professor*»/«*Guest Lecturer*») provides for:

- type of educational activity: _____ (*delivering lectures on the discipline/ delivering lectures within the optional course, etc.*);
- curriculum harmonization: _____ (*according to the curriculum / beyond the curriculum*);
- employment: (*with employment / without employment on voluntary basis*);
- form of participation: _____ (*full-time / part-time /mixed*);
- duration _____ hours (*indicate number of hours of training load*).

Individual plan of work _____ (*visiting professor/guest lecturer*) for the implementation of educational activities is attached.

Target audience: _____ (*students of the group ____, graduate students____*).

Working hours: (*online platform*)_____ (*GoogleMeet*).

For the implementation of admission program and documents processing to appoint a responsible person _____ (*first name, last name and position*).

Head of department _____ (*first name, last name*)

Approved by:

Director of institute _____ (*first name, last name*)

Approved by:

Vice-rector
for Education and
International relations

«__» _____ 20__ p.

PROGRAM

admission to the department _____ of the Institute _____
 representative from _____ (name of the university or institution)
 _____ (name of the city, state)

 (first name, last name, position)

Grounds: Participation in the Program _____ («Visiting professor»/ «Guest lecturer»)

The period of stay: ____ days, from _____ to _____ 20__ p.

Members of delegation: ____ persons (or according to the attached list).

The aim of staying: _____ educational activities within the Program _____ («Visiting professor»/ «Guest lecturer»).

Responsible for the implementation of program admission and documents preparation for the State Migration Service: position, first name, last name _____.

Date of admission	Hours	Events' title and venue (to indicate only events which are held on the campus territory)	Responsible for holding an event (no less than 2 people)
1	2	3	4
24.04. 20__ Tuesday		Meeting with the director of institute _____ prof. _____ room. № ____, corpus № ____	Organized by: 1. _____ 2. _____
		Teaching of disciplines room № ____, corpus № ____	Organized by: 1. _____ 2. _____

Note:

1. Familiarization of foreigners or transfer of materials containing information with restricted access is **not provided**.

2. The use of cinematography, photo, audio, video equipment, other technical means by foreigners is not provided (if it is intended, indicate the place of use).

Director of institute _____ prof. _____

Approved:

Head of Center for
International Education _____

Head of information
security department _____

«__» _____ 20__ p.

Hots N.Ye.

Lishchinsky T.B.

**INDIVIDUAL PLAN OF
VISIT PROFESSOR / GUEST LECTURER**
 _____ (*First Name, Last Name*)
 _____ (*Title of course*)

Activity	Number of hours	Date of the course	Scheduled time	On-line platform	Rooms
Topic 1.					
Topic 2.					

Visiting professor/guest lecturer _____

Head of department _____

Directot of Institute _____

To the Rector of
Lviv Polytechnic
National University
prof. Bobalo Yu. Ya.
Head of department _____
(*First name, last name*)_____

REQUEST

I would like to ask your consent for conducting the optional course “_____”(title) _____ (number of hours) in Lviv Polytechnic National University the representative _____ (name of the university or institution), _____ (city, country) _____ (first name and last name in Ukrainian) _____ (position, status), that will take place on a voluntary basis _____ (in full-time, part-time and mixed form) from _____.202_ to _____.202_ for students of speciality (-ies) ____ «_____» and ____ «_____» during non-study time.

The aim of the optional course is _____.

The list of participating students of the optional course is attached.

Program and plan of the optional course, approved at the meeting of the department _____ (name of department, institute), protocol № ____ from _____.202_, are attached.

Form of conducting training: *online platform* _____.

Based on the results of participation in the optional course, certificates will be to students.

According to the order to appoint a responsible person for organizing the optional course _____ (first name, last name and position), who was appointed as a responsible person for the program implementation and documents processing of Mr. _____ (first name, last name of a foreigner), as visting professor/guest lecturer in Lviv Polytechnic.

Head of department _____ (first name, last name)

Approved by:

Director of EII _____ (first name, last name)

The program of the optional course « _____ *title* _____ »

Students of specialty _____

ESI _____

The term of conducting from 00.00.2021 to 00.00.2021

Approved at the department meeting _____

Protocol № _____ from __.__.2021.

Name	Information on participation in the Program
Author(-s) / Educational designer(-s)	Visiting professor/guest lecturer of Lviv Polytechnic National University _____ (<i>first name, last name in Ukrainian</i>) _____ (<i>position, title</i>) _____ (<i>name of university or institution</i>), _____ (<i>city, country</i>).
Types of listeners	Students of specialty _____
The aim of the course	
Topics of the course	The plan of the course is attached
Types of lessons	Lectures, practical class etc.
Program scope (<i>hours / ECTS credits</i>)	____ hours, ____ ECTS credits (<i>no less than 60 hours</i>)
Form (-s) (<i>full-time, part-time, mixed</i>)	
Course summary	
List of competencies provided by the course program	General competencies: Professional competencies
Learning outcomes of the optional course	(<i>specify</i>)
Form of certification (project (<i>title</i>), exam, testing, differentiated or undifferentiated credit)	
Language of conducting the optional course	
Document confirming the successful completion of the optional course	Certificate

Head of department _____ (*first name, last name*)

Approved:

Director of institute _____ (*first name, last name*)

A list of students participating in the optional course
(title) _____

№	First name, last name	ESI	Department, where a learner studies	Educational or educational and scientific level (Bachelor, Master, PhD student)	Group
<i>1</i>					
<i>2</i>					
<i>3</i>					

Head of the department _____ (first name, last name)

Approved:
Director of ESI _____ (first name, last name)

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
LVIV POLYTECHNIC NATIONAL UNIVERSITY**

ORDER

«___» _____ 2021 . Lviv № _____

*About conducting
the optional course
by a visiting professor/guest lecturer*

In order to deepen the knowledge of students of the specialty ___ «_____»
(*name of specialty or specialties*) Lviv Polytechnic National University, -

ORDER:

1. To conduct an optional course _____ (*course title*) in _____ (*full-time/part-time / mixed*) form in the period from _____.____.20__ to _____.____.20__ on the basis of the department _____ (*name of the department*) _____ ESI (*name of institute*) of Lviv Polytechnic National University with the involvement of _____ (*visiting professor/guest lecturer*) from the university _____ (*name of the institution*) on a voluntary basis.

To appoint responsible for the organization of optional course _____ (*first name, last name and position*).

2. The responsible person _____ (*first name, last name*) should provide:

2.1. Organization of involvement in conducting the optional course lasting ___ hours visiting professor from the university _____ (*country, city*) _____ (*data of the Program participant «Visiting professor»*), as the participant of the Program «Visiting professor» of Lviv Polytechnic National University.

2.2. Involvement of students of specialty _____ (*name of the specialty, specialties*) of Lviv Polytechnic National University to participate in the optional course (according to the attached list).

2.3. Conducting the optional course in accordance with the program and plan of the attached course.

3. Within two weeks after the completion of the course, submit a report on the results of its conduct to the Vice-Rector for Education and International Relations Chukhrai N.I.

4. Based on the report of the responsible person on the results of the optional course and the participation of students of the Center for International Education in it, issue certificates to participants indicating the number of hours and ECTS credits.

5. To impose control over the execution of this order on the head of the Center for International Education Gots N.E.

Grounds: the request of the director of _____ (ESI) _____ (*first name, last name of the director*) with the resolution of the vice-rector for Education Chukhrai N.I.

RECTOR

The project contributes:
Head of CFIE _____
_____ Hots N.Ye.

BOBALO Yu.Ya.

Approved:
Vice-rector for Education and International
relations

_____ Chukhrai N.I.

Vice-rector for Education
_____ Davydchak O. P.

Head of Legal Department
_____ Moroz A. M.

**The procedure for issuing an identification code
(registration number of the taxpayer's account card) by a foreigner**

Identification code registration number of the taxpayer's account card is issued in accordance with the Regulations on registration of individuals in the State Register of Individuals – Taxpayers, approved by the order of the Ministry of Finance of Ukraine dated September 29, 2017 № 822. Advice on issuance of the registration of the foreign taxpayer's account card is provided by the Personnel Department of the University.

The identification code of the registration number of the taxpayer's account card is issued in accordance with the requirements of the State Fiscal Service of Ukraine (<http://sfs.gov.ua/fizichnim-osobam/otrimannya-reestratsiynogo-/yaki-dokumenti-portibno-pod/>) directly by foreigner after entering to the territory of Ukraine, and remotely through a representative to whom the foreigner has given an official instruction to represent his interests.

An individual who is not included in the State Register is obliged to issue an identification code in person or through a representative (trustee) who has a notary commission.

- submit an individual taxpayer account card – taxpayer in the form № 1DR (<http://zt.sfs.gov.ua/okremi-storinki/arhiv1/142383.html>), which is also an application for registration in the State;
- present an identity document that contains the details necessary for registration (first name, last name name, date of birth, place of birth, place of residence, citizenship);
- submit a document certifying the identity of a foreigner or a stateless person, and notarized in accordance with the procedure established by law, its translation into Ukrainian (after presenting is returned) and a copy of such translation.

APPROVED:
Vice-rector
for Education and
International relations
_____ Chukhrai N.I.
«_____» _____ 20__ .

REPORT

on the Program implementation («*Visiting professor*» (60 hours) /«*Guest lecturer*» (10 hours and more), namely (*select necessary*):

- *teaching disciplines for students according to the VP curriculum program;*
- *supervising of qualification and course works (projects) of students according to the curriculum (as part of the activities under the VP Program);*
- *delivering open lectures for students beyond the curriculum (according to the GL program;*
- *teaching an optional course for students of different levels and students of advanced training courses beyond the curriculum (According to the program VP / GL.*

(*visiting professor/guest lecturer*) _____ (*first name, last name*)

(*name of institution, organization represented by the foreigner*)

at the department _____ ESI _____

term of participation in the Program: ____ days, from _____ 20__ . to
_____ 20__

Information on the Program implementation _____ (*first name, last name*):

- Program content _____ («*Visiting professor*»/«*Guest lecturer*»);
- Form of teaching _____ (*full-time, part-time, blended*);
- Number of hours _____.

Information on the Program results _____ (*visiting professor/guest lecturer*) was heard
at the department meeting _____ (*name of the department*).

Responsible

for the admission program _____ (*first name, last name*)

Head of department _____ (*first name, last name*)

Approved:

Director of ESI _____ (*first name, last name*)

«_____» _____ 20__ .

APPROVED:
Vice-rector
for Education
and International relations
_____ Chukhrai N.I.
« ____ » _____ 20 ____ .

REPORT

on the admission at the department _____ ESI _____
(*visiting professor/guest lecturer*) _____ (*first name, last name*)

(*name of institution, organization presented by the foreigner*)

Term of stay: ____ days, from _____ to _____ 20 ____ .

The aim of stay: _____.

Information on the implementation of the admission program _____ (*first name, last name*), which recommends to briefly covering the following issues:

- Program content _____ (*«Visiting professor»/«Guest lecturer»*);
- form of teaching _____ (*full-time, part-time, blended*);
- the results of the Program implementation _____ (*«Visiting professor»/«Guest lecturer»*).

Information on the results of admission program _____ (*visiting professor/guest lecturer*) was heard at the department meeting _____ (*name of the department*).

Responsible
for the admission program _____ (*first name, last name*)

Head of department _____ (*first name, last name*)

Approved:
Director of ESI _____ (*first name, last name*)

« ____ » _____ 20 ____ .

Certificate

This Certificate is awarded to

_____ (*Scientific title, (Dr., Prof)*) _____ (*first name, last name*)

in recognition of his (her) contribution (___ hours)
as _____ (Visiting Professor/ Guest Lectuter)

at Lviv Polytechnic National University
Lviv, Ukraine

during the time period

from «_____» _____ 20___ to «_____» _____ 20___ p.

The title of course :

Vice-Rector
for Education and International Relations _____ prof. Nataliya Chukhray