



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2021; item 300

ORDER No. 179

of the Rector of the Nicolaus Copernicus University in Toruń

of 13 September 2021

on the procedure for employing non-Polish nationals at the position of an academic teacher under the employment relationship at the Nicolaus Copernicus University in Toruń

Pursuant to § 52.3 of Resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 - the Statutes of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended) in connection with art. 325 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended)

It is ordered as follows:

§ 1

1. The following is established at the Nicolaus Copernicus University in Toruń, hereinafter referred to as "the University" or "NCU":
 - 1) the procedure for employing non-Polish citizens as academic teachers at the University under the employment relationship;
 - 2) the entities responsible for the particular stages of the recruitment process;
 - 3) the timeline for recruitment activities;
 - 4) responsibilities of each party to the procedure.
2. A detailed description of the procedure for employing a foreign national is attached as annex no. 1 to this order.
3. The instructions for announcing an open competition for the position of an academic teacher on the website of the Minister are attached as Annex no. 2 to this order.

§ 2

For the purposes of this order, the following terms shall mean:

- 1) **The Constitution of the Republic of Poland** – the Constitution of the Republic of Poland of 2 April 1997 (Journal of Laws of 1997 No. 78, item 483 as amended);
- 2) **Labour Code** – the Act of 26 June 1974 - Labour Code (Journal of Laws of 2020, item 1320);
- 3) **Code of Administrative Procedure** – the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 202, item 735);
- 4) **Law on Higher Education and Science** – the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended);
- 5) **Act on Rules Governing Registration and Identification of Taxpayers and Tax Withholders** – Law of 13 October 1995 on Rules Governing Registration and

- Identification of Taxpayers and Tax Withholders (Journal of Laws of 2020, item 170 as amended);
- 6) **Act on Registration of Population** – Law of 24 September 2010 on Registration of Population (Journal of Laws of 2021, item 510);
 - 7) **Personal Income Tax** – Law of 26 July 1991 on Personal Income Tax (Journal of Laws of 2021, item 255 as amended);
 - 8) **Act on Polish Language** – Law of 7 October 1999 on Polish Language (Journal of Laws of 2021, item 672);
 - 9) **NCU Statutes** – resolution No. 37 of the NCU Senate of 16 April 2019 - Statutes of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended);
 - 10) **Organisational Regulations and Management Rules for the "Excellence initiative - research university" programme** – order No. 239 of the NCU Rector of 2 November 2020 – **Organisational Regulations and Management Rules for the "Excellence initiative - research university" programme** at the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2020, item 392);
 - 11) **Regulations of the Public Information Bulletin of the Nicolaus Copernicus University in Toruń** – order No. 125 of the NCU Rector of 16 September 2019 – Regulations of the Public Information Bulletin of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 287).

§ 3

Templates of forms and applications referred to in annex no. 1 to this order are available for download on the websites of the Department of Human Resources/CM Department of Human Resources and Department of Payroll Services/CM Department of Payroll Services respectively.

§ 4

The order becomes effective as of 13 September 2021.

R E C T O R

Prof. dr hab. Andrzej Sokala