Order No. 29/2023

of the Rector of the Medical University of Bialystok

**of 16.03.2023**

**on determining the remuneration in the procedure for conferring the Doctoral, Post-doctoral (habilitated doctor) degree**

Pursuant to Art. 182 in conjunction with Art. 184 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws 2022, item 574), based on the Regulation of the Minister of Science and Higher Education of 25 September 2018 on the amount of the minimum monthly basic salary for a professor at a public university and § 17 sec. 4 of Appendix No. 1 and § 7 sec. 3 of Appendix No. 2 to Resolution No. 91/2019 of the Senate of the Medical University of Bialystok of 24 October 2019 (i.e. Resolution of the Senate No. 520/2022 of 20 December 2022) I hereby order as follows:

# § 1

1. For acting as a supervisor, assistant supervisor, reviewer in the procedure for conferring the Doctoral degree and acting as reviewer in the procedure for conferring the Post-doctoral degree, the following rates of remuneration are established:
   1. for the supervisor - PLN 5,984.30,
   2. for the assistant supervisor - PLN 3,605.00,
   3. for the review in the procedure for conferring the Doctoral degree - PLN 1,946.70,
   4. for the review in the procedure for conferring the Post-doctoral degree - PLN 2,379.30,
2. The condition for the payment of remuneration is the performance of the activities listed in section 1, in accordance with the concluded contract and submitting the bill.
3. Remuneration of the member of the Post-doctoral Committee if he/she is its chairman or secretary is:
4. for the chairman - PLN 2,379.30,
5. for the secretary - PLN 2,379.30,
6. for the member – PLN 1,225.70.
7. Regarding that the costs of the proceedings are determined in accordance with Art. 184 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), on the base of the amount of the minimum basic monthly salary for a professor   
   at a public university specified in the regulations issued on the basis of art. 137 sec. 2 of 20 July 2018 - Law on Higher Education and Science, in the event of a change in the professor's remuneration, the remuneration rates specified in sec. 1 and sec. 3 will change.

# § 2

The costs related to the conduct of the procedure for conferring the Post - doctoral degree include:

1. remuneration for reviews,
2. remuneration of members of the Post-doctoral Committee,
3. derivatives from the remuneration specified in point a) - b) charged in accordance with applicable regulations,
4. travel and accommodation costs of members of the Post-doctoral Committee, in accordance with the regulations in force at the University,
5. administrative costs in the amount of PLN 1,000.

# § 3

1. Templates of contracts for the performance of activities in the procedure for conferring the Doctoral and Post-doctoral degree, templates of contracts for the paid conduct of the procedure for conferring the Doctoral and Post-doctoral degree, are appendixes to this Ordinance.
2. The contracts referred to in this Order are signed on behalf of the Medical University of Bialystok by the appropriate Dean, acting on the basis of a power of attorney granted by the Rector.
3. The person with whom the civil law contract is to be concluded is obliged to submit   
   statement for insurance purposes. The template of the statement is available on the website: [www.umb.edu.pl](http://www.umb.edu.pl) in the tab: Administration / Employee Relations Department / Document templates (Administracja / Dział Spraw Pracowniczych / Wzory dokumentów).

# § 4

Rector’s Ordinance No. 60/2020 dated 25.06.2020 shall be repealed.

# § 5

1. The Ordinance shall enter into force on the date of signature with the exception of § 1 sec. 1 and sec. 3, which shall enter into force on 1 January 2023.
2. For contracts concluded with reviewers, supervisors, assistant supervisors and committee members before 1 January 2023, the current Rector's Order No. 60/2020 of 25 June 2020 applies.

**Rector**

**Adam Krętowski professor, Ph.D**

Appendixes:

Appendix no. 1 Contract of mandate for supervision in the procedure for conferring the Doctoral degree [template]

Appendix no. 2 Contract of mandate for assistant supervision in the procedure for conferring the Doctoral degree [template]

Appendix no. 3 Contract for review in the procedure for conferring the Doctoral degree [template]

Appendix no. 4 Contract for review in the procedure for conferring the Post-doctoral degree [template]

Appendix no. 5 Contract for work for participation in Post-doctoral Committee [template]

Appendix no. 6 Agreement for paid conduct of the procedure for conferring a Doctoral degree (with the candidate / the unit employing the candidate) [template]

Appendix no. 7 Agreement for paid conduct of the procedure for conferring a Post-doctoral degree (with the candidate / the unit employing the candidate) [template]

Appendix no. 8 Contract for review in the procedure for conferring the Doctoral degree (with foreign reviewer) [template]

Appendix no. 9 Contract for review in the procedure for conferring the Post-doctoral degree (with foreign reviewer) [template]