

Appendix 1

Schedule of monthly minimum basic remuneration of teaching research and research-and-teaching staff

| Item | Position | Minimum rate |
|------|-------------------------|--------------|
| 1 | Professor | 6,410.00 |
| 2. | Associate Professor | 5,321.00 |
| 3 | Visiting Professor | 5,321.00 |
| 4 | Reader | 4,680.00 |
| 5 | Senior Lecturer (Ph.D.) | 4,680.00 |
| 6 | Senior Lecturer | 3,205.00 |
| 7 | Assistant Reader | 3,205.00 |
| 8 | Lecturer | 3,205.00 |
| 9 | Language Tutor | 3,205.00 |
| 10 | Instructor | 3,205,00 |

**Schedule of monthly minimum basic remuneration of certified librarians
and certified documentation and information science staff**

| Item | Position | Minimum rate |
|-------------|--|-------------------------|
| 1 | Senior Certified Curator, Senior Certified Documentalist | 3,800.00 |
| 2. | Certified Curator, Certified Documentalist | 3,205.00 |
| 3 | Library Reader, Documentation and Information Science Reader | 3,205.00 |
| 4 | Library Assistant Reader, Documentation and Information Science Assistant Reader | 3,205.00 |

**Schedule of positions, required qualifications and monthly minimum basic remuneration
of library staff and documentation and information science staff**

| Item | Position | Required Qualifications | | Minimum rate |
|------|---|---------------------------|---------------------|--------------|
| | | Level of Education | Years of Experience | |
| 1 | Curator | Academic degree of doctor | 8 | 2,620.00 |
| | | Master's degree | 10 | |
| 2 | Senior Documentalist, Senior Book Conservator, Senior Librarian | Academic degree of doctor | 4 | 2,530.00 |
| | | Master's degree | 6 | |
| | | Bachelor's degree | 8 | |
| 3 | Documentalist, Book Conservator, Librarian | Master's degree | 2 | 2,450.00 |
| | | Bachelor's degree | 3 | |
| | | Secondary Education | 4 | |
| 4 | Junior Documentalist, Junior Book Conservator, Junior Librarian | Secondary Education | 0 | 2,260.00 |
| 5 | Senior Library Stacks Assistant | Tertiary Education | 6 | 2,210.00 |
| | | Secondary Education | 10 | |
| 6 | Library Stacks Assistant | Vocational Education | 0 | 2,160.00 |
| 7 | Library Hand | Primary Education | 0 | 2,160.00 |

Appendix 4

Schedule of principal positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of research-and-technical staff

| Item | Position | Required Qualifications | | Minimum rate | Managerial allowance | |
|------|-------------------|-------------------------|---------------------|--------------|----------------------|------|
| | | Level of Education | Years of Experience | | Min. | Max. |
| 1 | Unit Head | Master's Degree | 7 | 2,820.00 | 90 | 820 |
| 2 | Deputy Head | Master's Degree | 7 | 2,720.00 | 90 | 820 |
| 3 | Chief Specialist | Tertiary Education | 7 | 2,720.00 | | |
| 4 | Senior Specialist | Tertiary Education | 5 | 2,620.00 | | |
| 5 | Specialist | Tertiary Education | 4 | 2,530.00 | | |
| 6 | Junior Specialist | Tertiary Education | 3 | 2,440.00 | | |

Appendix 5

Schedule of principal positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of engineering-and-technical staff

| Item | Position | Required Qualifications | | Minimum rate | Managerial allowance | |
|------|------------------------|-------------------------|---------------------|--------------|----------------------|------|
| | | Level of Education | Years of Experience | | Min. | Max. |
| 1 | Head | Master's Degree | 7 | 2,820.00 | 90 | 820 |
| 2 | Deputy Head | Master's Degree | 7 | 2,720.00 | 90 | 820 |
| 3 | Chief Specialist | Tertiary Education | 7 | 2,720.00 | | |
| 4 | Senior Specialist | Tertiary Education | 5 | 2,620.00 | | |
| | | Secondary Education | 10 | 2,620.00 | | |
| 5 | Specialist | Tertiary Education | 4 | 2,530.00 | | |
| | | Secondary Education | 8 | 2,530.00 | | |
| 6 | Junior Specialist | Tertiary Education | 3 | 2,480.00 | | |
| | | Secondary Education | 6 | 2,480.00 | | |
| 7 | Independent Technician | Tertiary Education | 2 | 2,450.00 | | |
| | | Secondary Education | 4 | 2,450.00 | | |
| 8 | Senior Technician | Tertiary Education | 0 | 2,450.00 | | |
| | | Secondary Education | 2 | 2,410.00 | | |
| 9 | Technician | Secondary Education | 0 | 2,410.00 | | |

Appendix 6

Schedule of principal positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of administrative staff

| Item | Position | Required Qualifications | | Mini- um rate | Managerial al- lowance | |
|------|-------------------|-------------------------|-------------------------------------|------------------|---------------------------|----------|
| | | Level of Education | Years of Ex- perience | | Min. | Max. |
| 1 | Chancellor | Master's Degree | 10 incl. 5 in a managerial position | 5,780.00 | 200.00 | 2,620.00 |
| 2 | Bursar | Master's Degree | 10 incl. 4 in a managerial position | 5,280.00 | 135.00 | 1,910.00 |
| 3 | Vice-Chancellor | Master's Degree | 10 incl. 3 in a managerial position | 4,780.00 | 135.00 | 1,910.00 |
| 4 | Vice-Bursar | Master's Degree | 7 incl. 2 in a managerial position | 4,270.00 | 115.00 | 820.00 |
| 5 | Director | Master's Degree | 7 | 3,290.00 | 115.00 | 820.00 |
| 6 | Vice-Director | Master's Degree | 7 | 2,910.00 | 90.00 | 820.00 |
| 7 | Unit Head | Master's Degree | 7 | 2,820.00 | 90.00 | 820.00 |
| 8 | Deputy Unit Head | Master's Degree | 7 | 2,720.00 | 90.00 | 820.00 |
| 9 | Chief Specialist | Tertiary | 7 | 2,720.00 | | |
| 10 | Senior Specialist | Tertiary | 5 | 2,620.00 | | |
| 11 | Specialist | Tertiary | 4 | 2,530.00 | | |
| | | Secondary | 8 | 2,530.00 | | |
| 12 | Junior Specialist | Tertiary | 3 | 2,480.00 | | |
| | | Secondary | 6 | 2,480.00 | | |

| | | | | | | |
|--|--|--|---|----------|-------|--------|
| 13 | Independent Clerk, Independent Accountant | Tertiary | 2 | 2,450.00 | | |
| | | Secondary | 4 | 2,450.00 | | |
| 14 | Senior Clerk, Senior Accountant | Tertiary | 0 | 2,410.00 | | |
| | | Secondary | 2 | 2,410.00 | | |
| 15 | Clerk, Accountant | Secondary | 0 | 2,350.00 | | |
| 16 | Office Hand | Secondary | 0 | 2,300.00 | | |
| Positions regulated by separate legal provisions | | | | | | |
| 17 | Internal auditor | pursuant to separate legal regulations | | 2,820.00 | 90.00 | 820.00 |
| 18 | Attorney-at-Law | pursuant to separate legal regulations | | 2,820.00 | 90.00 | 820.00 |
| 19 | Chief WH&S Specialist | pursuant to separate legal regulations | | 2,720.00 | | |
| 20 | Senior WH&S Specialist | pursuant to separate legal regulations | | 2,620.00 | | |
| 21 | WH&S Specialist | pursuant to separate legal regulations | | 2,530.00 | | |
| 22 | Senior WH&S Inspector | pursuant to separate legal regulations | | 2,540.00 | | |
| 23 | WH&S Inspector | pursuant to separate legal regulations | | 2,460.00 | | |
| 24 | Patent Agent | pursuant to separate legal regulations | | 2,620.00 | | |
| 25 | Construction Site Supervising Officer | pursuant to separate legal regulations | | 2,530.00 | 90.00 | 220.00 |
| 26 | Senior Construction Site Supervising Officer | pursuant to separate legal regulations | | 2,620.00 | 90.00 | 230.00 |
| 27 | Information Safety Officer | pursuant to separate legal regulations | | 2,820.00 | | |
| 28 | Radiation Protection Inspector | pursuant to separate legal regulations | | 2,630.00 | | |
| 29 | Fire Protection Inspector | Secondary Technical | 4 | 2,540.00 | | |
| 30 | Information Safety Administrator | Tertiary | 4 | 2,820.00 | | |

Schedule of principal positions, required qualifications, monthly minimum basic remuneration of IT staff

| Item | Position | Required Qualifications | | Minimum rate |
|------|--|-------------------------|---------------------|--------------|
| | | Level of Education | Years of Experience | |
| 1 | Senior Specialist – Administrator, Senior Specialist – Analyst, Senior Specialist – Programmer, Senior Specialist – Consultant | Tertiary | 5 | 2,820.00 |
| 2 | Specialist – Administrator, Specialist – Analyst, Specialist – Programmer, Specialist – Consultant | Tertiary | 4 | 2,720.00 |
| 3 | Senior Administrator, Senior Analyst, Senior Programmer, Senior Consultant | Tertiary | 3 | 2,620.00 |
| 4 | Administrator, Analyst, Programmer, Consultant | Tertiary | 2 | 2,530.00 |
| 5 | Junior Administrator, Junior Analyst, Junior Programmer, Junior Consultant | Tertiary | 0 | 2,540.00 |
| 6 | Senior Computer Scientist | Secondary | 3 | 2,540.00 |
| 7 | Computer Scientist | Secondary | 2 | 2,500.00 |
| 8 | Junior Computer Scientist | Secondary | 0 | 2,400.00 |

Appendix 8

Schedule of positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of publishing staff

| Item | Position | Required Qualifications | | Minimum rate | Managerial allowance | |
|------|--|-------------------------|------------------|--------------|----------------------|------|
| | | Education | Years of service | | Min. | Max. |
| 1 | director, head | higher | 10 | 3,040 | 115 | 820 |
| 2 | university press secretary, deputy director, deputy head | higher | 7 | 2,940 | 90 | 570 |
| 3 | senior editor, senior technical editor | higher | 5 | 2,750 | | |
| 4 | editor, technical editor | higher | 3 | 2,760 | | |
| 5 | proofreader | higher | 0 | 2,760 | | |
| 6 | senior bookseller | secondary | 5 | 2,760 | | |
| 7 | bookseller | secondary | 0 | 2,630 | | |
| 8 | independent typesetter, independent photojournalist | secondary | 8 | 2,760 | | |
| 9 | senior typesetter, senior photojournalist | secondary | 5 | 2,630 | | |
| 10 | typesetter, photojournalist | secondary | 0 | 2,570 | | |

Attachment 9

Table of job positions, qualification requirements, and monthly minimum base salary of museum staff

| No | Position | Qualification requirements | | Minimum rate |
|----|--------------------------------------|---|------------------|--------------|
| | | Education | Years of service | |
| 1 | certified curator | doctoral degree | 8 | 3,400.00 |
| | | higher, master's degree + post-graduate studies in the discipline | 10 | |
| 2 | curator | doctoral degree | 4 | 3,000.00 |
| | | higher, master's degree | 6 | |
| 3 | <i>adiunkt</i> (assistant professor) | doctoral degree | 0 | 2,800.00 |
| | | higher, master's degree | 2 | |
| 4 | <i>asystemt</i> (assistant) | higher education | 0 | 2,600.00 |

**Schedule of principal positions, required qualifications,
monthly minimum basic remuneration of support staff**

| Item | Position | Required Qualifications | Minimum rate |
|--|--|---|--------------|
| | | Level of Education | |
| 1 | Maintenance Technician | Basic vocational education or another document attesting to vocational qualifications | 2,350.00 |
| 2 | Highly Skilled Worker | Technical Secondary or a Craft Master Diploma | 2,350.00 |
| 3 | Skilled Worker | Basic vocational education or another document attesting to vocational qualifications | 2,300.00 |
| 4 | Worker, Grounds Maintenance Worker, Loading-Unloading Worker | Primary | 2,210.00 |
| 5 | Seasonal Worker | Primary | 2,160.00 |
| 6 | Guard | Primary | 2,160.00 |
| 7 | Cloakroom Attendant-Porter | Primary | 2,210.00 |
| 8 | Porter | Primary | 2,160.00 |
| 9 | Central-Heating Stoker | Primary | 2,260.00 |
| 10 | Cloakroom Attendant | Primary | 2,210.00 |
| 11 | Chambermaid | Primary | 2,160.00 |
| 12 | Cleaner | Primary | 2,160.00 |
| Positions regulated by separate legal provisions | | | |
| 13 | Chauffer | pursuant to separate legal provisions | 2,540.00 |

Schedule of monthly managerial allowance for academic staff

| Item | Function | Rate | |
|------|---|-----------|-----------|
| | | Min. | Max. |
| 1 | Vice-Rector | 2,870.00 | 4,290.00 |
| 2 | Rector's Plenipotentiary | 200.00 | 4,290.00 |
| 3 | Dean/Director of Kalisz Branch Campus | 1,600.00 | 2,900.00 |
| 4 | Vice-Dean for Student Affairs | 1,600.00 | 2,200.00 |
| 5 | Vice-Dean | 1,400.00 | 1,1850.00 |
| 6 | Branch Campus Director | 1,400.00 | 2,400.00 |
| 7 | Branch Campus Vice-Director | 1,200.00. | 1,650.00 |
| 8 | Head of Doctoral School, Domain School / Head of Community Doctoral School | 1,000.00 | 1,500.00 |
| 9 | Director of Institute | 600.00 | 1,350.00 |
| 10 | Vice-Director of Institute | 200.00 | 600.00 |
| 11 | Head of Chair | 200.00 | 500.00 |
| 12 | Head of Department | 200.00 | 400.00 |
| 13 | Head of Workroom, Laboratory and other auxiliary units, faculty centre, research station | 150.00 | 350.00 |
| 14 | Head of Full-Time Major Programme of Study | 150.00 | 450.00 |
| 15 | Director of University-wide Unit (with the exception of the Director of University Library, AMU Press and Centre for Infrastructure and IT Project Management) | 200.00 | 1,450.00 |
| 16 | Vice-Director of University-wide Unit (with the exception of the Director of University Library, AMU Press and Centre for Infrastructure and IT Project Management) | 150.00 | 800.00 |
| 17 | Director of Holiday Home | 250.00 | 1,100.00 |
| 18 | Director of University Centre | 250.00 | 1,100.00 |
| 19 | CNBM Director | 1,000.00 | 2,500.00 |

**Schedule of monthly managerial allowance for certified librarians, certified
documentation and information science staff and non-academic library
and documentation and information science staff**

| Item | Function | Rate | |
|------|---|--------|----------|
| | | Min. | Max. |
| 1 | Director, University Library | 460.00 | 2,620.00 |
| 2 | Vice-Director, University Library | 90.00 | 1,910.00 |
| 3 | Head, Faculty Library | 85.00 | 570.00 |
| 4 | Head, Division or Section in University Library | 85.00 | 570.00 |
| 5 | Head, Section in Faculty Library | 85.00 | 570.00 |

Schedule of monthly managerial allowance for IT staff

| Item | Function | Rate | |
|------|--|--------|--------|
| | | Min. | Max. |
| 1 | Director, Centre for Infrastructure and IT Project Management | 115.00 | 820.00 |
| 2 | Vice-Director, Centre for Infrastructure and IT Project Management | 90.00 | 690.00 |
| 3 | Head of Section/Team | 90.00 | 570.00 |

Rules of raising basic remuneration of academic staff

- I. Points scored for achievements related to employment at the AMU with respect to scholarly publications or involvement in research and research-development projects:

| | Score | Period | Rise |
|---|--------------|--|---|
| 1 | 100 and over | up to last 10 years preceding the first application for a rise | 10% of minimum basic remuneration of professor specified in Appendix 1 to the Regulations |
| 2 | 50 and over | up to last 5 years preceding the second application for a rise | Additional 5% of minimum basic remuneration of professor specified in Appendix 1 to the Regulations |
| 3 | 50 and over | up to last 5 years preceding the third application for a rise | Additional 5% of minimum basic remuneration of professor specified in Appendix 1 to the Regulations |

- II. Scoring rules for achievements with respect to scholarly publications:

| | | Journal Rated 140 | Journal Rated 200 | Monograph in publisher rated 200 |
|----|---|----------------------|----------------------|--|
| 1. | Publications in exact and natural sciences | 15 | 30 | 30 |
| 2 | Publications in the humanities, social and theological sciences | 25 | 50 | 50 |

1. The score for scholarly publications in years preceding the communiqué of the Minister of Science and Higher Education of 31 July 2019 on the List of Rated Scholarly Journals and Reviewed Proceedings of International Conferences is calculated using journal ratings in the above-mentioned communiqué or in an amending communiqué published after 31 July 2019.
 2. The score for monographs published in years preceding the communiqué of the Minister of Science and Higher Education of 18 January 2019 on the List of Publishers Publishing Reviewed Scholarly Monographs is calculated using publisher ratings in the above-mentioned communiqué or in an amending communiqué published after 18 January 2019.
- III. Points scored for involvement in research and research-development projects taken into account in the project component, referred to in the Regulation – in force on January 1st of the calendar year in which an application for a rise of remuneration is filed – on the Distribution of Funds Allotted to the Maintenance and Development of Teaching and Research Potential at the Disposal of the Minister Competent in Matters of Higher Education and

Research, or research and research-development projects sponsored by the Foundation for Polish Science:

| | Project Type | AMU as Project Leader | AMU as Project Partner |
|---|---|------------------------------|-------------------------------|
| 1 | Individual project from foreign sources | 30 | X |
| 2 | Individual project from home sources | 10 | X |
| 3 | International Consortium Project | 30 | 15 |
| 4 | Home Consortium Project | 20 | 10 |

1. If the Project Head/Coordinator has formed a university research team financed from project direct costs, 5 points are added to the score.¹
2. To the calculated score, the following weights are applied:
 - 2.1. if the project value stays in the range from PLN 1.00 to 100,000.00, the weight is 0.2
 - 2.2. if the project value stays in the range from PLN 100,000.00 to 250,000.00, the weight is 0.5
 - 2.3. if the project value stays in the range from PLN 250,000.00 to 500,000.00, the weight is 0.7
 - 2.4. if the project value stays in the range from PLN 500,000.00 to 2,000,000.00, the weight is 0.1
 - 2.5. if the project value exceeds PLN 2,000,000.00, the weight is 1.5.
3. For projects in the humanities, social and theological sciences, the weights specified in pt 2 are 200 percent, while in the case of ERC projects (regardless of the field), the value of indexes is 300 percent.²
4. A condition for including a given project in the score is the conclusion of a project implementation agreement between the AMU and financing institution.
5. The score does not take into account home projects of a supplementary nature or ones supporting other projects (e.g. 'Bonus on the Horizon', 'Grants for Grants').

¹ In the wording given to it in Ordinance No. 430/2019/2020 by the AMU Rector of 6 March 2020.

² In the wording given to it in Ordinance No. 430/2019/2020 by the AMU Rector of 6 March 2020.

6. The budget of a consortium project is taken into account in full in the case of projects in which the AMU was a leader, while in projects in which the AMU was a partner – only the sum representing the AMU's share.
7. For converting the value of the budget from another currency into the Polish złoty, the NBP average rate of exchange shall be used as announced on the day the agreement, referred to in pt 4, was concluded.

Schedule of remuneration for work in excess of the teaching load by academic staff

| Item | Position | In full-time programmes of study | In full-time programmes of study offered in branch campuses in Gniezno, Kalisz, Piła & Słubice | In part-time programmes of study |
|------|---|----------------------------------|--|----------------------------------|
| 1 | Professor, Visiting Professor holding the academic title of Professor | 98.00 | 123.00 | 98.00–195.00 |
| 2 | Associate Professor, Visiting Professor | 83.00 | 104.00 | 83.00–166.00 |
| 3 | Reader or Senior Lecturer holding the academic degree of doctor | 75.00 | 94.00 | 69.00–138.00 |
| 4 | Senior Lecturer | 69.00 | 87.00 | 69.00–138.00 |
| 5 | Assistant Reader, Lecturer, Language Tutor, Instructor | 45.00 | 57.00 | 45.00–96.00 |

Rules of granting an allowance for work under harmful or arduous conditions

§ 1

1. An employee may be granted an allowance for work under harmful or arduous conditions (hereinafter referred to as 'Health Allowance') where harmful agents operate and arduous conditions occur in the work environment.
2. As work in harmful conditions shall be considered:
 - 2.1. work in exposure to physical agents, e.g. vibrations, noise, electromagnetic field
 - 2.2. work in exposure to chemical agents, e.g. carcinogenic or mutagenic
 - 2.3. work in exposure to biological agents, e.g. viruses or fungi.
3. As work in arduous conditions shall be considered:
 - 3.1. a considerable burdening of the body with static and dynamic physical or mental exertion
 - 3.2. forced body posture
 - 3.3. eyesight stress caused by insufficient or inappropriate lighting
 - 3.4. perceptible noise or mechanical vibrations
 - 3.5. monotonous work, work at a set pace or involving making monotypic motions
 - 3.6. shift work
 - 3.7. work in a perceptibly hot or cold microclimate or either too humid or dry.
4. A harmful agent is one that effects the work environment and leads or may lead to a disease.
5. An arduous condition is one that effects the work environment and may make employees feel unwell or become excessively tired without a permanent deterioration of health.

§ 2

1. If harmful agents do occur, the head of an organisational unit shall ask the Occupational Safety and Health Office to study and measure such agents. The cost of measurements shall be borne by the organisational unit where they are performed.
2. Measurement results, confirming that the maximum allowable concentrations (MAC) or the maximum allowable intensities (MAI) of harmful agents, specified by separate provisions of law, have been exceeded, shall constitute the grounds for granting an employee a Health Allowance as referred to in § 1, para. 1, pt 1.

§ 3

1. A Health Allowance shall be granted by the Rector following an application made by the head of an organisational unit via the Occupational Safety and Health Office.
2. The Rector shall grant a Health Allowance after consulting the Occupational Safety and Health Office and volunteer-staff labour inspector.

§ 4

1. The amount of a Health Allowance for work:
 - 1.1. under harmful conditions must not exceed 8 percent of the minimum remuneration for work specified by separate provisions of law
 - 1.2. under arduous conditions must not exceed 4 percent of the minimum remuneration for work specified by separate provisions of law.
2. A Health Allowance is granted for a fixed time, subject to para. 4.
3. The head of an organisational unit shall notify forthwith the Occupational Safety and Health Office of the improvement or change in harmful or arduous work conditions of employees who receive a Health Allowance.
4. A Health Allowance ceases as of the first day of the calendar month following the month in which the improvement or change of the harmful or onerous conditions of work occurred.

Rules of awarding Rector's prizes to academic teachers

§ 1

The present Attachment lays down the detailed rules of awarding and the amount of Rector's prizes to academic teachers.

§ 2

The Rector shall draw up a plan for the distribution of the prize fund, whose the amount is determined by the material and financial plan of AMU, to be used for annual prizes:

- 1) prizes for achievements in research;
- 2) prizes for achievements in teaching;
- 3) prizes for achievements in organisation;
- 4) lifetime achievement prizes for retiring teachers.

§ 3

1. The Rector, on their own initiative or upon application referred to in § 7, shall award prizes from the fund to academic teachers for outstanding and creative research, artistic, teaching, or organisational achievements in the previous year.
2. The Rector, on their own initiative, shall award prizes to retiring academic teachers for their overall research and teaching or artistic achievements.
3. Should an application for a Prime Minister's prize or the competent minister's prize be declined, the Rector, on their own initiative, may award a prize to an academic teacher for the achievement which was the subject of the application. The Rector may award the prize in the year following the year in which the application was submitted.

§ 4

1. Prizes shall be awarded to academic teachers in particular for:
 - 1) original and creative research and artistic achievements, documented by:
 - a) scholarly publications with a significant impact on the state of knowledge and the directions of further research,
 - b) construction, technological and design works characterised by an innovative scholarly approach to a problem, or artistic works;

- 2) training of research staff confirmed by taking up research problems undertaken by other academics, acting as a thesis advisor, consultant, or expert in other scientific or artistic works, and supervising junior staff in artistic disciplines;
 - 3) specific undertakings that resulted in significant improvement of teaching conditions, education results, and the level of theses;
 - 4) authorship or co-authorship of outstanding textbooks, course books, methodology guides, or curricula;
 - 5) outstanding habilitation or doctoral dissertations;
 - 6) achievements in the popularisation of science;
 - 7) achievements in cooperation between the University and its community, confirmed by significant results.
2. The achievement referred to in section 1 (1)(a) may not be a scholarly publication distinguished by an award of scientific excellence financed under the project “Excellence Initiative – Research University (IDUB)”.

§ 5

1. The amount of the prize shall be determined by multiplying the minimum rate of the base salary of a *profesor* (professor) as specified in Attachment 1 to these Regulations, hereinafter referred to as the rate.
2. The amount of the prize determined pursuant to the rules laid down in section 1 shall be rounded up to the nearest ten zloty.

§ 6

1. The Rector shall award individual and team prizes of the first, second, and third degree to academic teachers in recognition of their achievements referred to in § 3 (1).
2. The amount of the prize referred to in § 3 (2) shall be determined by the Rector on an annual basis, taking into account the number of eligible individuals and the financial situation of AMU.
3. The prize referred to in § 3 (3) is an individual or team prize of the first degree.
4. The amount of the individual prize of
 - 1) the first degree – shall be equal to three times the rate;
 - 2) the second degree – shall be equal to two times the rate;
 - 3) the third degree – shall be equal to one rate.
5. The amount of the team prize of

- 1) the first degree – may be equal up to six times the rate;
- 2) the second degree – may be equal up to four times the rate;
- 3) the third degree – may be equal up to two times the rate.

§ 7

1. Deans, in consultation with the Dean's Council, shall present applications for individual and team prizes of the first degree, together with a justification, by 30 April of the year in which the prize is to be awarded. The application should be accompanied by the text of the dissertation or a description of the achievement that is the subject of the application.
2. The applications referred to in section 1 which have not been accepted by the Rector constitute the basis for an application for individual and team prizes of the second and the third degree.
3. The Rector shall distribute the resources of the prize fund at the disposal of the individual deans and other heads of organisational units in a manner proportional to the number of staff employed in those units.
4. The Rector shall annually inform the deans and the heads of other organisational units of the amount and number of rates for the prizes referred to in § 2 (1)(1–3), subject to section 2.
5. Applications for prizes other than individual and team prizes of the first degree, together with justifications, shall be submitted by deans and heads of organisational units other than faculties by 30 June. The application should indicate the type and degree of the award and the contribution of individual team members in percent in the case of a team prize, and attach the text of the work or a description of the achievement that is the subject of the application. The dean's application shall be accompanied by the opinion of the dean's council.
6. The provisions of sections 1–5 shall apply accordingly to heads of branches and units employing academic teachers other than a faculty.

§ 8

1. The Rector may appoint a commission to evaluate the applications referred to in § 7 (1), consisting of a chairperson, a deputy, 5 members, and a secretary. All AMU Schools shall be represented in the commission.
2. The commission shall present its evaluations by 31 May. The evaluations shall be adopted by a majority of votes, and in the event of a tie, the chairperson shall have the casting vote.

§ 9

1. An achievement which is the basis of an application for a Prime Minister's prize or the competent minister's prize in a given year submitted pursuant to a regulation of the Prime Minister or the minister may not be presented for the Rector's prize pursuant to the procedure laid down in § 7.
2. An academic teacher may be awarded one individual or team Rector's prize in a given year for the same achievement.

Rules of granting the Rector's Award to non-academic staff

§ 1

This appendix lays down detailed rules of granting Rector's awards to non-academic staff, and stipulates the amounts of such awards.

§ 2

The Rector shall draw up an award-fund distribution plan, with the fund size being set in the AMU Operating & Financial Plan, earmarking sums for:

1. awards for employees about to retire
2. awards for support staff
3. awards for the other non-academic staff.

§ 3

The amount of an award for an employee about to retire shall be set by the Rector in each individual case, taking into account all the professional achievements of the employee at the AMU.

§ 4

1. The amount of awards for support staff is:
 - 1.1. I degree award – 150 percent of the minimum basic remuneration of a highly skilled worker specified in the Regulations
 - 1.2. II degree award – 100 percent of the minimum basic remuneration of a highly skilled worker specified in the Regulations
 - 1.3. III degree award – 75 percent of the minimum basic remuneration of a highly skilled worker specified in the Regulations.
2. The award amount calculated according to the rule in para. 1 shall be rounded to full tens of zlotys.

§ 5

1. The amount of awards for the other non-academic staff is:
 - 1.1. I degree award – 300 percent of the minimum basic remuneration of a chief specialist specified in the Regulations
 - 1.2. II degree award – 200 percent of the minimum basic remuneration of a chief specialist specified in the Regulations
 - 1.3. III degree award – 100 percent of the minimum basic remuneration of a chief specialist specified in the Regulations.
2. The award amount calculated according to the rule in para. 1 shall be rounded to full tens of zlotys.

§ 6

The awards, referred to in §§ 4 and 5, are given for achievements at work in the current academic year; the achievements need to be of special significance to the AMU or the organisational unit in which the employee works.

§ 7

1. Awards are given by the Rector on his/her initiative; in the case of the awards that are mentioned in §§ 4 and 5, the Rector may give an award on the reasoned application by Vice-Rector, Chancellor, Dean, Director of Branch Campus, Director of University-wide Unit, Director of University Centre and the Director of NanoBioMedical Centre. The Rector, relying on the award-fund distribution plan, referred to in § 2, may set the maximum number of candidates for an award from a given organisational unit.
2. The deadline for filing applications shall be set by the Rector.
3. The application should suggest the degree of the Award to be given and set out the achievements at work of an employee in the current academic year that are of special significance to the AMU or the organisational unit in which the employee works.
4. An application lacking any reasons to support it in fulfilment of the requirement stipulated in para. 3 shall not be considered.

Amount of project bonus

| Types of projects | Amount of project bonus for submitting an application | Amount of project bonus for obtaining funds under a project |
|--|--|--|
| Projects funded by the ERC | 5,000 | 10,000 |
| Projects funded from EU budget in which AMU is the project coordinator | 4,000 | 5,000 |
| Projects funded from EU budget in which AMU is a project partner | 3,000 | |
| Projects funded from non-refundable foreign resources or funded jointly from national and international resources, where the amount of funding for AMU exceeds PLN 1 million and AMU is the project coordinator | 2,500 | |
| Projects funded from non-refundable foreign resources or funded jointly from national and international resources, where the amount of funding for AMU exceeds PLN 1 million and AMU is a project partner | 2,000 | 3,000 |
| Projects funded from national resources, where the amount of funding for AMU exceeds PLN 50 thousand and AMU is the project leader | 1,500 | |
| Projects funded from national resources, where the amount of funding for AMU exceeds PLN 50 thousand and AMU is a project partner | 1,000 | |
| Projects funded from non-refundable foreign resources or funded jointly from national and international resources, where the amount of funding for AMU is between PLN 50 thousand and 1 million* and AMU is the project leader | 750 | 1,500 |
| Projects funded from non-refundable foreign resources or funded jointly from national and international resources, where the amount of funding for AMU is between PLN 50 thousand and 1 million* and AMU is a project partner | 500 | |

* In the case of projects with funding in a foreign currency, the amount of funding is converted to Polish zloty at the average exchange rate of the National Bank of Poland as of the date of the closing of the call for applications.

Rules of granting bonuses to non-academic staff

§ 1

1. The appendix lays down the rules of granting bonuses to AMU non-academic staff.
2. The staff referred to in para. 1 include:
 - 2.1. library staff and documentation and information science staff
 - 2.2. research-and-technical staff
 - 2.3. engineering-and-technical staff
 - 2.4. administrative staff
 - 2.5. IT staff
 - 2.6. publishing staff
 - 2.7. printing staff
 - 2.8. support staffhereinafter referred to as 'staff'.

§ 2

1. Within the staff remuneration fund, funds are allocated to:
 - 1.1. regular bonuses
 - 1.2. recognition bonuses.
2. The bonuses, referred to in para. 1, are granted by the Rector.

§ 3

1. The amount of a regular bonus is calculated as a percentage of the following remuneration components:
 - 1.1. basic remuneration

- 1.2. remuneration for overtime work (without allowances following from the Labour Code) on a monthly basis.
2. The percentage of a regular bonus is:
 - 2.1. for the Chancellor, Vice-Chancellor, Bursar, Vice-Bursar – 40 percent
 - 2.2. for the other staff – 20 percent.³
3. Staff are entitled to a regular bonus for the hours of work actually worked and the time of absence from work due to annual leave, training leave, or being excused from a whole or part of a workday, mentioned in Art. 103¹ § 2 pt 2 of the Labour Code, compassionate leave or days off for overtime worked.
4. In exceptional cases, a staff member may be granted a regular bonus for time spent on sick leave up to 5 days in any given month following a petition made by their line manager on a bonus form mentioned in § 10 para 2.

§ 4

1. A regular bonus is withheld in the event of:
 - 1.1. a breach of the Act of 26 October 1982 on Sobriety Education and Counteracting Alcoholism (*J. of Laws* 2018.2137, as amended) while in the workplace
 - 1.2. reporting for work under the influence of intoxicants
 - 1.3. termination of the employment contract without notice due to the staff member's fault under the Labour Code, Art. 52
 - 1.4. unexcused absence from work
 - 1.5. a gross breach of the regulations and principles of work health and safety, as well fire safety regulations
 - 1.6. doing other work than tasks assigned by the line manager within working hours.
2. A regular bonus due to a staff member may be lowered by 50 percent in the event of:
 - 2.1. failure to adhere to the set hours of work
 - 2.2. leaving the workplace during hours of work without permission
 - 2.3. unreasonable refusal to perform an official order from the line manager

³ In the wording given to it in Ordinance No. 384/2019/2020 by the AMU Rector of 12 December 2019.

- 2.4. failure to perform, late performance or inappropriate performance of duties following from the assigned area of responsibility due to an employee's own fault
- 2.5. damage to AMU property or that of AMU staff, doctoral students, postgraduate students, students, or participants in other forms of education due to an employee's fault.
3. A written application to have a regular bonus, due to the staff referred to in § 3 para 2 pts 1 and 3, withheld or lowered shall be drawn up by the line manager immediately after learning about one of the circumstances listed in § 4 paras. 1 and 2. The decision in this matter is made by the Rector. Once it is made, the line manager informs the concerned staff member in writing and makes appropriate amendments to the bonus form mentioned in § 10 para. 2.
4. A decision to withhold or lower a regular bonus due to the staff referred to in § 3 para 2 pt 2 shall be made by the Rector on his/her initiative.
5. In the event a regular bonus is withheld or lowered, the staff member concerned enjoys the right to apply to the Rector to have the case reconsidered. From the decision of the Rector made after reconsideration there is no appeal.

§ 5

1. The amount of the regular bonus that is not due to a staff member in a given month for reasons specified in § 4 para. 1 or 2 shall be left at the disposal of his/her line manager and shall go towards a one-off augmentation of the regular bonuses for the other staff of the same unit.
2. The amount of the regular bonus that is not due to a staff member in a given month because of the time he/she spent on sick leave shall be left at the disposal of his/her line manager and shall go towards a one-off augmentation of the regular bonuses for other staff who substitute for the absent staff member.
3. In the cases referred to in paras. 1 and 2, the line manager makes appropriate amendments to the bonus form mentioned in § 10 para. 2.

§ 6

The Rector grants a regular bonus pursuant to information in the bonus form mentioned in § 10 para. 2.

§ 7

1. Within the funds referred to in § 2 para. 1 pt 2, the Rector approves the amount of funds for recognition bonuses stipulated in the financial plans of faculties, branch campuses, University-wide units, university centres, and the NanoBioMedical Centre.

2. Deans, Directors of Branch Campuses, Directors of University-wide units, university centres, and the NanoBioMedical Centre, within funds dedicated to recognition bonuses, referred to in para. 1, shall apply to the Rector for granting recognition bonuses to the staff of these units.
3. Within the remaining funds, referred to in § 2 para.1 pt 2, the Rector shall grant a recognition bonus to:
 - 3.1. the Chancellor, Bursar, Vice-Chancellors and Vice-Bursars – on his/her own initiative
 - 3.2. central administration staff holding the positions of unit head unit deputy head or holding an independent position – on his/her own initiative, on the application of a Vice-Rector or Chancellor
 - 3.3. other central administration staff – on his/her own initiative, on the application of a Vice-Rector or the Chancellor or the Vice-Chancellor
 - 3.4. the staff of other units than those named in para. 2 and para. 3 pts 2 and 3 – on his/her own initiative, on the application of the Chancellor or the Vice-Chancellor or the line manager, subject to pt 5
 - 3.5. the staff of building administration – on his/her own initiative, on the application of the Chancellor or the Vice-Chancellor.

§ 8

A recognition bonus may be granted to a staff member who has shown special commitment, independence and innovativeness, or carried out additional tasks given to him/her by the manager in particular in emergency or urgent situations justified by AMU needs, provided that for such tasks they have not received any other remuneration component.

§ 9

1. The regular bonus and recognition bonus are monthly bonuses and are paid out together with the monthly remuneration.
2. The aggregate amount of the regular and recognition bonuses for a staff member may not exceed 100 percent of the sum of his/her basic remuneration and managerial allowance for a given month.

§ 10

1. The Rector may authorise other persons to make decisions referred to in these Regulations.

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2. Bonus forms are drawn up in the USP IT system within the time limit of the first two working days of every month, unless the Director of the Human Resources Centre sets a different time limit.

Amount of annual incentive bonus

| No | Position | Amount of annual incentive bonus |
|-----------|---|---|
| 1 | research and teaching staff and research staff | 4,000 |
| 2 | teaching staff | 2,500 |
| 3 | certified librarians and certified scientific information and documentation staff, library staff, scientific information and documentation staff, research and technical staff, engineering and technical staff, administration staff, IT staff, university press staff, and museum staff | 2,000 |
| 4 | support staff | 1,000 |