

Order No. 95/2026

of the Rector of the Jan Kochanowski University of Kielce

dated 01 June 2026

regarding the circulation of civil law contracts at Jan Kochanowski University in Kielce, the subject of which is work carried out for the purposes of scientific research and artistic creation

Pursuant to Article 23(1), (2)(2) of the Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2024, item 1571 as amended) and Article 27(1)-(2), Article 28(2) of the Statutes of Jan Kochanowski University of Kielce it is hereby ordered as follows:

Article 1

This Order sets out the rules and procedures governing the circulation of civil law contracts at Jan Kochanowski University in Kielce, the subject of which is work carried out for the purposes of scientific research and artistic creation.

Article 2

In this Order, the following terms shall have the following meanings:

- 1) University – Jan Kochanowski University of Kielce (UJK);
- 2) contract – a civil law contract relating to work carried out for the purposes of scientific research and artistic creation, i.e. a contract of mandate, a contract for specific work, or a contract for specific work involving the simultaneous transfer of author's economic rights, to which the University is a party;
- 3) request (request for the allocation of funds) – a request to purchase a service submitted by a budgeting unit in accordance with internal public procurement regulations via the UJK's integrated IT system – SIMPLE;
- 4) scientific research and artistic creation – activities as defined in Article 4 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
- 5) the initiating employee – an academic employed in the research or research and teaching staff category, or a PhD student enrolled at the Doctoral School of Jan Kochanowski University in Kielce, who is the project leader or a team member in a project funded:
 - (a) from a grant awarded to the University by the Minister responsible for higher education and science, intended for the maintenance and development of research potential, including the conduct of scientific activities,
 - (b) from external sources on the basis of a contract concluded between the University and the institution funding the project.

Article 3

Drafting the contract

1. The contract conclusion process is commenced by the initiating employee within a timeframe that allows the contract to be concluded before work on the subject matter of the contract begins.
2. It is not permissible to enter into a contract after work has commenced.
3. The initiating employee who is a member of the project team may initiate the contract conclusion process with the project manager's consent.
4. The contract conclusion process may commence once the request has been successfully verified (SIMPLE system – status in circulation: 'the end'). The request number must be entered in the contract in the space provided.
5. The initiating employee provides the administrative staff member designated by the institute/department with the information necessary to prepare the draft contract, in particular details of the contractor, the funds allocated in the project budget for remuneration under the contract, a description of the work to be carried out under the contract, and the period of its execution, specifying the dates from ... to
6. The administrative staff member at the institute/department draws up a draft contract using the templates attached to this order. The amount of remuneration specified in the contract should be calculated on the basis of the information concerning the contractor contained in the declaration attached to the contract. The draft contract is submitted to the initiating employee for approval. Should it be necessary to deviate from the standard contract templates, the draft contract must be approved by the legal adviser.
7. Once the contract has been approved by the initiating employee, an administrative staff member at the institute/department prepares a hard copy of the contract, together with its appendices, in two identical copies, including the relevant declaration by the contractor (in one copy). If necessary, the contract is drawn up in multiple copies.
8. An administrative staff member at the institute/department registers the contract in accordance with the UJK office guidelines, assigning it a unique number according to the following format: the organisational unit code (as per the Organisational Regulations), the classification code from the Uniform Subject Index of Files (*Jednolity Rzeczowy Wykaz Akt, JRWA*), the sequential case number for the given code from the JRWA, and the four digits of the year in which the contract is registered.

Article 4

Approval of the contract by authorised persons

1. An administrative staff member at the institute/department must submit two identical copies of the contract, together with the appendices (one copy of each), bearing the contractor's signature, to the Science Department in good time to allow the Payroll Department to complete the registration procedures with the Social Insurance Institution (ZUS). The method of forwarding the contract to the contractor for signature is agreed with the initiating employee.
2. A member of staff from the Science Department checks that the contract meets the

- requirements. If any errors or omissions are found in the contract, a member of staff from the Science Department shall return the contract to the relevant institute or department.
3. A member of staff from the Science Department submits the contract for signature to the University representatives named in the preamble, and then forwards the signed copies to the Payroll Department for registration with the Social Insurance Institution (ZUS).
 4. A member of staff from the Science Department forwards the signed copies to the relevant institute or department.
 5. An administrative staff member at the institute/department: (a) registers the contract in the University Contract Register via the WEBCON application,
 - (b) In the case of contracts for specific work or contracts for specific work involving the simultaneous transfer of author's economic rights, the 'Contractor Registration Form' must be submitted to the Human Resources and Social Affairs Department within 7 days of the date on which the contract was concluded. The form is available at:
<https://ujk.edu.pl/pracownicy/sprawy-kadrowe/formularz-zgloszenia-artists-works/>
 - (c) forwards one copy of the contract to the contractor and retains the other until receipt of the bill; in the case of a contract for specific work or a contract for specific work involving the simultaneous transfer of author's economic rights, this includes the bill accompanied by the work acceptance report.

Article 5

Settlement of the contract

1. In order to settle the contract, the contractor must provide the initiating employee with a correctly issued and signed bill.
2. The initiating employee confirms receipt of the work covered by the contract:
 - 1) in the case of a contract for specific work or a contract for specific work involving the simultaneous transfer of author's economic rights – by signing the work acceptance report and the bill;
 - 2) in the case of a contract of mandate – by signing the bill;
 - 3) in the case of a contract of mandate with a self-employed person – by signing a correctly issued invoice together with a monthly statement of the number of hours actually worked under the contract.
3. The signed bill, together with the contract and the work acceptance report – in the case of contracts referred to in paragraph 2(1) – is forwarded to the Science Department, where the cost centre is verified.
4. If any omissions or errors are found in the documents referred to in paragraph 3, a member of staff from the Science Department returns them to the institute/department for correction.
5. Once a properly issued and signed bill has been prepared, a member of staff from the Science Department submits it to the authorised persons for signature and then forwards it, together with the contract, to the Payroll Department for formal and accounting

verification and for the payment of remuneration in respect of the performance of the contract.

6. The Payroll Department forwards confirmation of the payment of remuneration to the Scientific Department and archives a copy of the contract together with the bill in accordance with the UJK office and archiving regulations.
7. Upon receipt of confirmation that the remuneration has been paid, a member of staff from the Science Department updates the contract status in the University Contract Register using the WEBCON application.
8. In the case of a contract of mandate with a self-employed person, paragraphs 3 to 7 shall apply mutatis mutandis, except that the Finance Department shall be responsible for making the payment and issuing the relevant confirmation.

Article 6

This order shall enter into force on the date of its signing.

Appendices to the order:

- 1) Appendix 1 – Procedure for handling civil law contracts relating to work carried out for the purposes of scientific research and artistic creation;
- 2) Appendix 2 – Template contract of mandate;
- 3) Appendix 3 – Template contract of mandate with a self-employed person;
- 4) Appendix 4 – Template contract for specific work;
- 5) Appendix 5 – Template contract for specific work involving the simultaneous transfer of author's economic rights;
- 6) Appendix 6 – Template declaration for individuals performing civil law contracts at Jan Kochanowski University who are not resident in Poland;
- 7) Appendix 7 – Model work acceptance report

on the authority of RECTOR

dr hab. Magdalena Molendowska, prof. UJK