

**RESOLUTION NO. 11/2024**  
**OF THE TEACHING COUNCIL OF THE FACULTY OF ECONOMIC SCIENCES**  
**UNIVERSITY OF WARSAW**  
of February 28, 2024

**on the rules of teaching and co-teaching by persons who are not academic  
teachers employed at the University of Warsaw**

Pursuant to § 5 sec. 2 item 6, in conjunction with § 24 sec. 2 of Resolution No. 441 of the Senate of the University of Warsaw on the adoption of the Rules and Regulations of Studies at the University of Warsaw (Monitor UW, 2019, item 186), the Teaching Council of the Faculty of Economic Sciences resolves as follows:

**§ 1**

1. An employee of the Faculty of Economic Sciences who is a qualified academic teacher with at least a doctoral degree may submit a legitimate request to co-teach with a person who is not an academic teacher employed at the University of Warsaw, including a person holding a magister (master) degree.
2. The employee submits such a request to the HTU at least 5 months before the beginning of the semester in which the subject is to be taught. To the request the employee attaches a biographical summary of the person with whom they want to co-teach. In exceptional cases, it is possible to consider a request submitted at a later date.
3. If the Teaching Council accepts the co-teaching request as presented therein, the HTU authorizes the designated person to co-teach in a given study cycle.

**§ 2**

1. Independent teaching of compulsory classes, especially those requiring specialized practical knowledge, by persons who are not academic teachers employed at the University of Warsaw, including persons with a magister (master) degree, is allowed.
2. The biographical summary of the person who would teach such classes shall be submitted to the Teaching Council for approval at least 5 months before the beginning of the semester in which the subject is taught. In exceptional cases it is possible to consider the candidacy at a later date.
3. If the Teaching Council grants the request for entrusting a designated person with teaching, the HTU authorizes this person to teach in a given study cycle.

**§ 3**

4. It is permissible for people who are not academic teachers employed at the University of Warsaw, including those with a magister (master) degree, to independently teach original classes.
5. The concept of such classes, including the rationale for introducing the course to the Faculty's educational offer, the syllabus prepared in the format required by Faculty of Economic Sciences, and the biographical summary of the person who would teach the course, should be submitted to HTU at least 5 months before the beginning of the semester in which the course would be taught. In exceptional cases, it is possible to consider a request submitted at a later date.
6. The concept of classes is consulted at a meeting of the teaching Council for its suitability for individual curricula.
7. If the Teaching Council approves the presented concept of classes:

- a. the HTU authorizes the designated person to teach in a given study cycle;
- b. from among the academic teachers who are employees of the Faculty of Economic Sciences, a course content coordinator is selected, responsible for the final version of the course syllabus, supervising the proper implementation of the course, and authorized to visit the classes.

#### § 4

In exceptional situations, including those caused by fortuitous circumstances, when the launch of scheduled classes or the continuation of already launched classes is threatened, the HTU has the right to entrust them to a person who is not an academic teacher employed at the University of Warsaw, including a person with a magister (master) degree before obtaining the opinion of the Teaching Council of the Faculty of Economic Sciences.

#### § 5

The resolution comes into force on the day of its adoption.

*Dominika Gadowska-dos Santos, Ph.D.*  
Vice-Dean for Student Affairs  
Head of the Teaching Unit  
of the Faculty of Economic Sciences