

## Teaching at Peter the Great St Petersburg Polytechnic University

Below is information on the conditions of working at SPbPU in the form of clarification on some important points.

- **What is the planned duration of the stay for the academics who visit St Petersburg?** We would like to make at least a three-month contract with your professors to be able to pay them for their work. However, this does not mean that they should stay at SPbPU for three months. They can come to us once or several times during this period for several days or weeks. They should negotiate with coordinators of the programs the dates which are convenient for both sides.
- **What does the application process include? Is there a form they need to complete or do they simply provide evidence of their credentials and academic CV for consideration by the Selection Committee?** First, they should negotiate with the coordinator of the programme (They can find the coordinator's contacts here <http://english.spbstu.ru/education/programs/programs-in-english/> ) what (lectures, practical issues, cases, etc) they will deliver to students and the professors' expected workload (it is necessary to include this information into some forms and the contract, also it is used for calculation of salary). Your professors should fill in one form (see attached) and send it to the programme coordinator. They also should send to the coordinator scanned copies of their credentials and passport. Coordinator should fill in three other forms and submit the package of these documents to the Selection Committee which approves candidates and their compensation packages. Coordinator also helps your professors get a proper visa (they need either "Scientific and Technical Cooperation Visa" or "Work Visa-Teaching" only)
- **What does the funding you offer cover? Travel/accommodation/subsistence?** We compensate travel expenses, provide and pay for on-campus accommodation, and pay per hour salary. Salary is up to €150 per hour depending on professors' competences and merits.
- **Will you provide assistance with booking accommodation?** Yes, we will do. We have comfortable on campus hotel and we commonly book rooms for international professors well before their arrival. We also have spacious apartments not far from our campus (2 subway stations away).
- **What activities would you like them to undertake whilst visiting? Will these be linked to teaching and guest lectures or research? Are there particular subject areas you would be looking for academics to visit for?** We invite your professors to teach in Master's Degree Programmes taught in English. They can teach in other programmes as well. Please find information about the programmes on our website. Here is the link to the programmes description <http://english.spbstu.ru/education/> Professors can choose a program and suggest their course as an elective, for example. Of course your professors are welcome to discuss with our professors the possibility of joint research and all other types of joint activity.

If you have questions please do not hesitate to contact us [intadm@spbstu.ru](mailto:intadm@spbstu.ru)

Application Form  
for visiting professors

Please consider my application for employment in the Peter the Great St.Petersburg Polytechnic University (SPbPU) as a visiting professor. Personal data:

1	First Name	
2	Last Name	
3	Date of Birth	
4	Current Job (organization)	
5	Position	
6	Disciplines/courses to be taught at SPbPU (Program). What is the language of instruction and workload in academic hours	
7	Publication activity, the most relevant articles and publications of the last 5 years ( <u>briefly</u> ).  Citation Index and Index of Hirsch	
8	Participation in international research, educational and administrative projects (name of the project, scope of activities, personal role in the project implementation, the grantor)	
9	The estimated period of employment at SPbSPU	
10	Desired Salary (per academic hour)	
11	Additional Information	

Signature

Date