Appendix no. 1 to Ordinance no. 20 of the Rector of the Cracow University

of Technology from 5 February 2021

*- PROJECT LOGO EUROPEAN UNION MARK[[1]](#footnote-1) -*

Letter reference

Cracow, on ……………….

**Rector**

**at the Cracow University of Technology**

In accordance with the Bylaws of employing personnel at the Tadeusz Kościuszko Cracow University of Technology as part of projects financed from external resources I hereby kindly request for employment on the ……………. time basis/entrustment with tasks/transfer to work[[2]](#footnote-2) of Mr/Ms …………………………. in the project entitled ………………………………. from ……………………. and for them to obtain:

a/ basic remuneration in the amount of ……….PLN 2

b/ hourly rate calculated on the basis of § 6 par. 2 letter a/§ 6 par. 2 letter b2 of the above-specified Bylaws2

At the same time, please be informed that the employed person possesses relevant qualifications to carry out work in the above project.

The burden resulting from it does not exclude the possibility of correct and effective realization of all tasks entrusted to the given person[[3]](#footnote-3)

Average monthly number of hours of work in case of entrusting the tasks in the project will not exceed

...................... hours/month.[[4]](#footnote-4)

.................................................

/signature of project head/

.................................................

/ employee signature/

................................................

/approval - signature of direct superior of the employee/

……………………………………………………….

/ signature of dean/prorector/chancellor/

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

/ decision of the rector or of authorized person/

1. provided the project requires same [↑](#footnote-ref-1)
2. select adequate term [↑](#footnote-ref-2)
3. This sentence must be left solely in case of entrusting the tasks under the project on the basis of the annex specified in Appendix no. 3 [↑](#footnote-ref-3)
4. To be filled out in case of entrusting the tasks under the project on the basis of the annex specified in Appendix no. 3 [↑](#footnote-ref-4)