**Resolution No. 3/2020**

**of the Senate of the Medical University of Bialystok**

**Dated 16.01.2020.**

**on governing the conditions and procedures for directing employees, doctoral students and students of the Medical University of Bialystok abroad for scientific, didactic and training purposes.**

Pursuant to Article 130(3) of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws item 1668 as amended) and Art. 102 et seq. of the Labour Code Act of 26 June 1974 (i.e. of 2019, item 1040 as amended) it is hereby resolved as follows:

**Scientific, didactic and training trips**

§ 1

1. Employees may apply for a referral to a foreign visit, which is not a business foreign visit, for scientific, didactic and training purposes as part of improving their professional qualifications.
2. The provisions of this Resolution shall apply accordingly to trips abroad taken by students and doctoral students.
3. The term "trip for scientific purposes" is understood to mean:
   1. conducting scientific research in a foreign scientific, didactic and clinical unit,
   2. a trip for a scientific scholarship granted by an entity other than the Medical University of Bialystok.
4. A foreign visit for didactic purposes means undertaking and conducting didactic activities in a foreign scientific, teaching and clinical unit.
5. The term "trip for training purposes" is understood to mean:
   1. completing a part of a single-cycle master's degree or first-cycle or second-cycle studies,
   2. a trip for a scientific internship, specialization internship or didactic internship,
   3. a trip to complete a course to improve professional qualifications,
   4. a trip for work placement purposes.

§ 2

1. A person is directed to take a trip for the purposes set out in § 1.1 by the relevant Vice-Rector or Chancellor on the basis of an application for a foreign visit, constituting Appendix No. 1 to the Resolution, an invitation from a foreign scientific, didactic or clinical unit in English or other documents specifying the following:
   1. The purpose of the trip,
   2. the foreign unit in which this objective will be pursued,
   3. the start and end dates of the stay,
   4. a foreign academic supervisor of the person leaving,
   5. a description of the implementation of scientific or training tasks with an indication of the planned effects to be achieved by the departing person,
   6. an identification of the entity and the costs to be borne by that entity.
2. In case the invitation/other documents referred to in paragraph 1 are in a language other than English, the departing person is obliged to submit the contents of the invitation/other documents translated by a translator. The translation is done at the expense of the person going abroad.
3. The foreign visit application and the documents listed in paragraph 1 shall be submitted to the International Cooperation Office.
4. On the basis of the documents referred to in paragraph 1, the International Cooperation Office shall issue a referral for a foreign visit, constituting Appendix no. 2 to the Resolution, approved by the signature of an authorized Vice-Rector or Chancellor.

§ 3

1. An employee may be granted unpaid sabbatical leave for up to 3 years in connection with a foreign visit for scientific, training or didactic purposes. In particularly justified cases, the Rector may extend the period of the academic teacher's stay abroad to 3.5 years, with the last six months being unpaid leave under the rules laid down in the Labour Code.
2. If the employee goes abroad for scientific, training or didactic purposes for a period not exceeding one month, he or she may be granted a training leave, paid for in accordance with the rules applicable for the calculation of a holiday leave pay. In justified cases, the Rector may grant an employee paid training leave of up to 3 months.
3. Leave in connection with a foreign visit for scientific, training or didactic purposes is granted by the Rector or the Vice-Rector authorized by him, upon a justified request of the employee, with the opinion of the head of the relevant organizational unit.   
   With regard to academic teachers holding managerial positions, leave is granted by the Rector, after the Dean of the relevant faculty has given an opinion
4. A doctoral student may be referred by the Vice-Rector for Science and Development, with the consent of the:

* Director of the Doctoral School and the supervisor,
* Head of doctoral studies and the supervisor

to go abroad. In the course of a four-year doctoral programme, the total duration of a doctoral student's stay for the purposes of the doctoral thesis may not exceed one year.   
In the case of a referral abroad, a doctoral student shall retain the rights to material support benefits and the doctoral scholarship pursuant to the rules laid down accordingly:   
in the Regulations of the Doctoral School of the Medical University of Bialystok or in the Regulations of Doctoral Studies at the Medical University of Bialystok.

1. The student may be referred by the Vice-Chancellor for Education to a foreign visit as part of dean's leave or during the time off from classes. In the case of receiving a referral abroad, the student retains the rights to financial benefits, according to the rules set out in the Regulations of benefits for students of the Medical University of Bialystok.

§ 4

1. Employees, doctoral students and students referred abroad for a period longer than six months shall be required to submit semi-annual reports on the performance of the tasks referred to in § 2, section. 1, point e. In the case of trips of less than 6 months, the employee and the doctoral student are obliged to submit a report after their return from the trip. A template of the report from the trip longer than 30 days is attached as Appendix No. 3 to this Resolution. The report on the trip lasting up to 30 days is presented on the trip settlement form, which is attached as Appendix 5. The reports shall be submitted to the International Cooperation Office.
2. The Rector may dismiss an employee, doctoral student or student referred abroad upon receiving information about of a breach of law or insufficient progress in science or research attributable to the employee, doctoral student or student or if they fail to submit the report referred to in section 1.
3. In the event of the dismissal of an employee, doctoral student or student, the Rector shall inform the foreign academic supervisor, the foreign research unit and the entity which covered the benefits related to the trip, of the occurrence of circumstances justifying the dismissal of the referred person.

§ 5

Employees, doctoral students and students may be referred abroad:

* 1. at their own expense,
  2. at the cost of another entity, not the Medical University of Bialystok,
  3. at the cost of the Medical University of Bialystok within the available funds.

§ 6

1. In the case of persons sent abroad for research or training purposes referred to in § 1, sections 3 and 5, a monthly scholarship may be awarded to cover subsistence and accommodationcosts for the duration of the tasks for which they are sent abroad, in the amount of:
   1. not less than 30% of the rate of the foreign base allowance applicable to the country to which the person is directed, determined in accordance with § 5 of the Regulation of the Prime Minister of 23 December 2002 on the foreign base allowance and benefits to be granted to members of foreign service performing their official duties in a foreign post - the amount of the foreign base allowance is attached as Appendix 4 to this Resolution, the amount granted being determined in accordance with Appendix 10,
   2. not higher than an amount being the equivalent of the full amount of the subsistence allowance for business trips abroad, applicable for the country to which the person is referred, specified in the Appendix to the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the amounts due to an employee employed in a state or local government unit of the budgetary sphere for a business trip for each day on which the scholarship will be received, the amount awarded being determined in accordance with Appendix 10.
2. Persons referred abroad for research or training purposes may be granted benefits other than the scholarship referred to in § 6, section 1, in particular:
   1. reimbursement of travel costs to the place of research or training and back, and, if the period of research or training lasts longer than an academic year, reimbursement of travel costs to the place of research or training once per academic year, taking into account the provisions of § 12, sections 3, 4 and 5 of this Resolution,
   2. reimbursement of the costs of purchasing study aids related to the purposes for which they were directed abroad,
   3. reimbursement of visa or legalization fees for stays abroad;
3. Doctoral students referred to in § 6, section 1 for full-time doctoral programs may be awarded a scholarship referred to in Article 6, section 1 for the duration of their degree programme not exceeding three years, paid for no more than 11 months in a single academic year,
4. The managing unit may grant the person referred to in section 1 benefits other than the scholarship referred to in § 6 section 1, in particular:
   1. reimbursement of the costs of preparing a doctoral dissertation;
   2. reimbursement of travel expenses in the country of doctoral studies if the change of place of residence results from these studies, taking into account the provisions of § 12, sections 3, 4 and 5 of this Resolution;
   3. reimbursement of travel costs, taking into account the provisions of § 12 sections 3, 4 and 5 of this Resolution:
      * in the case referred to in section 3, point a - reimbursement of travel costs to the place of doctoral studies and back once per academic year,
      * in the case referred to in section 3, point b - to the place of study for doctoral studies and back, where the number of journeys resulting from the study programme may not exceed 12 during the entire period of study;
   4. reimbursement of the purchase costs of study aids related to the doctoral studies;
   5. reimbursement of visa or legalization fees for stays abroad.

§ 7

1. The scholarship referred to in § 6, section 1 and 3 shall be awarded on the basis of a scholarship agreement.
2. The scholarship referred to in § 6, section 1 and 3 is not subject to financial settlement after returning from a foreign visit.

§ 8

Persons referred abroad to undertake and carry out didactic activities may be awarded:

* 1. a lump sum to cover the costs of living and accommodation in the amount not exceeding 150% of the base expatriation allowance rate established for the country to which the person is directed, in accordance with the regulations referred to in § 6.1.a;
  2. reimbursement of travel expenses to and from the place of teaching, once per academic year;
  3. reimbursement of visa or legalization fees for stays abroad.

**Foreign visits for conferences, congresses, symposiums, scientific conventions,**

**research group meetings**

§ 9

1. Employees, doctoral students and students may apply for permission to participate in conferences, congresses, symposia, scientific conventions, research groups or working groups during which they may present or discuss the results of their research, exchange scientific experience, learn about new research methods and chair the sessions in the event of active and passive participation in the implementation of this objective. In both cases they are obliged to submit to the International Cooperation Office an appropriate application for a foreign visit, which is attached as Appendix1 to the Resolution.
2. Together with the application for the foreign visit, the employee, doctoral student and student are obliged to submit the following documents:
   1. the programme of the conference, congress, symposium, convention, meeting,
   2. the itinerary indicating the dates and times of departure and return,
   3. in the case of active participation of an employee, doctoral student or student in the implementation of the objective to be addressed during a foreign visit - a summary of the speech and confirmation of acceptance of the speech by the organizer for presentation or confirmation of conducting/chairing a session.

§ 10

1. On the basis of the documents referred to in paragraph §9 sections 1 i 2,, the International Cooperation Office shall issue a referral for a foreign visit, constituting Appendix no. 2 to the Resolution, approved by the signature of an authorized Vice-Rector or Chancellor.
2. If the employer's benefits for the employee amount to at least four thousand PLN, the employer concludes a training agreement with the employee improving professional qualifications with the employer's consent. A template of the agreement is attached as Appendix 11 to the resolution.

§ 11

1. Employees and doctoral students referred to in § 9 section 1 shall be granted a training leave, which shall be granted by the Vice-Rector for Science and Development or the Chancellor, paid in accordance with the rules applicable when calculating the holiday leave pay.
2. In justified cases, additional leave to get to the place indicated in the referral shall be paid in accordance with the rules applicable to the calculation of holiday leave pay, in the amount of:
   1. one day to arrive at the place indicated in the referral, located in Europe, and one day to return to the place of residence,
   2. two days to arrive at the place indicated in the referral, located outside Europe, and two days to return to the place of residence.
3. Students may be sent on a foreign visit as defined in §9, section 1 during short-term dean's leave or during the time off from classes.

§ 12

1. The Medical University of Bialystok may grant the following benefits to an employee, doctoral student or student whose trip includes active participation, within the limits of the funds available:
   1. allowances to cover subsistence and other minor expenses,
   2. reimbursement:
      1. of the trips and commutes,
      2. visa fees,
      3. accommodation
      4. registration fee
      5. other duly justified expenditures.
2. The amount of the costs of accommodation and the amount of the daily allowance for a day of travel in individual countries is specified in the Appendix to the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the amounts due to an employee employed in a state or local government unit of the budgetary sphere for business travel.   
   In the case of a foreign visit to two or more countries, more than one destination country may be determined.
3. The basic means to make the foreign visit referred to in § 9 section 1 and § 1 section 1 is an airplane flight in economy class or a train, coach or sea ferry ride; in particularly justified cases, the relevant Vice-Rector may agree to allow for a drive by a passenger car not owned by the employer.
4. When determining the means of transport, the principle of rationalization of travel costs should be applied, taking into account the length of time spent abroad, the nature of the journey and the difficulty of travelling.
5. The foreign visit should be made along the shortest route and the route cannot be extended without good reason.

§ 13

1. In the event of a need to make prepayments related to the foreign visit referred to in § 9, section 1, an employee, doctoral student or student shall, in addition to the application for a referral abroad, submit an applicationfora transfer as attached as Appendix 6 to this Resolution together with the documents indicated in such applications.
2. The prepayment is made by the Medical University of Bialystok exclusively on the basis of a transfer application containing the organiser's address, account number and the amount of the fee, together with an attached copy of the document from which these data are derived.
3. In particularly justified cases, travellers may carry out expenditure from their own resources. These costs are reimbursed on the basis of the original invoices, bills and documents confirming payment (e.g. copies of bank statements).
4. At the request of an employee, doctoral student or student, an advance payment may be made in foreign currency for necessary travel and subsistence expenses abroad. The advance shall be paid at the earliest 10 days before the date of the planned expenditure. With the consent of the employee, doctoral student or student, an advance payment may be made in the Polish currency, in the amount equivalent to the foreign currency advance payment due. The application for an advance payment is attached as Appendix 7 to the Resolution.
5. If the advance payment has been collected and the departure has not taken place, the departing person is obliged to return it immediately, together with a written explanation of the reasons for cancelling the departure, accepted by the referring person. If the Medical University of Bialystok has incurred expenses due to this trip, the departing person is obliged to reimburse them immediately.

**Rules for the substantive and financial settlement of trips abroad**

§ 14

1. An employee, doctoral student, student and a person who is not an employee of the Medical University of Bialystok, referred to in § 17, section 1, who obtained partial or total coverage of the costs of the trip by the Medical University of Bialystok are obliged, within 14 days from the date of return from the trip, to make a substantivesettlement on the form "Report from the trip lasting more than 30 days" (appendix 3) and financial settlement of the referral on the form "Settlement of the trip" (appendix5). The report on the trip lasting up to 30 days is presented on the trip settlement form.
2. Employees, doctoral students and students who participated in the foreign visit without any financial costs on the part of the Medical University of Bialystok are obliged to submit, within 14 days from the date of return, a factual report on the trip on the form attached as Appendix 3 to the Resolution. In the case of trips lasting up to 30 days, the report shall be placed on the form for the settlement of the foreign visit, which is attached as Appendix 5.
3. The reports shall be submitted to the International Cooperation Office.

§ 15

1. The check of the completion of a referral for a foreign visit shall be performed by an authorised employee of the International Cooperation Office, on the basis of a trip report submitted by the employee, doctoral student or student and another document confirming the completion of the foreign visit. Another document is to be understood as, in particular, a boarding pass or a participation confirmation/certificate.
2. The execution of a referral abroad is confirmed by:
   1. The Vice-Rector for Science and Development - in relation to academic teachers and doctoral students,
   2. The Chancellor - in relation to other employees,
   3. The Vice-Rector for Education – in relation to students.

§ 16

1. Settlement of departure costs and formal and accounting control is carried out in the Finance and Accounting Department, through the International Cooperation Office of the Medical University of Bialystok. The financial settlement of the trip takes place after the confirmation of the completion of the referral to take the trip by the persons indicated in § 15 section 2.
2. In order to settle the costs of the foreign visit, the travelling person shall attach original documents confirming the expenses incurred, described in accordance with the rules in force at the Medical University of Bialystok (invoices, bills, tickets) to the completed form "Settlement of the trip" (Appendix No. 5).
3. Bills or invoices must be issued to the Medical University of Bialystok,   
   ul. Jana Kilinskiego 1, 15-089 Bialystok, NIP 542-021-17-17.
4. If it is not possible to document the costs incurred with a bill or invoice, the traveller is obliged to attach a statement of costs incurred to the report from the departure explaining the reasons for not obtaining the relevant document. The statement of costs incurred requires the Chancellor's approval. A template of the statement is attached as Appendix 9 to the resolution.
5. Other rules applicable to the settlement of a foreign visit:
   1. the reimbursement of travel expenses shall include the cost of the ticket for the specific mode of transport, taking into account the reduced fare to which the staff member or doctoral student is entitled, regardless of the reason for which the reduced fare is granted for that mode of transport;
   2. where travel by the selected means of transport is more expensive than that specified in the referral, the differences between the ticket price of the means of transport used for travel and that of the means of transport specified in the referral for travel abroad shall be borne by the staff member or doctoral student;
   3. if the foreign visit is made by a passenger car which is not owned by the employer, the costs of using this car will be reimbursed in the amount constituting the product of the kilometres driven and the amount constituting 30% of the maximum rate per one kilometre of mileage, provided for in the provisions of the Regulation of the Minister of Infrastructure of 25 March 2002 on the conditions for determining and making the reimbursement of the costs of using passenger cars, motorcycles and mopeds not owned by the employer for business purposes (Journal of Laws of 2002 No. 27, item 271 as amended);
   4. reimbursement of the costs of driving a passenger car which is not owned by the employer, takes place on the basis of the vehicle's mileage register, which is Appendix No. 8 to the Resolution, confirmed by an authorized employee of the Supply Department of the Medical University of Bialystok in the scope of compliance of the number of kilometres shown by the delegated person in the register. The vehicle mileage records shall be attached to the referral settlement;
   5. the reimbursement of the cost of accommodation is due up to the amount stated in a hotel bill or a bill issued by an entity providing hotel services, within the limit set for this purpose in the Appendix to the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the amounts due to an employee employed in a state or local government unit of the budgetary sphere for foreign visit (Journal of Laws of 2013, item 167);
   6. other costs related to the hotel stay, e.g.: mini bar, paid services provided by the hotel, are not subject to settlement;
   7. in the case of failure to submit a bill for overnight accommodation, the departing person is entitled to a lump sum amounting to 25% of the limit referred to in section 5 point e. This lump sum is not payable for the travel time;
   8. in justified cases, at the written request of the departing person, the relevant  
      Vice-Rector or Chancellor may agree to the reimbursement of costs for accommodation in the amount exceeding the limit referred to in section 5 point e. In this case, to settle for the costs of accommodation it is necessary to submit a receipt confirming these costs and a justification explaining the increased costs of accommodation, accepted by the person indicated in § 15 section 2;
   9. settlement of other expenses shall take place on the basis of invoices or bills issued by the entities for which the expenses were incurred;
   10. the basis for the settlement of allowances is the attachment of an air/rail/other ticket together with the itinerary, specifying dates and times of travel;
   11. the departing person may receive a lump sum (the so-called travel allowance) to cover the costs of travel from the station and to the station in the destination abroad and in any other place where the delegated person stayed overnight;
   12. to cover the costs of travel by local transport, the travelling person is entitled to a lump sum of 10% of the allowance for each commenced day of travel;
   13. the lump sums referred to in points k and l shall not be due if the travelling person: travels by private or business car, the foreign party provides free travel or the delegated party does not bear the costs for which these lump sums are intended.

**Other provisions**

§ 17

1. Persons who are not employees of the Medical University of Bialystok, carrying out research projects on the basis of a civil-law contract concluded with the Medical University of Bialystok, including in particular: specific task or mandate contracts, are referred for a foreign visit on the basis of a submitted application for a foreign visit and the documents listed in § 9, section 2.
2. The type of costs to be reimbursed shall be governed by the contract concluded with the person referred to in section 1.

§ 18

1. The training leave referred to in § 11 shall not be taken in the case of foreign trips related to
   1. conducted clinical trials,
   2. giving a lecture for pay,
   3. the activities of the sponsor, as well as the promotion of the sponsor's product.

§ 19

The period of stay abroad resulting from a referral granted on the basis of the provisions on the referral of employees for scientific, training and didactic purposes is counted as seniority.

§ 20

A person going abroad is obliged to insure at his or her own expense the costs of treatment and accidents during the stay abroad.

§ 21

The above resolution does not apply to trips implemented under the Erasmus + Programme, which is regulated by a separate resolution.

§ 22

Senate resolutions No: 32/2013, 14/2014, 8/2016, 61/2018, 10/2019 are repealed.

§ 23

Trips for which applications for departure have been submitted, as well as trips in progress - at the date of entry into force of this resolution - will be settled according to the rules of the past.

§24

The resolution shall enter into force on the date of its adoption.

President of the Senate

Rector

Adam Krętowski, Ph.D.