



REGULATIONS ON RECEIVING VISITORS FROM ABROAD AT THE UNIVERSITY OF GDAŃSK AND FUNDING THE COST OF THEIR STAY

§ 1. General provisions

1. The Regulations set forth the rules for receiving visitors from abroad coming to the University of Gdańsk for the purpose of academic research or education.
2. In particular the Regulations comprise visits as part of:
 - 1) agreements on direct cooperation with regard to research and higher education with international and national entities;
 - 2) intergovernmental agreements;
 - 3) project agreements concluded with international and national entities in order to implement research, didactic, developmental and other projects, hereinafter referred to as “projects”;
 - 4) the University’s research and didactic activity, including participation in conferences, seminars, courses, training sessions etc., with the exception of persons participating in paid enterprises organised by the University of Gdańsk.
3. A visitor from abroad should be understood as a person resident beyond the borders of the Republic of Poland or a person whose home institution is based outside the territory of the Republic of Poland.
4. A person is not considered a University of Gdańsk visitor if he/she:
 - 1) is a UG undergraduate or doctoral student;
 - 2) is a participant of postgraduate studies at the UG;
 - 3) is employed at the UG;
 - 4) performs activities or offers services to the University on the basis of a civil law contract.
5. The organisation, course and results of the visitor’s stay is the responsibility of the host organisational unit of the University, hereinafter referred to as “host unit”, which appoints a supervisor or supervisors for education, research or organisation.

§ 2. Costs of the visitor's stay at the University

1. The University of Gdańsk may cover the cost of the visitor's stay, especially of the subsistence allowance, accommodation and travel, when these costs are not covered by the visitor's home university, an external institution or another source.
2. The University of Gdańsk does not cover the cost of the visitor's insurance while in the territory of the Republic of Poland.
3. The decision on the type and amount of costs to be covered by the UG shall be taken by the head of the host unit. The decision shall depend on the host unit's financial capacity or on the agreements concluded.
4. If the visitor participates in a project, the extent and amount of payments due and the form of cost documentation must be compatible with the guidelines of the programme in which the project is being implemented and with the project (grant) agreement concluded by the UG.
5. In justified circumstances, a competent Vice-Rector, at the request of the head of a host unit, may consent to cover the costs of receiving the visitor or of other allowances than those referred to in these Regulations, from the UG's own revenue.
6. The costs of receiving the visitor must be confirmed by financial documents, particularly by an invoice or an accounting note issued to the University of Gdańsk, acknowledgment of receipt of the subsistence allowance or a request for a refund of the expenses incurred.
7. The visitor's host unit shall make payments solely on the basis of the visitor's personal data and identity document.
8. The payment or reimbursement of an allowance may be made in cash:
 - 1) to be collected at the UG Cash Office;
 - 2) at a branch of a bank cooperating with the University or via a bank transfer to the visitor's account or an account of the visitor's external home institution, on the basis of an invoice or an accounting note issued to the University of Gdańsk.
9. Should payment be made in cash, the pay-out request will be forwarded to the UG Cash Office no later than seven days before the visitor's arrival. While collecting the payment at the Cash Office, the visitor must present an identity document indicated in the pay-out request
10. The visitor shall sign a receipt to confirm that cash payment has been received.
11. Notification of the visitor's arrival, approved by a dean or a head of a general-university unit shall constitute the basis for funding the cost of the visitor's stay, excluding the visits specified in § 1 section 2. The notification form constitutes an annex to the Regulations.
12. The implementation of the visit and of the payment of the cost of stay shall be conditional upon the visitor signing a declaration of consent to the processing of personal data.

§ 3. Amount of allowance for a foreign visitor

1. In the case of a foreign visitor, the following rates are proposed:
 - 1) for persons with the academic degree of doctor – 250 PLN per day to finance the cost of stay and accommodation or, in the case of the UG providing accommodation – 100 PLN per day;
 - 2) for doctoral students and interns with the master's degree – 70 PLN per day as a contribution to finance the cost of stay.
2. Should a contract or an agreement referred to in § 1 section 2 stipulate the amount of and rules for the pay-out of the subsistence allowance or accommodation and travel costs, the payment of the allowance should proceed according to these rules.

3. Costs related to the visitor's accommodation may be paid:
 - 1) as a lump sum;
 - 2) on the basis of an accounting note issued in the case of accommodation in university premises;
 - 3) on the basis of an invoice issued to the UG;
 - 4) as reimbursement, on the basis of a request for the reimbursement of the expenses incurred. The request should be accompanied by documents (an invoice or receipt) confirming the fact that an expense was incurred and the amount of that expense.
4. Travel costs may be paid:
 - 1) in the case of travel in a private car, the costs will be reimbursed on the basis of the mileage register in accordance with the University of Gdańsk's internal regulations;
 - 2) in the case of travel by means of collective transport e.g. train, coach etc., the costs will be reimbursed on the basis of an invoice issued to the University of Gdańsk or as reimbursement on the basis of the expenses incurred e.g. tickets or other documents confirming the fact that an expense was incurred and the amount of that expense;
 - 3) in the case of flight tickets booked by the visitor's host unit, the unit shall be obliged to comply with the University of Gdańsk's internal regulations and in particular to purchase the ticket with a company selected by means of a tender procedure in accordance with the Act of 11 September 2019 - Public Procurement Law (i.e. Journal of Laws 2021 item 1129).

§ 4. Register of foreign visits

1. The University of Gdańsk keeps a register of foreign visits.
2. The head of the organisational unit which has invited a visitor from abroad or is coordinating his/her stay at the University shall be obliged to complete a form, the specimen of which constitutes an annex to the Regulations.
3. The form referred to in section 2 should be completed prior to the planned arrival, approved by the fund administrator and the dean or head of the unit, and submitted to the UG Service Section for Foreign Professors.
4. The obligation to submit the form shall also apply to visits with regard to which the University of Gdańsk does not incur any costs.
5. Notification of the visitor's arrival should be submitted no later than fourteen days prior to the visit. Delayed submission of the notification shall not guarantee the timely pay-out of the cost of stay.