



LEGAL BULLETIN

OF NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2019; item 41

ORDER No. 16

by the Rector of Nicolaus Copernicus University in Toruń

of 12 February 2019

on organization and financing stays of foreign visitors at Nicolaus Copernicus University in Toruń

Pursuant to § 52 section 2 and section 4 point 6 of the NCU Statute of 22 October 2013 (NCU Legal Bulletin of 2017, item 252 as amended)

it is provided as follows:

§ 1

1. The order concerns in particular arrivals of foreign visitors related to:
 - 1) research or didactic cooperation agreements with foreign entities;
 - 2) inter-governmental agreements;
 - 3) science and research, didactic or organizational activity at individual invitation of a University unit;
 - 4) research, research-development, educational and other projects;
 - 5) participation in conferences and other scientific events.
2. The term "foreign visitor" as used in the Order shall mean a person who resides outside the territory of the Republic of Poland or whose head office is located outside the territory of the Republic of Poland, excluding persons who:
 - 1) are undergraduate or graduate students, students of full-cycle MA program or post-graduate students at the University;
 - 2) are doctoral students at the University;
 - 3) are employed at the University.
3. Arrivals of foreign guests at Nicolaus Copernicus University, hereinafter referred to as "University", may take place at the approval of the University's relevant unit or an authorized head of an organizational unit.
4. Approval of the arrival of the guests referred to in paragraph 1 shall be granted by:
 - 1) Vice-Rector relevant for international cooperation, and in Collegium Medicum, a relevant Rector's Deputy – for visitors arriving for a period longer than one month;
 - 2) dean or head of the university or inter-faculty unit - for visitors arriving for a period of up to one month.
5. The application must be submitted no later than 14 days prior to the scheduled arrival on the form available on the University website.

6. Registration with the International Cooperation Department or respectively the Projects and International Cooperation Department of Collegium Medicum is applicable to all foreign guests of the University on the basis of the application referred to in section 5, submitted by the host unit, also in the case when the University does not incur any financial liability on account of their stay. The Department of International Cooperation or respectively the Projects and International Cooperation Department of Collegium Medicum accepts only applications concerning foreign visitors who have registered their stay in the central register of foreign guests (International Visitor Registration Form) on the University's website.

§ 2

1. Benefits provided to foreign visitors may include the cost of their stay on University premises, subject to paragraph 2.
2. Financing the stay of foreign visitors outside the University premises is possible when it results from the approved scientific program of the visit and when conducting a particular research program or its part is impossible at the University premises
3. The basis for the payment of benefits to foreign guests is an official invitation from the University authorities, which specifies the type of benefits that the University undertakes to cover for the invited person.

§ 3

1. The University does not cover the travel costs of a foreign visitor except when the funds allocated for this purpose come from external sources or when they are included in the budget of the project under which the visit is carried out.
2. The ticket may be purchased by the University (applies to Toruń campus only) or the cost may be reimbursed after the international guest has traveled:
 - 1) in the case of reimbursement of the cost of a ticket purchased individually, the applicant submits, respectively, to the Department of International Cooperation or the Department of Projects and International Cooperation of Collegium Medicum an application for the arrival of a foreign visitor, approved by the superior and the administrator of funds, including:
 - a) the aim and justification of the arrival,
 - b) cost estimate,
 - c) information about the awarded funds,
 - d) information about the selected means of transport, date, travel route and class,
 - e) information about the reimbursement of the travel expenses as refund

At the conclusion of the visit, the applicant shall submit to the department concerned, as appropriate, a Request for Money Order form, completed and signed by the foreign visitor and the fund administrator, in accordance with the model attached to this order, to which the applicant shall enclose a digital or paper ticket, or a bill issued for the foreign guest.

A complete Request for Money Order for serves as a basis for a given department to reimburse the cost of the ticket.

- 2) in the case of a ticket being purchased by the International Cooperation Department, the applicant submits to the respective department an application for the arrival of a foreign visitor approved by the supervisor and the funds administrator, including:
 - a) the aim and justification of the arrival,
 - b) cost estimate,
 - c) information about the awarded funds,

- d) order for the purchase of tickets with information on the chosen means of transport, date, travel route and class, constituting an annex to the Order No. 14 by the Rector of Nicolaus Copernicus University of 12 February 2019 on the procedure for purchasing air, rail and coach tickets for employees, doctoral students, students and foreign guests of Nicolaus Copernicus University in Toruń at the Toruń campus (NCU Legal Bulletin of 2019 item 39).

§ 4

1. The amount of daily allowance is determined by the administrator of funds, while the maximum rate is PLN 120 for a stay not exceeding 30 days. The daily allowance is not granted when a foreign visitor is provided with full board. The daily allowance is intended to cover the costs of food and other minor expenses.
2. If a trip is made as part of an international program and is financed with project funds, a foreign visitor may receive a daily allowance higher than the amount specified in para. 1, if its amount is specified in the contract or the project budget, accepted by the funds administrator and confirmed by the appropriate administrative unit of the University that settles the project
3. A foreign visitor shall collect due allowances in person at the University cash desk, on the basis of an order for the payment of the allowances, prepared by the International Cooperation Department or the Projects and International Cooperation Department of Collegium Medicum, respectively.
4. The allowance can also be paid to the foreign visitor by the employee indicated in the application, who collects it in the form of an advance payment. The advance payment shall be made in cash at the University cash desk, on the basis of an order issued by the International Cooperation Department or Projects and International Cooperation Department of Collegium Medicum, respectively
5. The employee collecting the advance payment shall be obliged to submit the account of the advance payment within 3 days of the visitor's departure to the Finance Department or the Finance Department of the Collegium Medicum, respectively.

§ 5

1. The inviting person is obliged to arrange accommodation for the foreign visitor for the duration of his/her stay at the University, first of all in University facilities in Toruń at the University Hotel or student dormitories, and in Bydgoszcz at Assistants' Hotels or student dormitories, respectively.
2. Accommodation of foreign visitors in city hotels in Toruń (refers to the Toruń campus) or Bydgoszcz (refers to the Bydgoszcz campus) is possible only after obtaining a written confirmation from the University Hotel (refers to the Toruń campus) or the Assistants' Hotel (refers to the Bydgoszcz campus) that there are no vacancies.

§ 6

Benefits provided to foreign visitors do not include health insurance.

§ 7

The Vice-Rector responsible for international cooperation is authorized to make all decisions within the scope defined herein as well as in all matters not regulated herein, but concerning the visits of foreign visitors to the University.

§ 8

The order comes into force on 12 February 2019

R E C T O R

Professor Andrzej Tretyn, PhD