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**Ordinance No. 4
of the Rector of the University of Białystok
of 5 January 2023**

determining the conditions and the procedure for foreign referral of employees, doctoral students, students of the University of Białystok, researchers who are not employees of the University of Białystok and the introduction of a template for foreign referral application and a template for the settlement of foreign travel expenses

Pursuant to Article 17 (4) (2) of the Statute of the University of Białystok and in connection with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the receivables due to an employee employed in a state or self-government *budgetary unit in connection to business travel* (JoL of 2013, item 167, as amended), I order as follows:

§1

1. An academic teacher, a doctoral student, a student, a researcher who is not an employee of the University of Białystok, applying to be referred abroad for educational purposes, for a research or teaching internship, participation in a conference or participation in joint research conducted with a foreign entity on the basis of a scientific cooperation agreement, shall fill in an application for a foreign referral, which constitutes Annex 1 to this Ordinance.
2. An employee of the University of Białystok referred abroad, in particular for training purposes or in order to participate in international fairs and conferences, shall complete the application referred to in Art. 1.
3. An application for referral abroad is accepted by:
 - 1) in the case of university teachers – the dean of the faculty/director of the institute/director of the university-wide unit, as appropriate,
 - 2) in the case of non-academic staff members – the immediate supervisor,

- 3) in the case of doctoral students – the dean of the faculty/director of the institute or the director of the doctoral school respectively,
 - 4) in the case students – faculty dean/institute director, as appropriate,
 - 5) in the case of a researcher who is not an employee of the University of Białystok - the project manager and the dean of faculty/director of institute/director of the university-wide unit.
4. The academic staff member shall attach a request for paid leave to the foreign referral application.
 5. The template for an application for paid leave for a period exceeding 1 month and the template for an application for paid leave for a period not exceeding 1 month are set out in a separate Ordinance.

§2

The unit/entity confirming the funds for the trip is:

- 1) Science Department – in the case of project-funded trips,
- 2) International Cooperation Office – in the case of trips under the Erasmus+ programme,
- 3) the dean of faculty/director of institute/director of the university-wide unit – in the case of trips financed by subsidies,
- 4) the director of doctoral school – in the case of trips financed from the funds of the doctoral school,
- 5) the Rector – in other cases.

§3

1. In the case of project funded foreign trips or trips funded under Erasmus+, the academic teacher shall:
 - 1) complete the request for foreign referral application electronically and submit it via the EZD [Electronic Documentation Management] system to the entity confirming the funds for departure.
 - 2) After confirmation of the availability of funds, foreign referral application is sent by the entity/unit confirming the funds through the EZD system to the applying academic teacher, who then sends it via the EZD system to the approval of the relevant Dean of Faculty/Director of Institute/Head of the university-wide unit.
2. In the case of trips financed by subsidies, the academic teacher submits an application via the EZD system to the dean of the faculty/director of the

institute/director of the university-wide unit, who confirms the availability of funds and at the same time approves the trip.

3. Once approved, the request for referral abroad is sent by the Faculty Dean's Office/Director of the Institute/University-wide unit secretariat via the EZD system to the International Cooperation Office no later than 14 days before the planned departure date.
4. The International Cooperation Office shall, once the request has been completed, send the request for referral abroad via the EZD system for approval by the Vice-Rector responsible for international cooperation.
5. The International Cooperation Office sends back to the applicant, via the EZD system, any incomplete applications for completion.
6. Completing the application requires all approvals to be re-obtained.

§4

1. An employee of the University of Białystok who is not an academic teacher, fills an electronic application for referral abroad and submits it via the EZD system to the unit/entity confirming funds for the trip.
2. After confirmation of the availability of funds, the application for referral abroad is sent by the unit/entity confirming the funds through the EZD system to the applicant employee of the University of Białystok, who then sends it through the EZD for the approval of the direct supervisor.
3. Once approved, an foreign referral application of an employee who is not an academic teacher shall be sent by the direct supervisor via the EZD system to the International Cooperation Office no later than 14 days before the planned departure date.
4. The provisions of Article 3 (4-6) shall apply.

§5

1. A student, doctoral student, researcher who is not an employee of the University of Białystok, submits an foreign referral application in paper form to the Registrar's Office. The Registrar's Office forwards the request to the appropriate secretariat of the Dean of Faculty/Director of Institute/Doctoral School/University-wide Unit.
2. When confirming funds for the departure of a student or doctoral student, the dean of the faculty/director of the institute/director of the doctoral school simultaneously approves the trip.

3. In the case of departure of a researcher who is not an employee of the University of Białystok, the secretariat of the dean of the faculty/director of the institute/university unit sends, via the EZD system, an application to the project manager, who, after confirmation by the Department of Science of the financial resources for the trip, accepts the application and sends it, via the EZD system, to the relevant dean of the faculty/director of the institute/manager of the university unit, who approves the trip.
4. Upon approval, the foreign referral application of a student, doctoral student, grant researcher not being an employee of the University of Białystok is submitted by the Dean's Office of the Faculty/Director of the Institute/doctoral School/general university unit, through the EZD system to the International Cooperation Office, no later than 14 days before the planned departure date.
5. The provisions of Article 3 (4, 6) shall apply.
6. Incomplete applications from students, doctoral students and project researchers who are not employees of the University of Białystok are sent back by the International Cooperation Office to the secretariat of the relevant faculty/institute/doctoral school/university-wide unit, respectively, for forwarding to the applicant for completion.

§6

The costs associated with a foreign trip may be incurred only after the foreign referral application and the consent of the Rector responsible for international cooperation to go abroad, and in the case of academic teachers, together with the request for leave and the consent of the Rector or vice-rector to grant leave respectively.

§7

1. After the end of the foreign trip, the University of Białystok employee, a student, doctoral student, a project researcher who is not an employee of the University of Białystok, makes the settlement of the trip by filling the form of the settlement of foreign travel expenses. A template for the settlement of foreign travel expenses is attached as Annex 2 to this Ordinance.
2. A settlement of foreign travel expenses, together with a set of documents, shall be submitted by an employee of the University of Białystok, a student, a doctoral student or a project contractor who is not an employee of the University of Białystok to the International Cooperation Office no later than 14 days after the end of the trip.

3. The International Cooperation Office sends the incomplete settlement statement back to the applicant for completion.
4. The accounting policy of the University of Białystok applies to the settlement of foreign delegations and advances.
5. Daily allowance shall be settled at the rate applicable to the country of destination. In the case of travel to two or more countries, the employer may determine more than one country of destination.

§8

1. Ordinance No. 44 of the Rector of the University of Białystok of 5 June 2020 determining the conditions and the procedure for foreign referral of employees, doctoral students, students of the University of Białystok, researchers who are not employees of the University of Białystok and the introduction of a template for foreign referral application and a template for the settlement of foreign travel expenses hereby becomes null and void.
2. This Ordinance shall enter into force on the date signing.

Rector of the University of Białystok

Prof. dr hab. Robert W. Ciborowski