

**Regulations for admission, financing and settlement of the costs of stay of
Foreign Visitors
at the University of Białystok**

§1

1. These Regulations lay down the rules for the admission, financing and settlement of Foreign Visitors at the University of Białystok (hereinafter referred to as the “University”).
2. A Foreign Visitor (hereinafter referred to as a “Visitor”) within the meaning of these regulations is a person whose residence is outside the borders of the Republic of Poland or whose parent institution is located outside the territory of the Republic of Poland and whose stay at the University will be carried out on the basis of:
 - 1) a cooperation agreement concluded by the University with a foreign partner,
 - 2) a project agreement concluded by the University with a foreign partner,
 - 3) scientific, research, teaching and publishing cooperation conducted by the University with a foreign institution.
3. The Visitor within the meaning of these regulations is not:
 - 1) a student of the University,
 - 2) a Doctoral student of the doctoral school or doctoral studies of the University,
 - 3) a participant in postgraduate studies and other forms of training at the University,
 - 4) scholarship recipient of scholarship programmes held at the University,
 - 5) a person employed at the University under a contract of employment,
 - 6) a person who performs activities or provides services to the University under a civil law contract.
4. The organization unit of the University is responsible for the organization, course and results of the Visitor’s stay, within the meaning of *the Organisational*

Regulations of the University of Białystok, which accepts the Visitor (called the host unit). The host unit shall appoint a person responsible for Foreign Visitor during their stay.

5. The appointed person is responsible for the organization of the Visitor's stay, filling in all required documents and in case the host entity incurs the costs associated with the Visitor's stay, settlement of these costs.
6. The Orientation Assistant may receive an advance payment for the costs associated with the Visitor's stay.

§2

1. The Visitor's reception is conditional upon a person responsible for Foreign Visitor's submission to the Financial Department of the *Notification of arrival of Foreign Visitor* via the EZD [Electronic Documentation Management] system, while making it available to the International Cooperation Office, no later than 14 days before the Visitor's planned arrival or in case the first required payment, related to the Visitor's arrival, if required, earlier than 14 days before arrival of the Visitor. The template of *Notification of arrival of Foreign Visitor* is attached as Appendix 1 to these Regulations.
2. *The Notification of arrival of a Foreign Visitor* must be accepted in the EZD system by the head of the host unit and, if costs related to the reception of the Visitor have to be incurred, it must indicate the source of financing of these costs and have the approval of the relevant entity.
3. Acceptance of costs related to the reception of a Foreign Visitor is made:
 - 1) the head of the unit hosting the Foreign Visitor - in the event that the host unit finances the Visitor's stay,
 - 2) the head of the department dealing with administrative support for the project - in the case of project funding for the Visitor's stay.
4. In the event of any changes to the Visitor's programme of stay, it is required to resubmit to the Financial Department the *Notification of arrival of a Foreign Visitor* via the EZD system, sharing the *Notification* with the International Cooperation Office at the same time.
5. All Visitors' arrivals are subject to notification, regardless of the financing of the Visitor's stay or lack thereof.

6. The Foreign Visitor shall, immediately upon arrival at the University, read the information on the University's processing of personal data and consent to its processing.
7. The personal data protection policy, signed by the Visitor, constituting Appendix 2 to these Regulations, is kept by the host unit.

§3

1. The costs associated with a Visitor's stay can be financed by paying:
 - 1) daily allowances,
 - 2) accommodation costs,
 - 3) travel expenses,
 - 4) other costs - in accordance with justified needs.
2. The University may cover the costs associated with the Visitor's stay in cases where these costs are not covered by the Visitor's parent university or from another source.
3. In the event that the University covers the costs of the stay, the decision on their type and amount shall be taken by the head of the host entity, taking into account the justified needs and financial capabilities of the University, subject to the following principles:
 - 1) the University does not cover the costs of Visitor insurance during the stay on the territory of the Republic of Poland,
 - 2) the amount of the daily allowance of the Foreign Visitor is determined by the Rector; the number of allowances allocated is determined by the head of the host unit,
 - 3) where the financing of the Visitor's stay is carried out under a project or an inter-institutional agreement, it shall be possible to cover the costs in accordance with the guidelines of the project or agreement respectively.
4. The Visitor's daily allowance can be paid:
 - 1) in the form of cash, collected in advance by the Visitor's Orientation Assistant,
 - 2) in the form of an advance payment, paid to the designated Visitor's Orientation Assistant, who pays the costs of the Visitor's stay directly from this advance payment.

5. The advance payment is requested by the person responsible for Foreign Visitor. Settlement of the advance payment shall be made in accordance with the University's internal regulations.
6. The confirmation of receipt by the Visitor of the cash benefit referred to in paragraph 4 point 1 is a receipt signed by the Visitor, the model of which is Annex No. 3 to these Regulations.
7. Accommodation costs can be paid:
 - 1) based on an invoice to the University,
 - 2) on the basis of an accounting note issued in the case of accommodation in University facilities,
 - 3) in the form of reimbursement of expenses incurred, in accordance with the University's internal regulations; reimbursement may be made on submission of documents confirming the amount and fact of the expenses incurred.
8. Travel expenses can be paid on the basis of:
 - 1) invoice to the University,
 - 2) tickets purchased by the University (plane, train, bus) with proof of purchase of the ticket in question.
9. In justified cases, it is permissible to settle, with the approval of the Chancellor of the University of Białystok, the cost of air tickets incurred by a Visitor outside the University's internal procedures. Reimbursement of plane tickets costs incurred by the Visitor shall be made upon the Visitor's arrival at the University.
10. The cost of travel by private car of the Visitor will not be settled.
11. The person responsible for Foreign Visitor shall submit the originals of all documents relating to the settlement of the Visitor's stay to the Financial Department.
12. Settlement of the costs of a Visitor's stay at the University is made in accordance with the University's internal regulations.