

# WARSAW UNIVERSITY OF TECHNOLOGY

## Regulation no. 97/2021 of the Warsaw University of Technology Rector of 25 October 2021

on trips abroad of employees, doctoral students and students of the Warsaw University of Technology for research, teaching and training

Pursuant to Art. 23 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Acts of 2021, item 478, as amended), in connection with the regulation of the Minister of Labour and Social Policy of 29 January 2013 on the income payable for business trips to staff members employed in state or local authority units financed from the state budget (Journal of Laws of 2014, item 167) and regulation of the Minister of Infrastructure of 25 March 2002 on the rules of determination and methods of reimbursement of costs of using vehicles, motorcycles and mopeds not owned by the employer for business trips (Journal of Laws of 2002, no. 27, item 271, as amended), it is decided as follows:

### § 1

1. Employees, doctoral students and students of the Warsaw University of Technology travel abroad on the basis of a WUT referral for the purposes listed in section 1.
2. WUT employees, doctoral students and students travel abroad on the basis of a WUT referral in particular for:
  - 1) research;
  - 2) teaching;
  - 3) training in:
    - a) part of long-cycle Master's study or first-cycle study or second-cycle study,
    - b) postgraduate study,
    - c) doctoral study or education in a doctoral school,
    - d) scientific and teaching internships,
    - e) language courses and other professional training courses,
    - f) job placements,
    - g) Athens programme sessions.

### § 2

1. Decisions on referral abroad referred to in § 1 are taken by:
  - 1) the Rector in case of vice-rectors, heads of basic organisational units, directors of university-wide organisational units, heads and staff of central administration organisational units reporting directly to the Rector and in case of the Chancellor;
  - 2) the head of the basic organisational unit in case of students and staff of the unit;
  - 3) the director of a university-wide organisational unit in case of students and staff of the unit;
  - 4) the director of the doctoral school or head of a basic organisational unit conducting doctoral programmes;
  - 5) the Chancellor in case of staff of central administration units reporting directly by the Chancellor.
2. The Rector may take the decision to send abroad also other persons than those listed in section 1 point 1.
3. The decision referred to in sections 1 and 2 shall be taken on the basis of the "Application – referral abroad", prepared according to the template laid down in an annex hereto.

### § 3

1. The cost of a foreign trip of persons sent abroad by the Warsaw University of Technology may be fully or partly funded by the persons sent abroad, the Warsaw University of Technology or another unit.
2. Persons referred to in § 1 sent abroad in order to do research, training or to teach may be granted the following benefits by the Warsaw University of Technology:
  - 1) scholarship/lump sum to cover the cost of maintenance for the period of completion of the tasks for the purpose they were sent abroad for to the amount no greater than the equivalent of the full allowance for a business trip, relevant to the country where the person is travelling as defined in annex to regulation of the Minister of Labour and Social Policy on the income payable for business trips to staff members in state or local authority units financed from the state budget, hereinafter referred to as the “regulation”;
  - 2) costs of accommodation in the period of completion of the tasks for the purpose they were sent abroad for to the amount no greater than the equivalent of the maximum accommodation allowance for a given country as defined in the regulation;
  - 3) costs of travel to the place of completion of the tasks for the purpose they were sent abroad for and back. Tickets for international means of transport are booked and bought by the Centre for International Cooperation, hereinafter referred to as CWM, on the basis of a request for tickets submitted in the travel office selected through tender proceedings;
  - 4) costs of health and accident insurance bought by WUT;
  - 5) costs of visa payments or fees related to legalisation of a stay abroad.
3. Persons who during their foreign trips use the funds of national or international programmes or given to WUT by external units shall receive benefits according to the regulations for these programmes.

#### § 4

1. The scope and amounts of benefits referred to in § 3 granted to a person sent abroad by the Warsaw University of Technology shall be determined on each occasion in the “Application – referral abroad”.
2. A person sent abroad should submit with the application an agreement on co-financing the trip, drawn up in accordance with the requirements of the project or a copy of a document confirming the benefits for this purpose in case of external entities financing the trip.
3. The template of the ”Application – referral abroad” shall be placed on the CWM website in an editable version to be downloaded.
4. CWM shall qualify the application with regard to formal requirements and its compliance with relevant regulations.

#### § 5

The Warsaw University of Technology, when sending an employee abroad, shall grant the employee a paid leave of absence for the trip, in accordance with the regulations laid down in the WUT Labour Regulations or the Labour Code, as applicable.

#### § 6

The Warsaw University of Technology may grant other benefits referred to in § 3, except for the benefit referred to in § 3 section 2 point 1 to a person sent abroad by WUT, in order to do research, to participate in training or to teach classes, who was awarded a scholarship by a foreign institution and who was awarded a scholarship on the basis of an international agreement.

#### § 7

A person sent abroad shall submit a report on the results achieved in completion of the purposes they were sent to achieve.

§ 8

Persons sent abroad before the date when this regulation enters into force shall be paid the benefits granted pursuant to relevant regulations until the end of the period the benefits were awarded for.

§ 9

The Regulation enters into force on the day of its signing, with effect from 1 October 2021.

R E C T O R

Professor Krzysztof Zaremba

<b>WARSAW UNIVERSITY OF TECHNOLOGY</b>		<b>APPROVED WITH REGARD TO FORMAL REQUIREMENTS</b>
<b>APPLICATION - REFERRAL ABROAD (WWS)</b>		
SAP number of the trip	XYRRNNNNN	..... Date SIGNATURE OF CWM EMPLOYEE

EMPLOYEE  PHD STUDENT  STUDENT

<b>A PERSON TRAVELLING ABROAD</b>			
<b>Name and surname:</b>			
PESEL NUMBER:	Academic title and degree	Position	e-mail address
Place of employment/study (Faculty, Unit)			Contact phone numbers

<b>B APPLICATION</b>		
I apply for a referral abroad, in accordance with the data below:		
Country	City	Name of institution
1.	1.	1.
2.	2.	2.
Purpose of the trip: <input type="checkbox"/> research <input type="checkbox"/> teaching <input type="checkbox"/> training		
<b>Detailed description of the purpose of the trip</b>		
<b>Period of the foreign trip</b>	from:	to:
<b>The foreign party/institution outside of WUT*</b>		
<input type="checkbox"/> covers the benefits (list):		
<input type="checkbox"/> does not cover any benefits		

<b>C OBLIGATION/STATEMENT</b>	
I undertake to settle the costs of the trip within 14 days as of its end.	
I declare that if I do not settle the advance payment within 14 days as of the end of the trip, I consent to have the full amount of the advance payment deducted from my remuneration.	
I declare that I shall submit a written report on my trip within 14 days as of the end of the trip.	
..... date and signature of the person travelling abroad	

<b>D LIST OF BENEFITS</b>						
No.	Type of benefit	Number of benefits	Value of 1 benefit	Total	Maximum amount for the trip	Accounting distribution of costs
1	Scholarship					
2	Lump sum					
3	Maximum accommodation allowance					
4	Insurance					
5	Benefits other than the scholarship:					
6	Transport to the destination: Means of transport:					
Bursar/Bursar's proxy		Project head		Unit head (fund administrator)		

<b>E DECISION</b>	
I accept the purpose of the trip, benefits awarded and period of the foreign trip.	
..... DATE AND SIGNATURE OF THE HEAD OF THE PERSON TRAVELLING ABROAD	
DATE AND SIGNATURE OF THE PERSON TAKING THE DECISION	

F	APPLICATION FOR AN ADVANCE PAYMENT/PAYMENT OF BENEFITS IN ACCORDANCE WITH POINT 'D' AND ITS COLLECTION
	<p>Collection of the advance payment/benefits</p> <p><input type="checkbox"/> cash:.....  .....  Name and surname of the person picking up cash      Passport/ID number</p> <p>PESEL NO.</p> <p><input type="checkbox"/> transfer to the bank account number given in the request for an advance payment</p> <p style="text-align: right;">.....  DATE AND SIGNATURE OF THE PERSON TRAVELLING</p> <p>ABROAD</p>

\*cross out as applicable

The person travelling abroad completes clearly sections marked with letters **A,B,C,D,F**

**WWS-REFERRAL** is completed by persons travelling abroad in particular for the following purposes:

1. **research**
2. **teaching**
3. **training in:**
  - 1) part of long-cycle Master's study or first-cycle study or second-cycle study;
  - 2) postgraduate study;
  - 3) doctoral study or education in a doctoral school;
  - 4) scientific and teaching internships;
  - 5) language courses and other professional training courses;
  - 6) job placements;
  - 7) Athens programme sessions.

To the referral the following should be attached:

- 1) agreement on co-financing the trip;
- 2) invitation from the foreign institution (not applicable to persons travelling abroad within a European educational programme);
- 3) information on the scope of funding of benefits by an institution other than WUT;
- 4) request for international transport tickets and information clause;
- 5) visa forms, photographs and a valid passport – for trips to countries that require a visa;
- 6) copy of an agreement on using a private vehicle for business purposes if the person travelling abroad has been granted consent to travel by a car not owned by WUT;
- 7) copy of the consent to a paid leave for the trip.