

Instructions on referring employees, doctoral candidates and students of the University of Economics in Katowice abroad for research, educational and training purposes

General Provisions

§1

1. The Instructions stipulate specific principles of referring employees¹, doctoral candidates and students of the University of Economics in Katowice abroad for research, educational and training purposes, and the benefits they are entitled to and the manner in which they are settled.
2. Employees, doctoral candidates and student may apply to be referred to travel abroad, which is not identical with international mobility on official business, for research, educational and training purposes.
3. These Instructions do not refer to mobility of employees, doctoral candidates and students to study or do internship under international exchange programs as well as bilateral and trilateral agreements, unless the rules of the programs provide otherwise.
4. Anytime these Instructions refer to:
 - 1) Applicant – they shall be understood as persons referred to in (1);
 - 2) Application – it shall be understood as the Application for International Mobility, which constitutes Appendix no. 3 to the applicable Instructions on Mobility on Official Business of Employees of the University of Economics in Katowice;
 - 3) Settlement - it shall be understood as the Statement of expenses of international mobility, which constitutes Appendix no. 3 to the applicable Instructions on Mobility on Official Business of Employees of the University of Economics in Katowice.
5. The referrals abroad pertain to mobility for the following purposes:
 - 1) conducting research — if the referred persons are participating in research in Poland;

¹ The employee shall be understood as a natural person hired under employment agreement, appointment, election, nomination or cooperative employment contract. The employee is solely a person performing duties under employment relationship therefore the employee may not be a person performing work under provisions of civil law, for instance, under contra to complete specific work, service contract or other type of civil-law agreement (innominate agreement).

- 2) engaging in and conducting teaching-related activities;
- 3) training, with the view to:
 - a) complete a part of the long-cycle Master's program or the first-cycle program or the second-cycle program,
 - b) the postgraduate program,
 - c) training for doctoral candidates (provided that they have sufficient scientific achievements and have done at least a one-year traineeship in a given specialization),
 - d) research, teaching, artistic or specialized internship,
 - e) language courses and other courses to improve professional qualifications,
 - f) professional internship.

Procedure for Applying for Referrals Abroad

§2

1. The basis of the Application for referral abroad is a form (along with all appendices) which has to be filled in and submitted to the Bureau for International Cooperation at least 14 working days prior to the day of the first organizational activity connected with the international mobility.
2. An employee of the Bureau for International Cooperation shall verify formal aspects of the application and submit it for the approval of the Vice Rector in charge of international cooperation.
3. The decision whether to qualify the international mobility as a referral abroad shall be taken by the Vice Rector in charge of international cooperation on the basis of the analysis of the purpose of the mobility and the documents submitted along with the Application for International Mobility.
4. The employee referred abroad shall receive a referral specifying the benefits granted by the University. The original referral shall be kept in the personal files of the employee and the copy shall be kept by the Bureau for International Cooperation in the mobility documentation.
5. The employee is referred abroad by:
 - a) Rector, in the case of mobility of employees who are academic teachers,
 - b) Chancellor, in the case of employees who are members of the non-academic staff, the template application constitutes Appendix no. 1 hereto.
6. Doctoral candidates and students are entitled to referrals and benefits in accordance with the decision expressed on the Application for International Mobility referred to in § 2 (3).

7. The approved Application shall be kept by the Bureau for International Cooperation, which maintains the "Register of International Mobility".
8. An excerpt from the Register referred to in (7) shall be sent to the Personnel Management Office on an ongoing basis.

Rules of Granting Leaves

§3

1. The employee referred abroad for a period shorter than 30 days shall be granted a paid training leave, remunerated in accordance with the rules of calculating remuneration for leaves of absence.
2. The employee referred abroad for a period longer than 30 days or whose period of referral is extended shall be granted paid training leave of 30 days, remunerated in accordance with the rules stipulated in (1). They shall be granted an unpaid training leave for the remaining duration of their mobility.
3. In duly justified circumstances, the employee may be granted a paid training leave for a period longer than 30 days. The decision in this respect shall be taken by the Rector in the case of academic teachers or the Chancellor in the case of members of the non-academic staff.

Benefit Entitlement

§4

1. Employees, doctoral candidates and students of the University of Economics in Katowice may be referred abroad at the cost of the University, at their own cost or at the cost of an entity other than the University.
2. In the event that the mobility is funded or co-funded by an entity other than the University, the Application shall be submitted along with a written declaration of the financing entity, wherein it informs of the type and form or costs of mobility they intend to fund or co-fund.
3. Persons referred abroad for the purpose of conducting research or training, may be granted the following benefits:
 - 1) material aid to cover the costs of living and accommodation for the duration of fulfilling the duties of the referral abroad. The material aid may be granted in the amount which is not higher than an equivalent of the allowance for international mobility on official business, relevant for the state where the person is referred - for each day they are abroad under the referral. The applicable allowance is specified in the Appendix to the Regulation of the Minister of Labor and Social Policy of January 29, 2013 (Journal of Laws [*Dz.U.*] of 2013,

item 167) on compensation for employees of the State or local self-government unit for travel on official business.

2) Other benefits, in particular:

a) reimbursement of costs of travel to the location of the research or training and back; in the event that the duration of conducting research or undergoing training is longer than the duration of the academic year - reimbursement of travel costs to the location of research or training once per and academic year;

b) reimbursement of costs of research or learning aids connected with the purpose of the referral abroad;

c) reimbursement of costs of visa fees and fees connected with the legalization of the stay abroad.

4. Persons referred abroad to teach doctoral candidates may be granted the following benefits by the University:

1) material aid referred to in (3)(1);

2) other benefits, in particular:

a) reimbursement of costs of preparing the doctoral dissertation,

b) reimbursement of costs of travel in the country where they attend their doctoral program if

the change of their place of residence was a consequence of the program of their course,

c) reimbursement of costs of research or learning aids connected with attending doctoral programs,

d) reimbursement of costs of visa fees and fees connected with the legalization of the stay abroad.

5. Persons referred abroad in order to establish and conduct teaching-related activities may be granted the following benefits:

1) material aid referred to in (3)(1);

2) reimbursement of travel expenses to the location where classes are to be conducted and back, one per an academic year;

3) reimbursement of costs of visa fees and fees connected with the legalization of the stay abroad.

6. The scope and amount of benefits shall stem from the expected duration of the stay and account for the scope of financing provided the foreign party or another institution.
7. The material aid shall be paid by bank transfer to a designated bank account (in a foreign currency or Polish zloty).
8. The funding/payment/reimbursement of costs other than material aid shall be made against submitted bills/documents confirming the costs.

Before the referral begins, an advance may be paid in a foreign currency/Polish zloty in order to cover costs required by the person traveling abroad, in the amount stemming from the approved Application referred to in § 2 (3).

9. The granted benefits shall be paid in accordance with the tax law.

Settlement

§ 5

1. After the referral has finished, the Applicant shall settle all the costs connected therewith (in the event that costs which have to be settled were incurred during the referral) within 14 days following the end of the referral at the latest, against:
 - 1) the approved Application referred to in § 2 (3);
 - 2) a filled-in Settlement form along with required documents confirming each expenditure;
 - 3) settling advance payments collected, which has to be effected within 14 days following the end of the referral at the latest.
2. Should it prove impossible to obtain a document confirming an expenditure (in particular: invoices, bills, tickets), the Applicant shall submit a written declaration pertaining to the expenditure incurred and the justification for the lack of required documents.
3. In the absence documents required for settlement, the costs of settlement will not be settled and the Applicant:
 - 1) will not be reimbursed for the costs of referral they incurred;
 - 2) will be charge with the expenditures incurred by the University due to the referral.
4. The Settlement form shall be submitted to the Bureau for International Cooperation within the time limit referred to in (1).
5. In the event of more than one person traveling by car which does not belong to the employer, the costs shall be settled jointly or a certain person(s) shall be designated to settle the costs.
6. Any costs of referral are reimbursed by bank transfer to the account provided in the Settlement, after the Settlement has been approved.

Final Provisions

§ 6

1. If the University incurs any expenses in connection with referrals abroad but the travel does not take place or the stay which the Applicant was referred to was interrupted, the Applicant shall monitor the reimbursement of the incurred expenses.
2. In the event that it proves impossible to reimburse the incurred expense, referred to in (1), the Applicant shall submit to the Vice Rector in charge of international cooperation a written declaration to explain why the reimbursement proved impossible.
3. If the Vice Rector finds that the referred travel did not take place or was interrupted for reasons attributable to the Applicant, the Applicant shall be obligated to reimburse the incurred expenses.
4. The person referred abroad shall take out their own insurance, including the European Health Insurance Card obtained before the travel.²
5. If the referral for travel is a part of a project with external financing or co-financing under international or domestic programs, projects and agreements, the principles and rates provided therein shall apply.

² If you travel to a State where EHIC is valid.