

GENERAL TERMS OF CONTRACT  
CONCERNING STUDY VISITS OF SCIENTISTS FROM ABROAD IN SCIENTIFIC  
UNITS OF THE POLISH ACADEMY OF SCIENCES

1. The General Terms of Contract (hereinafter referred to as "the GTC") constitute an agreement between a scientific unit of the Polish Academy of Sciences and the Polish Academy of Sciences (hereinafter referred to as "PAN") represented by the Director of the International Cooperation Department - Dr Anna Plater-Zyberk, on the basis of the power of attorney BOM-266/DOP-104/2017/AK of 23 July 2017, with respect to funding of a study visit organised by the scientific unit.
2. By applying for funding of a study visit, the scientific unit accepts the General Terms of Contract presented below.
3. On the basis of the GTC, the PAN scientific unit commits to host a study visit of a foreign scientist to Poland in accordance with the application submitted under the PAN programme for study visits run by the International Cooperation Department of the Polish Academy of Sciences (hereinafter referred to as "BWZ PAN"). Funding mentioned in point 1 applies to scientists conducting their research in any scientific field represented in PAN and holding at least a doctoral degree.
4. PAN undertakes a commitment to reimburse the amount approved by the Vice-President of the Polish Academy of Sciences responsible for international cooperation, on condition that the report and the accounting document are accepted by the authorised representative of the respective PAN division.
5. Costs of visit eligible for reimbursement:
  - a) joint cost of per diem and accommodation not exceeding PLN 450 per researcher per day (if it is necessary to pay a per diem, its amount cannot exceed PLN 90 daily);
  - b) economically and substantially justified costs of air, rail, bus or private or business car travel for the purposes of the scientist's visit to Poland.
6. Visiting scientist should have a valid health insurance entitling him/her to a free emergency medical treatment in Poland. Otherwise he/she will pay for the treatment with his/her own funds. The host scientific unit will provide a visitor with all indispensable organisational assistance in situations requiring such steps.
7. The amount of funding for scientific units for the current calendar year and the detailed rules of completing visits are described in the minutes of the meeting of the Commission for the international cooperation, and are accepted by the Vice-President of the Polish Academy of Sciences responsible for international cooperation.
8. Deadline for submitting study visits' applications, agreed by BWZ PAN with the Vice-President of the Polish Academy of Sciences responsible for international cooperation will be shared on the PAN website and sent by e-mail to scientific units.

**NOT CERTIFIED TRANSLATION**

9. Scientific units send their applications for funding of the study visit mentioned in point 1 only to e-mail address [bwz@pan.pl](mailto:bwz@pan.pl) within the indicated deadline. Current form of the application ("Application for a study visit at PAN") is available on the PAN's website: [www.pan.pl](http://www.pan.pl).
10. After an eligibility check of the applications, BWZ PAN forwards the documents to the Deans of the PAN's Divisions for a substantive evaluation.
11. The list of submitted applications, including the results of Deans' evaluation, gets approved by the Vice-President of the Polish Academy of Sciences responsible for international cooperation.
12. After completing the process of evaluation of applications BWZ PAN informs applying scientific units about the results, and, in the case of successful proposals sends instructions for further proceeding.
13. Reimbursement of costs of the study visit mentioned in point 1, not exceeding the granted amount, is made on the basis of a detailed substantive report and an accounting document delivered to BWZ PAN. The accounting document should be accompanied by supporting evidence/receipts of travel expenses (a copy of the air, rail, bus ticket or record of the distance travelled by car/car mileage).
14. The report and accounting document should be submitted within 21 days from the end of the visit. For visits ending after 15 November, the deadline for submitting the above-mentioned documents is agreed individually by BWZ PAN and the scientific unit. Report template is available on the website [www.pan.pl](http://www.pan.pl).
15. After verification of the documents mentioned in point 13, BWZ PAN forwards them to the respective PAN Division for a substantive approval. The report is subject to the acceptance by the authorised representative of the respective Division, who also describes the accounting document in terms of substance within 5 working days from its receipt.
16. The copy of substantive report mentioned in point 13 is kept by BWZ PAN.
17. Further processing of the accounting document is regulated by a separate internal procedure for handling financial and accounting documents in force in PAN.
18. The contract is completed on the day of settlement of costs of the visit in accordance with point 14, or on the day of PAN's withdrawal from the GTC in writing, in the cases described in point 19.
19. In case a scientific unit does not comply with the conditions of the GTC, particularly if it exceeded the costs specified in point 5 or the deadline for submission of financial settlement to BWZ PAN in accordance with paragraph 14, PAN reserves the right to withdraw from providing funding or to reduce it.
20. Any changes to the GTC shall be made in writing, otherwise being null and void.
21. In any matters not covered by the GTC, generally applicable provisions of Polish law shall apply.