

GENERAL TERMS OF CONTRACT
FOR STUDY VISITS ABROAD UNDERTAKEN
BY SCIENTISTS OF THE POLISH ACADEMY OF SCIENCES

1. The present General Terms of Contract (hereinafter referred to as "the GTC") constitute an agreement between the Polish Academy of Sciences ("the PAS") 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, and a particular scientific unit of the Polish Academy of Sciences ("the PAS scientific unit"), with respect to funding for a study visit abroad undertaken by a delegated Polish Academy of Sciences scientist ("the delegated scientist").
2. By applying for funding for a study visit abroad, the PAS scientific unit accepts the General Terms of Contract presented herein.
3. On the basis of the present GTC, the PAS scientific unit undertakes to arrange and implement a study visit of the PAS scientist abroad in accordance with the application submitted under the PAS programme for study visits run by the International Cooperation Department of the Polish Academy of Sciences (hereinafter referred to as "the ICD PAS").
4. The PAS undertakes 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 PAS division.
5. The study visit costs eligible for reimbursement are as follows:
 - a. daily allowances and accommodation in amounts not higher than the rates set out in the table constituting an appendix hereto,
 - b. economically and substantively justified costs of travel by air, rail, bus or business or private car, for the purposes of the delegated scientist's visit abroad.
6. The delegated scientist should have valid health insurance entitling him/her to a free emergency medical treatment in the host country.
7. The amount of funding for the PAS scientific units for the current calendar year and the detailed rules of completing visits abroad are described in the minutes of the meeting of the PAS Committee on International Cooperation, and are approved by the Vice-President of the Polish Academy of Sciences responsible for international cooperation.
8. The deadline for submitting applications for funding of study visits abroad, set by the ICD PAS in agreement with the Vice-President of the Polish Academy of Sciences responsible for international cooperation, will be shared on the PAS website and sent by e-mail to scientific units.
9. Within the indicated deadline, PAS scientific units send applications for the funding of study visits as mentioned in point 1 to the e-mail address bwz@pan.pl (exclusively via email) within the indicated deadline. The current application form ("Application for a study visit abroad") is available on the PAS website: www.pan.pl.

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10. After first scrutinizing the applications in terms of formal compliance, the ICD PAS forwards the documents to the Deans of the PAS Divisions for substantive evaluation. Applications are evaluated according to the criteria set by the PAS Committee on International Cooperation and described in each announcement of the call for applications.
11. The list of submitted applications, including the results of Deans' evaluations, is then approved by the Vice-President of the Polish Academy of Sciences responsible for international cooperation.
12. After completing the application evaluation process, the ICD PAS informs the applying scientific units about the results, and, in the case of successful proposals sends instructions for how to further proceed.
13. Reimbursement of the 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 the ICD PAS. 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) and the hotel receipt.
14. The report and accounting document should be submitted within 21 days after the end of the visit. For visits ending after 15 November, the deadline for submitting the above-mentioned documents is agreed individually by ICD PAS and the scientific unit. The report template (*Report of the study visit abroad*) is available on the website www.pan.pl.
15. After verification of the documents mentioned in point 13, ICD PAS forwards them to the respective PAS Division for a substantive approval. The report is subject to acceptance by the authorised representative of the respective Division, who also submits a substantive description of the accounting document within 5 working days after its receipt.
16. A copy of the substantive report mentioned in point 13 is kept by ICD PAS.
17. Further processing of the accounting document is regulated by the separate internal procedures for handling financial and accounting documents in force within the PAS.
18. The contract is completed on the day of the reimbursement of the study visit costs in accordance with point 14, or on the day of the PAS's withdrawal from the GTC in writing, in the cases described in point 19.
19. If the PAS scientific unit fails to comply with the conditions of the GTC, particularly if it exceeds the costs specified in point 5 or the deadline for submission of financial settlement to the ICD PAS in accordance with point 14, the PAS reserves the right to withdraw from providing funding or to reduce the amount.
20. Any changes to the present 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.

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Appendix no 1. Rates of daily allowances and accommodation for scientists of the Polish Academy of Sciences undertaking a study visit abroad.

Lp.	Country	Currency	Allowance amount	Accommodation amount limit
1	Afghanistan	EUR	47	140
2	Albania	EUR	41	120
3	Algeria	EUR	50	200
4	Andorra	as in Spain		
5	Angola	USD	61	180
6	Saudi Arabia	EUR	45	180
7	Argentina	USD	50	150
8	Armenia	EUR	42	145
9	Australia	AUD	88	250
10	Austria	EUR	52	130
11	Azerbaijan	EUR	43	150
12	Bangladesh	USD	50	120
13	Belgium	EUR	48	160
14	Belarus	EUR	42	130
15	Bosnia and Herzegovina	EUR	41	100
16	Brazil	EUR	43	120
17	Bulgaria	EUR	40	120
18	Chile	USD	60	120
19	China	EUR	55	170
20	Croatia	EUR	42	125
21	Cyprus	EUR	43	160
22	Czechia	EUR	41	120
23	Dania	DKK	406	1 300
24	Egypt	USD	55	150
25	Ecuador	USD	44	110
26	Estonia	EUR	41	100
27	Ethiopia	USD	55	300
28	Finland	EUR	48	160
29	France	EUR	50	180
30	Greece	EUR	48	140
31	Georgia	EUR	43	140
32	Spain	EUR	50	160
33	India	EUR	38	190
34	Indonesia	EUR	41	110
35	Iraq	USD	60	120
36	Iran	EUR	41	95
37	Ireland	EUR	52	160
38	Island	EUR	56	160
39	Israel	EUR	50	150

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40	Japan	JPY	7 532	22 000
41	Yemen	USD	48	160
42	Jordan	EUR	40	95
43	Cambodia	USD	45	100
44	Canada	CAD	71	190
45	Qatar	EUR	41	200
46	Kazakhstan	EUR	41	140
47	Kenia	EUR	41	150
48	Kyrgyzstan	USD	41	150
49	Colombia	USD	49	120
50	Congo, Republic of	USD	66	220
51	South Korea	EUR	46	170
52	North Korea	EUR	48	170
53	Costa Rica	USD	50	140
54	Cuba	EUR	42	110
55	Kuwait	EUR	39	200
56	Laos	USD	54	100
57	Lebanon	USD	57	150
58	Libya	EUR	52	100
59	Liechtenstein	as in Switzerland		
60	Lithuania	EUR	39	130
61	Luxembourg	as in Belgium		
62	Latvia	EUR	57	132
63	Macedonia	EUR	39	125
64	Malaysia	EUR	41	140
65	Malta	EUR	43	180
66	Morocco	EUR	41	130
67	Mexico	USD	53	140
68	Moldova	EUR	41	85
69	Monaco	as in France		
70	Mongolia	EUR	45	140
71	Netherlands	EUR	50	130
72	Germany	EUR	49	150
73	Nigeria	EUR	46	240
74	Norway	NOK	451	1 500
75	New Zealand	USD	58	180
76	Oman	EUR	40	240
77	Pakistan	EUR	38	200
78	Palestine	as in Israel		
79	Panama	USD	52	140
80	Peru	USD	50	150
81	Portugal	EUR	49	120
82	South Africa	USD	52	275

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83	Russia	EUR	48	200
84	Romania	EUR	38	100
85	San Marino	as in Italy		
86	Senegal	EUR	44	120
87	Republic of Serbia and Republic of Montenegro	EUR	40	100
88	Singapore	USD	56	230
89	Slovakia	EUR	43	120
90	Slovenia	EUR	41	130
91	United States of America, including	USD	59	200
	- New York			350
	- Washington			300
92	Syria	USD	50	150
93	Switzerland	CHF	88	200
94	Sweden	SEK	459	1 800
95	Tajikistan	EUR	41	140
96	Thailand	USD	42	110
97	Tanzania	USD	53	150
98	Tunisia	EUR	37	100
99	Turkey	USD	53	173
100	Turkmenistan	EUR	47	90
101	Ukraine	EUR	41	180
102	Uruguay	USD	50	80
103	Uzbekistan	EUR	41	140
104	Venezuela	USD	60	220
105	Hungary	EUR	44	130
106	Great Britain	GBP	35	200
107	Vietnam	USD	53	160
108	Italy	EUR	48	174
109	Ivory Coast	EUR	33	100
110	Zimbabwe	EUR	39	90
111	United Arab Emirates	EUR	39	200
112	Countries not mentioned in positions 1-111	EUR	41	140