

**GENERAL TERMS OF CONTRACT
FOR STUDY VISITS OF FOREIGN SCIENTISTS IN SCIENTIFIC UNITS 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 of a foreign scientist ("the foreign scientist").
2. By applying for funding for a study visit at PAS, the scientific unit accepts the General Terms of Contract presented herein.
3. On the basis of the present GTC, the PAS scientific unit undertakes to host a foreign scientist 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"). Funding mentioned in point 1 applies to scientists conducting their research in any scientific field represented in the PAS and holding at least a doctoral degree.
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) joint cost of daily allowances and accommodation not exceeding PLN 450 per researcher per day (if it is necessary to pay a per diem allowances, its amount cannot exceed PLN 90 daily);
 - b) economically and substantively justified costs of travel by air, rail, bus or business or private car, for the purposes of the scientist's visit to Poland.
6. The foreign scientist should have 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 the PAS 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. The deadline for submitting applications for funding of study visits at the PAS, 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.

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9. Within the indicated deadline, PAS scientific units send applications for the funding of study visits as mentioned in point 1 only to the e-mail address bwz@pan.pl (exclusively via email) within the indicated deadline. The current application form ("Application for a study visit at PAN") is available on the PAS website: www.pan.pl.
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 a substantive evaluation.
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).
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 the ICD PAS and the scientific unit. The report template is available on the website www.pan.pl.
15. After verification of the documents mentioned in point 13, the 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 substantive report mentioned in point 13 is kept by the 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.

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21. In any matters not covered by the GTC, generally applicable provisions of Polish law shall apply.