

RECTOR'S ORDER NO. 16/2022
UNIVERSITY OF RZESZÓW
dated 17.02.2022.

Regarding: short-term arrivals of foreign guests
to the University of Rzeszów excluding the ERASMUS+ program

Pursuant to Article 23 (1) of the Act of July 20, 2018. Law on Higher Education and Science (i.e., Journal of Laws of 2021, item 478, as amended) and § 30 (3) of the Statute of the University of Rzeszów of the University of Rzeszów (consolidated text-Resolution No. 96/09/2021 of the Senate of the University of Rzeszów of 30.09.2021), I establish the following rules:

§1

1. Arrivals of foreign guests, in particular teachers, administrative staff, doctoral students or students to the University of Rzeszów (hereafter also referred to as UR) may take place only after approval by the Rector or the Vice-Rector of the application for the admission of a foreign guest to UR, which constitutes Appendix No. 1 to this Ordinance.
2. If the application is approved, the head of the host unit is required to submit it to the Office of the relevant College.
3. Arrivals of foreign guests to UR are subject to registration at the Office of the relevant College.

§2

Financing the stay of foreign guests

1. Arrivals of foreign guests are at the expense of themselves, the sending university or unit, or at the expense of the University of Rzeszów.
2. UR may cover the costs of the guest's stay, in particular per diem, accommodation and travel, in cases where these costs will not be covered by the university or unit sending the guest, an external institution, or from another source.
3. UR does not cover the cost of insurance for the guest during his stay in the territory of the Republic of Poland.
4. The decision on the type of costs and the amount of dues is made by the Vice-Rector for College Affairs at the request of the head of the unit receiving the guest. The decision depends on the financial capacity of the host unit or on agreements made.
5. Funding by the University of Rzeszów for the stay of foreign guests arriving within the framework of cooperation programs and agreements is provided on the following basis:
 - 1) where programs and cooperation agreements regulate the rules of granting and the scope of benefits for foreign guests, their payment shall be made in accordance with the rules set forth in the regulations governing the operation of the relevant program or cooperation agreement, respectively;

- 2) in case the programs and cooperation agreements do not regulate the rules of granting and the scope of benefits for foreign guests, the administrator of funds at UR may decide to grant one or more of the following benefits to a foreign guest:
 - a) payment of a per diem of PLN 75 per day,
 - b) covering accommodation costs, in case UR does not provide accommodation,
 - c) Covering travel expenses to Rzeszów,
 - d) Covering the cost of urban transportation.
6. In the case of foreign guest arrivals outside of programs and cooperation agreements, the UR resource manager may decide to grant one or more of the following benefits to the foreign guest:
 - a) payment of a per diem of PLN 75 per day,
 - b) covering accommodation costs, in case UR does not provide accommodation,
 - c) Covering the cost of urban transportation.
7. The cost of hosting a foreign guest must be confirmed by financial documents, an invoice, an accounting note issued to the University of Rzeszów, a receipt for daily allowances, an application for reimbursement of expenses incurred. Payment is made only on the basis of personal information established on the basis of an identity document (passport, ID card or other equivalent). Settlement of a foreign guest's stay at the University of Rzeszów shall be made on the basis of a completed form constituting Appendix No. 2 w to this Ordinance. The disbursement of funds may be made in the form of a transfer or cash withdrawal on the basis of the data provided by the foreign guest - Beneficiary.

§3

1. Supervision of the foreign guest is provided by a person from the unit receiving the foreign guest, designated by the head of this unit.
2. In particular, the tasks of the supervisor include contacting the incoming foreign guest, arranging the first meeting, organizing the stay in accordance with the program contained in the above-mentioned application.
3. The office of the relevant College prepares documentation for the payment or settlement with the foreign guest of the benefits referred to in §2, which is then forwarded to the UR Bursar's Office.

§4

Supervision and responsibility for the implementation of this Order is entrusted to the Vice-Rectors for College Affairs and the Directors of College Offices.

§5

1. Order No. 27/2016 of the Rector of the University of Rzeszów dated 01.06.2016 on: short-term visits of foreign guests to the University of Rzeszów is repealed.
2. The Ordinance shall come into effect as of the date of signature.