

Regulations for awarding financial resources in 2025–2026 for the implementation of visits by visiting professors under the programme “Excellence Initiative International Cooperation – Short-Term Visits”

§ 1

OBJECTIVE

In order to intensify the international research and teaching activities at Poznan University of Technology (hereinafter: PUT), provision is made for inviting internationally renowned scholars from abroad (hereinafter: “Visiting Professors”) within the framework of **the programme “Excellence Initiative International Cooperation – Short-Term Visits”**

§ 2

GENERAL PROVISIONS

1. These Regulations define the rules for submitting applications and financing short-term visits to PUT by Visiting Professors representing prestigious academic institutions.
2. The Programme enables visits lasting from 7 to 10 days (excluding travel days).
3. The annual budget of the Programme is set at 200,000 PLN and covers the funding of 10 visits. The Rector reserves the right to increase the aforementioned limits.
4. Applications for funding a visit shall be submitted once per year, by 28 February, for the given calendar year.
5. In the event that the funds are not fully allocated during the application round referred to in section 4, the Rector may announce a supplementary call for applications.
6. Applications may be submitted by PUT employees holding the position of professor, university professor, or assistant professor as of the date of submission, hereinafter referred to as the “Host”.
7. Promotional materials regarding activities undertaken by the Visiting Professor, prepared or authorised by the Host, must include the following statement: “The visit was funded under the programme **‘Excellence Initiative International Cooperation – Short-Term Visits’**”.

§ 3

CONDITIONS OF PARTICIPATION

1. A condition for participation in the Programme is the submission by the Host of a written application to the International Relations Office, in accordance with the template set out in Attachment No. 1. Only complete applications that meet all the requirements set out in these Regulations shall be considered.
2. The application must be approved by the Director of the Institute and the Dean of the Faculty with which the Host is affiliated.
3. The Visiting Professor is required to deliver an open lecture for PUT staff and doctoral students. Members of the public may also attend this lecture.
4. The Visiting Professor is required to conduct a minimum of 10 hours of teaching (lectures, seminars, colloquia, workshops) for students and participants of the Doctoral School.

§ 4

EVALUATION AND APPLICATION REVIEW PROCEDURE

1. Each application shall be subject to formal and substantive evaluation.

2. The application must include: information on the academic achievements of the Visiting Professor, data regarding the academic institution represented by the Visiting Professor, and the planned itinerary of the visit (it is particularly required to include, in addition to direct scientific collaboration, the activities referred to in § 3 sections 3 and 4).
3. Formal assessment of applications shall be carried out by a committee for formal evaluation, appointed by the Rector and composed of: the Vice-Rector for International Relations (Chair), two staff members of the International Relations Office, and a staff member from the Research and Projects Office.
4. The formal evaluation consists of verifying whether the application fulfils all the requirements set out in these Regulations.
5. Substantive evaluation of applications shall be carried out by a committee for substantive evaluation, appointed by the Rector and composed of: the Vice-Rector for International Cooperation (Chair), the Vice-Rector for Research, and two professors with significant international academic achievements.
6. An application may be rejected on formal grounds even during the substantive evaluation stage.
7. The committee for substantive evaluation shall award points based on: the academic achievements of the Visiting Professor, the standing of the academic institution represented by the Visiting Professor, and the planned research and teaching activities during the visit. Decisions of the committee shall be made by vote. In the event of a tie, the Chair shall have the casting vote. Meetings of the committee may be held remotely.
8. The committee for substantive evaluation shall inform all Hosts of the outcome of the evaluation procedure. In the case of a negative decision, the Host shall be provided with an individual justification.
9. In the event that funding is awarded, the Host is required to submit a request to host a foreign guest to the International Relations Office, Foreign Travel Service Section, in accordance with the template set out in Attachment No. 2. This request must be submitted no later than 3 weeks prior to the planned arrival of the Visiting Professor.

§ 5

FUNDING RULES FOR VISITS

1. PUT shall cover the following costs of the Visiting Professor's stay:
 - 1) documented travel expenses;
 - 2) documented accommodation costs;
 - 3) a per diem allowance of 500.00 PLN for each day of the visit.
2. Travel costs may be reimbursed within the following limits:

Distance in a straight line between the researcher's place of residence and the destination (km)	Maximum amount for a round trip (PLN)
less than 500	1,300.00
500 – 999	2,600.00
1,000 – 2,999	3,900.00
3,000 – 5,999	5,200.00
6,000 – 9,000	6,500.00
more than 9,000	7,800.00

3. Accommodation costs may be reimbursed within the limits specified in the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the entitlements of employees employed in state or local government budgetary units in respect of business travel.
4. PUT shall disburse the funds referred to in section 1, subject to section 5, as follows:

- 1) the per diem allowance shall be paid via bank transfer, in PLN, to the bank account indicated by the Visiting Professor in Attachment No. 4, before the start of the visit.
- 2) funds for travel and accommodation costs shall be disbursed at the request of the Visiting Professor, within the limits specified in sections 2 and 3.
5. If PUT provides travel or accommodation directly, reimbursement of the relevant costs shall not apply.
6. Detailed funding conditions are set out in the agreement, the template for which is provided in Attachment No. 3 to these Regulations.

§ 6

FINANCIAL SETTLEMENT

1. Any publications resulting from the Visiting Professor's stay should include a statement indicating that they were developed under the programme "Excellence Initiative International Cooperation – Short-Term Visits".
2. The Host is obliged to submit a substantive report within one month of the conclusion of the Visiting Professor's stay. The report should address the implementation of the planned activities at PUT.
3. A Visiting Professor who fails to comply with the terms of the financial agreement shall be required to return the funds received.