

**Regulations for funding study visits under  
Support Programme for the Development of the Warsaw University of Technology  
Employees**

hereinafter referred to as 'Regulations'

§ 1  
GENERAL PROVISIONS

1. Study visits are short-term trips, lasting from 3 to 20 days, for people employed at the Warsaw University of Technology, which aim to gain new experience, expand knowledge, establish cooperation or observe good practices at foreign institutions.
2. The content of the study visit should be related to the employee's scope of activity at the Warsaw University of Technology and targeted at the development of professional competence.
3. Study visits may take place at foreign academic, scientific or other cooperating higher education institutions.
4. In justified cases, study visits in Poland are allowed.
5. The list of foreign partner universities recommended for study visits can be found on the WUT Intranet.

§ 2  
AIM AND SCOPE OF FUNDING

1. Funding study visits is intended to:
  - 1) support the development of staff competencies in:
    - a) scientific supervision, including student research groups (IDUB Action D22);
    - b) modern methods of education (IDUB Action D23);
    - c) innovation management and technologies transfer (IDUB Action D4);
    - d) administration (IDUB Action D27);
    - e) management (IDUB Action D24);
  - 2) enhance international academic cooperation and network with other institutions;
  - 3) promote the exchange of experience between university staff and staff from other institutions;
  - 4) implement best practices and innovative solutions at the Warsaw University of Technology.
2. Funding study visits includes costs associated with:
  - 1) travel (airline tickets, rail tickets, etc.);
  - 2) accommodation and sustenance during the visit;
  - 3) travel insurance;
  - 4) conference fees;
  - 5) participation in training, seminars, workshop;
  - 6) other events related to the aim of the study visit.
3. In the case of an international study visit conducted as part of the programme, it is compulsory to submit an application for travel and purchase tickets through the Office for International Trips.

### § 3

#### PRINCIPLES FOR RECRUITMENT AND PARTICIPATION IN THE STUDY VISIT

1. A study visit may be conducted as:
  - 1) a group trip – organised by a WUT organisational unit;
  - 2) an individual trip to a WUT partner institution;
  - 3) individual trip to an institution chosen by the visiting person/recommended by the head of the organisational unit where the visiting person is employed.
2. Funding for study visits conducted as part of individual mobility, as defined in section 1, items 2 and 3, may be obtained by employees of the Warsaw University of Technology fulfilling the following criteria:
  - 1) They are employed under a job contract.
  - 2) They were granted their superior's consent to conduct a study visit.
  - 3) They provide written consent for the study visit to the host institution.
3. Funding for study visits conducted as a group trip, as defined in section 1 item 1, may be granted to the Warsaw University of Technology employees fulfilling the following criteria:
  - 1) They are employed under a job contract.
  - 2) They were professionally active in relation to the theme of the planned visit.
4. All study visits under the programme must be completed and settled by 20 December 2025.
5. An employee of WUT wishing to participate in a study visit carried out as an individual trip, after obtaining the written consent of the superior referred to in section 2 item 2, shall complete an application form available at the following website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl) in compliance with the template in Annex No. 1 to the Regulations.
6. A WUT organisational unit arranging a study visit carried out as a group trip shall submit an application in accordance with the template in Annex No. 2 to the Regulations in electronic form via an online form available at [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl).
7. All applications meeting the formal requirements shall obtain funding.
8. Funding decisions for study visits are issued at least once a month by the Head of Management Team for IDUB.
9. The list of the recipients of funding for study visits shall be approved by the Vice-Rector for General Affairs.
10. WUT staff applying for funding for a study visit shall receive information by e-mail within 5 working days of the announcement of the decision at the latest, as referred to in section 8.
11. Upon receipt of information on the financing of the study visit, the leaving employee/the organisational unit of the Warsaw University of Technology arranging the study visit shall conduct the subsequent procedure in accordance with the regulations applicable at the Warsaw University of Technology for the realisation of trips abroad.

### § 4

#### PRINCIPLES FOR THE SETTLEMENT OF STUDY VISITS

1. A WUT employee participating in a study visit conducted as an individual trip, as defined in § 3 section items 2 and 3, shall:
  - 1) settle the costs of the study visit in accordance with the regulations in force at the Warsaw University of Technology within 14 days of the end of the study visit;
  - 2) present the conclusions of the study visit at the staff meeting of the organisational unit where she/he is employed;
  - 3) make every effort to use the knowledge and competences acquired in his/her professional career at the Warsaw University of Technology;
  - 4) submit the conclusions of the study visit and proposals for using the selected practice/solution at the Warsaw University of Technology to his/her superior;

- 5) provide the necessary feedback to monitor the outcomes of the granted support.
2. The settlement of the content of the study visit, which means the use of employee's knowledge and competences gained during the study visit conducted as an individual trip, shall be the responsibility of that employee's superior.
3. The superior of an employee who has completed a study visit conducted as an individual trip as referred to in § 3 section 1, items 2 and 3 shall:
  - 1) keep a record of proposals for the implementation of good practices/solutions at the Warsaw University of Technology, as referred to in section 1, item 4, in accordance with the template in Annex No. 3 to the Regulations;
  - 2) conduct an analysis of the possibility of implementing at the Warsaw University of Technology the employee's proposals referred to in section 1, item 2;
  - 3) give an opinion on the implementation of the solutions proposed by the employee and the necessary feedback to monitor the outcomes of the support provided;
  - 4) give the necessary feedback to monitor the effectiveness of the funding mechanism for study visits.
4. A WUT employee participating in a study visit implemented as a group trip, referred to in § 3 section 1 item 1 shall:
  - 1) within 14 days of the end of the study visit, settle the costs of the study visit in accordance with the regulations in force at the Warsaw University of Technology;
  - 2) make every effort to use the knowledge and competences acquired in his/her professional career at the Warsaw University of Technology.
5. The head of the WUT organisational unit arranging the group trip referred to in § 3 section 1 item 1 shall:
  - 1) take a decision on the implementation of the selected practice/solution at the Warsaw University of Technology, in accordance with the template specified in Annex No. 4 to the Regulations;
  - 2) give the necessary feedback to monitor the effectiveness of the funding mechanism for study visits.

§ 5  
FINAL PROVISIONS

In matters not regulated herein the Vice-Rector for General Affairs shall make decisions.

**APPLICATION FORM FOR THE STUDY VISIT (individual trip)**

<b>DATA OF THE EMPLOYEE APPLYING FOR THE STUDY VISIT</b>	
First name and surname	
WUT organisational unit	
Position	
Staff group	<input type="checkbox"/> AS <input type="checkbox"/> NAS
Phone number	
Email address	
Date of signing the job contract in WUT	

<b>INFORMATION ON THE PLANNED STUDY TRIP</b>	
Place of visit (name of host institution)	
Date of stay	
Plan of stay (up to 500 characters)	
Estimated costs of study visit (in accordance with § 2 section 2 of the Regulations)	1. Trip (plane tickets, rail tickets, etc.): ..... 2. Accommodation: ..... Daily allowance ..... 3. Insurance: ..... 4. Conference fees: ..... 5. Participation in training, seminars, workshops: ..... (please provide the name) 6. Other events related to the aim of study visit: ..... (please describe) <p style="text-align: right;">Total (1-6):.....</p>

Please tick:	
<input type="checkbox"/>	I have read and accept the Regulations for foreign study visits within the scope of the programme of support for employees of the Warsaw University of Technology.
<input type="checkbox"/>	Having been qualified for the Programme, I declare that I will use the competences acquired as part of my participation in the Programme in my professional work at the Warsaw University of Technology.

.....  
 Date and signature of the employee applying for the study visit

<b>TO BE COMPLETED BY THE SUPERIOR OF THE APPLICANT FOR THE STUDY VISIT</b>	
Please tick the appropriate answer	The participation in the study visit of the employee is intended to support his/her competence development in terms of: <ul style="list-style-type: none"> <li><input type="checkbox"/> scientific supervision, including student research groups</li> <li><input type="checkbox"/> modern methods of education</li> <li><input type="checkbox"/> innovation management and technologies transfer</li> <li><input type="checkbox"/> administration</li> <li><input type="checkbox"/> management</li> <li><input type="checkbox"/> other (please specify) .....</li> </ul>
Please justify the need to participate in the study visit in the context of your tasks/professional development	

.....  
 Date, signature and stamp of superior of WUT employee  
 applying for the study visit

**APPLICATION FORM FOR THE STUDY VISIT (group trip)**

<b>DETAILS OF THE UNIT PROPOSING THE GROUP OF WUT EMPLOYEES FOR THE STUDY VISIT</b>	
Name of organisational unit	
Contact details of the coordinator of the trip on the part of the organisational unit: a. first name and surname b. position c. phone number d. email	
<b>INFORMATION ON THE PLANNED STUDY TRIP</b>	
Place of visit (name of host institution)	
Date of stay	
Plan of stay (up to 500 characters)	
Information on study visit participants	Participation in the employees' study visit is intended to support their competence development in the field of: <input type="checkbox"/> scientific supervision, including student research groups <input type="checkbox"/> modern methods of education <input type="checkbox"/> innovation management and transfer of technologies <input type="checkbox"/> administration <input type="checkbox"/> management <input type="checkbox"/> other (please specify) .....
Please justify the need for the participants to take part in the study visit in the context of their professional development tasks	
First name, surname, organisational unit, function and staff group of persons participating in the study visit	Please write or attach a file
Estimated costs of study visit	1. Trip (plane tickets, rail tickets, etc.): ..... 2. Accommodation: ..... Daily allowance ..... 3. Insurance: ..... 4. Conference fees: ..... 5. Participation in training, seminars, workshops (please provide the name): ..... 6. Other events related to the aim of study visit (please describe): ..... Cost per one person (1-6):..... Total cost for all participants of the study visit:.....

.....  
Date, signature and stamp of the head of the WUT organisational unit  
arranging the study visit

**RECORD OF PROPOSALS TO IMPLEMENT GOOD PRACTICES/SOLUTIONS**

(to be completed by the superior of an employee who completed the study visit)

	WUT organisational unit proposing an idea to implement a good practice	Proposal for implementation of a good practice (including first name and surname of its author)	The name of an institution that is a source of inspiration	Recommendations of the superior of an employee who completed the study visit concerning the implementation of a good practice with justification	Author of recommendation
1					
2					
3					
4					
5					
6					
7					

**RECOMMENDATIONS FOR THE IMPLEMENTATION OF GOOD PRACTICES/SOLUTIONS**

(to be completed by the head of the WUT organisational unit arranging the study visit)

	WUT organisational unit proposing an idea to implement a good practice	Proposal for implementation of a good practice	The name of an institution that is a source of inspiration	Author of recommendation
1				
2				
3				
4				
5				
6				
7				