



International Center for Research on Innovative Biobased Materials (ICRI-BioM)

REGULATION FOR ICRI-BioM VISITING SCIENTISTS

TITLE 1 - GENERAL PROVISIONS

Article 1

(Scope and purpose)

1. ICRI-BioM, in order to consolidate and strengthen its internationalization strategy, as well as to encourage interdisciplinarity and promote its research activity in a collaborative framework, aims to promote exchanges and mobility of scholars and researchers for scientific collaborations with other organizations/institutions.

2. The present Regulation governs the procedure aimed at hosting Polish or foreign scholars and researchers, hereinafter referred to as Visiting Scientists from public or private, Polish or foreign universities and research institutions, also on the basis of specific international agreements with ICRI-BioM, who are invited to carry out scientific collaboration activities at the Center, including evaluation sessions.

3. Visiting Scientists can be either invited or hosted by the ICRI-BioM. Expenses of Invited Visiting Scientists are covered by ICRI-BioM. Invitation procedure and corresponding regulations are described below. Hosted Visiting Scientists are those who carry out research at ICRI-BioM under (collaborative) external financing, e.g. grants. Expenses of these researchers are covered from external sources in agreement with specific regulations issued by the funding organization.

4. Visiting Scientists can be involved in teaching activities at TUL or other local teaching institutions provided hosting ICRI-BioM scientist declared her/his agreement in the written form. Teaching activities are remunerated by TUL or the appropriate institution.

TITLE 2 - PROCEDURE

Article 2

(Invitation Procedure)

1. The Visiting Scientist's stay at a Scientific Area of ICRI-BioM follows an invitation proposal from the Center professor/researcher, initiated through a letter to Director and containing, among others, the following information:

- The scholar's personal details;
- The institution of origin;
- The scholar's visiting period at ICRI-BioM;
- The name of the scientist in charge at ICRI-BioM;
- Any relevant international agreement (if formalised);
- Cost estimates related to the visit, referred to in Article 3 below;
- The budget funds that will cover the costs.

The invitation will be sent directly to the Visiting Scientist who shall accept and confirm the details of the visit by filling out and subsequently signing the relevant forms.

2. The Visiting Scientist may benefit from the following facilities, if deemed necessary by the professor/researcher of the relevant Scientific Area:

- a) A work station within ICRI-BioM;
- b) Access to the Lodz University of Technology (TUL) resources (account activation);
- c) Access to the Center facilities and to TUL library.

Article 3

(Reimbursement of expenses and insurance coverage in case of accidents)

1. As a contribution towards expenses, the Visiting Scientist will be entitled to a daily flat-rate reimbursement of up to EUR 130.00 gross for expenses related to meals and/or accommodation, as well as a flat-rate reimbursement for travel expenses, proportionate to the distance from the place of work or from/to another location if the distance is shorter on the basis of the current travel costs applicable to the following parameters and limits:

- Distance up to 750 km up to EUR 500.00 gross
- Distance up to 2000 km up to EUR 1,000.00 gross
- Distance greater than 2000 km up to EUR 2,000.00 gross

2. The quantification of the flat-rate reimbursement referred to in paragraph 1 is assigned to the scientist in charge or the person in charge of the funds covering the expenditure, if different. The daily flat-rate reimbursement of EUR 130.00 gross may be increased up to EUR 180.00 gross, on motivated request of the person in charge of the funds.

3. As an alternative to the flat-rate reimbursement referred to in paragraph 1, the Visiting Scientist can opt for the reimbursement of out-of-pocket expenses, informing the scientist in charge before the start of the invitation procedure. In this case, the expenses shall be precisely documented and reimbursed within the limits of the contribution foreseen for the gross flat-rate reimbursements for the cost of meals and/or accommodation and travel expenses referred to in the preceding paragraph 1. Any accommodation or travel expenses paid directly by ICRI-BioM may also be included within the limits of the contribution referred to above upon request of the Visiting Scientist.

4. The flat-rate reimbursement and/or the reimbursement of out-of-pocket expenses, if covered by external funds, will only be accepted if foreseen by the relevant financing programme.

5. ICRI-BioM provides insurance coverage in case of accidents in the work place, at its own expenses, for the entire period of the Visiting Scientist's stay at the Center.

Article 4

(Final Provisions)

1. The present Regulation for Visiting Scientists is not applicable for the award of teaching assignments or conferences that foresee a salary. In such cases, TUL relevant regulations shall apply.

2. The present Regulation does not apply to visits of the members of the International Scientific Committee for the purpose of participation in the Committee annual or extraordinary meetings, in which case all necessary expenses are covered. The Regulation does apply if an International Scientific Committee member visits ICRI-BioM for other reasons (e.g., seminar, research, consultation, etc.).

3. For any matter that is not covered by the present Regulation, applicable legislative, statutory and regulatory provisions shall apply.

4. The Regulation applies to all visits from the beginning of ICRI-BioM operations. Should any changes be necessary to be introduced to it in the future they shall enter into force on the day following the publication on the ICRI-BioM web page at <https://icri-biom.p.lodz.pl/content/documents>.