

Attachment No. 1 to the Regulations on the implementation of the SEA-EU partner universities students' project competition: 'Disbursement of the grant obtained as a result of the competition'.

Participants of the competition who receive funding are obliged to spend the funds in accordance with the Regulations. A team supervisor who is a UG employee is responsible for all costs incurred.

Received funding

The funds received in the competition are not paid in full but are used to cover costs evidenced by an appropriate document.

In the case of the purchase of goods or services, you may choose to:

- request a fixed-term or pro forma invoice;
- apply for an advance payment, which must then be settled by invoices;
- make the purchase using your own funds and then receive reimbursement based on the invoice.

Purchase of Services/Goods

Purchase within tender contracts

The University has long-term contracts for the supply of certain goods and services. This means that purchasing them independently may result in the inability to benefit from cost settlement. This may apply, for example, to domestic and international books, the transport of people, or the provision of meals on University premises.

The goods and services provided under tender contracts are described in the UG Employee Portal, which can be accessed by the project supervisor. Information on these products can also be obtained from the Procurement Centre (cpz@ug.edu.pl).

Purchase outside tender contracts

When services and products are not included in tender contracts, the Public Procurement Centre should be consulted as to whether they can be awarded outside the Public Procurement Law. The amount of such a purchase may not exceed PLN 130,000. A template of the opinion is available at https://ug.edu.pl/pracownicy/strony_jednostek/centrum-zamowien-publicznych/opiniowanie.

Important - purchase of the value of more than PLN 5,000 net up to PLN 50,000 net is subject to market discernment. Details of the public procurement regulations are available at https://bip.ug.edu.pl/sites/default/files/nodes/akty_normatywne/102891/files/regulamin_udzielania_zamowien_publicznych_0.pdf.

Invoices and other financial documents

All invoices must be issued to the University of Gdańsk: University of Gdańsk, ul. Jana Bażyńskiego 8, 80-309 Gdańsk, NIP: 584-020-32-39. Invoicing to another entity will prevent funding.

Invoices must be accompanied by:

- bank confirmation of the payments if they were paid by bank transfer or card;
- PPC opinion if needed;
- minutes of acceptance of the service/goods if the purchase was made as a result of a tender contract.

All documents confirming the costs incurred should be delivered to the Office of the Centre for Student and Doctoral Students Activity UG at ul. Polanki 63, room 29. CASiD will verify the invoices and their further processing.

Experts' services

The project may finance travel costs and remuneration of experts who provide lectures, training or talks necessary for the implementation of the project.

In the case of using such services, a civil law contract must be signed between the university and the expert.

At the University of Gdańsk, contracts of mandate and contracts for specific work are concluded via the Generator of Civil Law Contracts with Registry (GUCiR) IT system by authorised persons. The rules for concluding contracts are available on websites:

- https://bip.ug.edu.pl/akty_normatywne/115380/zarządzenie_nr_100r23_rektora_uniwersytetu_gdanskiego_z_dnia_24_sierpnia_2023_roku_w_sprawie_zawierania_w_uniwersytecie_gdanskim_umow_zlecenia_i_umow
- https://bip.ug.edu.pl/akty_normatywne/116058/zarządzenie_nr_148r23_rektora_uniwersytetu_gdanskiego_z_dnia_28_grudnia_2023_roku_zmieniajace_zarządzenie_nr_100r23_rektora_ug_w_sprawie_zawierania_w

Experts' travel expenses

For the purchase of domestic and international air tickets, please follow the instructions on the employee portal: <https://pp.ug.edu.pl:8443/komunikatyPracownicze.web>

Please note that reimbursement of train fares shall be made based on a ticket invoice issued to the University of Gdańsk.