

## **Rules of scientific visits for the academic staff and researchers of the University of Georgia**

Academic staff and researchers of the University of Georgia (hereinafter "University") can take advantage of scientific visits to expand the internationalization of scientific cooperation and increase the effectiveness of research results.

2. The procedure established by the University (hereinafter "University") when planning scientific visits: The issue concerns only the scientific visits (scientific conference, workshop, scientific discussion, etc.). The procedure for educational and other types of business trips is not determined by this rule.

3. An applicant for a scientific visit can be an academic staff of the university, a researcher, a PhD student, or a young scientist.

4. In case of a desire to go on a scientific visit, the applicant is obliged to fill out the scientific visit form established by the university (see the scientific visit form - Appendix N1)

5. The completed application must be accompanied by:

a) document confirming the invitation to the scientific conference, the estimated agenda, where the applicant should be indicated as the speaker, or moderator (to be confirmed) along with the topic of the report.

b) Recommendation of the school board/director that the researcher/applicant is working on the mentioned scientific issues and has published publications on the mentioned topic and has presented a seminar on the relevant topic to the school board.

c) Protocol of the meeting confirming the holding of the scientific seminar in the relevant school (institute, department), which should indicate the scientific value of the content of the applicant's report, the importance of the scientific results of the report, the need for the scientific development of the relevant field of the university, its implementation in the teaching and research process.

d) financial documents required for the scientific visit (advance registration fee, participation fee, etc.)

6. The application along with the attached documents is sent to the scientific-research institute of the university (Z. Gabisonia).

7. The scientific research institute verifies the value and importance of the mentioned scientific activity for the university. In case of difficulty of the issue, the application will be submitted to the Scientific Council of the University.

8. After receiving approval, the approved application is sent to the Rector's Administration and Finance Department together with the attached documentation.

After the scientific visit, the applicant is obliged to conduct a mandatory scientific seminar related to the results of the conference and expected publications.

10. The period of consideration of scientific visit is determined by 45 (forty-five) calendar days.

## The University of Georgia



### Request of employees regarding scientific mobility

An Employee \_\_\_\_\_

Type of visit: scientific / professional (underline)

Visit start date.	
Visit end date.	
Number of days missed.	
Number of working days missed	

Purpose:

Expected result (s)

Funding/sponsor (Indicate the source of the funding, e.g., project, grant)

The amount requested from the university (in this case, indicate the amount of financial contribution you are

asking the university)	
Basic funding in the form of current salary	
Travel	
Hotel expenses	
Per diem	
Other	

Place of destination	Contact person (name, surname, address, e-mail)	Start	End
1.			
2.			

Date, place and purpose/thematic of the last scientific visit
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After the end of the conference, whether the materials of the conference will be printed/publicly published and in what form (theses, presentations, abstracts, scientific materials, etc.)
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Note: When filling out the mentioned request, the application should be accompanied by the recommendation of the head of the relevant department/seminar about the scientific seminar held at the school on the relevant topic before the person's scientific visit and after the return, the employee should conduct a second seminar on the experience of the research results obtained in the scientific mobility

Applicant \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

Permission of the  
Head of service

\_\_\_\_\_  
(signature)

Date\_\_\_\_\_

Permission of the Director of the Scientific research  
Institute

\_\_\_\_\_  
(Signature)

Date\_\_\_\_\_

Permission of the Rector

\_\_\_\_\_  
(Signature)

Date\_\_\_\_\_

Note: A copy will be forwarded to the Human Resources Department