



## AGREEMENT NO. ....

Concluded on \_\_\_\_\_ in Poznań, hereinafter referred to as the "Agreement",  
between:

**Poznań University of Technology**, pl. M. Skłodowskiej-Curie 5, 60-965 Poznań, NIP: 7770003699,  
REGON: 000001608, hereinafter referred to as the "University", represented by Prof. Mariusz  
Głąbowski, PhD - Vice-Rector for International Cooperation, being the Beneficiary under agreement no.  
**PI/WUE/2024/1/00016/U/00001** for the implementation and funding of the project titled "Cooperation  
and education within the EUNICE alliance". "Cooperation and education within the framework of the  
EUNICE alliance" (hereinafter referred to as the "Project") within the framework of the Support for  
European Universities - Call 2024 Programme (NAWA) (hereinafter referred to as the "Programme"),  
financed from the European Union funds under the project entitled "Short-term academic exchange as  
a way to improve the quality of education at higher education and science institutions" with the number  
FERS.01.05-IP.08-0218/23, hereinafter referred to as the "Agreement with the University".

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**Ms/Ms:** \_\_\_\_\_, PESEL/passport no. \_\_\_\_\_,  
address: \_\_\_\_\_, referred to as.  
hereinafter referred to as "Project Participant".

The parties have agreed the following terms of the Agreement:

### §1. SUBJECT MATTER OF THE AGREEMENT

1. The parties have mutually agreed to carry out a short-term academic exchange within the framework of the Programme in accordance with the provisions of the Agreement with the University.
2. The Project Participant declares and confirms that he/she has familiarised himself/herself with and accepts the *Regulations for Recruitment and Participation in the Project Implemented by WERSE Support for European Universities - Recruitment 2024* (hereinafter referred to as the "Regulations"), the Programme documentation and the obligations imposed on him/her in the Agreement with the University and the documents mentioned therein. The Regulations referred to above constitute **Annex 1** to the Agreement.
3. The University will provide the Project Participant with funding for the realisation of a short-term academic exchange - a foreign trip realised by ..... hereinafter referred to as the "Activity".
4. The Project Participant accepts the grant and undertakes to carry out the Activity referred to in paragraph 3.



5. The Project Participant declares that he/she has read and accepts the terms and conditions of the Contract. The introduction of any changes to the Agreement requires written form under pain of nullity.

## §2. DURATION OF THE CONTRACT

1. The agreement shall enter into force on the date of its conclusion, i.e. upon signature by the last party.
2. The activity will take place at ..... and will start on ..... and will end on .....

## §3. FUNDING OF THE ACTION

1. Co-financing of costs related to the Measure is ..... **PLN** (in words: fourteen thousand two hundred zlotys 00/100). The above amount consists of the amount allocated for:
  - a) scholarship in the amount of ..... **PLN** (according to the daily rates specified in Appendix No. 8 to the Regulations),
  - b) costs of travel, health insurance, third-party liability insurance, accident insurance, visa fees or fees related to legalisation of stay in the amount of ..... **PLN** (according to the flat rates specified in the Appendix no. 9 to the Regulations),
  - c) and for subsistence and accommodation costs in the amount of ..... **PLN** (according to the flat rates specified in the Annex No. 10 to the Regulations).The costing form for the Measure is attached as **Annex 2** to the Agreement.
2. The Project Participant is obliged to provide, depending on the nature of the Activity, an appropriate certificate/certificate issued by ..... at ....., confirming proper performance of the Activity by him/her. The model of the certificate is **enclosed** as **Annex No. 4** to the Agreement.
3. Within 14 days of completing the Activity, the Project Participant is required to send an email to the Project Office containing :
  - a) correctly completed financial report form for the mobility, together with the original certificate/confirmation referred to in paragraph 2. The Financial Report Form constitutes Annex No. 5 to the Agreement,
  - b) the original confirmation from the partner university of the completion of the internship; the template for the internship confirmation document constitutes Annex No. 4 to the Agreement with the Participant,
  - c) the original substantive report on the implementation of the Activity (according to the template constituting Annex No. 3 to the Agreement),
  - d) a copy of the financial report for the international mobility from the Section for International Mobility of the International Cooperation Department.
4. By the deadline:



- a) Up to 14 days before the beginning of the Activity, the Project Participant is obliged to take an ex-ante test to assess the acquisition of competencies (indicated in § 7 , para. 1 of the Rules). The test will be made available to the Participant no later than 14 days before the beginning of the Activity.
  - b) up to 14 days after the end of the Activity, the Project Participant is obliged to take an ex post test to assess the acquisition of competencies (indicated in § 7, para. 1 of the Rules and Regulations). The test will be made available to the Participant no later than 7 days after the end of the Activity.
5. Where:
- a) The Project Participant will lose their status as an employee of one of the EUNICE partner universities ,
  - b) The action will not take place or will be carried out without complying with the conditions set out in the Agreement,
  - c) The Participant fails to submit the documents indicated in paragraph 3 within 14 days of the end of the Activity,
  - d) The participant fails to take the ex-ante test indicated in paragraph 4(a) within 14 days before the starting date of the Activity,
  - e) The participant fails to take the ex-post test indicated in paragraph 4(b) within 14 days of the end of the Activity,

The Project Participant is obliged to repay the subsidy paid within 14 days of being summoned by the University.

#### §4. PAYMENTS TO THE PROJECT PARTICIPANT

1. Within 14 days from the entry into force of the Agreement, a payment of ..... will be ordered to the Project Participant. **PLN**.
2. If the amount of funds transferred to the Project Participant in accordance with § 4.1 exceeds the due amount indicated in the financial settlement of the trip, the Project Participant shall be obliged to  
The Project Participant is obliged to return the amount constituting the difference between the amount paid and the amount due to him/her within 14 days after the acceptance of the financial statement of the trip by the University.
3. Funds returned by the Project Participant as referred to in § 3.1 and § 4.2 constitute unused funds within the meaning of the Agreement with the University.
4. Payments will be made to the Project Participant's bank account, account no.  
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#### §5 PERSONAL DATA

1. The Project Participant is required to submit the original of the following documents to the University no later than the date of signing of this Agreement:



- a. Declaration of participation in the project (according to the template constituting Annex No. 4 to the Regulations),
  - b. Personal data form of the project participant (according to the template constituting Annex No. 5 to the Regulations),
  - c. Declaration of the Project Participant concerning familiarisation with the rules of personal data processing (according to the template constituting attachment no. 6 to the Rules),
  - d. Consent of the Project Participant for the processing of personal data and image (according to the template constituting Annex 7 to the Regulations).
2. At the request of the University, the Project Participant is also obliged to fill in the electronic participant form (application) in the NAWA ICT system (using the link provided to him/her by the University).
  3. In case the call for the electronic form of the Project Participant referred to in paragraph 2 occurs earlier than after the signing of the Agreement, the submitted form (application) by the Project Participant replaces the obligation to submit to the University the originals of the Documents referred to in paragraph 1.
  4. Failure by the Project Participant to submit the above documents and to complete the electronic Project Participant form is grounds for non-payment of funds to the Project Participant and for withdrawal from the Agreement by the University.

## §6 APPLICABLE LAW AND JUDICIAL JURISDICTION

The award and payment of a grant under the Programme shall be made on the basis of the provisions of the Agreement, taking into account the provisions of the Agreement with the University. Any disputes relating to the Agreement will be resolved in accordance with Polish legislation.

## §7 FINAL CONDITIONS

1. The competent court for the resolution of any disputes arising from the performance of the Agreement will be the Court of competent jurisdiction of the University.
2. This Agreement has been drawn up in two counterparts, one for each the Parties.

*Project participant For the University*

*Caption.....*

*Place and date .....*

*Caption .....*

*Place and date.....*



Fundusze Europejskie  
dla Rozwoju Społecznego



Rzeczpospolita  
Polska

Dofinansowane przez  
Unię Europejską



## Appendices:

- 1) Regulations for recruitment and participation in the project implemented by Poznan University of Technology within the framework of the *"EUNICE alliance cooperation and education" programme (hereinafter referred to as the "Project")* under the *WERSE Programme Support for European Universities - Call 2024*, co-financed from FERS funds
- 2) Costing form
- 3) Model Certificate
- 4) Specimen financial statement for the trip