



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 - Vice-Rector for International Relations, being the Beneficiary under agreement no. **BPI/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.08-219/23, hereinafter referred to as the "Agreement with the University".

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Ms/Mr: _____, PESEL/passport no. _____, address:
_____, 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 AGREEMENT

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 ACTIVITY

1. Co-financing of costs related to the Activity is PLN (in words: PLN 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 Annex 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 Annex 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 cost calculation form for the Activity 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, confirming proper performance of the Activity by him/her. The model of the certificate is **enclosed** as **Annex No. 3** 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 settlement form for the mobility, The Financial Report Form constitutes Annex No. 4 to the Agreement,
 - b) the original certificate from the partner university of the completion of the internship; the template for the internship certificate constitutes Annex No. 3 to the Agreement with the Participant,
 - c) the substantive report on the implementation of the Activity (according to the template constituting Annex No. 3 to the Regulations),
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, paragraph 1 of the Regulations). 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, paragraph 1 of the Regulations).



The test will be made available to the Participant no later than 7 days after the end of the Activity.

5. In case when:

- a) The Project Participant will lose their status as an employee of one of the EUNICE partner universities,
- b) The Activity does not take place or is carried out without complying with the conditions specified in the Agreement,
- c) The participant fails to take the ex-ante test indicated in paragraph 4(a) within 14 days before the starting date of the Activity,
- d) 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 return the paid subsidy within 14 days from the date of the call from the University.

§4. PAYMENTS TO THE PROJECT PARTICIPANT

1. Within 14 days from the entry into force of the Agreement, a payment to the Project Participant in the amount of PLN will be ordered.
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 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 shall be made to the Project Participant's bank account no.

§5 PERSONAL DATA

1. The Project Participant is obliged to submit to the University, not later than on the day of signing this Agreement, the following documents in the NAWA online system :
 - a. Declaration of participation in the project (according to the template constituting Annex No. 4 to the Regulations),
 - a. Project participant's personal data form (according to the template constituting Annex No. 5 to the Regulations),
 - b. Project Participant's statement concerning familiarisation with the principles of personal data processing (according to the template constituting Annex no. 6 to the Regulations),
 - c. Project Participant's consent for processing of personal data and image (according to the template constituting Annex 7 to the Regulations).
2. The Project Participant is obliged, at the request of the University, to complete the above-mentioned documents through the electronic Participant's form (application form) in the NAWA ICT system (using the link made available to him/her by the University).



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3. Failure to complete the Project Participant's electronic form constitutes grounds for non-payment of funds to the Project Participant and for the University to withdraw from the Agreement.

§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 court having jurisdiction over any disputes arising out of the performance of the Agreement will be the court having jurisdiction over the University.
2. This Agreement has been drawn up in two counterparts, one for each the Parties.

Project participant For the University

Signature.....

Signature

Place and date

Place and date.....

Annexes:

- 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) Cost calculation form
- 3) Specimen Certificate
- 4) Template of financial settlement of the trip