Appendix No. 10: **Specimen of Project Participant Agreement**

**AGREEMENT NO. ...........**

**BETWEEN BNEFICIARY AND PROJECT PARTICIPANT**

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

**University – Poznan University of Technology**, pl. M. Skłodowskiej-Curie 5, 60-965 Poznan, NIP: 7770003699, REGON: 000001608, hereinafter referred to as "the University", represented by Professor Mariusz Głąbowski, PhD., D.Sc. – Vice-Rector for International Relations, being Beneficiary in the understanding of the Agreement No. BPI/PRO/2024/1/00011/U/00001 for the implementation and financing of the project entitled “PROM – Short-term academic exchange” („PROM - Krótkookresowa wymiana akademicka”) (hereinafter "the Project") within the framework of the PROM Programme of the Polish National Agency for Academic Exchange (Narodowa Agencja Wymiany Akademickiej (NAWA)) (hereinafter "the Programme"), financed by the European Union under the project entitled “Short-term academic exchange as a way to improve the quality of education in higher education and science institutions” („Krótkookresowa wymiana akademicka sposobem na podniesienie jakości kształcenia w instytucjach szkolnictwa wyższego i nauki”) number FERS.01.05-IP.08-0218/23, hereinafter referred to as "the Agreement with the University",

and

Ms./Mr. \_\_\_\_\_\_\_\_\_, PESEL/passport number \_\_\_\_\_\_\_\_\_, address: \_\_\_\_\_\_\_\_\_, hereinafter referred to as "the Project Participant".

The parties have agreed on the following terms of the Agreement:

**§1. subject matter of the agreement**

1. The parties have jointly agreed to carry out a short-term academic exchange under the Programme in compliance with the provisions of the Agreement with the University.
2. The Project Participant declares and confirms that they have read and accepted the Regulations for the recruitment and participation in the Project implemented by Poznan University of Technology as part of the PROM Programme – short-term academic exchange, co-financed from FERS funds, hereinafter referred to as the “Regulations”, The Programme documentation and the obligations imposed on them in the Agreement and the documents listed therein, and accepts them. The Regulations constitute **Appendix No. 1** to this Agreement.
3. The University will provide the Project Participant with funding for the implementation of a short-term academic exchange (KWA) –foreign travel by August 31, 2025*,* hereinafter referred to as "the Action".
4. The Project Participant accepts the funds and undertakes to implement the Action referred to in sec. 3.
5. The Project Participant declares that they have read and accepted the terms of this Agreement. Any amendments to this Agreement must be made in writing under the penalty of becoming null and void.

**§2. duration of the agreement**

1. The Agreement shall enter into force on the date of its conclusion, i.e. after signing by the last of the parties.
2. The Action shall take place at NAME OF INSTITUTION and shall start on DD-MM-YYYY and end on DD-MM-YYYY.

**§3. funding for the action**

1. The total funds associated with the Action will amount to PLN \_\_\_\_\_\_\_\_\_ (in words: \_\_\_\_\_\_\_\_\_). The above amount consists of the amount allocated for the scholarship in the amount of \_\_\_\_\_\_\_\_\_, travel costs, health insurance, third-party liability insurance, personal accident insurance, visa fees or fees related to the legalization of stay (according to the flat rates specified in Appendix No. 8 to the Regulations) in the amount of \_\_\_\_\_\_\_\_\_ and the amount allocated for the costs of living and accommodation (according to the daily flat rates specified in Appendix No. 9 to the Regulations) in the amount of \_\_\_\_\_\_\_\_\_. The cost calculation form for the Action constitutes **Appendix No. 2** to this Agreement.
2. The Project Participant is obliged to provide, depending on the nature of the Action, a suitable certificate confirming the proper implementation of the Action by them and a substantive report, within 14 days of the completion of the Action. Specimens of such certificate and report constitute **Appendices No. 3-4** to this Agreement.
3. Within the period of 14 days from the completion of the Action, the Project Participant will provide the University with a properly completed travel expenses statement form. Specimen of travel expenses statement constitutes **Appendix No. 5** to this Agreement.
4. In case when:
5. the Project Participant loses his/her status of PhD student,
6. the Action does not take place or is carried out without meeting the conditions specified in the Agreement,
7. The Project Participant fails to submit, within 14 days from the date of completion of the Action, a completed ex-post questionnaire and the documents referred to in § 5, section 4, points c and d of the Regulations,

the Project Participant is obliged to return the funds paid within 14 days from the date of request by the University.

**§4. payments to the project participant**

1. Within 14 days following this Agreement’s entry into force payment in amount of PLN \_\_\_\_\_\_\_\_\_ will be transferred to the Project Participant.
2. If the amount of funds provided to the Project Participant pursuant to § 4 sec. 1 exceeds the amount payable indicated in travel expenses statement, the Project Participant is obliged to return the difference between the amount paid and the amount payable, within 14 days following the University approval of the travel expenses statement.
3. The funds returned by the Project Participant, referred to in § 3 sec. 4 and § 4 sec. 2, are the unused funds under the Agreement with the University.
4. Payments will be made to the Project Participant's bank account, account no. .............

**§5. personal data**

In concluding this Agreement, the Project Participant is obliged to submit a declaration of participation in the Project (Appendix No. 3 to the Regulations), a personal data form (Appendix No. 4 to the Regulations), a statement regarding personal data (Appendix No. 5 to the Regulations), and consent to the processing of personal data and images (Appendix No. 6 to the Regulations), constituting **Appendices No. 6-9** to this Agreement. Failure to submit this aforementioned documents by the Project Participant will constitute the basis for non-paying of funds to the Project Participant and for the University withdraw from this Agreement.

**§6. applicable law and jurisdiction**

Granting and payment of funds under the Programme will be made in observance of the provisions of this Agreement, while considering the provisions of the Agreement with the University. Any disputed matters relating to this Agreement will be settled in accordance with Polish legislation.

**§7. final conditions**

1. The court with jurisdiction to resolve any disputes arising from the implementation of the Agreement will be the court competent for the University.
2. This Agreement has been drawn up in two identical copies, one for each party.

*Project Participant For the University*

*Signature ……………………………... Signature …………….………………….*

*Place and date ………………………. Place and date …………………..……..*

**Appendices:**

* + 1. Regulations of recruitment and participation in the Project implemented by Poznan University of Technology as part of the PROM Programme – Short-term academic exchange, co-financed from FERS funds
    2. KWA cost calculation form
    3. KWA completion confirmation (Appendix No. 10 to the Regulations)
    4. Substantive report from KWA (Appendix No. 2 to the Regulations)
    5. KWA financial settlement
    6. Declaration of participation in the Project (Appendix No. 3 to the Regulations)
    7. Project Participant's Personal Data Form (Appendix No. 4 to the Regulations)
    8. Declaration of the Project Participant regarding familiarization with the principles of personal data processing (Appendix No. 5 to the Regulations)
    9. Consent of the Project Participant to the processing of personal data and images (Appendix No. 6 to the Regulations)