

## Appendix No. 2 to the Regulations

### *Appendix No. 20a to the Handbook –*

#### *Template of the Contract*

#### *by and between the Beneficiary and the Project Participant*

### CONTRACT BETWEEN THE BENEFICIARY AND THE PROJECT PARTICIPANT

Concluded on \_\_\_\_\_ in Katowice, hereinafter referred to as the “Contract”, by and between:

**The University**, i.e. The University of Silesia in Katowice, address: ul. Bankowa 14, 40-007 Katowice, Tax Identification (NIP) No.: 634-019-71-34, State Statistical (REGON) No.: 000001347, hereinafter referred to as the “University”, represented by Ms./Mr. \_\_\_\_\_<sup>1</sup>– \_\_\_\_\_<sup>2</sup>, being the Beneficiary within the meaning of the contract for implementation and financing of the project International from the beginning - support for internationalization<sup>3</sup> (hereinafter referred to as the Project) within the STER Program<sup>4</sup> (hereinafter referred to as the Program), concluded with the Polish National Agency for Academic Exchange, hereinafter referred to as the Contract with the University.

and

Ms./Mr.: \_\_\_\_\_<sup>5</sup>, PESEL/passport No. \_\_\_\_\_, address: \_\_\_\_\_, hereinafter referred to as Project Participant.

The parties have agreed the following terms of the Contract:

#### § 1 SUBJECT OF THE CONTRACT

1. The parties mutually agreed to implement the scholarship exchange within the Program in accordance with the provisions of the Contract with the University.

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<sup>1</sup> Full name

<sup>2</sup> Position

<sup>3</sup> Beneficiary's project title

<sup>4</sup> Name of the Program of the Polish National Agency for Academic Exchange (NAWA)

<sup>5</sup> Full name of the Project Participant

2. The Project Participant declares and confirms that they have become familiar with the Program documentation and the obligations imposed on them in the Contract with the University and the documents listed therein, and accepts them.
3. The University will provide the Project Participant with funding for the realization of a short form of training, i.e., an internship (*stay of a doctoral student in a foreign academic, scientific or research unit, lasting at least about 1 month, during which tasks related to the doctoral student's individual research plan were implemented and concluded with a report.*), hereinafter referred to as the Measure.
4. The Project Participant accepts the funding and undertakes to implement the Measure, referred to in section 3.
5. The Project Participant declares that they have become familiar with and accept the terms hereof. Any and all the changes hereto must be made in writing to be valid.

## § 2 TERM OF THE CONTRACT

1. The Contract enters into force on the date of its conclusion, i.e. after the last party signs it.
2. The Measure will start on \_\_\_\_\_<sup>6</sup> and end on \_\_\_\_\_<sup>7</sup>.

## § 3. FUNDING OF THE MEASURE

1. The funding for the costs related to the Measure is PLN \_\_\_\_\_ (in words: \_\_\_\_\_). The above amount covers the costs of travel in the amount of \_\_\_\_\_ and the amount for maintenance costs in the amount of \_\_\_\_\_ and \_\_\_\_\_ (*list any other costs of the Measure*).
2. The Project Participant agrees to fill in the evaluation questionnaire within the deadline, and in accordance with the rules, specified in the Program.
3. Depending on the nature of the Measure, the Project Participant is obliged to provide an appropriate certificate confirming that they have performed the Measure correctly. The certificate template is attached as appendix No. 1 to the Contract.
4. Within \_\_\_\_\_ days of the end of the Measure, the Project Participant will be obliged to provide the University with a correctly completed Visit Financial Settlement form. The visit financial settlement is attached as appendix No. 2 to the Contract.

## § 4. PAYMENTS TO THE PROJECT PARTICIPANT

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<sup>6</sup> dd-mm-yyyy

<sup>7</sup> dd-mm-yyyy

1. Within 14 days of when the Contract takes effect, payment of the amount of PLN [redacted] to the Project Participant will be ordered.
2. For the rest, the University will pay the funds to the Project Participant until [redacted] after the University approves the financial settlement of the visit, referred to in § 3 section 4.
3. If the amount of funds paid to the Project Participant in accordance with § 4(1) exceeds the amount due as shown in the Financial Settlement of the visit, the Project Participant will be obliged to reimburse the amount being the difference between the amount paid and the amount due to them within 7 days of acceptance by the University of the Financial Statement for the visit. The funds returned by the Project Participant, referred to in the preceding sentence, will constitute unused funds within the meaning of the Contract with the University.
4. Payments will be made by [redacted] (*indicate the method of payment to the Project Participant*).

#### **§ 5. PERSONAL DATA**

By concluding this Contract, the Project Participant is obliged to submit a declaration on personal data, attached as appendix No. 3 to the Contract. Failure to submit the above declaration by the Project Participant will constitute grounds for non-payment of funds to the Project Participant and for the University to withdraw from the Contract within 3 months of the date of its conclusion, i.e. until [redacted].

#### **§ 6. APPLICABLE LAW AND JURISDICTION**

Funding within the Program will be awarded and paid on the basis of the provisions of the Contract, taking into account the provisions of the Contract with the University. Any and all the disputes related to the Contract will be resolved in accordance with Polish law.

#### **§ 7. FINAL CONDITIONS**

1. The court having jurisdiction over any disputes arising out of the performance of the Contract will be the court having jurisdiction over the University.
2. This contract has been drawn up in two identical copies, one for each of the Parties.

*Project Participant*

*for the University*

.....  
*Full name*

.....  
*Full name, position*

*Signature*.....

*Signature* .....

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

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

*Seal of the University*

### **Appendices:**

- 1) Certificate Template<sup>8</sup>
- 2) Template for the financial settlement of the visit<sup>9</sup>
- 3) Template of the Project Participant's declaration<sup>10</sup>

***Appendix No. 1***

***Appendix 10a to the Handbook –***

***Certificate Template***

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<sup>8</sup> A Certificate template is attached as appendix No. 10a to the Handbook.

<sup>9</sup> Template of the Financial Settlement of the visit is attached as appendix No. 21a to the Handbook.

<sup>10</sup> The template of the Project Participant's Declaration is attached as appendix No. 4 to the Handbook.

## CERTIFICATE

**Ms./Mr.**

*Full name*

**participated in**

*event title*

**on** *(from.....to.....)* at.....*(venue)*

.....  
date and signature of the organizer

### Description of learning outcomes<sup>11</sup>

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<sup>11</sup> A **learning outcome** is what the learner knows, understands and can do as a result of learning, framed in terms of knowledge, skills and social competence.

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Please describe the learning outcomes resulting from participation in the event, using the following template and catalog of terms. The defined learning outcomes should be easy to verify, so avoid wording that is too general or complicated, the language of the description should be simple and precise.

**Knowledge (the person knows and understands...)<sup>12</sup>**

E.g.

The \_\_\_\_\_ participant \_\_\_\_\_ can  
know/formulate/explain/recognize/differentiate/name/choose/explain/indicate...

**Skills (the person can...)<sup>13</sup>**

The \_\_\_\_\_ participant \_\_\_\_\_ can  
analyze/select/use/combine/use/operate/operate/work/organize/undertake/calculate/conduct  
/prepare/solve/implement/verify/research/design...

**Social competence (the person is ready to...)<sup>14</sup>**

The participant is willing to.../aware of.../capable of.../oriented towards.../open to.../responsible  
for.../cares about.../ follows .../strives to...

**Appendix No. 2**



<sup>12</sup> **Knowledge** – a set of descriptions of objects and facts, principles, theories and practices acquired in the process of learning, related to the field of learning or professional activity.

<sup>13</sup> **Skills** – the ability, acquired in the process of learning, to perform tasks and solve problems appropriate to the field of learning or professional activity.

<sup>14</sup> **Social competence** – the ability to autonomously and responsibly participate in professional and social life and shape one's own development, taking into account the ethical context of one's own conduct.



**FINANCIAL SETTLEMENT OF THE VISIT**

**I. BASIC INFORMATION**

1.	Full name of the Project Participant:	
2.	Project title:	
3.	Contract number:	
4.	Place of residence (city):	
5.	Departure date:	
6.	Return date:	
7.	City of the host institution:	
8.	Purpose of the visit:	

**II. COSTS OF TRAVEL, HEALTH INSURANCE, CIVIL LIABILITY INSURANCE, PERSONAL ACCIDENT INSURANCE, COSTS OF VISA FEES OR FEES RELATED TO LEGALIZATION OF STAY**

No.	Distance in a straight line between the Project Participant's place of residence and the place of stay [in km]	Amount [PLN]
1.	over 6000	

**III. COSTS OF THE STAY**

No.	Number of days*	OECD country or country in the top 50 of the MERCER report [YES/NO]	Amount [PLN]
1.		NO	

*\*The number of days of stay includes the days of travel*

**IV. CONFERENCE FEES, COSTS OF TRAINING, COURSE AND WORKSHOPS**

**LIST OF ACCOUNTING DOCUMENTS RELATED TO CONFERENCE FEES, COSTS OF TRAINING, COURSE AND WORKSHOPS**

No.	Type of goods/services	Number and type of accounting document	Amount [PLN]	Method of payment*
				to be paid by wire transfer
				paid by the Participant
				to be paid by wire transfer

			paid by the Participant
<b>Total paid by the Project Participant</b>			- <b>PLN</b>
<b>Total to be paid by wire transfer*</b>			- <b>PLN</b>

The original accounting documents shown in the table are attached to the financial settlement of the visit.

\*All accounting documents "to be paid by wire transfer" must be issued to the Project Beneficiary

### V. Relocation Allowance

**One-time relocation allowance (e.g. raw materials, semi-finished products, reagents, access to the laboratory facilities and major research infrastructure that is not available (difficult to access) in Poland, purchase of access to library collections, library card, etc.)**

Amount [PLN]

### VI. SETTLEMENT

<b>1. Amount of the advance paid to the Project Participant</b>		PLN	-
<b>2. Costs due, including: [a+b+c+d]</b>		PLN	-
a.	Costs of travel, health insurance, civil liability insurance, personal accident insurance, visa fees or fees related to legalization of stay	PLN	-
b.	Cost of stay	PLN	-
c.	Costs of conference fees. Costs of trainings, courses, workshops paid by the Project Participant	PLN	-
d.	Relocation allowance	PLN	-
<b>3. Amount to be refunded/paid [1-2]</b>		PLN	-
<b>4. Costs of conference fees. Costs of training, courses, workshops remaining to be paid</b>		PLN	-
<b>I am requesting reimbursement of/I undertake to reimburse* the amount related to my visit.</b>		PLN	-

\*delete as appropriate



.....  
*Date and signature of the Project Participant*

.....  
*Date and signature of the person  
accepting the settlement on the part  
of the University*

***Appendix 3***

***Appendix No. 4 to the Handbook –***

***Participant's declaration***

***concerning personal data - GDPR - Polish National Agency for Academic Exchange (NAWA)***

**DECLARATION OF THE PARTICIPANT IN THE PROJECT**

I, the undersigned \_\_\_\_\_, in connection with my participation in the Polish National Academic Exchange Agency's "**International from the beginning - support for internationalization**" Program, acknowledge that:

1. The controller of the personal data provided by me is the Polish National Agency for Academic Exchange (ul. Polna 40 00-635 Warszawa), hereinafter referred to as the Agency.
2. The data will be used:
  - 1) for carrying out the Agency's tasks, as indicated in the Act on the Polish National Agency for Academic Exchange of 7 July 2017 (Journal of Laws 2017.1530, as amended) (Article 6(1)(c) of the General Data Protection Regulation (GDPR)),
  - 2) by the Agency for conducting inspections, evaluations and statistical studies (Article 6(1)(e) GDPR).
3. Personal data may be transferred to the Agency employees, entities cooperating with the Agency in carrying out its tasks (including the Ośrodek Przetwarzania Informacji – Państwowy Instytut Badawczy, al. Niepodległości 188B, 00-608 Warszawa (National Information Processing Institute National Research Institute)), entities cooperating with the Agency in carrying out inspections, evaluations and statistical studies, bodies authorized by law - in accordance with the provisions of the GDPR.
4. Submission of the data is voluntary, but also necessary for participation in the Program. Refusal to provide data will mean that the application will not be examined, or a particular person will not be allowed to participate in the Program.
5. Personal data will be used for the period provided by law or necessary for conducting inspections, evaluations or preparing statistical studies.
6. The data subject has the right:
  - 1) to request that the Agency provide them with access to their personal data,
  - 2) to rectify, delete or limit the use of their personal data,
  - 3) to object to the use of their personal data,
  - 4) to transfer its personal data,

5) to lodge a complaint to the supervisory authority (Prezes Urzędu Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa (President of the Polish Personal Data Protection Authority)).

- under the terms of the GDPR.

7. Data Protection Officer contact information: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).