



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



ANNEX 3 TO THE RECRUITMENT REGULATIONS

Financial agreement

between:

AGH University of Krakow,

Al. Adama Mickiewicza 30, 30-059 Krakow, Poland,

hereinafter referred to as the 'University',

represented by Prof. Rafał Wiśniowski, PhD, Eng.,

Vice-Rector for Cooperation;

being the Beneficiary within the meaning of the agreement for the implementation and financing of the project under the PROM Programme - short-term academic exchange (hereinafter referred to as the Programme) agreement no. BPI/PRO/2025/1/00017, concluded with the Polish National Agency for Academic Exchange, hereinafter referred to as the 'Agreement with the University'.

and

Mr/Mrs:

[first name and surname,

PESEL or passport number,

address]:

hereinafter referred to as the 'Project Participant'

The Parties have agreed on the following terms and conditions of the agreement

TERMS OF THE AGREEMENT:

§ 1 – SUBJECT OF THE AGREEMENT

1. The Parties have mutually agreed to implement the scholarship exchange under the Programme in accordance with the provisions of the Agreement with the University. The Programme is financed by the financed by the European Union Social Development Funds 2021-2027.
2. The Project Participant declares and confirms that have read the Programme documentation, the Regulations on Recruitment to participate in the project published in the announcement for the recruitment of Project Participants, and the obligations imposed on them in the Agreement with the University and the documents listed therein, and accepts them.
3. The University shall provide the Project Participant with funding for short-term mobility:
 - active participation in conferences abroad;
 - acquisition of materials for doctoral theses/scientific articles;
 - participation in summer and winter schools;
 - performing measurements using unique equipment;



- participation in short forms of education, i.e. courses, including intensive courses included in the education process, workshops, professional or industrial internships, study visits, including those carried out at entrepreneurs;
 - teaching;
 - participation in the preparation of international grant applications; hereinafter referred to as the Activity.
4. The Project Participant accepts the funding and undertakes to implement the Activities referred to in paragraph 3.
 5. The Project Participant declares that they have read and accept the terms and conditions of this agreement. Any amendments to this agreement must be made in writing under pain of nullity.

§ 2 – DURATION OF THE AGREEMENT

1. The agreement shall enter into force on the date of its conclusion, i.e. after it has been signed by the last party.
2. The action will commence on and conclude on

§ 3 – FUNDING OF THE ACTIVITY

1. The subsidy for costs related to the Activity amounts to PLN, in words The above amount consists of:
 - a) a scholarship (PLN in words),
 - b) a lump sum for living and accommodation costs (PLN in words),
 - c) a lump sum for travel expenses to and from Poland (PLN ..., in words ...),
 - d) co-financing of the costs of activities specified in § 3(1) of the Regulations, including conference fees, training courses and workshops (PLN ..., in words ...).
2. The project participant undertakes to complete an evaluation questionnaire within the time limit and on the terms specified in the programme and to complete the form in the NAWA system.
3. Within 14 days of the end of the Activity, the Project Participant is obliged to submit a relevant travel report together with a certificate confirming the proper performance of the Activity.
4. Within 14 days of the end of the Activity, the Project Participant is obliged to provide the University with a correctly completed Financial Settlement form for the mobility.

§ 4 – PAYMENTS TO THE PROJECT PARTICIPANT

1. Within 14 days of the entry into force of this agreement, a payment of 70% of the total amount, i.e. PLN, will be made to the Project Participant's bank account in accordance with paragraph 4.
2. After completing the mobility and delivering the documents required by the University, a payment of 30% of the total amount, i.e. PLN, will be made to the Project Participant's bank account in accordance with section 4.
3. In particularly justified cases, after obtaining the consent of the Project Manager, the participant may receive payment in the form of a direct debit in PLN.



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4. If the amount of funds transferred to the Project Participant in accordance with § 4(1) and § 4(2) exceeds the amount due as shown in the Financial Settlement of the travel, the Project Participant shall be obliged to return the difference between the amount paid and the amount due to him/her within 14 days of the University's acceptance of the Financial Settlement of the travel.
5. If the Project Participant fails to fulfil the obligation to provide the documents referred to in § 3(4), the Project Participant shall be obliged to return the entire amount received.
6. In the event of loss of student, doctoral student or university employee status before the start or during the exchange referred to in § 1(1), the Project Participant shall be obliged to immediately return the entire grant.
7. Payments will be made by bank transfer to the participant's account:
Bank name:
Exact name of account holder:
Full account number:
IBAN:.....
SWIFT:
8. The participant declares that acknowledge that the payment referred to above may only be made in Polish zlotys and no later than 30 September 2026. The Project Participant shall bear any costs resulting from exchange rate differences, bank charges related to the execution of the transfer, as well as any costs resulting from providing incorrect or incomplete data necessary to execute the transfer.

§ 5 – INSURANCE

The project participant is required to have health insurance, accident insurance, and civil liability insurance for the entire duration of the mobility period.

§ 6 – PERSONAL DATA

The controller of personal data is the AGH University of Krakow (AGH University) and the Managing Authority – Polish National Agency for Academic Exchange (NAWA). Information on the processing of personal data by the Managing Authority (NAWA) are included in the application, while information on the processing of personal data by AGH University is included in Appendix No.1 to this Agreement.

§ 7 – APPLICABLE LAW AND JURISDICTION

The award and payment of funding under the Programme shall be made on the basis of the provisions of this agreement, taking into account the provisions of the Regulations on Recruitment to participate in the project and the Agreement with the University. Any disputes arising in connection with this agreement shall be settled in accordance with Polish law.

§ 8 - FINAL PROVISIONS

1. The court competent to settle any disputes arising from this agreement shall be the court competent for the University.
2. This agreement has been drawn up in two identical copies, one for each party.



Project participant

.....

First and last name

On behalf of the University

Prof. Rafał Wiśniowski

Vice-Rector for Cooperation

Signature.....

Signature.....

Place and date.....

Place and date.....

University seal

Attachments:

1. Information on the processing of personal data

Information on the processing of personal data

Fulfilling the information obligation pursuant to Article 13 (1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) [Official Journal of the EU . L. 2016.119.1 of May 4, 2016], hereinafter referred to as: GDPR, we inform you that:

1. The Controller of your personal data is the AGH University of Kraków, 30 A. Mickiewicza Avenue, 30-059 Krakow, hereinafter referred to as the AGH;
2. The contact details of the Data Protection Officer are as follows: e-mail: iodo@agh.edu.pl, phone: 12 617 53 25;
3. Personal data will be processed by the Controller for the following purposes:
 - a) fulfilling obligations under EU fund regulations, including in particular for monitoring, reporting, communication, publication, evaluation, financial management, verification, and audits, as well as for determining the eligibility of project participants;
 - b) concluding and performing the contract to which you are a party and for the purpose of securing the data in case of possible claims
4. Your personal data will be processed according to:
 - a) Article 6(1)(b) GDPR;
 - b) Article 6 (1)(c) based on the following regulations:
 1. Article 4 Regulation (EU) 2021/1060 of the European Parliament And of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy;
 2. Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ L 231, 30.6.2021, p. 21);
 3. Article 87-93 Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws of 2022 item 1079);
5. Your personal data can be also processed according to Article 9 (2)(g) GDPR - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
6. Recipients of your personal data will be authorized AGH employees. Recipients of your personal data may also be entities authorized to obtain the data under applicable laws, entities providing IT and administrative services as well as entities enumerated in Article 89 Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective



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7. Your personal data may be transferred to state authorities, legal protection authorities (Police, Prosecutor's Office, Court), or local authorities in connection with legal proceedings;
8. Your personal data shall be processed only for the time necessary to carry out the purposes of personal data processing stated in section 3.
9. You have the right to request from the Controller access to your data, as well as the right to rectify your data, the right to erase your data, the right to restrict the processing of your data, the right to object to the processing thereof in the cases and under the conditions specified in the GDPR;
10. You have the right to submit a complaint with a supervisory authority – the President of the Office for Personal Data Protection pursuant to Article 77 of the GDPR (...every data subject shall have the right to lodge a complaint with a supervisory authority, (...) if the data subject considers that the processing of personal data relating to him or her infringes this Regulation);
11. Your personal data shall not be subject to automated decision-making processes, including profiling;
12. Your personal data shall not be transferred to third countries or international organizations;
13. The provision of your personal data is voluntary; however, it is necessary to carry out the purposes of personal data processing stated in section 3. The refusal to provide your personal data shall prevent you from participating in the project.

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Signature