*Appendix 2 to the Communication from the Dean of 29 January 2024*

**AGREEMENT**

of financing participation of the doctoral student in the EDAMBA summer school **CRU No – ………**

application number in Workflow[[1]](#footnote-1)): ………

concluded in Warsaw on the day it is signed with qualified electronic signatures (i.e. on the day it is signed by the latter party)/ signed on ……… in Warsaw between[[2]](#footnote-2)):

SGH Warsaw School of Economics in Warsaw, address: Al. Niepodległości 162, 02-554 Warsaw, NIP: 525-000-84-07, REGON: 000001502, hereinafter referred to as the “**SGH**”, represented by the following person authorised by the Rector[[3]](#footnote-3)):

(forename and surname, position/function)

and

Ms/Mr …………………………., domiciled in ………………………..……………………,

PESEL:

…………………………………………. 1, hereinafter referred to as the Doctoral Student.

The Parties agree as follows:

**§ 1**

1. Foreign mobility of the Doctoral Student for Measure (5) shall be financed with funds for Measure (5) of the Project entitled “Strengthening the SGH Doctoral School’s Position Within the Framework of the International Area of Doctoral Education” (#Internationalisation of the SGH Doctoral School), number of the co-financing agreement: BPI/STE/2021/1/00013/U/00001.
2. The Doctoral Student shall take a trip abroad to take part in the following EDAMBA doctoral school as part of Measure (5) of the Project (hereinafter: “mobility”: ………………………………………………………………………………………………

to the following country: ………………………………………

to the following city:……………………….………………….

from …………………………… to …………..……………………

travelling by the following means of transport\*: …………………………………………………….…………………

**§ 2**

The Doctoral Student shall:

* 1. carry out research activities and educational programme defined in the application for financing of foreign mobility as part of Measure (5) in a proper and punctual manner, as agreed with the Dean of the SD SGH,
  2. immediately provide the SGH and the financing institution, as well as the entities authorised by the financing institution, with the requested information, especially on the progress of the performance of research tasks and the educational programme,
  3. Sign the declaration based on the template attached as Appendix 2 to the Agreement.

**§ 3**

1. Using the Project funds, the SGH shall co-finance mobility by appropriating the following maximum amounts:
2. PLN 4,550 (say: four thousand five hundred fifty zlotys) to pay for the participation in the EDAMBA summer school – the fee shall be paid for directly by the SGH before mobility starts, in accordance with the trip application;
3. PLN 3,000 (say: three thousand) to pay the costs of air travel – the SGH shall choose the carrier, standard of travel and purchase air tickets, in accordance with the travel application,
4. … (say:….) as the food allowance,
5. …. (say:….) to cover other costs, such as accommodation, travel using local means of transport and travel to/from the airport.
6. The amounts referred to in subparagraph 1 points 3 and 4 shall be paid in the form of an advance payment to the doctoral student’s bank account No……..
7. Doctoral Student’s mobility shall be financed provided that funds are available in the SGH’s account.

**§ 4**

* 1. The Doctoral Student shall settle the advance payment referred to in § 3 subparagraph 2 no later than within 10 business days of the end of mobility by providing the SGH with:
     1. a written report on participation in mobility,
     2. documentation confirming expenses related to the incurred costs of travel there and back and a hotel invoice (issued to the SGH),
     3. a copy of the certificate confirming attendance in the EDAMBA doctoral school, a template of which is attached as Appendix 1 to the Agreement.

1. If the Doctoral Student fails to submit documents confirming the expenses by the date specified in subpara. 1, this means that the Doctoral Student did not incur the costs or waives the refund of such costs. In such a case, the Doctoral Student shall return the advance payment received by the last day of the time limit referred to in the previous sentence.
2. Business days shall mean Monday to Friday, except statutory non-working days.
3. As regards matters relating to the settlement of allowances and costs referred to in § 3 subpara. 1 points 3 and 4 which are not governed by this Agreement, provisions of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 *on amounts payable to an employee hired in a state or local government budgetary unit on account of a business trip* (Journal of Laws of 2013, item 167, as amended) shall apply.

**§ 5**

1. This Agreement shall be terminated with immediate effect on the day the decision to delete the Doctoral Student from the list of doctoral students of the Doctoral School at the SGH Warsaw School of Economics becomes final.
2. If the Agreement expires before the end of the mobility period, the funds provided to the Doctoral Student not used by that time shall be returned, in accordance with the Agreement, to the account stated by the SGH within 14 days of the moment that account is indicated. After that date, statutory interest for delay shall be accrued.
3. Rights and obligations of the Doctoral Student under this Agreement, including receivables, must not be assigned to third parties without SGH’s consent.
4. No amendments to this Agreement shall be valid unless made in writing.

**§ 6**

1. Any disputes which may arise in connection with the performance of this Agreement shall be solved by the common court of local jurisdiction over the registered office of the SGH (jurisdiction of Polish courts).
2. Provisions of the law generally governing in the territory of the Republic of Poland shall apply to matters not regulated by this Agreement.
3. This Agreement was drawn up in two counterparts, one for each of the Parties.
4. This Agreement was made in two language versions, Polish and English. In the event of any discrepancies between the language versions, the Polish language version shall prevail.

|  |  |
| --- | --- |
| …………………………. | …………………………. |
| SGH | Doctoral Student |

**Appendices:**

1. Template of the declaration made by the Project Participant,
2. Template of the Certificate.
3. Addi

1. ) Enter the number assigned to the application for the agreement in the Workflow system. [↑](#footnote-ref-1)
2. ) Select as appropriate. [↑](#footnote-ref-2)
3. ) The person acting on the basis of the relevant written authorisation issued by the Rector. [↑](#footnote-ref-3)