*Appendix 1 to the Communication from the Dean of the Doctoral School
of 20 June 2024*

**AGREEMENT BETWEEN THE BENEFICIARY AND THE PROJECT PARTICIPANT**

**CRU No – ………**

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

Concluded on \_\_\_\_\_ in Warsaw, hereinafter referred to as the Agreement, by and between:

SGH Warsaw School of Economics in Warsaw, address: Al. Niepodległości 162, 02-554

NIP: 525-000-84-07, REGON: 000001502 hereinafter referred to as the “School” (which is the Beneficiary within the meaning of the Agreement of implementation and financing of a project entitled Strengthening the SGH Doctoral School’s Position Within the Framework of the International Area of Doctoral Education(hereinafter referred to as the Project)as part of the NAWA STER Internationalisation of Doctoral Schoolsprogramme (hereinafter referred to as the “Programme”), concluded with the Polish National Agency for Academic Exchange, hereinafter referred to as the “Agreement with the School”) represented by:

Ms Agnieszka Chłoń-Domińczak PhD, Vice Rector for Research*,*

and

Ms/Mr: \_\_\_\_\_\_\_\_\_\_\_\_[[2]](#footnote-2), PESEL No/passport No \_\_\_\_\_\_\_\_\_\_\_\_, address: ul. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as the “Project Participant”.

The Parties have agreed on the following terms and conditions of the Agreement:

**§ 1 – Subject of the Agreement**

1. The Parties have decided to carry out a scholarship exchange as part of the Programme, subject to provisions of the Agreement with the School.
2. The Project Participant declares and acknowledges that they have read and accepted the Programme documentation.
3. The School shall provide the Project Participant with co-financing in the form of a grant for the performance of a short educational form on \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_*,* hereinafter referred to as the “Activity”.
4. The Project Participant accepts the co-financing and agrees to complete the Activity referred to in subpara. 3.
5. The Project Participant declares that they have read and accepted the provisions of the Agreement. No amendments to this Agreement shall be valid unless made in writing.

**§ 2 – Duration of the Agreement**

1. The Agreement shall come into effect on the day it is executed, i.e. when it is signed by the latter of the Parties.
2. The Activity shall commence on \_\_\_\_\_\_\_\_\_\_ [[3]](#footnote-3) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_[[4]](#footnote-4).

**§ 3 – Co-financing of the Activity**

1. Grant co-financing of the costs related to the Activity is PLN \_\_\_\_\_ (say: \_\_\_\_\_\_\_\_\_\_). This grant includes co-financing of the costs of travel, health insurance, third-party liability insurance, accident insurance, costs of visa fees or costs related to the legalisation of stay in the amount of \_\_\_\_\_\_ , the amount to cover the costs of accommodation and meals of \_\_\_\_\_\_\_\_ and one-time development allowance of \_\_\_\_\_\_\_\_.
2. The Project Participant declares that they have not been provided with the costs of living or travel from other sources.
3. The amount of the grant shall be reduced by the social and health insurance contributions and an advance towards the income tax. Along with this Agreement, the scholarship holder shall submit an insurance declaration, as attached to the Ordinance of the Rector No 67 of 17 July 2020 (Declaration on the doctoral scholarship in the SGH Doctoral School at the SGH Warsaw School of Economics).
4. The Project Participant shall fill out an evaluation questionnaire within the timeframe and according to the rules specified in the Programme.
5. Depending on the nature of the Activity, the Project Participant shall provide the School with an appropriate certificate, filled out by the entity where the Activity is carried out, confirming the correct performance of the Activity by the Project Participant. A template of the certificate is attached as Appendix 1 to the Agreement.
6. Within 30 days from the end of the Activity, the Project Participant shall provide the School with a correctly filled in form of the Financial Settlement of the Trip. The Financial Settlement of the Trip is attached as Appendix 2 to the Agreement.

**§ 4 – Payments to the Project Participant**

1. Within 30 days of the effective date of the Agreement, a payment shall be made to the Project Participant at 90% of the due benefit, i.e.: PLN \_\_\_\_\_\_\_\_\_\_ (say: \_\_\_\_\_\_\_\_\_\_).
2. In the remaining part, the School shall pay funds to the Project Participant within 30 days of the day on which the School accepts the Financial Settlement of the Trip, as referred to in § 3.6.
3. If the amount of funds paid to the Project Participant in accordance with § 4.1 exceeds the due amount indicated in the Financial Settlement of the Trip, the Project Participant shall return the amount constituting the difference between the amount paid out and the amount due to the Project Participant within 30 days of the day on which the School accepts the Financial Settlement of the Trip.
4. Payments shall be made to the bank account of the Project Participant as detailed below:
a) Bank name: \_\_\_\_\_\_\_\_\_;
b) Exact name of the account holder: \_\_\_\_\_\_\_\_\_;
c) Full account number (along with IBAN/BIC bank codes): \_\_\_\_\_\_\_\_\_;

d) Account currency: \_\_\_\_\_\_\_\_\_.

**§ 5 - Personal data**

By entering into this Agreement, the Project Participant shall submit a declaration on the personal data, attached as Appendix 3 to the Agreement. Failure to submit the aforementioned declaration by the Project Participant shall constitute grounds for non-payment of funds to the Project Participant and withdrawal from the Agreement by the School within 3 months from the execution date.

**§ 6 – Governing law and jurisdiction**

The award and payment of the co-financing under the Programme shall be made on the basis of provisions of the Agreement. Any disputes related to the Agreement shall be settled by Polish courts in accordance with Polish law.

**§ 7 - Final provisions**

1. Any disputes arising from the performance of this Agreement shall be settled by the court having jurisdiction over the registered office of the School.
2. This Agreement was drawn up in two counterparts, one for each of the Parties.

*Project Participant for the School*

*Forename and surname Forename, surname and function*

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

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

*Stamp of the School*

**Appendices:**

1. Template of the Certificate[[5]](#footnote-5)
2. Template of the Financial Settlement of the Trip[[6]](#footnote-6)
3. Template of the declaration made by the Project Participant[[7]](#footnote-7)
1. Enter the number assigned to the application for the agreement in the Workflow system. [↑](#footnote-ref-1)
2. Forename and surname of the Project Participant [↑](#footnote-ref-2)
3. dd-mm-yyyy [↑](#footnote-ref-3)
4. dd-mm-yyyy [↑](#footnote-ref-4)
5. A template of the Certificate is attached as Appendix 12 to the Guidelines. [↑](#footnote-ref-5)
6. A template of the Financial Settlement of the Trip is attached as Appendix 11 to the Guidelines. [↑](#footnote-ref-6)
7. A template of the declaration made by the Project Participant is attached as Appendix 4 to the Guidelines. [↑](#footnote-ref-7)