Annex No. 1 – Substantive Internship Report

Mobility Report

Report including the competences acquired as defined in the recruitment regulations

Annex No. 2: **Specimen of Declaration of participation in the Project**

DECLARATION OF PARTICIPATION IN THE PROJECT

PROJECT CONCERN DATA	
Project Data of the National Agency for Academic Exchange	Agency Project Title: "Cooperation and education within the EUNICE alliance" Agency Project Number: BPI/WUE/2025/1/00026 Programme: European Funds for Social Development 2021–2027, Action 01.05 Skills in Higher Education
Name of the NAWA Program and year of announcement	*Support for European University Alliances – Call 2025*
Name of the Beneficiary NAWA	Poznan University of Technology
Title of the NAWA Beneficiary's project	Cooperation and Education within the EUNICE Alliance
NAWA Beneficiary Project Number	BPI/WUE/2025/1/00026/U/00001

I, the undersigned, below:

Name	
Surname	
PESEL (if applicable)	

declare my voluntary participation in the Agency's Project on the terms specified in the Recruitment Regulations for the NAWA Beneficiary's Project.

I also declare that:

1. I have read the rules of recruitment and participation in the NAWA Beneficiary's project, contained in the NAWA Beneficiary Recruitment Regulations, accept all provisions of the aforementioned Regulations, and declare that I meet the criteria for participation in the project specified in the aforementioned Regulations.
2. I have been informed that the NAWA Beneficiary project is implemented as part of the Agency Project, of which I become a participant upon signing this Declaration.

3. I have been informed of the obligation to participate in the measurement of the results of the Agency Project within 4 weeks of the end of my participation in support, surveys, and evaluation studies carried out for the needs of the Agency Project and the NAWA Beneficiary's project.
4. I belong to the following category of the target group covered by the Agency Project [1]:

☐ Foreign student,

☐ Foreign doctoral student,

☐ Domestic student,

☐ Domestic doctoral students,

☐ Foreign teaching staff, position:

……

☐ Foreign academic staff, position:

……

☐ Foreign administration staff, position:

……

☐ Academic teachers, position:

……

☐ Nonacademic staff, position:

……

☐ Scientific and research-technical staff, position:

……

☐ Other employees of scientific and research units, position:

……

Having been warned of criminal liability under Article 233 of the Penal Code for making a false statement or concealing the truth, which provides for a penalty of imprisonment of up to 3 years, I declare that the data contained in this Declaration are complete and true.

I acknowledge that this information may be subject to verification for its truth.

I undertake to immediately inform the National Agency for Academic Exchange and the NAWA Beneficiary of any change in personal and contact data provided in the Declaration and other application documents.

[1] Please, select the correct answer.

Signature of the Project Participant

[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization]

Annex No. 3: **Sample Form for Personal Data of the Project Participant(s)**

PERSONAL DATA FORM OF THE PROJECT PARTICIPANT(S)

Project data of the National Academic Exchange Agency	Agency Project Title: "Cooperation and education within the EUNICE alliance" Agency Project Number: BPI/WUE/2025/1/00026 Programme: European Funds for Social Development 2021–2027, Action 01.05 Skills in Higher Education
NAWA Program name and year of announcement	*Support for European Universities – Call 202*
Name of Beneficiary NAWA	Poznan University of Technology
Beneficiary Project Title NAWA	Cooperation and Education within the EUNICE Alliance
Beneficiary Project Number NAWA	BPI/WUE/2025/1/00026/U/00001

NAWA Beneficiary Data [to be completed by NAWA Beneficiary].

Name of institution	Poznan University of Technology
NIP	7770003699
Type of institution	*Please mark the correct answer:* X university ☐ Polish Academy of Sciences ☐ scientific institute of the Polish Academy of Sciences ☐ research institute ☐ international scientific institute ☐ Lukasiewicz Center ☐ institute operating as part of the Lukasiewicz Research Network ☐ federation of higher education and science system entities ☐ other
Country	Poland
Province	Poznan
District	Poznan city

Municipality	Poznan city	Area by degree of urbanization (DEGURBA)	*DATA WILL BE COMPLETED IN THE DATABASE AUTOMATICALLY AFTER ENTERING THE NAME OF THE MUNICIPALITY*
City	Poznan	Zip code	60-965
Street	Pl. Marii Sklodowskiej-Curie		
Building number	5	Premises No.	Not applicable
Contact phone	616653982, 616653887		
Email address	due@put.poznan.pl		

Data of the Project Participant [to be filled in by the Participant].

Name	
Name	
PESEL	☐ I do not own ☐ I own [*insert PESEL]:*
Type of Participant	Please mark one of the following answers: ☐ Foreign student(s) ☐ Foreign doctoral student(s) ☐ Domestic student(s) ☐ National doctoral student(s) ☐ Foreign teaching staff ☐ Foreign research staff ☐ Foreign administrative staff ☐ University teachers ☐ Non-academic employee(s) ☐ Scientific and research-technical employee(s) ☐ Other employees of scientific and research units
Name of the institution represented by the Participant	
Gender	Please mark one of the following answers: ☐ woman ☐ man
Age	Age at entry to the Project: .....
Education	Please mark the correct answer: ☐ lower than primary (ISCED 0) ☐ primary (ISCED 1) ☐ junior high school (ISCED 2) ☐ Secondary schools (ISCED 3) ☐ post-secondary (ISCED 4)

	☐ higher (ISCED 5-8)		
Country			
Province			
District			
Municipality		Area by degree of urbanization (DEGURBA)	*DATA WILL BE COMPLETED IN THE DATABASE AUTOMATICALLY AFTER ENTERING THE NAME OF THE MUNICIPALITY*
City		Zip code	
Street			
Building number		Premises No.	
Contact phone			
Email address			

Status in the labor market at the time of joining the project	Unemployed person, including the long-term unemployed	☐ No - I do not belong to this group ☐ Yes - I belong to this group
	Long-term unemployed person	☐ No - I do not belong to this group ☐ Yes - I belong to this group
	Person inactive	☐ No - I do not belong to this group ☐ Yes - I belong to this group
	Employed person or self-employed person	☐ No - I do not belong to this group ☐ Yes - I belong to this group

Status of the participant at the time of joining the Project	
Person of foreign origin	*Please mark the correct answer:* ☐ No - I do not belong to this group ☐ I refuse to provide information ☐ Yes - I belong to this group
Third country person	*Please mark the correct answer:* ☐ No - I do not belong to this group ☐ I refuse to provide information

	☐ Yes - I belong to this group
A person belonging to a national or ethnic minority (including marginalized communities),	*Please mark the correct answer:* ☐ No - I do not belong to this group ☐ I refuse to provide information ☐ Yes - I belong to this group
Person in crisis of homelessness or affected by exclusion from access to housing	*Please mark the correct answer:* ☐ No - I do not belong to this group ☐ I refuse to provide information ☐ Yes - I belong to this group

Person with disabilities	Please mark the correct answer: ☐ No - I do not belong to this group ☐ I refuse to provide information ☐ Yes - I belong to this group

Signature of the project participant

[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization].

Annex No. 4: **Model Declaration of the Project Participant/participant regarding familiarization with the rules of personal data processing**

INFORMATION CLAUSE OF THE MANAGING AUTHORITY - THE MINISTER RESPONSIBLE FOR REGIONAL DEVELOPMENT

In order to comply with the obligation imposed by Articles 13 and 14 of RODO[1], in connection with Article 88 of the Act on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027[2], we inform you about the principles of processing your personal data:

I. Administrator

A separate controller of your data is the Minister responsible for regional development with its seat at 2/4 Wspólna Street, 00-926 Warsaw.

II. Purpose of data processing

Personal data will be processed in connection with the implementation of FERS, in particular for monitoring, reporting, communication, publication, evaluation, financial management, verification and audits, and for determining the eligibility of participants.
Provision of data is voluntary, but necessary for the above-mentioned purpose. Refusal to provide them is equivalent to the impossibility of taking appropriate action.

III. Basis for processing

We will process your personal data in connection with:

1. We are obliged to do so **by law** (Article 6(1)(c), Article 9(2)(g) and Article 10 of the[3] RODO)[4]:

- Regulation (EU) No. 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 Fair Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and the financial rules for these Funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Financial Support Facility for Border Management and Visa Policy,
- 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 (Official Journal of the EU L 231, 30.06.2021, p. 21, as amended).
- Law of April 28, 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027, in particular Articles 87-93,
- Law of June 14, 1960. - Administrative Procedure Code,
- Law of August 27, 2009 on public finance.

IV. Method of data acquisition

We obtain data directly from the data subjects or from institutions and entities involved in the implementation of the Program, including in particular applicants, beneficiaries, partners.

IV. Access to personal data

Your personal data can be accessed by employees and associates of the administrator. In addition, your personal data may be entrusted to or shared with:

1. entities we have contracted to perform tasks in FERS,
2. bodies of the European Commission, the minister in charge of public finance, the president of the social security institution,
3. entities that perform services for us related to the operation and development of ICT systems, as well as the provision of connectivity, such as IT solution providers and telecommunications operators.

V. Data retention period

Personal data is retained for the period necessary to fulfill the purposes specified in Section II.

VI. Rights of data subjects

You are entitled to the following rights:

1. The right to access your data and to receive a copy of it (Article 15 RODO),
2. The right to rectify your data (Article 16 of the RODO),
3. The right to erasure of your data (Article 17 RODO) - if the circumstances referred to in Article 17(3) RODO have not occurred,
4. The right to request the controller to restrict the processing of your data (Article 18 RODO),
5. The right to portability of your data (Article 20 RODO) - if the processing is carried out on the basis of a contract: for the purpose of its conclusion or performance (pursuant to Article 6(1)(b) RODO), and by automated means[5],
6. The right to lodge a complaint to the supervisory authority of the President of the Office for Personal Data Protection (Article 77 of the RODO) - in case a person considers that the processing of his/her personal data violates the provisions of the RODO or other national regulations governing the protection of personal data applicable in Poland.

VII. Automated decision-making

Personal data will not be subject to automated decision-making, including profiling.

VIII. Transfer of data to a third country

Your personal data will not be transferred to a third country.

IX. Contact with the data controller and Data Protection Officer

If you have questions about the processing of personal data by the Minister of Regional Development, please contact the Data Protection Officer (DPO) as follows:

- By regular mail (Wspólna 2/4, 00-926 Warsaw),
- electronically (e-mail address: IOD@mfipr.gov.pl).

Signature of the project participant
[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization].

INFORMATION CLAUSE OF THE INTERMEDIATE INSTITUTION -
NATIONAL RESEARCH AND DEVELOPMENT CENTER

Pursuant to Articles 13 and 14 of the Regulation of the European Parliament 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 (hereinafter: "**RODO**"), I inform you that:

1. The administrator of your personal data is the **National Center for Research and Development** (hereinafter: "**NCBR**") with its registered office in Warsaw (00-801), 69 Chmielna Street;
2. The Data Protection Officer (DPO) can be contacted at e-mail address: iod@ncbr.gov.pl and at the NCBR mailing address indicated above with the notation "Data Protection Officer";
3. Personal data is processed for the purpose of implementing the project carried out under the European Funds for Social Development 2021-2027 ("**FERS**") Program, in particular for the purpose of project evaluation and selection, conclusion of a grant agreement, supervision of project implementation, reporting, communication, publication, evaluation, financial management, verification and control, audit, evaluation of information and promotion activities, its receipt, evaluation and financial settlement, for the purpose of determining the eligibility of participants and possible establishment, investigation or defense of claims;
4. your personal data is processed due to the purpose indicated above, i.e. the processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) RODO), and NCBR is authorized to process your personal data under the Act of April 30, 2010. on the National Center for Research and Development in connection with the implementation of NCBR's tasks specified therein, and under the Act of April 28, 2022 on the Principles of Implementation of Tasks Financed from European Funds in the Financial Perspective 2021-2027, in particular Chapter 18 of that Act (Article 6(1)(c) of the RODO);
5. personal data was obtained directly from you or from public records or from institutions and entities involved in the implementation of the project, including in particular applicants, beneficiaries, partners;
6. NCRD processes your personal data included in the grant application or provided in the performance of the tasks indicated in clause 3;
7. Provision of personal data is necessary for the above-mentioned purpose. Refusal to provide them is tantamount to the inability to take appropriate action;
8. personal data will be processed for the period necessary to fulfill the purpose specified in point 3), and then for archival purposes for the period in accordance with the NCRD's office instructions and the Uniform Tangible File List;
9. The recipients of the personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes that result from the provisions of law, as well as entities providing services necessary for the implementation of tasks by NCRD, in particular, the entity supporting the implementation of tasks is NCRD+ Ltd. The data may also be transferred to IT partners, entities providing technical or organizational support, archiving and destruction of documents, postal, courier, payment services, marketing support;
10. In relation to NCBR, you have the following rights: to request access to your personal data, rectification, erasure, restriction of processing, as well as to object to the processing of your personal data. You may contact the Data Protection Officer at the email address provided in point 2 above to exercise your rights;
11. You also have the right to file a complaint with the President of the Office for Personal Data Protection;
12. Personal data will not be subject to automated decision-making, including profiling;
13. Your personal data will not be transferred to a third country.

[1] 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 (Official Journal of the EU. L 119 of May 4, 2016, pp.1-88).

[2] Act of April 28, 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027 (Journal of Laws 2022 item 1079), hereinafter referred to as the "Implementation Act".

[3] Applies only to projects that activate people serving prison sentences.

[4] One or more provisions of the law should be indicated - it is possible to cite them to a limited extent for the purpose of a specific clause.

[5] To automate the processing of personal data, it is sufficient that the data is stored on a computer disk.

[6] The model shall be determined by the Intermediate Body.

Signature of the project participant
[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization].

INFORMATION CLAUSE OF THE NATIONAL ACADEMIC EXCHANGE AGENCY CONCERNING THE PROCESSING OF PERSONAL DATA OF PARTICIPANTS OF PROJECTS FINANCED BY THE EUROPEAN FUNDS FOR SOCIAL DEVELOPMENT 2021-2027 (FERS)

Administrator	National Agency for Academic Exchange (Agency) 40 Polna St., 00-635 Warsaw
Purpose and legal basis of data processing	The Agency processes your personal data on the basis of Article 6(1)(c) and (e) of the RODO[1] , and on the basis of Article 9(2)(g) and (j) of the RODO in connection with Article 6(1)(c) and (e) of the RODO in order to: 2) to carry out the public task in the field of internationalization of higher education and science entrusted to the Agency, i.e., the task specified in Article 2 of the Act of July 7, 2017 on the National Agency for Academic Exchange; 2) to fulfill the Agency's legal obligations related to the implementation of the project funding agreement, including statistical obligations and those related to monitoring, reporting, communication, publication, evaluation, financial management, verification and performance of project audits, and to determine the eligibility of participants;
Categories of data processed	The Agency may process the following categories of your data: 5) identification data, as indicated in Article 87(2)(1) of the Implementation Law[2] , including: name, surname, address, e-mail address, telephone number, fax number, PESEL, REGON, education, Internet identifiers;

	5) data related to the scope of your participation in the project, as indicated in Article 87(2)(2) of the Implementation Act, including: salary, form and period of involvement in the project; 5) Your data appearing on the documents confirming the eligibility of expenditures, indicated in Article 87 (2) point. 3 of the Implementation Act, including bank account number, work experience; 5) data indicated in Article 87(3) of the Implementation Law on racial or ethnic origin or on health, as referred to in Article 9 of the RODO; 5) data on the image of persons participating in the implementation of the Program or taking part in events related to it - on the basis of voluntarily given separate consent.
Period of data processing	Your personal data will be processed by the Agency until the purpose of the processing ceases to exist or for a period resulting from the archival category of the documents in which the data are included, as defined in the executive regulations of the Act of July 14, 1983 on the national archival resource and archives. .
Data sharing/sharing	With all guarantees of security, your Agency may make your data available to entities entitled to receive them under the law, including in particular the Implementation Act, or transfer them to entities processing them on behalf of the Agency under an appropriate data processing entrustment agreement.
Transfer of data to third countries	Your data will not be transferred to a third country or international organization. Should it become necessary to transfer your data to a third country, the Agency will provide adequate safeguards for the transfer and effective legal remedies, in particular the standard contractual clauses adopted by the European Commission, and will inform you accordingly.
Making decisions based solely on Automated processing of personal data, including profiling	It does not occur.
Data requirement/source of data	The Agency obtains data directly from the data subjects or from institutions and entities involved in the implementation of FERS projects, including in particular applicants and beneficiaries and partners. Refusal to provide data means leaving the application unprocessed or not allowing a specific person to participate in the implementation of the Program.
Rights of the data subject	You can make a request to us for access to your personal data, rectification of your data, transfer of your data, and restriction of processing of your personal data - under the terms of the RODO. You may also file a complaint with the President of the Office for Personal Data Protection if you believe that the Agency's processing of your personal data violates the law.
Contact to the Agency's Data Protection Officer	odo@nawa.gov.pl

Signature of the project participant

[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization].

[1] Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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

[2] Law of April 28, 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027

Annex No. 5: **Model Consent of the Project Participant/Participant for Processing of Personal Data and Image**

CONSENT OF THE PROJECT PARTICIPANT/PARTICIPANT FOR DATA AND IMAGE PROCESSING

I agree that the National Agency for Academic Exchange (the Administrator) may capture my image in the form of an analog photograph, digital photograph or recording and use my image (along with the possibility of describing it with my name, position, title, institution, country of origin, program from which I have benefited) free of charge for the purposes indicated below (please check the appropriate box or boxes below):

☐ dissemination of studies and publication on the Administrator's website,

☐ dissemination of studies and publication on the Administrator's social media,

☐ publication in the offer, advertising or promotional materials of the Administrator,

☐ dissemination of studies and publication in the Administrator's internal materials (e.g. on the bulletin board),

☐ publication of studies in printed form.

☐ I acknowledge that:

1. The transfer of this authorization to a third party requires my prior written consent to such action,
2. personal data will be used in accordance with the content of the following information obligation.

INFORMATION OBLIGATION

The administrator of the personal data (name, surname, position, affiliation of the participant, address of the institution, academic degree, image) within the meaning of the General Data Protection Regulation (RODO) is the National Agency for Academic Exchange (40 Polna St., 00-635 Warsaw). The data are used for the purposes indicated above, on the basis of voluntarily given consent (Article 6.1.a of RODO, Article 81 of the Act of February 4, 1994 on Copyright and Related Rights). This consent may be revoked at any time (revocation does not affect the legality of data use during the period when the consent was in effect). The data will be used until any withdrawal of consent. The data may be transferred to entities cooperating with the Administrator (e.g. companies operating the Administrator's websites). The data subject has the right to access personal data, rectification, erasure, restriction of processing, or to lodge a complaint with a supervisory authority - under the terms of the RODO. Contact in matters of personal data protection: odo@nawa.gov.pl. Dissemination of an image, constituting only a detail of the whole (group photos, photos/recordings from parties, photos/recordings where the image of a person is not the main or primary element of the shot), does not require consent (legal basis: art. 81 par. 2 pt. 2 of the Law of February 4, 1994 on Copyright and Related Rights).

Signature of the project participant
[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization].

Annex No. 6: **Summary of daily scholarship rates for the Project Participant(s)**

Stipends for Project Participants/children will be paid in accordance with the rates indicated below:

Category of eligible persons	**Daily rate in PLN**
Student(s)	75
Employee/Doctoral Fellow	125
A person with at least a doctoral degree or an equivalent degree obtained abroad	250

Information source: NAWA Programs Beneficiary Handbook for Institutions attached to Program Call for Participation Announcement No. 17/2025 dated 25.05.2025
https://nawa.gov.pl/instytucje/wsparcie-uniwersytetow-europejskich/ogloszenie

Annex No. 7: **Statement of lump-sum rates for Participant's travel costs, health insurance, third-party liability insurance, accident insurance, visa or residence legalization fees**

Lump sums for travel expenses for mobility from or to Poland:

Group of countries	State	Rate in PLN
1	Belarus, Lithuania	1 000
2	Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary	1 500
3	Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, Macedonia, Malta, Monaco, Norway, Russia, San Marino, Switzerland, Tunisia, Turkey, Vatican, United Kingdom, Italy.	2 000
4	Algeria, Saudi Arabia, Armenia, Azerbaijan, Bahrain, Cyprus, Egypt, Georgia, Spain, Iraq, Iran, Iceland, Israel, Jordan, Qatar, Kazakhstan, Kuwait, Lebanon, Libya, Morocco, Palestine, Portugal, Syria, Tajikistan, Turkmenistan, Uzbekistan	3 000
5	Afghanistan, Benin, Bhutan, Burkina Faso, Burundi, Chad, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, India, Yemen, Cameroon, Kenya, Kyrgyzstan, Congo, Liberia, Mali, Mauritania, Mongolia, Nepal, Niger, Nigeria, Oman, Pakistan, Central African Republic, Cape Verde, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, South Sudan, Togo, Uganda, Côte d'Ivoire, São Tomé and Príncipe, United Arab Emirates	4 500
6	Angola, Antigua and Barbuda, Argentina, Australia, Bahamas, Bangladesh, Barbados, Belize Bolivia, Botswana, Brazil, Brunei, Chile, China, Dominica, Dominican Republic, Ecuador, Eswatini, Fiji, Philippines, Grenada, Guyana, Guatemala, Haiti, Honduras, Indonesia, Jamaica, Japan, Cambodia, Canada, Kiribati, Colombia, Comoros, South Korea, North Korea, Costa Rica, Cuba, Laos, Lesotho, Madagascar, Malawi, Maldives, Malaysia, Mauritius, Mexico, Micronesia, Myanmar, Mozambique, Namibia, Nauru, Nicaragua, New Zealand, Palau, Panama, Papua New Guinea, Paraguay, Peru, South Africa, Saint Kitts Nevis, Saint Lucia, Saint Vincent and the Grenadines, El Salvador, Samoa, Seychelles, Singapore, Sri Lanka, United States, Suriname, Taiwan, Tanzania, Tonga, Trinidad and Tobago, Tuvalu, Uruguay, Vanuatu, Venezuela, Vietnam, Solomon Islands, Marshall Islands, Zambia, Zimbabwe	6 500

Information source: NAWA Programs Beneficiary Handbook for Institutions attached to Program Call for Participation Announcement No. 617/2025 dated 25.05.2025 r. - https://nawa.gov.pl/instytucje/wsparcie-uniwersytetow-europejskich/ogloszenie

Annex No. 8: **Statement of daily lump sum of living and accommodation costs of the Participant(s)**

Lump sums for the Participant's/participant's living and lodging expenses:

Lp.	COUNTRY GROUP	COUNTRIES	DAILY RATE IN PLN
I	Countries with lower cost of living and accommodation	Bosnia and Herzegovina, Brazil, Bulgaria, Egypt, Georgia, India, Lithuania, Latvia, Morocco, Moldova, Poland, Romania, Turkey, Ukraine, Vietnam and the rest of the world[1]	300
II	Countries with average cost of living and accommodation	Andorra, Austria, Azerbaijan, Belgium, Croatia, Czech Republic, Cyprus, France, Germany, Greece, Indonesia, Hungary, Italy, Jordan, Kazakhstan, Kyrgyzstan, Northern Macedonia, Malta, Netherlands, Portugal and Spain, Monaco, Vatican City State, San Marino, Serbia, Slovakia, Slovenia, Spain, Thailand, Uzbekistan	400
III	Countries with higher cost of living and accommodation	Saudi Arabia, Australia, Bahrain, Brunei, China, Denmark, Estonia, Finland, Iceland, Ireland, Hong Kong, Japan, Canada, Qatar, Korea, Kuwait, Liechtenstein, Luxembourg, Macau, Mexico, Norway, New Zealand, Oman, Singapore, Sweden, Switzerland, Taiwan, Faroe Islands, United Kingdom, United Arab Emirates	500
IV	Countries with the highest cost of living and accommodation	United States of America, Israel	700

Information source: NAWA Programs Beneficiary Handbook for Institutions attached to Program Call for Participation nr 17/2025 dated 25.05.2025 r. - https://nawa.gov.pl/instytucje/wsparcie-uniwersytetow-europejskich/ogloszenie

[1] Excludes Group II and III countries.

AGREEMENT NO.

Concluded on _____ in Poznań, hereinafter referred to as the "Agreement", between:

The University – Poznań University of Technology, address: ul. Jacka Rychlewskiego 1, 61-131 Poznań, NIP: 7770003699, REGON: 000001608, hereinafter referred to as the "University", represented by Prof. Mariusz Głąbowski, PhD, Eng. – Vice-Rector for International Cooperation, acting as the Beneficiary within the meaning of Agreement No. BPI/WUE/2025/1/00026/U/00001. for the implementation and financing of the project entitled "Cooperation and Research within the EUNICE Alliance" (hereinafter referred to as the "Project") under the WERSE Programme – Support for European Universities – 2025 Call (NAWA) (hereinafter the "Programme"), funded by the European Union under the project entitled "Support for European University Alliances" with reference number FERS.01.05-IP.08-0219/23, hereinafter referred to as the "Agreement with the University".
and

Ms/Mr: , PESEL number/passport number , address: , hereinafter referred to as 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 mutually agreed to carry out an internship under the Programme in accordance with the provisions of the Agreement with the University.
2. The Project Participant declares and confirms that they have read the Rules and Regulations for recruitment and participation in the project implemented by WERSE Support for European Universities – 2025 intake (hereinafter referred to as the "Rules and Regulations"), the Programme documentation, and the obligations imposed on them in the Agreement with the University and the documents referred to therein, and accepts them. The Rules referred to above constitute Annex 1 to the Agreement.
3. The University shall provide the Project Participant with funding for the implementation of a short-term academic exchange – a trip abroad to be carried out by , hereinafter referred to as the "Activity".
4. The Project Participant accepts the funding and undertakes to carry out the Activity referred to in paragraph 3.
5. The Project Participant declares that they have read and accept the terms of the Agreement. Any amendments to the Agreement must be made in writing, otherwise they shall be null and void.

§2. Duration of the Agreement

1. The Agreement shall enter into force on the date of its conclusion, i.e. upon signature by the last of the parties.
2. The Activity will take place at and will commence on and end on .

§3. Funding for the Activity

1. The funding for costs related to the Activity amounts to PLN (in words: 00/100). The above amount comprises the sum allocated for:
   a) a grant of PLN (according to the daily rates specified in Annex 7 to the Regulations),
   b) travel costs, health insurance, third-party liability insurance, accident insurance, visa fees or costs associated with legalising residence, amounting to PLN (in accordance with the flat-rate amounts specified in Appendix 8 to the Regulations),
   c) and for living and accommodation costs in the amount of PLN (according to the flat-rate amounts specified in Annex 9 to the Regulations).

   The form for calculating costs related to the Action constitutes Annex 2 to the Agreement.
2. Depending on the nature of the Activity, the Project Participant is obliged to provide an appropriate certificate/statement issued by , confirming the correct performance of the Activity by the Participant. A template of the certificate is set out in Annex 4 to the Agreement.
3. Within 14 days of the completion of the Activity, the Project Participant is obliged to provide the University with:
   a) a correctly completed financial settlement form for the trip, together with the original certificate/statement referred to in paragraph 2. The Financial Settlement Form for the trip is set out in Annex 5 to the Agreement,
   b) the original confirmation from the partner university regarding the completion of the placement; a template for the document confirming the completion of the placement is set out in Annex 4 to the Agreement with the Participant,
   c) the original substantive report on the implementation of the Activity (in accordance with the template constituting Annex 3 to the Agreement).
   d) a copy of the financial statement for the trip abroad from the Overseas Trips Section of the International Cooperation Department,
4. By:
   a) up to 14 days before the start of the Activity, the Project Participant is required to take an ex-ante test to assess the acquisition of competences (as specified in § 7, para. 1 of the Regulations). The questionnaire will be made available to the Participant no later than 14 days before the start of the Activity.
   b) Within 14 days of the end of the Activity, the Project Participant is required to take an ex-post test to assess the acquisition of the competences (as specified in § 7(1) of the Regulations). The questionnaire will be made available to the Participant no later than 7 days after the end of the Activity.

5. In the event that:
   a) the Project Participant ceases to be an employee of Poznań University of Technology,
   b) the Activity does not take place or is carried out without complying with the conditions set out in the Agreement,
   c) the Participant fails to submit the documents specified in paragraph 3 within 14 days of the end of the Activity,
   d) the Participant fails to undergo the ex-ante test specified in paragraph 4(a) within 14 days prior to the start date of the Activity,
   e) the Participant fails to undergo the ex-post test specified in paragraph 4(b) within 14 days of the date of completion of the Activity,

   The Project Participant is obliged to repay the grant paid within 14 days of being requested to do so by the University.

§4. Payments to the Project Participant

1. Within 14 days of the Agreement coming into force, a payment of **PLN** shall be made to the Project Participant.
2. If the amount of funds transferred to the Project Participant in accordance with § 4(1) exceeds the amount due as shown in the financial statement for the trip, the Project Participant is obliged to refund the difference between the amount paid and the amount due to them within 14 days of the University's acceptance of the financial settlement for the trip.
3. The funds repaid by the Project Participant, referred to in § 3(1) and § 4(2), constitute unused funds within the meaning of the Agreement with the University.
4. Payments shall be made to the Project Participant's bank account, account number

§5. Personal data

1. The Project Participant is obliged to submit the originals of the following documents to the University no later than on the date of signing this Agreement:
   a. Declaration of participation in the project (in accordance with the template constituting Annex 3 to the Regulations),
   b. Project Participant's personal data form (in accordance with the template constituting Appendix 4 to the Regulations),
   c. Statement by the Project Participant confirming that they have read and understood the rules on the processing of personal data (in accordance with the template constituting Appendix 5 to the Regulations),
   d. Consent of the Project Participant to the processing of personal data and likeness (in accordance with the template set out in Appendix 6 to the Regulations).
2. At the University's request, the Project Participant is also required to complete the electronic participant form (application) in the NAWA ICT system (using the link provided to them by the University).
3. Where the request to complete the electronic Project Participant form referred to in paragraph 2 is made prior to the signing of the Agreement, the form (application) submitted by the Project

Participant shall replace the obligation to submit to the University the originals of the Documents referred to in paragraph 1.

4. Failure by the Project Participant to submit the above documents and to complete the electronic Project Participant form shall constitute grounds for withholding funds from the Project Participant and for the University to withdraw from the Agreement.

§6. Applicable law and jurisdiction

The award and payment of funding under the Programme shall be made in accordance with the provisions of the Agreement, taking into account the terms of the Agreement with the University. Any disputes arising from the Agreement shall be settled in accordance with Polish law.

§7. Final provisions

1. The court having jurisdiction to settle any disputes arising from the performance of the Agreement shall be the court having jurisdiction over the University.
2. This Agreement has been drawn up in two identical copies, one for each of the Parties.

Project Participant *On behalf of the University*

Signature..... *Signature* .....

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

Appendices:

1) Rules and Regulations for recruitment and participation in the project implemented by Poznań University of Technology under the 'Cooperation and Education within the EUNICE Alliance' programme (hereinafter 'the Project') as part of the WERSE Programme – Support for European Universities – 2025 call for proposals, co-financed by the ERDF
2) Cost calculation form
3) Substantive internship report
4) Certificate template
5) Sample financial statement for the trip