Annex No. 5 to the Recruitment and Participation Regulations in the program implemented at the Silesian University of Technology under the name PROM – short-term academic exchange – Call 2024

**PROM PROGRAM – CALL 2024**

**FINANCIAL AGREEMENT FOR EMPLOYEE MOBILITY No. -/-/ST/2024/2025**

This agreement is entered into by the following parties:

**SILESIAN UNIVERSITY OF TECHNOLOGY**

**ADDRESS: AKADEMICKA 2A, 44-100 GLIWICE**

hereinafter referred to as the “University,” represented for the purposes of signing this agreement by **dr. inż. ludwina żukowska – head of the international mobility office** (together with the counter-signature of the Quaestor/Quaestor’s Deputy), being the Beneficiary in the meaning of the agreement for the implementation and financing of the project under the PROM Program – short-term academic exchange (hereinafter referred to as the “Program”), agreement number BPI/PRO/2024/1/00014/U/00001 (hereinafter referred to as the “Agreement with the University”), concluded with the National Agency for Academic Exchange, on one side;

and

Mr/Ms

|  |  |  |
| --- | --- | --- |
| PESEL / passport number: | Citizenship: | Gender: |
| Address: | | |
| Phone: | E-mail: | |
| Home Faculty: | | |

|  |  |
| --- | --- |
|  | |
| **Bank account details for payment (scholarship):** | |
| Account holder: | |
| Full account number in IBAN format: | |
| SWIFT number of the bank: | Account currency: PLN |

hereinafter referred to as the “Project Participant,” on the other side.

The parties have agreed on the following conditions of the financial agreement (hereinafter referred to as the “Agreement”):

**GENERAL TERMS OF THE AGREEMENT**

**§ 1 – SUBJECT OF THE AGREEMENT**

1. The parties have mutually agreed to implement a scholarship exchange under the Program, in accordance with the provisions of the Agreement with the University. The Program is financed by the European Union as part of the project entitled "Short-term academic exchange as a way to improve the quality of education in higher education institutions and science," with the number FERS.01.05-IP.08-0218/23.

2. The Project Participant declares and confirms that they have familiarized themselves with the Program’s documentation and the obligations imposed on them by the Agreement with the University, as well as the documents mentioned therein, and accepts them.

3. The University will provide the Project Participant with funding for the implementation of a short educational activity indicated below:

|  |  |
| --- | --- |
| Institution / event name: | |
| Country: | City: |
| Physical mobility period: | Total: |

referred to hereafter as the “Activity” (provide a brief description of the activity along with the dates on which the Activity will be carried out).

4. The Project Participant accepts the funding and commits to carrying out the Activity mentioned in point 3.

5. The Project Participant declares that they have read and accept the terms of this Agreement. Any amendments to this Agreement require a written form under penalty of nullity.

**§ 2 – TERM OF THE AGREEMENT, DURATION OF MOBILITY**

1. Umowa wchodzi w życie w dniu jej zawarcia tj. po podpisaniu przez ostatnią ze stron.

2. The Activity will start on **dd.mm.yyyy** and end on **dd.mm.yyyy**.

The start and end dates of the physical mobility period are the first and last days on which the Participant must be present at the host institution, which are indicated in the certificate / certificate of mobility completion (Annex 1 to the Agreement).

3. The period covered by the agreement includes:

Physical mobility period: from **dd.mm.yyyy** to **dd.mm.yyyy**, equal to **x** days

4. The total duration of the mobility period will last from 5 to 30 days, including travel days.

**§ 3 – FUNDING OF THE ACTIVITY**

1. The funding for the costs related to the Activity amounts to PLN (in words: twelve thousand five hundred PLN). This amount consists of:
   * the amount allocated for travel **- PLN**,
   * the amount allocated for living costs **- PLN**,
   * the scholarship amount **- PLN**,
   * other costs of the Activity **- PLN**.

2. The Project Participant is required to complete an evaluation survey (Annex 2 to this Agreement) within 7 days of the completion of the Activity, according to the rules set out in the Program.

3. The Project Participant is obliged to provide, depending on the nature of the Activity, a relevant certificate (Annex 1 to this Agreement) issued by the host institution/event organizer within 7 days of the completion of the Activity, confirming the proper implementation of the Activity.

4. The Project Participant is required to submit a correctly filled Financial Settlement Form within 14 days of the completion of the Activity (Annex 3 to this Agreement).

**§ 4 – PAYMENT TO THE PROJECT PARTICIPANT / SCHOLARSHIP DISBURSEMENT**

1. Within 5 days of the entry into force of this Agreement, a payment of **PLN** will be ordered to the Project Participant.

2. In the remaining part, the University will disburse the financial funds to the Project Participant within 14 days after the University’s acceptance of the Financial Settlement Form mentioned in § 3, point 4.

3. If the amount of funds disbursed to the Project Participant according to § 4, point 1 exceeds the amount due shown in the Financial Settlement Form, the Project Participant is obliged to return the difference between the amount disbursed and the amount due within 14 days from the acceptance by the University of the Financial Settlement Form. The funds returned by the Project Participant, as mentioned in the previous sentence, constitute unused funds under the Agreement with the University.

4. Payments to the Project Participant will be made by bank transfer in the domestic currency (PLN) to the bank account indicated above.

5. The Project Participant covers any bank charges related to the transfer (including costs associated with currency exchange of the scholarship).

**§ 5 – PERSONAL DATA**

1. The Project Participant, by entering into this Agreement, is required to submit the Participant Form along with personal data statements in the NAWA teleinformatic system, and then provide the generated document to the office executing the Project. The activation link to the form will be provided to the Project Participant by the office executing the Project. Failure to submit the form and statements by the Project Participant constitutes grounds for the University to withdraw from this Agreement.

**§ 6 – APPLICABLE LAW AND JURISDICTION**

The granting and payment of funding under the Program is carried out on the basis of the provisions of this Agreement, taking into account the provisions of the Agreement with the University. Any disputes related to this Agreement will be resolved in accordance with Polish law. The court competent for resolving disputes will be the court competent for the location of the University.

**§ 7 – FINAL PROVISIONS**

1. In matters not regulated by this Agreement, the Regulations for recruitment and participation in the program implemented at the Silesian University of Technology under the name PROM – short-term academic exchange – Call 2024 apply.

2. The court competent for resolving any disputes arising from this Agreement will be the court competent for the University.

3. This Agreement has been drawn up in two identical copies, one for each party. [or] The electronic Agreement has been concluded electronically and signed with qualified electronic signatures. [Choose one version]

**SIGNATURES**

|  |  |  |
| --- | --- | --- |
| For the Project Participant For the University | | |
|  |  | **head of the international mobility office**  **dr inż. Ludwinę Żukowską** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ signature ] | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ signature & stamo ] |
| Place & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Place & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
|  | | **Quaestor/Quaestor’sDeputy COUNTERSIGNATURE**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ signature & stamo ]  Place & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

UNIVERSITY SEAL

**ATTACHMENTS:**

1. **Certificate confirming the completion of mobility issued by the host institution**
2. **Project Participant’s Evaluation Survey**
3. **Financial Settlement Form**