



ATTACHMENT NO 3 TO ADMISSION RULES & REGULATIONS

AGREEMENT

between

Name and address of the higher education institution: **University of Warsaw, Krakowskie Przedmieście 26/28 00-927 Warszawa** hereinafter referred to as the "HEI", represented by Mrs/Mr [name, surname, position]: **prof. ucz. dr. hab. Sławomir Żółtek; Dziekan Wydziału Prawa i Administracji UW**, being the Beneficiary in the Agreement for the implementation and financing of the project under the *PROM Programme – Short-Term Academic Exchange* (hereinafter the Programme), concluded with the Polish National Agency for Academic Exchange, hereinafter referred to as the "Agreement with the HEI".

and

Mrs/Mr:

NAME AND SURNAME, ADDRESS, PASSPORT NUMBER

hereinafter referred to as the "Project Participant"

The parties have agreed to the following terms of the Agreement

PROVISIONS OF THE AGREEMENT:

§1 – SUBJECT-MATTER OF THE AGREEMENT

1. The parties have jointly agreed to effect a scholarship exchange under the Programme in compliance with the provisions of the Agreement with the HEI. The Programme is co-financed by the European Funds for Social Development (2021-2027).
2. The Project Participant shall represent and confirm that they have read the Programme documentation and the obligations imposed on them in the Agreement with the HEI and the documents referenced therein and accept them.
3. The Project Participant is obliged to submit a Declaration of Data Validity which constitutes Attachment 3 to this Agreement.
4. The HEI will provide the Project Participant with co-financing for implementing a short form of education, (*..... please provide a brief description of the action together with the period in which it will be implemented*), hereinafter referred to as the "Action".
5. The Project Participant shall accept co-financing and implement the Action referred to in point 4.
6. The Project Participant declares that they have read and accept the terms of this Agreement. Any amendments to this Agreement must be made in writing under the penalty of becoming null and void.

§2 – DURATION OF THE AGREEMENT

1. The Agreement shall enter into force on the date of its conclusion, *i.e.*, after being signed by the last of the parties.
2. The Action will commence on and last until



§3 – CO-FINANCING FOR THE ACTION

1. Co-financing of the costs associated with the Action shall amount to PLN [REDACTED], say [REDACTED]. The above amount consists of the amount for travelling of PLN [REDACTED] and the amount for the living allowance of PLN [REDACTED] and [REDACTED] (please provide any other costs of the Action).
2. Within the period of 14 days from the completion of the Action, the Project Participant shall provide the HEI with a properly completed Mobility Report form in accordance with the model constituting Attachment No 2 to the Agreement.
3. Within the period of 14 days from the completion of the Action, the Project Participant shall provide the HEI with a properly completed financial settlement form in accordance with the model constituting Attachment No 1 to the Agreement.

§4 – PAYMENTS TO THE PROJECT PARTICIPANT

1. Within 14 days following this Agreement's entry into force payment amounting to PLN [REDACTED] shall be transferred to the Project Participant to the bank account declared in point 5.
2. If the amount of funds provided to the Project Participant pursuant to § 4 point 1 exceeds the amount payable indicated in the visit settlement, the Project Participant is obliged to return the difference between the amount paid and the amount payable, within 14 days following the HEI's approval of the visit settlement. The funds returned by the Project Participant, referred to in the previous sentence, are the unused funds under the Agreement with the HEI.
3. If the Project Participant fails to comply with § 3 point 2 or § 3 point 3, Project Participant shall return the full amount of the co-financing as stated in § 3 point 1.
4. In the event of losing the status of a student/doctoral student/university employee, in accordance with the content of the Attachment No 3 to the Agreement, before the start or during the exchange as described in § 3 point 2, the Project Participant shall immediately return the full amount of the co-financing as stated in § 3 point 1.
5. Payments shall be made via bank transfer to Project Participant's bank account as detailed below:
Name of the bank:
Exact name of the account holder:
Full account number (including IBAN/BIC bank codes):
Currency of the account:
6. The Project Participant declares full acknowledgement of the fact that the payment referred to above may be ordered only in Polish zlotys and no later than 30th September 2025. The Project Participant bears any costs resulting from the exchange rate difference, bank fees related to the money transfer order, as well as any costs resulting from providing HEI with incorrect or incomplete information required to make the transfer.



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§6 – APPLICABLE LAW AND JURISDICTION

Granting and payment of co-financing under the Programme shall be made in observance of the provisions of this Agreement, while considering the provisions of the Agreement with the HEI. Any disputed matters relating to this Agreement shall be settled in accordance with Polish legislation.

§7 – FINAL CONDITIONS

1. The court with jurisdiction to resolve any disputes arising from this Agreement will be the court competent for the HEI.
2. This Agreement has been drawn up in two identical copies, one for each party.

Project Participant

For the HEI

.....
First name and surname

.....
Name, surname and position

Signature.....

Signature.....

Place and date.....

Place and date.....

Stamp of the HEI

Attachments:

- 1) Visit settlement form
- 2) Template of the Mobility Report/ Certificate
- 3) Declaration of Data Validity