

AGREEMENT

No.

dated

concerning the implementation of a research task carried out by a Ph.D. student of the PUT Doctoral School, funded from the subsidy for the maintenance and development of research potential

The Dean of the Faculty of.....
(name of faculty)

of Poznan University of Technology, pl. M. Skłodowskiej-Curie 5, 60-965 Poznan, hereinafter referred to as "PUT":

.....
(degree/title, name and surname)

and Mr/Ms.....
(name and surname)

– leader of the research task entitled:

.....
.....

approved for funding in the year on the basis of a competition for the implementation of scientific research and related activities,

conclude the following agreement:

§ 1

Subject of the Agreement

The research task leader is responsible for carrying out the research task in accordance with the task description, timeline, and financial plan, which constitute an integral part of this agreement.

§ 2

Rules for implementation of the research task

1. The research task leader is obliged to inform the academic supervisor¹
(degree/title, name and surname, position)
about the progress of the research task.
2. The research task leader shall lose the right to continue the research task at PUT and to receive funding from the allocated subsidy in the event of any of the following:
 - a) withdrawal from the PUT Doctoral School programme;
 - b) final decision on removal from the list of Ph.D. students at the PUT Doctoral School;
 - c) failure to fulfil undertaken obligations, including reporting obligations;

¹ Applies if an academic supervisor has been appointed.

- d) use of funds contrary to the financial plan of the research task, legal regulations (including public procurement law), or procedures in force at PUT.
3. The Dean shall be responsible for informing the research task leader of the loss of entitlement to further funding for the research covered by this agreement.

§ 3

Deadline for the completion of the research task and submission of the report

1. The deadline for the completion of the research task is set for r.
2. The deadline for submission of the scientific outcome is set for r.
3. The acceptance of the results of the work covered by the research task shall be carried out in accordance with the currently binding "Rules for the distribution, expenditure and settlement of subsidies for the maintenance and development of research potential at Poznan University of Technology."
4. In exceptional cases, the deadlines referred to in sections 1–2 may be extended with the Dean's prior written consent.

§ 4

Financial resources and rules for their expenditure and settlement

1. Funding for the implementation of the research task, in the amount of..... PLN (in words:) has been awarded through a competitive procedure.
2. The rules for the expenditure of funds and making changes to the financial plan are regulated by Ordinance No. 42 of the PUT Rector of 16 December 2024.
3. The research task leader is obliged to use the allocated financial resources properly, effectively, and in accordance with their intended purpose.
4. The funds referred to in section 1 may, in particular, be spent on the purchase of materials, services, and on financing domestic and international travel related to the implementation of the research task, including training trips and participation in scientific conferences.
5. The research task leader must carry out purchases of materials and services in compliance with public procurement regulations in force at PUT.
6. Expenses incurred for travel and accommodation at the location where the task is implemented shall be financed in accordance with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on entitlements for employees of state or local government budgetary units for business travel – taking into account the rules applicable at PUT.
7. The research task leader is obliged to submit to PUT a cost settlement of the travel and stay at the location of the task as well as other incurred costs – up to the awarded funding – prepared in accordance with the rules binding for PUT employees, within 14 days of the end of the travel.
8. Failure to submit a travel cost settlement, as referred to in section 7, shall be deemed a declaration by the research task leader that no such costs were incurred, excluding prepaid amounts, which shall be deemed a claim by PUT.
9. The expenses referred to in section 4 shall be financed up to the limit of the awarded subsidy.
10. The awarded financial resources may not be used for purposes other than those specified in this agreement.
11. In the event of the misuse of the awarded funds, the Dean shall suspend financing of the research task until the irregularities are clarified.
12. Financial resources used inappropriately are subject to reimbursement with statutory interest calculated from the date the Dean's written confirmation of the irregularities is delivered to the research task leader.
13. Failure to carry out the research task or submit the scientific study by the deadlines set out in § 3 sections 1 and 2, unless extended pursuant to § 3 section 4, shall exclude the research task leader from applying for research subsidy funding for the next three years.

§ 5 Final provisions

1. The research task leader declares that they are familiar with the provisions of Rector's Ordinance No. 42 of 16 December 2024 concerning the "Rules for the distribution, expenditure and settlement of subsidies for the maintenance and development of research potential at Poznan University of Technology" and undertakes to comply with it during the performance of the research task, particularly in the expenditure of financial resources allocated for its implementation.
2. Any matters not regulated by this agreement shall be governed by the provisions of the Ordinance referred to in section 1 and the Civil Code.
3. This agreement is drawn up in two identical copies, one for each party.

.....
Research Task Leader

.....
Dean

INFORMATION CLAUSE ON PERSONAL DATA PROTECTION

1. Data Controller
The controller of your personal data is Poznan University of Technology, with its registered office in Poznań, at pl. M. Skłodowskiej-Curie 5, 60-965 Poznań, e-mail: biuro.rektora@put.poznan.pl hereinafter referred to as "PUT".
2. Data Protection Officer
Piotr Otomański, e-mail address: iod@put.poznan.pl.
3. Purpose and legal basis of data processing
Personal data will be processed for the purpose of concluding, performing, and settling the agreement.
The legal basis for processing personal data is Article 6(1)(b) of 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 (General Data Protection Regulation – "GDPR").
4. Obligation to provide data and consequences of failure to do so
Providing personal data is voluntary but necessary for concluding, performing, and settling the agreement. Failure to provide the data will prevent the agreement from being concluded.
5. Recipients of data
Where the Controller uses the services of other entities, personal data may be disclosed to them on the basis of data processing agreements. These entities will be obliged to maintain the confidentiality of the processed data. Access to your personal data will be granted to entities providing IT services to the Controller. Data may also be disclosed to authorities authorised by law.
6. Information on the absence of automated decision-making
Your personal data will not be subject to profiling and no decisions will be made based on such data in an automated manner.
7. Data retention period
Personal data will be processed until the agreement is completed and settled, for the purpose for which the data was collected, and subsequently in accordance with applicable archiving regulations.
8. Rights related to data processing
You have the right to access your personal data, to rectify it, to restrict its processing, and—where applicable—to data portability, erasure, and to object to processing.
9. Right to lodge a complaint
You have the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the GDPR.