

AGREEMENT
on the financing of a visit by a Visiting Professor under the programme
“Excellence Initiative International Cooperation – Short-Term Visits”
concluded on

between:

Poznan University of Technology, pl. Marii Skłodowskiej-Curie 5, 60-965 Poznań, NIP (Tax ID): 777-00-03-699, REGON: 000001608, represented by: Mariusz Głąbowski, Ph.D. D.Sc., PUT Prof., Vice-Rector for International Relations, hereinafter referred to as the “University” or “PUT”

and

Prof., Passport/ ID number:,
Home institution:, participant in the programme **“Excellence Initiative International Cooperation – Short-Term Visits”**, hereinafter referred to as the “Visiting Professor”

collectively referred to as the “Parties”, or individually as a “Party”:

§ 1

1. The University shall allocate funding for the Visiting Professor’s visit to Poznan University of Technology under the programme “Excellence Initiative International Cooperation – Short-Term Visits” (hereinafter referred to as the Programme), in accordance with the regulations introduced by Ordinance No.
2. The Visiting Professor undertakes to carry out the visit within the period from..... to

§ 2

1. The University undertakes to cover the following costs related to the Visiting Professor’s stay at PUT:
 - 1) documented travel expenses (based on an invoice or ticket);
 - 2) documented accommodation expenses (based on an invoice);
 - 3) a per diem allowance of 500.00 PLN for each day of the visit.
2. Travel costs may be reimbursed within the following limits:

Straight-line distance between the scholar’s place of residence and destination (km)	Maximum amount for a round trip (PLN):
less than 500	1,300.00 PLN
500 – 999	2,600.00 PLN
1,000 – 2,999	3,900.00 PLN
3,000 – 5,999	5,200.00 PLN
6,000 – 9,000	6,500.00 PLN
over 9,000	7,800.00 PLN

3. Accommodation costs may be reimbursed up to a daily limit of PLN.
4. Subject to section 6, PUT undertakes to:
 - 1) pay the per diem allowance by bank transfer prior to the commencement of the visit,
 - 2) reimburse the travel and accommodation expenses within 7 days from the date of the Visiting Professor’s submission of a reimbursement request.

5. The financial resources referred to in section 4 shall be transferred to the bank account of the Visiting Professor as indicated in Attachment No. 4 to the Regulations on the award of grants for the implementation of visits by Visiting Professors under the programme "Excellence Initiative International Cooperation – Short-Term Visits".
6. In the event that travel or accommodation is provided directly by PUT, reimbursement of the corresponding expenses shall not apply.

§ 3

1. The Visiting Professor undertakes to:
 - 1) carry out the visit during the period specified in § 1 section 2;
 - 2) deliver an open lecture entitled: ".....", addressed to PUT employees and Ph.D. students. The lecture may also be attended by external participants;
 - 3) conduct teaching activities (lecture / seminar / colloquium / workshop): ".....", totalling a minimum of 10 hours for students and participants of the PUT Doctoral School.
2. The Parties agree that any publications resulting from the Visiting Professor's stay shall include a statement indicating that they were developed under the PUT programme: "Excellence Initiative International Cooperation – Short-Term Visits".

§ 4

In the event of non-fulfilment of the terms of this Agreement, the Visiting Professor shall be obliged to return the funds received under the Programme within 14 days from the date of receipt of a request from the University.

§ 5

1. The Visiting Professor acknowledges that for the duration of the stay in Poland, they must possess insurance covering basic health insurance and accident insurance.
2. The Visiting Professor declares that they have been informed about the requirement to hold insurance covering medical treatment in Poland and consequences of personal accidents.

§ 6

Pursuant to 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 (hereinafter referred to as "GDPR"), the University declares that the Visiting Professor has been informed that:

- 1) The controller of personal data is Poznań University of Technology, pl. Marii Skłodowskiej-Curie 5, email: biuro.rektora@put.poznan.pl, phone: 61 665 3639.
- 2) The Controller has appointed a Data Protection Officer – Mr Piotr Otomański – who supervises the lawfulness of personal data processing at Poznań University of Technology. The DPO may be contacted via email at: iod@put.poznan.pl.
- 3) Personal data will be processed on the basis of Article 6 section 1 points b, c, e and f of the GDPR for the purposes of:
 - a) managing personal data prior to the conclusion of this Agreement for the purposes of submitting an offer or conducting negotiations, and during the execution, implementation, settlement, and coordination of this Agreement by designated contact persons,
 - b) fulfilling legal obligations imposed on the Controller, particularly those arising from accounting and tax regulations, archiving obligations, and the provisions of the Law on Higher Education and Science of 20 July 2018,
 - c) performing a task carried out in the public interest, in particular conducting scientific activity, providing research services, and transferring knowledge and technologies to the economy,
 - d) establishing, exercising, or defending claims arising from the implementation of this Agreement, which constitutes the Controller's legitimate interest.
- 4) The source of personal data may be the data subject or a Party to the Agreement. The following categories of data will be processed: personal data of representatives, employees/collaborators – as indicated in the

content of this Agreement – or other contact details necessary for its execution, coordination, and settlement, in particular: full name, official email address, phone number, academic degree/title, position/function, and place of employment.

- 5) Recipients of the data may include:
 - a) public authorities, state offices, or other entities authorised under law or performing tasks in the public interest or exercising official authority,
 - b) other entities that, on the basis of relevant agreements signed with Poznan University of Technology, process personal data for which Poznan University of Technology is the controller, in particular entities providing IT services to the Controller.
- 6) The Controller shall store the personal data for the period necessary to document actions taken with the involvement of data subjects in relation to pre-contractual arrangements and implementation of this Agreement, in accordance with accounting and tax regulations. In the event of potential legal claims, data will be stored until the expiry of the limitation period. Documentation will be archived in accordance with applicable legal regulations.
- 7) In relation to the processing of their personal data, data subjects have the following rights under the GDPR: the right of access, rectification, erasure, portability, restriction of processing, objection, and the right to lodge a complaint with the President of the Personal Data Protection Office.
- 8) Personal data will not be transferred to third countries or international organisations.
- 9) Providing personal data is voluntary, but necessary for the conclusion and execution of this Agreement.
- 10) Personal data will not be subject to automated decision-making, including profiling.

§ 7

Any amendments to this Agreement must be made in writing in the form of an annex, under penalty of nullity.

§ 8

Any matters not regulated by this Agreement shall be governed by the provisions of Polish law, including the Civil Code.

§ 9

This Agreement has been drawn up in two identical counterparts, one for each Party.

University

Visiting Professor