

AGREEMENT

on the funding of an international internship
"Excellence Initiative International Cooperation – Internship Programme"

concluded on

between:

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

and

....., residing in,
Faculty:, a participant in the programme "**Excellence Initiative International Cooperation – Internship Programme**", hereinafter referred to as the "Stipend Holder",
jointly hereinafter referred to as the "Parties" or individually as a "Party".

§1

1. The Parties confirm that the Stipend Holder will carry out a scientific international placement under the programme "**Excellence Initiative International Cooperation – Internship Programme**" at
.....
name of institution/university/country
for the period from..... to
2. The objective of the scientific international placement is.....
.....
.....
3. The subject of this Agreement is the allocation by the University to the Stipend Holder of financial resources in a total amount of up to PLN 30,000. These resources are intended to cover the costs of daily allowances and to reimburse the costs of travel, local transport, and accommodation.
4. Travel costs may be financed within the following limits:

Straight-line distance between the Stipend Holder's place of residence and the place of the placement (km)	Maximum amount for a round trip (PLN):
below 500	1,300.00
500 – 999	2,600.00
1,000 – 2,999	3,900.00
3,000 – 5,999	5,200.00
6,000 – 9,000	6,500.00
above 9,000	7,800.00

5. In the case of air travel, the Stipend Holder undertakes to purchase airline tickets exclusively through the company Profitravel Services Sp. z o.o., in accordance with the procurement procedures applicable at the University.
6. The allocated funds are intended to cover: the travel costs referred to in section 4, lump sums for accom-

modation (25% of the accommodation limit), daily allowances, lump sums for local transport costs, as determined by the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the entitlements of an employee employed in a state or local government budgetary unit for business travel (Journal of Laws of 2023, item 2190), provided, however, that the total amount of entitlements due to the Stipend Holder shall be limited to PLN 30,000.

7. The University shall disburse the funds for covering the costs of the placement in the form of an advance payment, subject to section 5.
8. The advance payment shall be made upon completion of the procedure related to official foreign travel, i.e.:
 - 1) submission of an application for a business trip,
 - 2) obtaining the approval of the Vice-Rector for International Relations,
 - 3) submission of a copy of the letter containing the Rector's consent for the granting of academic leave for the duration of the trip.
9. The amount of the advance payment shall be based on the calculation of the placement costs prepared in accordance with the provisions of sections 4–6.
10. The Stipend Holder declares that he/she holds valid insurance covering medical expenses and consequences of accidents abroad.
11. The advance payment, as well as any possible additional payment after settlement, shall be transferred to the Stipend Holder's bank account no.
12. Within 14 days from the completion of the international placement, i.e. by..... the Stipend Holder is obliged to provide a written settlement of the amount received, together with a certificate confirming the duration of the international scientific placement, in accordance with the template specified in Attachment No. 4 to the Regulations for awarding stipends for the implementation of international scientific internships under the "Excellence Initiative International Cooperation – Internship Programme", signed by the academic supervisor of the placement. Upon submission of the settlement, the University shall carry out the final calculation of the travel costs. The Stipend Holder is obliged to promptly return any unaccounted-for funds. The University shall not cover travel costs exceeding the amount specified in section 3.

§2

1. The Stipend Holder undertakes to submit a written report on the implementation of the placement within 6 months of return, including:
 - 1) the scientific outcomes achieved,
 - 2) the fulfilment of the stated objectives.
2. In publications resulting from the placement, the Stipend Holder shall be obliged to indicate an affiliation with Poznań University of Technology alongside their name..
3. In the event of shortening or failure to complete the scientific placement forming the subject of this Agreement, the Stipend Holder undertakes to return the financial resources received from the University, proportionally to the unused period.
4. The Rector shall have the right to withdraw the Stipend Holder from the placement within 14 days of receiving information about:
 - 1) a breach of legal regulations by the Stipend Holder,
 - 2) failure to fulfil the tasks arising from the objectives of the placement.In such a case, the Stipend Holder shall be obliged to return the entirety of the allocated financial resources.

§3

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: "GDPR"), the Company declares that it has been informed that:

- 1) The controller of personal data is Poznań University of Technology, pl. Marii Skłodowskiej-Curie 5, e-

mail: biuro.rektora@put.poznan.pl, telephone: +48 61 665 3639.

- 2) The Controller has appointed a Data Protection Officer – Mr Piotr Otomański, who supervises the compliance of personal data processing at Poznań University of Technology. The Data Protection Officer may be contacted by e-mail at: iod@put.poznan.pl.
- 3) Personal data will be processed on the basis of Article 6 section 1b, c, e and f of the GDPR, for the following purposes:
 - a) handling personal data during the period preceding the conclusion of this Agreement for the purposes of submitting an offer or conducting negotiations, and during the period of performance, implementation, settlement and coordination of this Agreement by the natural persons indicated as contact persons,
 - b) fulfilling the legal obligations incumbent upon the Controller, in particular those arising from accounting and tax regulations; from the obligation of archiving, in accordance with the applicable provisions of law, including those set out in the Act of 20 July 2018 – Law on Higher Education and Science,
 - c) performing a task carried out in the public interest, consisting in particular of conducting scientific activity, providing research services and transferring knowledge and technology to the economy,
 - d) establishing, pursuing or defending against potential claims arising from the implementation of this Agreement, which constitutes the legitimate interest of the Controller.
- 4) The source of the personal data may be the data subject or the Party to this Agreement. The following categories of data will be processed: personal data of representatives, employees/collaborators – indicated in this Agreement or other contact data necessary for its implementation, coordination and settlement, in particular: full name, business e-mail, telephone number, academic degree/title, function/position and place of employment.
- 5) Recipients of the data may be:
 - a) public authorities and state offices or other entities authorised under the law or performing tasks carried out in the public interest or in the exercise of public authority,
 - b) other entities which, under appropriate agreements signed with Poznan University of Technology, process personal data for which the University is the controller, in particular entities providing IT support for the Controller.
- 6) The Controller will store personal data for the period necessary to document activities involving the data subjects in connection with the actions preceding the conclusion of this Agreement and its performance, for the period resulting from accounting and tax regulations. Where necessary to establish, pursue or defend claims arising from the performance of this Agreement, the data will be retained until the expiry of limitation periods for potential claims. The documentation will be archived in accordance with the applicable provisions of law.
- 7) In connection with the processing of personal data, the data subjects shall enjoy (under the principles laid down in the GDPR) the following rights: the right of access to their personal data, the right to object, the right to rectification, erasure, portability and restriction of processing, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.
- 8) Personal data will not be transferred to a third country or to an international organisation.
- 9) The provision of personal data is voluntary but also necessary for the conclusion and implementation of this Agreement.
- 10) Personal data will not be processed in an automated manner, including in the form of profiling.

§4

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

§5

In matters not regulated by this Agreement, the provisions of Polish law shall apply, including the Civil Code.

§6

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

.....
University

.....
Stipend Holder