*Appendix 7 to the Regulations*

**AGREEMENT No …………/2025**

Concluded on …………………………………. in Lodz, hereinafter referred to as the ‘Agreement,’ between:

The University – University of Lodz, address: 90-136 Lodz, ul. Narutowicza 68, NIP 724 000 32 43, REGON: 000001287, hereinafter referred to as the ‘University,’ represented by **Dr Mateusz Grabowski**, the PROM Project Manager at the University of Lodz, and Mr Donat Kałuża, MS, the University of Lodz Bursar, being the Beneficiary under the agreement for the implementation and financing of the project within the PROM – Short-Term Academic Exchange Programme (hereinafter referred to as the ‘Programme’), concluded with the Polish National Agency for Academic Exchange, hereinafter referred to as the ‘University Agreement’

and

Ms/Mr …………………………………………………………………………….., PESEL/passport number: ……………………………,  
address: ………………………………………………………………………………………………………………………………………., hereinafter referred to as the ‘Project Participant.’

The Parties have agreed on the terms of the Agreement:

**§ 1 – SUBJECT OF THE AGREEMENT**

1. The Parties mutually agree to carry out a scholarship exchange under the Programme   
   in compliance with the provisions of the University Agreement.
2. The PROM – Short-Term Academic Exchange Programme is funded by the European Union under the project titled ‘Short-Term Academic Exchange as a Means of Improving the Quality of Education in Higher Education and Research Institutions,’ No FERS.01.05-IP.08-0218/23. The Programme is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development.
3. The Project Participant declares and confirms that they have read the Programme documentation and the obligations imposed on them under the University Agreement and its related documents, and accepts them.
4. The University shall provide the Project Participant with financial assistance to carry out the short form of education: ……………………………………………………………………………………………………….………………………………………………………………  
   ………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………….………………………………………………………………

*(Provide the name and title of the Activity along with the dates during which the Activity will be carried out)*

hereinafter referred to as the ‘Activity.’

1. The Project Participant accepts the financial assistance and undertakes to carry out the Activity referred to in para. 4.
2. The Project Participant declares that they have read and accept the terms of this Agreement.
3. Any amendments to this Agreement must be made in writing otherwise will be void.

**§ 2 – TERM OF THE AGREEMENT**

1. The Agreement enters into force on the date of its conclusion, i.e., upon signature by the last of the Parties.
2. The mobility will commence on ………………………………..…… and conclude on ……………………………..………………….

**§ 3 – FINANCIAL ASSISTANCE FOR THE ACTIVITY**

1. The total financial assistance for the costs associated with the Activity amounts to PLN …………..…………………….., in words: ………………………………................................................................................ .  
   This amount includes:

* an amount allocated for travel costs of PLN ………………………………….; and
* an amount allocated for subsistence and accommodation costs of PLN ……………………………………..; and
* an amount allocated for the mobility scholarship of PLN ……………………………;
* and PLN …….……………………………………………………………..…. (please specify any other actual costs of the Activity, e.g., conference fees, course fees, training fees, etc.).

1. Within 14 days of completing the Activity, the Project Participant is required to submit the following documents to the Project Office:
2. a substantive report on the mobility (Appendix 9 to the Regulations);
3. a certificate confirming participation in the Activity (Appendix 11 to the Regulations);
4. a document confirming the acquisition of competences issued by the Study Effects Verification Specialist (Appendix 10 to the Regulations);
5. a completed Financial Settlement Form for the mobility, in accordance with the template provided in Appendix 12 to the Regulations;
6. financial documents accounting for the actual costs incurred during the mobility (e.g., invoices/receipts for conference fees, participation in short forms of education – workshops, courses, training sessions, summer schools, etc.).

**§ 4 – PAYMENTS TO THE PROJECT PARTICIPANT**

1. Within 14 days of the Agreement entering into force, a payment of PLN ………………………………………… will be transferred to the Project Participant’s bank account, as outlined in §3(1).
2. If the amount transferred to the Project Participant pursuant to §3(1) exceeds the amount due as indicated in the Financial Settlement Form for the mobility, the Project Participant is obligated to return the difference between the amount received and the amount due within 14 days of the University’s acceptance of the Financial Settlement Form.
3. If the Project Participant fails to submit the documents specified in §3(2), they are required to return the entire amount received.
4. In the event of losing the status of a doctoral student or university employee, the Project Participant is required to promptly return the full amount of the financial assistance.
5. Payments will be made via bank transfer to the Project Participant’s account:

Bank name: ……………………………………………………………………………………………………..…………………………………………

Account holder’s full name …………………….……………………………………………………………………………………

Full account number (including IBAN/BIC codes): ………………..……………………………………………………………………………………………………………………………………………………

1. The Participant acknowledges that the payment specified in para. 1 can only be made in Polish złoty (PLN). The Project Participant bears any costs resulting from exchange rate differences, bank charges related to the transfer, as well as any costs arising from incorrect or incomplete information required to process the transfer.

**§ 5 – APPLICABLE LAW AND JURISDICTION**

The granting and disbursement of financial assistance under the Programme are carried out based on the provisions of this Agreement, taking into account the terms of the University Agreement. Any disputes arising from this Agreement will be resolved in accordance with Polish law.

**§ 6 – FINAL PROVISIONS**

1. The court with jurisdiction over any disputes arising from the execution of this Agreement shall be the court competent for the University.
2. This Agreement has been drawn up in two identical copies, one for   
   each Party.

**Project Participant For the University**

***Dr Mateusz Grabowski, Project Manager***

*Full name*  *(Name, Surname, and Position)*

*Signature …………………………………………….………………… Signature …………….….…………………………..….*

*Place and date ………………………..…………………………* *Place and date ………………………….……..…..*

***Donat Kałuża, MS, University of Lodz Bursar***

***……………………………………………………………….***

*(Name, Surname, and Position)*

*Signature …………….….………………………………….*

*Place and date …………………..………………..…..*

*University seal*