

AGREEMENT
for financing the stay of a visiting professor under the
"Excellence Initiative International Cooperation – Short-Term Visits" Programme
concluded on

between:

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

and

Prof., ID/Passport No.:, Parent unit:, participant in the "**Excellence Initiative International Cooperation – Short-Term Visits**" Programme, hereinafter referred to as the "Visiting Professor"

hereinafter jointly referred to as the "Parties" or the "Party" respectively:

§ 1

1. The University awards funds for hosting the Visiting Professor at Poznan University of Technology, under the "Excellence Initiative International Cooperation – Short-Term Visits" Programme (hereinafter referred to as the Programme) in accordance with the Regulations introduced by Ordinance no 45 of the Rector of Poznan University of Technology of 20 December 2024 (RO/XII/45/2024).
2. The Visiting Professor undertakes to carry out the visit in the period from to

§ 2

1. The University undertakes to cover the following costs of the Visiting Professor's stay at PUT:
 - 1) documented travel costs (on the basis of an invoice or ticket);
 - 2) documented accommodation costs (on the basis of an invoice);
 - 3) an allowance in the form of pocket money in the amount of PLN 500.00 for each day of stay.
2. Travel costs may be financed within the following limits:

Straight-line distance between the Visiting Professor's place of residence and the place of stay (km)	Amount limit - round trip (PLN)
fewer than 500	PLN 1,300.00
500 – 999	PLN 2,600.00
1,000 – 2,999	PLN 3,900.00
3,000 – 5,999	PLN 5,200.00
6,000 – 9,000	PLN 6,500.00
over 9,000	PLN 7,800.00

3. Accommodation costs may be financed within the limit of 900,00 PLN per day.
4. PUT undertakes, subject to section 6, to:
 - 1) pay an allowance in the form of pocket money, transferred in the period until the beginning of the visit,
 - 2) reimburse, within 7 days from the submission of the application by the Visiting Professor, travel and accommodation costs.

5. The funds referred to in section 4 will be transferred by the University to the bank account of the Visiting Professor indicated in Annex No. 4 to the Regulations for awarding grants for the implementation of visits by visiting professors under the "Excellence Initiative International Cooperation – Short-Term Visits" Programme.
6. Should PUT provide travel or accommodation, the reimbursement of travel costs cannot be sought.

§ 3

1. The Visiting Professor undertakes to:
 - 1) carry out the visit within the time limit referred to in § 1 section 2;
 - 2) deliver an open lecture entitled: addressed to PUT staff and Ph.D. students. An open lecture can also be attended by people are not members of the university community;
 - 3) conduct at least 10 hours of didactic classes (lecture/seminar/discussion class/workshops): for students and PUT Doctoral School attendees.
2. The Parties agree that any publications resulting from the visit paid by the Visiting Professor will include information that they were developed as part of the PUT programme: "Excellence Initiative International Cooperation – Short-Term Visits".

§ 4

In the event of non-compliance with the terms of the present Agreement, the Visiting Professor will be obliged to return the funds paid under the Programme within 14 days from the date of receipt of the payment request from the University.

§ 5

1. The Visiting Professor acknowledges that for the duration of his/her stay in Poland, he/she must have an insurance policy covering basic health insurance and casualty insurance.
2. The Visiting Professor declares that he/she has been informed about the need to have an insurance policy covering the costs of treatment in Poland and the consequences of accidents.

§ 6

Pursuant to the provisions 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 (hereinafter referred to as "GDPR"), the Party declares to have been informed that:

- 1) The administrator of personal data is Poznan University of Technology, pl. Marii Skłodowskiej - Curie 5, e-mail: biuro.rektora@put.poznan.pl, phone No.: 61 665 3639.
- 2) The Administrator appointed the Data Protection Officer – Mr. Piotr Otomański, who supervises the correctness of the processing of personal data at Poznan University of Technology. The DPO can be contacted by e-mail at the following address: iod@put.poznan.pl.
- 3) Personal data will be processed on the basis of article 6 section 1 letters b, c, e and f of GDPR, in order to:
 - a) dispose of personal data, for the period preceding the conclusion of the present Agreement for the purposes of submitting an offer or negotiations and for the period of performance of the present Agreement, its implementation, settlement, coordination by natural persons indicated for working contacts,
 - b) fulfill legal obligations incumbent on the administrator, in particular resulting from accounting and tax regulations; from the archiving obligation, in accordance with applicable law, resulting from the provisions contained in the Act on Higher Education and Science of 20 July 2018,
 - c) perform a task carried out in public interest, consisting in particular in conducting scientific activities, providing research services and transferring knowledge and technology to the economy,
 - d) establish, investigate or defend against possible claims for the performance of the present Agreement, constituting a legitimate interest of the administrator,
- 4) The source of personal data may be the person which the data refers to, but also the Party to the Agreement. The following categories of data will be processed: personal data of representatives, employees/collaborators – indicated in the content of the present Agreement or other contact data necessary for its implemen-

tation, coordination and settlement, in particular: name and surname, work e-mail, telephone number, academic degree/academic, function/position and workplace.

- 5) The recipients of the data may be:
 - a) public authorities and public offices or other bodies authorized by law or carrying out tasks realized in the public interest or as part of exercising public authority,
 - b) other entities which, on the basis of relevant agreements concluded with Poznan University of Technology, process personal data for which the administrator is Poznan University of Technology, in particular entities providing IT services to the Administrator.
- 6) The Administrator will store personal data for the period necessary to document activities with the participation of individuals which these data relate to, in connection with taking actions before the conclusion of the present Agreement and its performance, for the period resulting from accounting and tax regulations. Also, in the event of an arising need to determine, investigate or defend against claims resulting from the implementation of the present Agreement, until the time limit for possible claims expires. The documentation will be archived in accordance with the applicable law.
- 7) In connection with the processing of personal data, individuals that these data concern have the following rights (on terms specified in the GDPR): the right to access the content of their personal data, the right to object, the right to rectify, delete, transfer and limit the processing and the right to submit a complaint to the President of the Personal Data Protection Office.
- 8) Personal data will not be transferred to a third country or international organization.
- 9) Provision of personal data is voluntary but necessary to conclude and perform the present Agreement.
- 10) Personal data will not be processed in an automated way, also in the form of profiling.

§ 7

Any changes to the present Agreement must be made in writing in the form of an annex under pain of nullity.

§ 8

In matters not covered by the present Agreement, the provisions of the Polish law, including the Civil Code, will apply.

§ 9

The Agreement has been drawn up in two identical copies, one for each Party.

University

Visiting Professor