*Appendix 5*

**DEPARTURE AGREEMENT**

*IDeaS internship*

**between the doctoral student and the Lublin University of Technology Doctoral School**

Concluded on \_\_\_\_\_\_\_\_\_\_ in Lublin, hereinafter referred to as the "Agreement", between:

Lublin University of Technology, address: ul. Nadbystrzycka 38D, 20-618 Lublin, NIP: 712-010-46-51, REGON: 000001726, hereinafter referred to as the "University", represented by Mr. Tomasz Kołtunowicz, PhD, Professor of the University*,* being the Beneficiary within the meaning of the agreement on the implementation and financing of the project entitled: *Internationalization of the Doctoral School of Lublin University of Technology* (later referred to as the Project) *under the* STER programme (later referred to as the Programme), concluded with the National Agency for Academic Exchange, hereinafter referred to as the "Agreement with the University".

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Ms./Ms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, PESEL/passport number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as "Project Participant".

The parties have agreed the following terms of the Agreement:

**§ 1 - Subject matter of the agreement**

1. The parties have mutually agreed to carry out the *IDeaS internship* trip within the Programme in accordance with the provisions of the Agreement with the University.
2. The Project participant declares and confirms that he/she has read the Programme documentation and with the obligations imposed on him/her in the Agreement with the University and the documents mentioned therein and accepts them.
3. The University will provide the Project Participant with funding for realization of a short form of education in the form of an internship pursued in .................................................. from ............................ to ......................... *(a short description of the Activity should be given together with the dates when the Activity will be pursued,* hereinafter referred to as "the Activity".
4. The Project Participant accepts the grant and undertakes to implement the Action referred to in paragraph 3.
5. The Project participant declares that he/she has read and accepts the terms of the Agreement. Introduction of any changes to the Agreement requires a written form otherwise shall be null and void.

**§ 2 - Duration of the contract**

1. The Agreement shall enter into force on the date of its conclusion, i.e. upon signature by the last of the parties.
2. The action will start on dd-mm-yyy and end on dd-mm-yyy.

**§ 3 - Funding of the action**

1. Co-financing of costs related to the Activity amounts to \_\_\_\_\_\_\_\_\_\_ PLN (in words: \_\_\_\_\_\_\_\_\_\_). The above amount consists of the travel expences in the amount of 1000 PLN/2000 PLN/3000 PLN/4000 PLN and the costs of living in the amount of 12000 PLN/8000 PLN per month and \_\_\_\_\_\_\_\_\_\_ *(list possible other costs of the Activity).*
2. The Project participant undertakes to complete the evaluation questionnaire within the timeframe and according to the rules specified in the Programme.
3. The Project participant is obliged to provide, depending on the nature of the Activity, an appropriate certificate confirming its correct implementation. Specimen certificate constitutes Appendix No. 6 to the Rules of Procedure.
4. Within 14 days of the end of the Activity, the Project participant is obliged to provide the University with a correctly filled in trip financial settlement form in accordance with the model in force at the University.

**§ 4 - Payments to the Project Participant**

1. Within 14 days of the Agreement coming into force, a payment of \_\_\_\_\_\_\_\_\_\_ PLN will be ordered to the Project Participant.
2. In the remaining scope, the University shall pay the Project Participant the financial resources within 14 days after the acceptance by the University of the financial settlement of the trip, as defined in § 3, item 4.
3. If the amount of funds paid to the Project Participant in accordance with § 4, passage 1, exceeds the due amount indicated in the Financial Statement for the trip, the Project Participant shall be obliged to return the amount constituting the difference between the amount paid and the due amount within 14 days from the acceptance of the Financial Statement for the trip by the University. The financial resources returned by the Project Participant as referred to in the previous sentence are unused resources within the meaning of the Agreement with the University.
4. Payments will be made to the Project Participant's bank account number: ............................................................................................................... *(indicate the method of making the payment to the Project Participant*).

**§ 5 - Personal data**

When concluding this Agreement, the Project participant is obliged to make a declaration regarding his/her personal data, constituting attachment No. 1 to the Agreement. Failure to submit the above statement by the Project Participant constitutes a basis for non-payment of financial resources to the Project Participant and for the withdrawal from the Agreement by the University within 3 months from the date of its conclusion, i.e. until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**§ 6 - Applicable law and judicial jurisdiction**

The awarding and payment of a grant under the Programme is made on the basis of the provisions of the Agreement, taking into account the provisions of the Agreement with the University. Any disputes related to the Agreement will be settled in accordance with Polish legislation.

**§ 7 - Final conditions**

1. The competent court for the resolution of any disputes arising from the performance of the Agreement shall be the court having jurisdiction over the University.
2. This Agreement is drawn up in duplicate, one for each Party.

*Scholarship Holder for the University*

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|   | Tomasz Koltunowicz, D.Sc.Project Manager, Head of the Lublin University of Technology Doctoral School |
| *Name* | *Name and function* |

*Signature ...................................... Signature .......................................*

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

*Appendix*:

1. Consent to the processing of personal data

***Appendix 1*** *to the
AgreementParticipant's
personal data declaration
RODO NAME*

**DECLARATION OF THE PROJECT PARTICIPANT**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in connection with my participation in the National Agency for Academic Exchange Programme entitled *STER – Internationalization of Doctoral Schools,* acknowledge that:

1. The administrator of the personal data provided by me is the National Agency for Academic Exchange (Polna St. 40 00-635 Warsaw), hereinafter referred to as the Agency.
2. Data will be used for:
	1. the performance of the Agency's tasks as indicated in the Act of 7 July 2017 on the National Agency for Academic Exchange (Journal of Laws 2017.1530 as amended) (Article 6(1)(c) of the General Data Protection Regulation RODO),
	2. the performance of audit, evaluation and statistical work by the Agency (Article 6(1)(e) of the RODO)
3. Personal data may be transferred to the Agency's employees, entities cooperating with the Agency in the performance of its tasks (including the Information Processing Centre - National Research Institute, 188B Niepodległości Avenue, 00-608 Warsaw), entities cooperating with the Agency in the performance of inspections, evaluations and statistical compilations, authorities entitled by law – in accordance with the provisions of the RODO.
4. The provision of data is voluntary but necessary in order to participate in the Programme. Refusal to provide data means leaving the application unprocessed or inability of a particular person to participate in the Programme.
5. Personal data will be used for the period provided for by the law or necessary for carrying out checks, evaluations or statistical studies.
6. The data subject shall have the right:
	1. request access to personal data by the Agency,
	2. rectification, erasure or restriction of the use of its personal data,
	3. object to the use of its personal data,
	4. the portability of its personal data,
	5. file a complaint to the supervisory authority (President of the Office for Personal Data Protection, 2, Stawki St., 00-193 Warsaw).

- as stipulated by the RODO.

1. Contact details of the Inspector for the Protection of Personal Data: Adam Klimowski, odo@nawa.gov.pl.

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| *.............................................................**TOWN AND DATE* | *.............................................................**LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT* |