**AGREEMENT NO. ......**

of ...........

concluded for the purpose of conducting personal exchange within the project "International Interdisciplinary Doctoral School – at the HEART of BioBased University"

Prof. dr hab. Anna Chełmońska-Soyta, Deputy Rector for the Internationalisation of Wrocław University of Environmental and Life Sciences, allocates funds to team members:

1. ......... (applying UPWr doctoral student)

2. .........

3...........

for the implementation of a personal exchange within the "PhD joint program".

1. The team members are obliged to use the allocated funds in accordance with the conditions set out in the Regulations for granting funds for the exchange of doctoral students within the project "International Interdisciplinary Doctoral School – at the HEART of BioBased University" and in the application for personal exchange funding, which forms an integral part of the agreement.
2. An amount of PLN 20,000, in words: twenty thousand zloty, has been allocated for the implementation of the personal exchange.
3. The allocated funds can only be used in connection with the foreign travel of team members, including travel and accommodation costs of a UPWr doctoral student, and the costs of travel to Wrocław and accommodation in Wrocław for doctoral students from outside UPWr.
4. The allocated funds may not be spent for purposes other than those specified in the agreement.
5. The UPWr doctoral student shall enter the trip details into the EOD system, in accordance with the information provided in the application, and to spend the funds in accordance with the University's rules.
6. The costs of travel to and accommodation in Wrocław for team members who are not UPWr doctoral students shall be settled in accordance with the University's rules on accounting and accepting invoices and reimbursement of incurred costs. The costs must be documented by an invoice issued to Wrocław University of Environmental and Life Sciences. Air tickets should be purchased by the International Relations Office of Wrocław University of Environmental and Life Sciences.
7. The personal exchanges must be carried out within six months of the date of receiving the grant, no later than 30 September 2024.
8. If funds for the same purpose are received from outside the University, the Doctoral School Office must be notified immediately.
9. A report on the expenditure of funds for the personal exchange should be prepared in accordance with the guidelines set out in Annex 5 to the Regulations.
10. A final report on the expenditure of funds shall be submitted to the Doctoral School Office within 14 days of the completion of the project.
11. The agreement is drawn up in two identical copies.
12. All expenses in the EOD should be covered by the project:
* TETA No: D150/0001/22,
* project account no: 72 1020 5226 0000 6102 0724 0171,
	+ Task 4 “UPWr Doctoral School towards the international network of doctoral education.”

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Deputy Rector for the Internationalisation of UPWr Applying UPWr doctoral student