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Attachment No. 4

**STUDY AGREEMENT NO ..... ../ ZPU / 3.5POWER / 2018**

**CONCERNING STUDYING AT THE FACULTY IMPLEMENTED UNDER  
THE PROJECT “Integrated Development Programme of the University of  
Humanities and Economics in Lodz” - task 1**

hereinafter referred to as the “**Agreement**”, concluded on ..... by and  
between:

the University of Humanities and Economics in Lodz, ul. Sterlinga 26, 90-212 Łódź,  
hereinafter referred to as the “**University**”, represented by  
.....

and

***Project Participant*** (name and surname)

.....  
born on .....,  
residing at (*address*) .....  
holder of (*document name and number*)  
.....

hereinafter referred to as the “**Student**”.

**Faculty** .....

**Level of studies:** first-cycle studies

**Mode of studies:** full-time studies



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## §1

### Subject of the agreement

1. The subject of the agreement is the implementation of the education process at the higher education level and the organisation of all components integrally associated with the education process as part of the project “Integrated Development Programme of the University of Humanities and Economics in Lodz”, co-financed by the European Union under the European Social Fund under the agreement with the National Centre for Research and Development No. POWR.03.05.00-00-Z039/17-00, hereinafter referred to as the “**Project.**”
2. The area of study is based on own original plans and programmes of studies at the University of Humanities and Economics in Lodz implementing learning outcomes provided for a specific field or fields of study for which the University has the licence.
3. The education is based on the entries in the application for co-financing of the Project. In matters not covered by this agreement, the relevant provisions of the Civil Code, provisions of the Project co-financing agreement, Study Regulations, Regulations for Recruitment and Participation in the Project, Law on Higher Education as well as Regulations of the AHE Rector and Chancellor shall apply.
4. The agreement is concluded for the duration of studies, i.e. for 6 terms from 01.10.2018 to 30.09.2021.
5. The day of starting the Student's participation in the project shall be the date of signing this agreement.
6. In the Project, it is not possible to extend the duration of studies in accordance with the applicable Regulations for Recruitment and Participation in the Project.

## §2

### Responsibilities of the University

1. As part of the organisation of studies, the University undertakes to:
  - a. implement study plans and programmes, in accordance with national and European standards;
  - b. provide teaching staff with appropriate qualifications, guaranteeing a high level of education;
  - c. create appropriate conditions for education, and provide adequate equipment for the premises, necessary for the proper implementation of the teaching objectives;
  - d. enable the use of educational and scientific facilities, as well as grant access to the library and necessary educational aids;
  - e. enable access to modern educational technologies, including an e-learning platform;
  - f. enable the use of a functioning IT system of the university for the communication of departments for student affairs;
  - g. keep records of the course of study, issue necessary certificates and documents of graduation;
  - h. enable participation in research clubs;



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- i. provide additional educational services during courses, training courses, open lectures, symposia, conferences and lectures conducted by experts within a specified scope;
  - j. provide a scholarship system to be used on terms set out in separate regulations.
2. The University declares that, in accordance with the privacy policy and personal data protection, it does not inform third parties about matters relating to the Student, unless they give their written consent or the relevant provisions of law permit it.
3. A student (who is a Pole or holds a Polish Card) with a current disability certificate may apply for financial and technical assistance coordinated by the Office for Persons with Disabilities.
4. The university will enable the student to use job offers available at the AHE Career Office.

### §3

#### Responsibilities of the Student

1. During the studies, the Student undertakes to:
  - a. comply with this Agreement, Study Regulations, Regulations of Recruitment and Participation in the Project as well as other internal acts of the university issued by bodies authorised to do so;
  - b. comply with the regulations regarding the use of the laboratory and library;
  - c. regularly use the forms of communication established by the University, in particular the IT system;
  - d. regularly participate in educational activities and other forms of support in accordance with the curriculum of study, the provisions of the application for co-financing of the Project and the guidelines of persons conducting classes;
  - e. take exams according to the deadlines in winter and summer terms;
  - f. complete and sign documents necessary for the Project implementation, including Project Participant's Data and the PP declaration of receiving the support (**Attachment No. 2 to this Agreement Attachment No. 3 - Declaration of the Project Participant**);
  - g. take part in monitoring and evaluation studies conducted by the University and other institutions authorised to do so for the purposes of Project implementation;
  - h. inform the University about all and any events that may disrupt the Participant's further participation in the Project;
  - i. immediately inform the University by e-mail or in writing of any change to their personal data.

### §4

#### Tuition fees

1. Studies financed under the Project in the period specified in § 1 point 4 are free of charge, provided that the terms of the agreement are observed. The exceptions are



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fees included in **Attachment No. 1 to this agreement** (fees for issuing documents).

2. Considering the financing of the whole course of study under the Project, each time a student requests to repeat a term, stops studies, is removed from the students list, applies for withdrawal from studies, does not defend their diploma thesis until 30.09.2021, they are obliged to return all the funds received and reimburse the total costs of studies provided for in the Project for one student (in accordance with §5 point 2). The exception to this rule is the birth of a child, a long-term illness confirmed by a medical certificate (which will result in the inability to continue studies) or another reason referred to as “force majeure.”

## §5

### Termination of the agreement

1. The University may terminate the agreement with immediate effect in the event that the Student:

- a) breaches the provisions of this agreement or in particular, fails to comply with any provisions of §3;
- b) makes false or incomplete statements in order to obtain support under the Project;
- c) violates the Regulations of Recruitment and Participation in the Project, which is tantamount to removing them from the students list.

2. In the case described in point 1 of this paragraph, the Student will be charged the costs of the entire participation in the project per one student (in accordance with the application for co-financing of the Project) and undertakes to return them.

3. In the event of termination of this agreement, the Student loses the right to apply for further support in the Project.

4. An administrative decision on the removal from the list of students is tantamount to the termination of this agreement.

## §6

### Final provisions

1. The provisions of this agreement are subject to the Polish law.

2. Any disputes between the University and the Student related to the implementation of this agreement shall be settled by the court with jurisdiction over the seat of the University.

3. The agreement has been drawn up in English, in three identical copies (2 copies for AHE and one for the student)

4. Any changes to this agreement must be made in writing under pain of nullity.

5. The agreement comes into force on the day of signature affixed to it by both parties.

Attachments:

Attachment No. 1 - Fees for issuing documents

Attachment No. 2 - Data of the Project Participant receiving the support



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### Attachment No. 3 - Declaration of the Project Participant

.....  
On behalf of the University

.....  
Student



Akademia  
Humanistyczno  
Ekonomiczna  
w Łodzi

**Project Implementer:**  
University of Humanities and Economics in Łódź,  
90-212 Łódź, ul. Sterlinga 26, pok. K207

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*Załącznik nr 2 do umowy o studiowanie  
Attachment 2 to the study agreement*

## DANE UCZESTNIKA PROJEKTU OTRZYMUJĄCEGO WSPARCIE

### PERSONAL INFORMATION OF THE PARTICIPANT OF THE PROJECT, RECEIVING SUPPORT

Przekazuję dobrowolnie poniższe dane osobowe w związku z przystąpieniem do projektu „Zintegrowany Program Rozwoju Akademii Humanistyczno-Ekonomicznej w Łodzi” - zadanie 1

I hereby voluntarily submit the following personal data in due to the project

DANE UCZESTNIKA/ PERSONAL INFORMATION OF THE PARTICIPANT			
<b>KRAJ/COUNTRY</b>			
<b>Imię/ Name</b>	<b>Nazwisko / Surname</b>	<b>PESEL</b>	<b>NUMER DOWODU/ ID NUMBER</b>
<b>Brak PESEL (zaznaczyć właściwe)/ No PESEL NUMBER</b> (mark the appropriate)	Tak (yes) / Nie (no)		
<b>Płeć/ Sex</b>	<b>Wiek w chwili przystąpienia do projektu/ Age at the time of joining the project</b>	<b>Wykształcenie (zaznaczyć właściwe wpisując X w odpowiedniej kratce)/ Education (mark the correct with an X in the appropriate box)</b>	
		<input type="checkbox"/> niższe niż podstawowe/ lower than basic <input type="checkbox"/> podstawowe/basic <input type="checkbox"/> gimnazjalne/ lower secondary (gymnasium) <input type="checkbox"/> ponadgimnazjalne/secondary <input type="checkbox"/> policealne/ postsecondary (high school) <input type="checkbox"/> wyższe/higher	
DANE KONTAKTOWE CONTACT INFORMATION			
<b>Województwo/ Region</b>	<b>Powiat/ District</b>	<b>Gmina/ Municipality</b>	
<b>Miejscowość/City</b>	<b>Ulica/Street</b>		
<b>Nr budynku/House #</b>	<b>Nr lokalu/ Apt. #</b>	<b>Kod pocztowy/Postal code</b>	
<b>Obszar wg stopnia urbanizacji</b>	<b>Telefon kontaktowy/ Contact</b>	<b>Adres e-mail/e-mail address</b>	



**Project Implementer:**

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<b>(DEGURBA)/ Area by urbanization (DEGURBA)</b>	<b>phone number</b>	
<b>SZCZEGÓŁY I RODZAJ WSPARCIA DETAILS AND TYPE OF SUPPORT</b>		
<b>Status osoby na rynku pracy w chwili przystąpienia do projektu</b> (zaznaczyć właściwe wpisując X w odpowiedniej kratce) <b>Status of the person on the labor market at the time of joining the project</b> (mark the correct with an X in the appropriate box)		<b>w tym</b> (zaznaczyć właściwe wpisując X w odpowiedniej kratce) <b>including</b> (mark the correct with an X in the appropriate box)
<input type="checkbox"/> osoba bezrobotna niezarejestrowana w ewidencji urzędów pracy/ Unemployed, not registered in the labour office <input type="checkbox"/> osoba bezrobotna zarejestrowana w ewidencji urzędów pracy/ Unemployed, registered in the labour office <input type="checkbox"/> osoba bierna zawodowo/ economically inactive <input type="checkbox"/> osoba pracująca/ employed		<input type="checkbox"/> osoba pracująca w administracji rządowej/ employed in government administration <input type="checkbox"/> osoba pracująca w administracji samorządowej/ employed in local administration <input type="checkbox"/> inne/other <input type="checkbox"/> osoba pracująca w MMŚP / employed in small business enterprises <input type="checkbox"/> osoba pracująca w organizacji pozarządowej/ employed in a non-governmental organization <input type="checkbox"/> osoba prowadząca działalność na własny rachunek/ self-employed <input type="checkbox"/> osoba pracująca w dużym przedsiębiorstwie/ employed in a large enterprise
<b>Zatrudniony w (jeśli dotyczy): Employed at (if applies):</b>		
<b>STATUS UCZESTNIKA PROJEKTU W CHWILI PRZYSTĄPIENIA DO PROJEKTU. PARTICIPANT STATUS AT THE TIME OF JOINING THE PROJECT</b>		
<b>Osoba należąca do mniejszości narodowej lub etnicznej, migrant, osoba obcego pochodzenia</b> (zaznaczyć właściwe wpisując X w odpowiedniej kratce) <b>A person belonging to a national or ethnic minority, a migrant, a person of foreign origin</b> (mark the correct with an X in the appropriate box)		<input type="checkbox"/> nie/no <input type="checkbox"/> odmowa podania informacji/ refusal to provide information <input type="checkbox"/> tak/yes
<b>Osoba bezdomna lub dotknięta wykluczeniem z dostępu do mieszkań</b> (zaznaczyć właściwe wpisując X w odpowiedniej kratce) <b>A homeless or affected by exclusion from access to housing person</b> (mark the correct with an X in the appropriate box)		<input type="checkbox"/> brak danych/no data <input type="checkbox"/> nie/no <input type="checkbox"/> tak/yes
<b>Osoba z niepełnosprawnościami</b> (zaznaczyć właściwe wpisując X w odpowiedniej kratce) <b>Person with disabilities</b> (mark the correct with an X in the appropriate box)		<input type="checkbox"/> nie/no <input type="checkbox"/> odmowa podania informacji/ refusal to provide information <input type="checkbox"/> tak/yes
<b>Osoba przebywająca w gospodarstwie domowym bez osób pracujących</b> (zaznaczyć właściwe wpisując X w odpowiedniej kratce) <b>Person living in a household without a working person</b> (mark the correct with an X in the appropriate box)		<input type="checkbox"/> brak danych/no data <input type="checkbox"/> nie/no <input type="checkbox"/> tak/yes
w tym: gospodarstwie domowym z dziećmi pozostającymi na utrzymaniu		<input type="checkbox"/> brak danych/no data



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(zaznaczyć właściwie wpisując X w odpowiedniej kratce) including: household with dependent children (mark the correct with an X in the appropriate box)	<input type="checkbox"/> nie/no <input type="checkbox"/> tak/yes
<b>Osoba żyjąca w gospodarstwie składającym się z jednej osoby dorosłej i dzieci pozostających na utrzymaniu</b> (zaznaczyć właściwie wpisując X w odpowiedniej kratce) <b>A person living in a household consisting of one adult and dependent children</b> (mark the correct with an X in the appropriate box)	<input type="checkbox"/> brak danych/no data <input type="checkbox"/> nie/no <input type="checkbox"/> tak/yes
<b>Osoba w innej niekorzystnej sytuacji społecznej (inne niż wymienione powyżej)</b> (zaznaczyć właściwie wpisując X w odpowiedniej kratce) <b>Person in another social disadvantage (other than mentioned above)</b> (mark the correct with an X in the appropriate box)	<input type="checkbox"/> nie/no <input type="checkbox"/> odmowa podania informacji/ refusal to provide information <input type="checkbox"/> tak/yes

**Potwierdzam własnoręcznym podpisem prawidłowość podanych danych /  
I hereby confirm the accuracy of the provided data with my own signature**

.....  
Data/date

.....  
czytelny podpis uczestnika/

legible signature of the participant

Objaśnienia do wypełnienia załącznika nr 3: / Explanations for filling the enclosure 3:

**1. Dane uczestnika projektu dotyczące wykształcenia: / Participant's data regarding education:**

- a) „**Ponadgimnazjalne**” – oznacza osobę, która posiada wykształcenie średnie (liceum medyczne);  
„**Secondary**” – means a person who has finished secondary education (medical secondary school);
- b) „**pomaturalne**” – oznacza osobę, która ukończyła szkołę policealną, ale nie ukończyła studiów wyższych;  
„**college**” – means a person who has completed post-secondary education but has not completed a university degree;
- c) „**wyższe**” – oznacza osobę, która posiada wykształcenie wyższe (uzyskując tytuł licencjata lub inżyniera lub magistra).  
„**higher**” – means a person who has higher education (Obtained a Bachelor's or Engineer degree or Master's degree).

**2. Dane dotyczące miejsca zatrudnienia: / Employment information:**

Zgodnie z przypisami zawartymi w Szczegółowym Opisie Priorytetów (nr 13 i 38), ilekroć w opisie Priorytetów II, VI i VIII jest mowa o przedsiębiorcy, rozumie się przez to **przedsiębiorcę w rozumieniu art. 4 ustawy z dnia 2 lipca 2004 r. o swobodzie działalności gospodarczej** (Dz. U. z 2013, poz. 672, z późn. zm.), który stanowi, że przedsiębiorcą jest osoba fizyczna, osoba prawna i jednostka organizacyjna nie będąca osobą prawną, której odrębna ustawa przyznaje zdolność prawną - wykonująca we własnym imieniu działalność gospodarczą. Za przedsiębiorców uznaje się także wspólników spółki cywilnej w zakresie wykonywanej przez nich działalności gospodarczej. Działalnością gospodarczą jest zarobkowa działalność wytwórcza, budowlana, handlowa, usługowa oraz poszukiwanie, rozpoznawanie i wydobywanie kopalin ze złóż, a także działalność zawodowa, wykonywana w sposób zorganizowany i ciągły (art. 2), z zastrzeżeniem art. 3.

Ponadto, zgodnie z rozporządzeniem Komisji (WE) nr 800/2008 z dnia 6 sierpnia 2008 r. (weszło w życie 1 stycznia 2009 r.) uznające niektóre rodzaje pomocy za zgodne ze wspólnym rynkiem w zastosowaniu art. 87 i 88 Traktatu WE (ogólne rozporządzenie w sprawie wyłączeń blokowych) przyjęto następujące definicje przedsiębiorstw:

According to the footnotes contained in the Detailed Description of Priorities (Nos. 13 and 38), whenever a business is referred to in the description of Priority II, VI and VIII, it is understood by the entrepreneur within the meaning of art. 4 of the Act of 2 July 2004 on freedom of economic activity (Journal of Laws of 2013, item 672, as amended), which provides that an entrepreneur is an individual, legal entity and organizational unit that is not a legal entity, whose separate law grants legal capacity - executing on its own behalf business activity. Entrepreneurs are also considered as partners of a civil partnership in the scope of their economic activity. The economic activity is the production, construction, trade, service, and exploration, mining and extraction of minerals, as well as occupational activity, carried out in an organized and continuous manner (Article 2), subject to Art. 3.

In addition, pursuant to Commission Regulation (EC) No 800/2008 of 6 August 2008 (entered into force on 1 January 2009) declaring certain types of aid compatible with the common market in application of Article 1 Articles 87 and 88 of the EC Treaty (General Block Exemption Regulation) adopted the following definitions of enterprises:



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**Mikroprzedsiębiorstwo** – jest to przedsiębiorstwo zatrudniające do 9 pracowników włącznie i którego roczny obrót i/lub całkowity bilans roczny nie przekracza 2 milionów EUR. / **Microenterprise** – is an enterprise employing up to 9 employees and whose annual turnover and / or total annual balance sheet does not exceed 2 million EUR.

**Małe przedsiębiorstwo** – jest to przedsiębiorstwo zatrudniające do 49 pracowników włącznie i którego roczny obrót i/lub całkowity bilans roczny nie przekracza 10 milionów EUR. / **Small business** – is an enterprise employing up to 49 employees and whose annual turnover and / or total annual balance sheet does not exceed EUR 10 million.

**Średnie przedsiębiorstwo** – jest to przedsiębiorstwo zatrudniające do 249 pracowników włącznie i którego roczny obrót nie przekracza 50 milionów EUR a/lub całkowity bilans roczny nie przekracza 43 milionów EUR. / **Medium-sized enterprise** – is an enterprise employing up to 249 employees and whose annual turnover does not exceed 50 million EUR and / or the total annual balance sheet does not exceed 43 million EUR.

**Duże przedsiębiorstwo** – jest to przedsiębiorstwo, które nie kwalifikuje się do żadnej z ww. kategorii przedsiębiorstw. / **Large enterprise** – is an enterprise that does not qualify for any of the business categories mentioned above.



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## Attachment No. 3 – Declaration of the Project Participant

### DECLARATION OF THE PROJECT PARTICIPANT

Since I join the project entitled “**Integrated Development Programme of the University of Humanities and Economics in Lodz**” I acknowledge that:

1. The Controller of my personal data is the minister competent for regional development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, with its headquarters at Plac Trzech Krzyży 3/5, 00-507 Warsaw.
2. The legal basis for the processing of my personal data shall be Art. 23.1.2 or Art. 27.2.2 of the Act of 29 August 1997 on the Protection of Personal Data (Journal of Laws of 2016, item 922) - personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (OP KED) on the basis of:

1) in reference to the set of Operational Programme Knowledge Education Development:

- a) Regulation (EU) No. 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No. 1083/2006 (Official Journal of the European Union L 347 of 20.12.2013, p. 320, as amended),
- b) Regulation (EU) No. 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No. 1081/2006 (Official Journal of the European Union L 347 of 20.12.2013, p. 470, as amended),
- c) Act of 11 July 2014 on the principles of implementing programmes in the field of cohesion policy financed in the financial perspective 2014-2020 (Journal of Laws of 2017, item 1460, as amended);

2) in reference to the Central Communication and Information System supporting the implementation of operational programmes:

- a) Regulation (EU) No. 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No. 1083/2006,



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b) Regulation (EU) No. 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No. 1081/2006,

c) Act of 11 July 2014 on the principles of implementing programmes in the field of cohesion policy financed in the financial perspective 2014-2020,

d) Commission Implementing Regulation (EU) No. 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No. 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies (Official Journal of the European Union L 286 of 30.09.2014, p. 1).

3. My personal data will be processed only for the purpose of implementation of the project **“Integrated Development Programme of the University of Humanities and Economics in Lodz”**, in particular confirmation of eligibility of expenditure, support, monitoring, evaluation, control, audit and reporting as well as information and promotion activities under OP KED.

4. My personal data have been entrusted to the Intermediate Body for processing - **National Centre for Research and Development** (name and address of the competent Intermediate Body), the beneficiary implementing the project - **University of Humanities and Economics in Łódź, ul. Seweryna Sterlinga 26, Łódź 90-212** (name and address of the beneficiary) and to entities that are involved in the implementation of the project at the request of the beneficiary - **not applicable** (name and address of the above-mentioned entities). My personal data may be transferred to entities carrying out evaluation studies at the request of the Entrusting Party, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies implementing, at the request of the Entrusting Party, the Intermediate Body and the beneficiary, inspections and audits under OP KED.

5. Providing data is voluntary, but the refusal to provide the same is tantamount to the inability to provide support within the project.

6. Within 4 weeks after completing the participation in the project, I will provide the beneficiary with data regarding my status on the labour market and information on participation in education or training and obtaining qualifications or acquisition of competences.

7. Within three months after completing my participation in the project, I will provide data regarding my status on the labour market.

8. I have the right to access my data and correct them.



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.....

*PLACE AND DATE*

.....

*LEGIBLE SIGNATURE OF THE PROJECT  
PARTICIPANT\**

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\* In the case of declarations made by a minor, the declaration should be signed by their legal guardian.



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