 

Appendix No. 1 to Regulation No. 106 /2022

of the WUT Rector

**Application for subsidizing employment costs under the “Support for People Affected by the War in Ukraine” programme**

# KEY DATA

* + 1. Personal data of the applicant – head of basic or university-wide organizational unit at WUT (first name and surname, title/academic degree, position, personal SAP number).
    2. Basic or university-wide organizational unit (name of unit).
    3. Position in which the employment is planned.

# EMPLOYEE’S DATA

* + 1. First name and surname.
    2. Place of employment to date.
    3. Course of the scientific career, including received degrees and titles, scientific achievements (acceptable as an attachment).
    4. Short substantive justification for employment.
    5. Period of employment: (in months).
    6. Requested amount of funding including justification.

# APPLICANT’S DECLARATIONS

* I declare that (name of WUT organizational unit) has resources indispensable to secure the employed with a workplace, access to laboratories and research funding.

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| ......................................................................  (stamp and signature of the Bursar’s Proxy) | ......................................................................  (stamp and signature of the head of unit) |

 

Appendix No. 2 to Regulation No. 106 /2022

of the WUT Rector

**AGREEMENT no.** (*number given by the IDUB Project Office)*

**on subsidizing employment costs under the “Support for People Affected by the War” programme as part of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology**

concluded on (date) between:

*Professor Małgorzata Lewandowska* – **Head of Management Team of the “Excellence Initiative – Research University” programme implemented at the Warsaw University of Technology,**

hereinafter referred to as “Head of IDUB”

and

**«***Name of\_unit***»,**

represented by:

*«Head of\_unit» - «Function\_of head of\_unit»,*

hereinafter referred to as “Implementing unit”.

1. The Head of IDUB shall transfer funds amounting to PLN «Total\_amount» (in words «Amount\_in words») to the Implementing unit to subsidize the cost of employment of the person mentioned in the application.
2. The Implementing unit shall employ the person mentioned in section 1 in compliance with:
   1. generally applicable laws
   2. provisions of this Agreement
   3. principles arising from Regulation No. 106/2022 of the WUT Rector
   4. internal regulations applicable at the Warsaw University of Technology
3. The implementation of this Agreement shall commence on the day of the employment of the person specified in section 1 and shall last …. months.
4. The Agreement shall be terminated if the person specified in section 1 is not employed within 3 months of concluding this Agreement and funding shall be returned to the disposal of the Head of IDUB.
5. The Implementing unit shall make available items of the property of the unit indispensable to perform duties arising from the employment contract and shall provide administrative and accounting service of the implementation of the Agreement.
6. The Implementing unit shall maintain separate accounting records.
7. Funding defined in section 1 and not used during the term of the Agreement shall be returned to the disposal of the Head of IDUB upon the Agreement expiry.
8. Changes to the provisions of this Agreement shall require concluding an annex in writing.
9. The Agreement has been executed in two counterparts, one for each Party.

**Appendix: Application for subsidizing employment costs within the “Support for People Affected by the War in Ukraine” programme**

 

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| ***Head of IDUB***  *......................................................................*  *(stamp of IDUB Project Office)*  *......................................................................*  *(stamp and signature of the Head of IDUB)*  *......................................................................*  (stamp and signature of the Bursar’s Proxy) | ***Implementing unit***  *......................................................................*  *(stamp of unit)*  *......................................................................*  *(stamp and signature of the head of unit )*  *......................................................................*  (stamp and signature of the Bursar’s Proxy) |