



Co-funded by
the European Union

COOPERATION PARTNERSHIPS IN HIGHER EDUCATION
AGREEMENT NO. 2024-1-PL01-KA220-HED-000250324

CONTRACT BETWEEN THE BENEFICIARY AND THE PARTNER

A contract between the Beneficiary and each Partner has to be signed before the beginning of the activities of the partnership as described in this contract;

This contract, drawn up under ERASMUS+ programme, shall govern relations between:

University of Szczecin, hereafter named "the Beneficiary", represented by

on the one hand and

The University of Hradec Králové, hereafter named "the Partner", represented by

on the other hand,

Which have agreed as follows:

Article 1. Subject

1. Having regard to the provisions of the Erasmus+ programme, the Beneficiary and the Partner commit themselves to carrying out the work programme covered by this contract. This work programme comes under the Agreement n° 2024-1-PL01-KA220-HED-000250324 concluded between the Beneficiary and the National Agency for the Erasmus+ and ESC programmes.
2. The total cost of the project for the contractual period referred to by the Agreement n° **2024-1-PL01-KA220-HED-000250324**, all financing combined, is estimated at **250 000,00 EUR** (including all taxes and duties).
3. The maximum European Union funding to cover expenditure incurred by the members of the Partnership participating in the programme shall be 250 000,00 EUR.
4. The final financial contribution shall depend on the evaluation of the quality of the results of the project n°2024-1-PL01-KA220-HED-000250324 pursuant to the rules laid down at Community level,

particularly in the Administrative and Financial Handbook, but shall, under no circumstances, give rise to a profit.

5. This contract shall regulate relations between the parties, and their respective rights and obligations with regard to their participation in the project under the Agreement n° 2024-1-PL01-KA220-HED-000250324 passed between the National Agency for the Erasmus+ and ESC programmes and the Beneficiary.
6. The subject matter of this contract and the related work programme are detailed in the annexes, which form an integral part of this contract and that each party declares to have read and approved.

Article 2. Duration

1. The project referred to in Article 1 has a duration of 32 months. It starts on **01 September 2024** and ends on **30 April 2027**.
2. This contract enters into force on the date of signature by the last of both participating parties to the contract and terminates at the moment of payment of the balance of the contract, as mentioned in Article 6, sec. 2 (c)
3. The period of eligibility of the costs starts on 01 November 2021 and ends on 30 April 2027.

Article 3. Obligations of the Beneficiary

1. The Beneficiary shall undertake:
 - a) to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the project as set out in the Agreement concluded between the National Agency for the Erasmus+ and ESC programmes and the Beneficiary;
 - b) to send to the Partner a copy of the Agreement n° 2024-1-PL01-KA220-HED-000250324 and its annexes, concluded with the National Agency for the Erasmus+ and ESC programmes, of the interim and final reports and of any other official documentation concerning the project;
 - c) to notify and provide the Partner with any amendments made to the Agreement n° 2024-1-PL01-KA220-HED-000250324 concluded with the National Agency for the Erasmus+ and ESC programmes;
 - d) to define in conjunction with the Partner an annex to this contract stating the role and rights and obligations of the two parties;
 - e) to comply with all the provisions of Agreement n° 2024-1-PL01-KA220-HED-000250324 binding the Beneficiary to the National Agency for the Erasmus+ and ESC programmes.

Article 4. Obligations of the Partner

1. The Partner shall undertake:
 - a) to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the project as set out in the Agreement n° 2024-1-PL01-KA220-HED-000250324 concluded between the National Agency for the Erasmus+ and ESC programmes and the Beneficiary;
 - b) to comply with all the provisions of Agreement n° 2024-1-PL01-KA220-HED-000250324 binding the Beneficiary to the National Agency for the Erasmus+ and ESC programmes;
 - c) to communicate to the Beneficiary any information or document required by the latter that is necessary for the management of the project;
 - d) to accept responsibility for all information communicated to the Beneficiary, including details of costs claimed and, where appropriate, ineligible expenses;
 - e) to define in conjunction with the Beneficiary an annex to this contract stating the role and rights and obligations of the two parties.

Article 5. Financing

1. The total expenditure to be committed by the Partner for the period covered by this contract is estimated at **51 345 EUR** (including all taxes and duties).
2. The European Union funding for the Partner shall be a maximum amount of 51 345 EUR.

Article 6. Payments

1. Payment arrangements need to comply with all the provisions of Agreement n° 2024-1-PL01-KA220-HED-000250324 binding the Beneficiary to the National Agency for the Erasmus+ and ESC programmes.
2. The Beneficiary commits himself to carrying out payments relating to the subject matter of this contract to the Partner according to the achievement of the tasks and according to the following schedule:
 - a) The first payment: 20 538 EUR (40% of the European Union funding);
 - b) The second payment: 20 538 EUR (40% of the European Union funding);
 - c) The balance payment: up to 10 269 EUR (up to 20% of the European Union funding)
3. The first payment shall be made to the Partner within **30 days** after a first instalment representing 40% of the total amount had been made by the National Agency for the Erasmus+ and ESC programmes into the Beneficiary account.
4. The second payment can only be carried after the second interim report is approved by the National Agency for the Erasmus+ and ESC programmes. The second interim report is to be filed by 30.01.2026.

5. The second payment shall be made to the Partner within **30 days after** a second instalment representing 40% of the total amount had been paid by the National Agency for the Erasmus+ and ESC programmes into the Beneficiary account.
6. The balance payment is carried out **after the final report is approved** by the National Agency for the Erasmus+ and ESC programmes.
7. The balance payment can be made after presentation of the following documents:
 - a) a detailed statement of all eligible costs incurred,
 - b) any other documents that may be required for further payments as specified by the National Agency for the Erasmus+ and ESC programmes or the Beneficiary.
8. The balance payment shall be made to the Partner within **30 days** after a third instalment representing up to 20% of the total amount had been paid by the National Agency for the Erasmus+ and ESC programmes into the Beneficiary account.
9. All payments shall be regarded as advances pending explicit approval by the National Agency for the Erasmus+ and ESC programmes of the final report, the corresponding cost statement and the quality of the results of the project.
10. Any revenue generated by the project and received by the Partner shall be declared in the financial statement and shall limit the European Union funding to the amount required to balance revenue and expenditure. Any revenue shall be declared and communicated to the Beneficiary.
11. The balance payment as mentioned in Article 6.2 can be adapted to take into account the revenues generated by the project and shall constitute the payment of the amount necessary to balance revenue and expenditure.

Article 7. The bank account

1. All payments mentioned in Article 6 shall be paid to the Partner into the following account:
Account holder: University of Hradec Králové
Name of the bank: Česká spořitelna, a.s.
Address of the bank: Budějovická 1518/13b, 140 00 Prague
IBAN: CZ29 0800 0000 0000 1245 9062
BIC/SWIFT code: GIBACZPX
Currency: EUR
2. The charges of the international wire transfer are split between the sender and the recipient of the wire transfer.

Article 8. Reports

1. The Partner shall provide the Beneficiary with any information and document required for the preparation of the first interim report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by **10 May 2025** at the latest.
2. The Partner shall provide the Beneficiary with any information and document required for the preparation of the second interim report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by **10 January 2026** at the latest.
3. The Partner shall provide the Beneficiary with any information and document required for the preparation of the final report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by **30 May 2027** at the latest.

Article 9. Monitoring and supervision

1. The Partner shall provide without delay the Beneficiary with any information that the latter may request from him concerning the carrying out of the work programme covered by this contract.
2. The Partner shall make available to the Beneficiary any document necessary to verify that the aforementioned work programme is being or has been carried out.

Article 10. Liability

1. Each contracting party shall release the other from any civil liability in respect of damages resulting from the performance of this Agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the serious or intentional negligence of the other party or its personnel.
2. The Partner shall protect the National Agency for the Erasmus+ and ESC programmes, the Beneficiary and their personnel against any action for damages suffered by third parties, including project personnel, as a result of the performance of this contract, to the extent that these damages are not due to the serious or intentional negligence of the National Agency, the Beneficiary or their personnel.
3. For serious negligence, referred to in sec. 1 and 2 above are understood to be any action that exposes the Beneficiary or the Partner to financial or criminal liability.

Article 11. Termination of the contract

1. In the event that the Partner has incorrectly performed or failed to fulfill any of the contractual obligations, and it was not caused by force majeure, the Beneficiary has the right to withdraw from the contract after calling the Partner by registered letter to perform or correctly perform the contract and setting a deadline of 30 days. In the event of the ineffective expiry of the given period, the Beneficiary will withdraw from the contract.

2. The Partner shall immediately notify the Beneficiary, supplying all relevant information, of any event likely to prejudice the performance of this contract.

Article 12. Jurisdiction clause

1. Failing amicable settlement, the Courts of the Republic of Poland shall have sole competence to rule on any dispute between the contracting parties in respect of this contract.
2. The law applicable to this contract shall be the law of the Republic of Poland.

Article 13. Amendments or additions to the contract

1. Amendments to this contract shall be made only by a supplementary Agreement signed on behalf of each of the parties by the signatories to this contract.

The contract was drawn up in two identical copies, one for each party.

Annexes

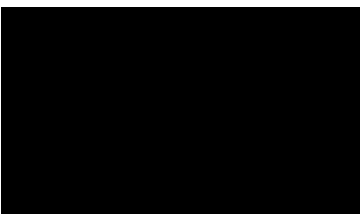
1. a work package distribution and a project budget breakdown

For the Beneficiary,

For the Partner,

[date and signature]

[date and signature]



Annex

A project budget breakdown and work package distribution. Detailed description and activities budget as set out in the project application and the financial agreement 2024-1-PL01-KA220-HED-000250324

| WP | University of Szczecin | University of Hradec Kralove | Pablo de Olavide University | SGroup | OSTIM Technical University | Total |
|--------------------------------|------------------------|------------------------------|-----------------------------|--------|----------------------------|---------|
| 1. management | 15 000 | 9 000 | 9 000 | 8 000 | 9 000 | 50 000 |
| 2. AI for HE | 8 050 | 8 050 | 9 200 | 5 895 | 8 050 | 39 245 |
| 3. Skills and competencies | 9 345 | 10 495 | 9 345 | 5 750 | 9 345 | 44 280 |
| 4. AI solutions implementation | 18 050 | 18 050 | 18 050 | 6 900 | 19 200 | 80 250 |
| 5. Outreach and networking | 9 200 | 5 750 | 5 750 | 9 775 | 5 750 | 36 225 |
| Total | 59 645 | 51 345 | 51 345 | 36 320 | 51 345 | 250 000 |

WP2 - AI for HE - the state of play, lead: UPO, co-lead: UHK

1. Analysis of legal, practical and ethical implications of AI usage - each partner university conducts a desk research in order to describe internal regulations concerning AI, national legislation concerning AI, ethical issues connected to AI usage, best solutions that fit legal and ethical frames described in literature
2. Interviews on AI usage with universities outside of consortium - SGroup will disseminate information among its member institutions and WP team conducts interviews with selected stakeholders according to interview scripts designed by the team members who write the analysis.
3. The report on the state of play - on a basis of conducted desk research and interviews, WP team writes a report that describes particular situation of each country and university, summarises results of the interviews and makes attempt to find a common ground for all countries/ stakeholders for better transferability potential of this activity
4. WP team meeting in which all involved partners participate in order to communicate progress of this WP, design its methodology and plan next project activities.

WP3 - Skills and competencies development, lead: UHK, co-lead: UPO

1. Preparation of the training modules for academic and administrative staff - a team of specialists from all universities creates a script of the 2-step (online and onsite) training in a format of a Train-the-Trainer. A selected group of the participants will become 'AI champions' at their institutions that will later share their knowledge with their peers. We don't make any distinction between academic and administrative staff at the initial stage of the training as we want both groups to interact in order for them to see the context of the entire institution. Topic: AI literacy

2. Preparation of the training modules for students - a team of specialists from all universities creates a script of the online training for students regardless of their study programme. The training covers topic of AI literacy
3. online training for the academic and administrative staff - a first stage of the training is a set of 4 online sessions for both academic and administrative staff from all participating universities to familiarise them with the concept of the AI4Uni and to pass the knowledge mentioned above. The second stage of the training is
4. onsite training for the academic and administrative staff - when selected participants meet for a three-day-long onsite session to deepen the knowledge and get prepared for relaying information to their peers. At this phase, the participants are split into two groups: academic and administrative staff to better serve their needs and interests.
5. online training for the students - the training is delivered online to allow students to participate in the international training group. It is a set of 4 online sessions that familiarise them with the concept of the AI4Uni and to pass the knowledge mentioned above. Since the training isn't related to any specific study area, it will be open to all students regardless of their study programme or cycle. All trainings are conducted in English.

WP4 - AI solutions implementation, lead: OSTIM, co-lead: USZ

1. AI toolbox for higher education and 2. AI guidelines for higher education - are a summary of the work done in the previous work packages. Careful analysis conducted in WP2 and practical knowledge gathered in WP3 lead towards AI toolbox and guidelines that are meant to be used by the public and increase awareness as well as transferability potential of the project.

AI toolbox and guidelines will be published on the online platform (website) promoted throughout the project. The platform users will be asked for feedback via online surveys that will provide us with valuable information about the content we provide.

AI solutions tailored to your needs - this activity is highly customised part of the project in which partner universities on a basis of information gathered in WP2 and WP3 will decide what kind of AI tool/solution they are going to implement to improve service/management of their universities: automated administrative tasks, student support and mentoring, campus security, multilingual virtual assistants, internal AI usage regulations, adapting testing/grading systems, etc.

4. WP team meeting is scheduled to take place half way through the WP period. It will enable the WP team to discuss and monitor implementation and development of the activities, especially the crucial one - AI solutions for each partner university.

WP5 - Outreach and networking, lead: SGroup, co-lead: USZ

In order to ensure that the AI4Uni project will be visible not only to the participating universities, we will be actively reaching out and engaging with individuals or groups not associated with the project with the goal of building awareness, generating interest, and fostering collaborations.

Within this work package a common communication and dissemination plan will be developed to ensure that the project results and generated knowledge are efficiently disseminated within Europe and beyond. Apart from ongoing communication and outreach activities, there are several events planned:

- open hybrid seminar in 2025 and 2026
- a closing event in 2027