MANDATE AGREEMENT NO. ................................

for the performance of the duties of a supervisor/assistant supervisor[[1]](#footnote-1) in the procedure for awarding a doctoral degree[[2]](#footnote-2)

concluded on ……………... in Wrocław by and between:

Wroclaw University of Economics and Business, ul. Komandorska 118/120, 53-345 Wrocław, hereinafter referred to as the “Principal” or “WUEB”, represented by:

Dean of the Faculty -

………………………………………………………………………………………………………….. and

....................................................................................................................................................................

residing in ............................................., ul. .................................................................................

PESEL no. (in the absence of a PESEL no., provide the number of a document of identity and the name of the country in which it was issued) ..........................................................

citizenship (only in the case of foreign nationals) .................................................................................... hereinafter referred to as the “Supervisor”, reading as follows:

§ 1

1. The Principal commissions and the Supervisor undertakes to perform the obligations of a supervisor:

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(full name of the candidate)

an applicant for a doctoral degree, hereinafter referred to as the Candidate, in the procedure for awarding a doctoral degree at Wroclaw University of Economics and Business; dissertation title:

..............................................................................................................................................................

(title of the doctoral dissertation)

1. The Supervisor's task is, in particular, to exercise scientific supervision over the Candidate, including providing methodological and substantive guidelines and consultations during the preparation of the doctoral dissertation in order to meet the conditions set out in Article 187 of the Higher Education Law Act of 20 July 2018, and to deliver high scientific quality.

§ 2

1. The Supervisor undertakes to personally perform the duties referred to in § 1 in a reliable and ethical manner and to the best of their knowledge, and to ensure high scientific level of the dissertation to be prepared by the Candidate.
2. The obligations referred to in § 1 shall be deemed to have been fulfilled if the Candidate is awarded a doctoral degree based on the doctoral dissertation prepared under the scientific supervision of the Supervisor.

§ 3

The agreement is concluded for the duration of the procedure for awarding a doctoral degree to the Candidate.

§ 4

1. For the performance of the obligations referred to in § 1, the Supervisor shall receive a one-time remuneration in the amount of 83% / 50% \* of the minimum monthly base salary for a professor at a public university, as specified in the Ordinance of the Minister of Science and Higher Education in force on the signing date of this agreement.
2. The remuneration shall be paid after the end of the procedure for awarding the doctoral degree as a result of which the degree was awarded.
3. The remuneration shall be transferred to the Supervisor’s bank account specified in the bill issued by the Supervisor. The payment shall be made on the tenth or twenty-fifth day of the calendar month in which the HR Centre – Payroll Department receives from the Supervisor complete and approved settlement documents, provided that such documents are received by the above-mentioned Department by the third or fifteenth day of that month respectively. If the tenth or twenty-fifth day falls on a non-working day, the day of payment shall be the first business day following that date.
4. The Supervisor is entitled to reimbursement of the costs of accommodation and business travel related to the performance of the obligations referred to in § 1 in the amount of costs actually incurred, but not higher than the amount determined in accordance with the provisions on amounts due to an employee of a state or local government unit for a business trip. The Supervisor is obliged to submit to the Principal a settlement of the costs within 14 days of the end of the trip.

§ 5

1. The agreement expires in the event of a change of the supervisor as well as in the case of discontinuation of the procedure for awarding a doctoral degree or adopting a resolution refusing to award an academic degree.
2. In the cases referred to in section 1, the Supervisor shall not be entitled to remuneration.

§ 6

1. The Supervisor is obliged to comply with the provisions of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as “GDPR”, the applicable Polish laws and internal regulations of WUEB concerning the protection of personal data, which the Supervisor is obliged to familiarise themselves with.
2. The Supervisor is obliged to immediately report all breaches of personal data to the contact person responsible for the performance of this Agreement on the part of the Principal and to the Data Protection Officer of WUEB.
3. The Supervisor is obliged to comply with the recommendations of the Data Protection Officer appointed by WUEB regarding the temporary suspension of personal data processing

– in accordance with the provisions of internal acts in force at WUEB.

1. A personal data breach is a gross violation of the obligations under this agreement.

§ 7

1. The Supervisor accepts the following information clause:

According to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), please be informed that:

The Controller of your personal data is Wroclaw University of Economics and Business, with its registered office in Wrocław (53-345), ul. Komandorska 118/120 (hereinafter: WUEB).

The Data Protection Officer designated by the Controller can be contacted by e-mail at [iod@ue.wroc.pl](mailto:iod@ue.wroc.pl) and by traditional mail at the above address with the annotation:

“to the Data Protection Officer”. Your personal data are processed on the basis of Article 6(1)(b) and (c) GDPR, for the purposes related to the conclusion and performance of this agreement, and for the fulfilment of legal obligations by the controller, in particular regarding social insurance and taxes. Your personal data will be stored for the duration of your cooperation with WUEB and for the purpose of archiving documentation related to cooperation for the periods indicated in detailed regulations. You have the right to access your data, have it rectified or erased, restrict data processing, the right to data portability and the right to object to processing. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the provisions of the GDPR. Providing your personal data is voluntary, but necessary for the purposes connected with establishing and running our cooperation. Your data will not be subject to profiling. WUEB will/will not\* transfer your personal data to a third country or an international organisation. Your personal data may be disclosed to authorised institutions under the applicable laws and entrusted under a data processing agreement concluded in writing to entities commissioned by WUEB to provide services.

1. The Supervisor represents that they have read and understood the above information clause.

§ 8

1. Any correspondence between the Parties shall be sent to the addresses of the Parties stated in the agreement. The parties shall notify each other of any change of address, and if they fail to do so, any correspondence sent to the last known address shall be deemed effectively delivered. A change of the address shall not constitute an amendment to the agreement.
2. Any disputes that may arise in connection with the performance of the agreement shall be first settled by the parties amicably, and if no agreement is reached, such disputes shall be resolved by the court competent for the Principal's registered office.
3. Any amendments hereto must be made with consent of both parties and in writing in the form of an addendum, otherwise being null and void.
4. The agreement has been drawn up in two identical copies, one for each Party.

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Supervisor Principal

Financial countersignature: .............................................

(signature and name stamp)

1. Delete as appropriate. [↑](#footnote-ref-1)
2. Agreement concluded with a supervisor who is not an employee of Wroclaw University of Economics and Business, designated by the discipline council as a supervisor in the procedure for awarding a doctoral degree. [↑](#footnote-ref-2)