



UNIwersytet
Warszawski

MONITOR
Uniwersytetu Warszawskiego

Item 273

**ORDINANCE No. 91
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 2 July 2026

**on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts**

Pursuant to Article 23, section 2, point 2 of the Act of 20 July 2018, the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), it is ordered as follows:

§ 1

Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019 on civil law contracts (UW Monitor of 2019, item 226, as amended) Annex No 5a, 7a, 12a, 15a, 21a, 22–24 and 27a shall be replaced by the text set out in Annexes 1 to 9 to this Order, as appropriate.

§ 2

The Ordinance shall enter into force on the day of signing.

UW Rector: *A. Z. Nowak*

Annex No. 1
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 5a
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

A sample mandate contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

.....
(designation of the UW organizational unit)

Source of financing
(PSP Component) (Contract number)

MANDATE CONTRACT

No.
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw Tax Identification Number (NIP) 525-001-12-66, Business Identification Number (REGON) 1258, represented by:

.....
(name and surname) (position)

acting under power of attorney No. granted by the Rector of the University of Warsaw, hereinafter referred to as the "**Contractor**"

and (complete as appropriate and delete if not applicable)

☐....., address:
(name and surname)

.....,

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

A sample mandate contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR

June 2026

NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
.....³

A printout from the Central Registration and Information on Business comprises an appendix to this contract,

☐....., address:
(name and surname)

....., NIP (TAX ID No.)

.....,

REGON (STATISTICAL ID No.),

and address:

(name and surname)

....., NIP (TAX ID No.)

.....,

REGON (STATISTICAL ID No.),

conducting business activities in the form of a civil law partnership under the name of

....., in

....., NIP

(TAX ID No.), REGON (STATISTICAL ID No.)

.....⁴,

represented by:

(name and surname)

Printouts from the Central Registration and Information on Business concerning the partner to a civil law partnership comprise appendixes to this contract.

☐ with the registered office in
.....

.....,

entered by the District Court

the Register of Businesses of the National Court Register (KRS) with No.

.....,

NIP (TAX ID No.), REGON (STATISTICAL ID No.)

....., with the initial capital of

.....

represented by -

(name and surname)

(position)

based on an extract from the above-mentioned National Court Register/extract from the National Court Register and power of attorney, comprising appendix(es) to this Contract⁵,

³The data on the counterparty who is a natural person conducting business activities.

⁴The data on the counterparties conducting business activities in the form of a civil law partnership.

⁵The data on the counterparty who is a legal person or an organisational unit without legal personality conducting business activities.

hereinafter referred to as the ⁶"Mandatarý",

- hereinafter individually referred to as the "Party" and jointly as the "Parties",
agree as follows:

§ 1.

The Contractor orders, whereas the Mandatarý agrees to perform the following tasks:

- 1)
- 2)
.....

- hereinafter referred to as the "Mandate".

§ 2.

The Mandate will be performed in the period between and (day,
month, year) (day, month, year)

inside Poland / outside Poland:(indicate the country)⁷.

§ 3.

1. For the Mandate performed, the Parties agree on a gross remuneration payable to the Mandatarý monthly at the agreed hourly rate (60 minutes) in the amount of: PLN (in words: PLN). the maximum number of hours for the performance of the Mandate will not exceed (in words:) hours. The Contractor reserves the right not to use the limit of hours indicated in the preceding sentence. The Mandatarý shall have no claim arising from the Contractor's failure to utilize the hourly limit. For the Mandate performed, the Parties agree on a gross remuneration payable to the Mandatarý in the amount of: PLN (in words: PLN).
2. The maximum gross remuneration payable to the Mandatarý for the performance of the Mandate will not exceed the amount of PLN (in words: PLN), resulting from multiplying the contractual hourly rate and the maximum number of hours referred to section 1.⁸ The maximum gross remuneration payable to the Mandatarý for the performance of the Mandate will not exceed the amount of PLN (in words: PLN).⁹

⁶Delete as appropriate.

⁷Delete as appropriate.

3. The payment of remuneration will be made on the basis of an invoice issued by the Mandatary. If the mandate contract is concluded for a period of more than 1 month, the payment of remuneration shall be made at least once a month. The invoice shall include, in particular, the actual number of hours of performance of the Mandate in the month indicated by the Mandatary, confirmed by the person referred to in § 4, section 1. In the case of delay in provision of the information on the number of completed hours of the Mandate, the Contractor will withhold the payment of the remuneration until the information is received.¹⁰
4. Invoices will be issued and received via the National e-Invoice System (KSeF), in accordance with the applicable regulations.
5. Invoices shall include: the contract number, the internal KSeF IDWew identifier (5250011266-DXXX0X) and the email address of the Contractor referred to in section 6, point 2.
6. In the event of a KSeF system failure, invoices will be temporarily sent as separate, non-editable PDF files via email between the following addresses:
 - 1) the Mandatary's email address:;
 - 2) the Contractor's email address: faktura.dXXX@uw.edu.pl¹², unless the Contractor provides a new address in accordance with section 7.
7. The Parties undertake to notify each other in writing in the event of a change of email address referred to in section 6. A change to the email address referred to in section 6 does not constitute an amendment to the contract within the meaning of § 9, section 1.
8. Any attachments to invoices will be sent to the email address referred to in section 6, point 2, in separate, non-editable files saved in PDF format.
9. An invoice issued without the details referred to in section 5, or containing incorrect details, shall be treated as an invoice with a formal defect and shall not have any legal effect in terms of the commencement of the payment period until a corrective invoice has been issued and served on the Contractor.
10. If the Mandatary fails to deliver to the Contractor an invoice, the consequences of a late payment shall be borne solely by the Mandatary.
11. The remuneration will be paid by bank transfer to the Mandatary's bank account No.
 within 30 days from the date of delivery a correctly issued invoice, containing all the elements required under the applicable law and this Contract, including in particular sections 3¹³ and 5.
12. The Mandatary shall not, without the written consent of the Contractor, transfer to third parties the claims arising from the contract or to set off their own claims against that of the Contractor. Any deductions or transfers of receivables made without the prior written consent of the Contractor are ineffective as they concern the Contractor.
13. In the event of termination or cancellation of the Mandate contract before the expiry of the period specified in §2 due to circumstances beyond the control of the Mandatary, the Mandatary shall be entitled to remuneration for the hours actually worked on the Mandate or

¹⁰The second, third and fourth sentences are obligatory for Mandatories being natural persona conducting an economic activity, not contracting employees or concluding mandate contracts with mandataries.
Delete if not applicable.

¹¹ The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

¹² The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

¹³ This applies to Mandatories who are physical persons conducting business activities, who do not employ employees or enter into contracts with contractors.

the tasks actually performed under the Mandate ¹⁴and accepted without reservation by the Contractor.

14. The date of payment of the remuneration shall be the date on which the bank account of the Contractor is debited with the amount of the payment.
15. The Mandatory declares that it is a registered active VAT taxpayer.¹⁵
16. The Mandatory hereby confirms that the bank account indicated in section 11 is included and listed in the register referred to in Article 96b, section 1 of the Act of 11 March 2004 on tax on goods and services (VAT), maintained by the Head of the National Fiscal Administration.¹⁶
17. The Mandatory declares that they are a VAT-registered business exempt from tax on the basis of Article of the Act of 11 March 2004 on tax on goods and services (VAT).
18. The Mandatory undertakes to inform the Contractor without delay in the event of loss of the right to exemption from the payment of VAT tax.¹⁷
19. If the Mandatory fails to inform the Contractor of losing the right to exemption from goods and services tax, and this will result in a financial cost to the Contractor, the Mandatory undertakes to cover them in full.¹⁸

§ 4.

1. The Contractor authorizes the following person to accept the completed Mandate:
.....
(name and surname, position)
or any other person authorized by the Contractor in writing.¹⁹
2. The Mandate is deemed to have been accepted without any reservations upon the confirmation of the Mandate completion by the person referred to in section 1 on the invoice issued by the Mandatory.

§ 5.

1. In the case of improper performance of the Mandate, the Mandatory will pay to the Contractor a contractual penalty of % of the gross remuneration specified in § 3, section 2, for each case of improper performance of the contract.
2. The Contractor may claim compensation from the Mandatory for damages in excess of the stipulated contractual penalty on general principles.
3. The Mandatory agrees that contractual penalties may be deducted from the remuneration due to them without a separate demand for payment. Unless the penalties are deducted from the Mandatory's current receivables, they shall be paid upon receipt of a separate payment request.
4. In the case of the Mandatory's non-performance of the Mandate, the Contractor reserves the right to terminate the contract with immediate effect. In such a case, the Mandatory shall pay to the

¹⁴Delete as appropriate.

¹⁵Refers to Mandatories being VAT taxpayers. Delete if not applicable.

¹⁶Refers to Mandatories being VAT taxpayers. Delete if not applicable.

¹⁷Refers to Mandatories being VAT taxpayers exempt from VAT. Delete if not applicable.

¹⁸Refers to Mandatories being VAT taxpayers exempt from VAT. Delete if not applicable.

¹⁹The authorization must be given in writing or electronically by a person authorised to represent the Contractor and to authorise the acceptance of the subject matter of the contract.

Contractor a contractual penalty of % of the gross remuneration set out in § 3, section 2, subject to the provisions of sections 2 and 3.

§ 6.

1. The Parties declare that they are aware of the legal provisions relating to the protection of personal data, including, in particular, the provisions 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) (OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the "**GDPR**", and the Act of 10 May 2018 on the protection of personal data.
2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Mandate, is also available at the following webpage: <https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 7.

The Contract may be terminated by either Party with a day/week (delete as appropriate) period of notice or dissolved by agreement of the Parties.

§ 8.

The Contractor shall be liable to third parties for the performance of the obligations arising from the contract.

§ 9.

1. All amendments hereto, as well as the dissolution or termination hereof, shall be made in writing or electronically, on pain of nullity.
2. In matters not regulated in the contract, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code.
3. The Parties undertake to resolve any disputes arising from this Contract amicably in the first instance. If this proves impossible, such disputes shall be submitted to the court having jurisdiction over the registered office of the Contractor.
4. The Contract has been entered into pursuant to Article of the Public Procurement Law of 11 September 2019.

A sample mandate contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR

June 2026

5. The Contract is drawn up in two counterparts, one for each of the Parties.²⁰ / The Contract shall enter into force on the date of signing by the last of the Parties.²¹

Annex: A printout from CEIDG (Central Registration and Information on Business / an excerpt from KRS (National Court Register) / an excerpt from KRS and power of attorney²².

Contractor

Mandatory

Bursar/Deputy Bursar/Bursar's Representative

”.

²⁰For contracts concluded in written or hybrid form. Delete if not applicable.

²¹For contracts concluded in electronic form. Delete if not applicable.

²²Delete as appropriate.

A sample mandate contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

Annex No. 2
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 7a
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

**A sample mandate contract the purpose of which is
teaching classes and concluded with a natural person, a
legal person or an organizational unit without legal
personality conducting business activities and issuing
invoices in the National e-Invoice System (KSeF)**

.....
(designation of the UW organizational unit)

Source of financing
(PSP Component) (Contract number)

MANDATE CONTRACT

No.
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie
Przedmieście, 00-927 Warsaw, NIP (Tax ID No.) 525-001 -12-66, REGON (Statistical ID No.)
000001258, represented by:

.....
(name and surname) (position)
acting under power of attorney No. granted by the Rector of the University of
Warsaw, hereinafter referred to as the "**Contractor**"

and (complete as appropriate and delete if not applicable)

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written
and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

***A mandate contract the purpose of which is teaching classes and concluded with a natural
person, a legal person or an organizational unit without legal personality conducting
business activities and issuing invoices in the National e-Invoice System (KSeF)***

BPR June 2026

☐....., address:
(name and surname)

.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
.....³

A printout from the Central Registration and Information on Business comprises an appendix to this contract,

☐....., address:
(name and surname)

....., NIP (TAX ID No.)

.....,

REGON (STATISTICAL ID No.),

and address:

.....

(name and surname)

....., NIP (TAX ID No.)

.....,

REGON (STATISTICAL ID No.),

conducting business activities in the form of a civil law partnership under the name of

....., in

.....,

NIP (TAX ID No.), REGON (STATISTICAL ID No.)
.....⁴

represented by:

(name and surname)

Printouts from the Central Registration and Information on Business concerning the partner to a civil law partnership comprise appendixes to this contract.

☐ with the registered office in

.....

.....,
entered by the District Court

the Register of Businesses of the National Court Register (KRS) with No.

.....,

³The data on the counterparty who is a natural person conducting business activities.

⁴The data on the counterparties conducting business activities in the form of a civil law partnership.

A mandate contract the purpose of which is teaching classes and concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

1. For the Mandate performed, the Parties agree on a maximum gross remuneration payable to the Mandatary in the amount of: PLN (in words: PLN).
2. The amount of the maximum remuneration results from multiplying the hourly rate referred to in § 1, and the number of hours.
3. The hourly rate specified in the contract covers the delivery of classes, as well as preparatory and follow-up tasks relating to the performance of the contract, including the administration of an examination.
4. The payment of remuneration will be made on the basis of an invoice issued by the Mandatary. If the mandate contract is concluded for a period of more than 1 month, the payment of remuneration shall be made at least once a month.
5. The invoice referred to in section 4 shall include, in particular, the actual number of hours of performance of the Mandate in the month indicated by the Mandatary, confirmed by the person referred to in § 4, section 1.
6. In the case of delay in provision of the information on the number of completed hours of the Mandate, the Contractor will withhold the payment of the remuneration until the information is received.
7. Invoices will be issued and received via the National e-Invoice System (KSeF), in accordance with the applicable regulations.
8. Invoices shall include: the contract number, the internal KSeF IDWew identifier (5250011266-DXXX0X) and the email address of the Contractor referred to in section 6, point 2.
9. In the event of a KSeF system failure, invoices will be temporarily sent as separate, non-editable PDF files via email between the following addresses:
 - 1) the Mandatary's email address:
 - 2) the Contractor's email address: faktura.dXXX@uw.edu.pl⁹, unless the Contractor provides a new address in accordance with section 10.
10. The Parties undertake to notify each other in writing in the event of a change of email address referred to in section 9.

The change of the email address referred to in section 9 does not constitute an amendment to the contract within the meaning of § 9, section 1.
11. Any attachments to invoices will be sent to the email address referred to in section 9, point 2, in separate, non-editable files saved in PDF format.
16. An invoice issued without the details referred to in section 8, or containing incorrect details, shall be treated as an invoice with a formal defect and shall not have any legal effect in terms of the commencement of the payment period until a corrective invoice has been issued and served on the Contractor.

⁹ The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

A mandate contract the purpose of which is teaching classes and concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

17. If the Mandatary fails to deliver to the Contractor an invoice, the consequences of a late payment shall be borne solely by the Mandatary.
18. The remuneration will be paid by bank transfer to the Mandatory's bank account No. within 30 days of the date of receipt of a correctly issued invoice containing all the details required in accordance with the applicable law and this contract, including in particular sections 5 and 8.
19. The Mandatary shall not, without the written consent of the Contractor, transfer to third parties the claims arising from the contract or to set off their own claims against that of the Contractor. Any deductions or transfers of receivables made without the prior written consent of the Contractor are ineffective as they concern the Contractor.
20. In the event of termination or cancellation of the Mandate contract before the expiry of the period specified in §2 due to circumstances beyond the control of the Mandatary, The Mandatary shall be entitled to remuneration for the hours actually worked on the Mandate and accepted without reservation by the Contractor.
21. The date of payment of the remuneration shall be the date on which the bank account of the Contractor is debited with the amount of the payment.
22. The Mandatory declares that it is a registered active VAT taxpayer.¹⁰
23. The Mandatory hereby confirms that the bank account indicated in section 18 is included and listed in the register referred to in Article 96b, section 1 of the Act of 11 March 2004 on tax on goods and services (VAT), maintained by the Head of the National Fiscal Administration.¹¹
24. The Mandatory declares that they are a VAT-registered business exempt from tax on the basis of Article of the Act of 11 March 2004 on tax on goods and services (VAT).
25. The Mandatary undertakes to inform the Contractor without delay in the event of loss of the right to exemption from the payment of VAT tax.¹²
26. If the Mandatary fails to inform the Contractor of losing the right to exemption from goods and services tax, and this will result in a financial cost to the Contractor, the Mandatary undertakes to cover them in full.¹³

§ 4.

1. The Contractor authorizes to accept the completed
(name and surname, position)
Mandate or any other person authorized by the Contractor in writing.¹⁴
2. The Mandate is deemed to have been accepted without any reservations upon the confirmation of the Mandate completion by the person referred to in section 1 on the invoice issued by the Mandatary.

¹⁰Refers to Mandataries being VAT taxpayers. Delete if not applicable.

¹¹Refers to Mandataries being VAT taxpayers. Delete if not applicable.

¹²Refers to Mandataries being VAT taxpayers exempt from VAT. Delete if not applicable.

¹³Refers to Mandataries being VAT taxpayers exempt from VAT. Delete if not applicable.

¹⁴The authorisation must be given in writing or electronically by a person authorised to represent the Contractor and to authorise the acceptance of the subject matter of the contract.

A mandate contract the purpose of which is teaching classes and concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

§ 5.

1. In the case of improper performance of the Mandate, the Mandatary will pay to the Contractor a contractual penalty of % of the gross remuneration specified in § 3, section 1, for each case of improper performance of the contract.
2. The Contractor may claim compensation from the Mandatary for damages in excess of the stipulated contractual penalty on general principles.
3. The Mandatary agrees that contractual penalties may be deducted from the remuneration due to them without a separate demand for payment.
Unless the penalties are deducted from the Mandatary's current receivables, they shall be paid upon receipt of a separate payment request.
4. In the case of the Mandatary's non-performance of the Mandate, the Contractor reserves the right to terminate the contract with immediate effect. In such a case, the Mandatary shall pay to the Contractor a contractual penalty of % of the gross remuneration set out in § 3, section 2, subject to the provisions of sections 2 and 3.

§ 6.

1. The Parties declare that they are aware of the legal provisions relating to the protection of personal data, including, in particular, the provisions of the 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) (OJ L 119 of 4 May 2016, p. 1 as amended), hereinafter referred to as the "GDPR", and the Act of 10 May 2018 on the protection of personal data.
2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Mandate, is also available at the following webpage:
<https://odo.uw.edu.pl/obowiazek-informacyjny/>.

A mandate contract the purpose of which is teaching classes and concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

§ 7.

The Contract may be terminated by either Party with a day/week (delete as appropriate) period of notice or dissolved by agreement of the Parties.

§ 8.

The Contractor shall be liable to third parties for the performance of the obligations arising from the contract.

§ 9.

1. All amendments hereto, as well as the dissolution or termination hereof, shall be made in writing or electronically, on pain of nullity.
2. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code.
3. The Parties undertake to resolve any disputes arising from this Contract amicably in the first instance. If this proves impossible, such disputes shall be submitted to the court having jurisdiction over the registered office of the Contractor.
4. The Contract has been entered into pursuant to Article of the Public Procurement Law of 11 September 2019.
5. The Contract is drawn up in two counterparts, one for each / Party¹⁵/ The Contract shall enter into force on the date of signing by the last of the Parties.

Annex: A printout from CEIDG (Central Registration and Information on Business / an excerpt from KRS (National Court Register) / an excerpt from KRS and power of attorney¹⁶.

Contractor

Mandatory

Bursar/Deputy Bursar/Bursar's Representative

¹⁵For contracts concluded in electronic form. Delete if not applicable.

¹⁶Delete as appropriate.

A mandate contract the purpose of which is teaching classes and concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

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Annex No. 3
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 12a
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

**A sample contract for defined work concluded with a
natural person, a legal person or an organizational
unit without legal personality conducting business
activities and issuing invoices in the
National e-Invoice System (KSeF)**

.....
(designation of the UW organizational unit)

Source of financing:
(PSP Component) (Order number in SAP)

CONTRACT FOR DEFINED WORK

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie
Przedmieście, 00-927 Warsaw, NIP (Tax ID No.) 525-001 -12-66, REGON (Statistical ID
No.) 000001258, represented by:

.....-
(name and surname) (position)

acting under power of attorney No. granted by Rector of the University of
Warsaw, hereinafter referred to as the "**Contractor**"

and (complete as appropriate and delete if not applicable)

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written
and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

**A contract for defined work concluded with a natural person, a legal person or an organizational unit
without legal personality conducting business activities and issuing invoices in the
National e-Invoice System (KSeF)**

BPR June 2026

☐, address:
(name and surname)
.....
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
.....³
A printout from the Central Registration and Information on Business comprises an
appendix to this contract,

☐, address:
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
and, address:
.....
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
conducting business activities in the form of a civil law partnership under the name of
....., in
.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
.....,⁴
represented by:
(name and surname)
Printouts from the Central Registration and Information on Business concerning the
partner to a civil law partnership comprise appendixes to this contract.

☐ with the registered office in
.....
.....,
entered by the District Court
the Register of Businesses of the National Court Register (KRS) with No.
.....,

³The data on the counterparty who is a natural person conducting business activities.

⁴The data on the counterparties conducting business activities in the form of a civil law partnership.

A contract for defined work concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR June 2026

Contract or assign continued performance of the Work to a third person at the Provider's own expense and at their risk, without the authorization of the court, to which the Provider agrees.

§ 3. Date and Place of Work Delivery

1. The Work shall be completed within the period between and
(day, month, year) (day, month, year)
2. The Provider must complete and deliver the Work, free from any defects, to the Contractor (mark as appropriate):
☐ in full on (insert date)
☐ in stages within the following deadlines (specify what will be performed in each stage and the performance schedule):

Stage 1:

.....

Stage 2:

.....

.....

3. The Work will be delivered

.....

(place and manner of delivering the Work)

§ 4. Approval of the Work

1. The person authorized to inspect and approve the Work on behalf of the Contractor will be
(name and surname, position)
or any other person authorized by the Contractor in writing.⁶
2. Within (specify the number of days) days, commencing on the date of delivery of the Work by the Provider, the Contractor shall:
 - 1) accept the Work without any reservations, or
 - 2) refuse to accept the defective Work, indicating to the Provider the defects noticed, and this shall be followed by drafting by the Parties a Work Acceptance Certificate in accordance with the sample specified in Annex No. 9 to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019 on civil law contracts (UW Monitor of 2019, item 226, as amended).
3. By refusing to accept a defective Work, the Contractor reserves the right to:

⁶The authorization shall be granted in written or electronic form by a person authorized to represent the Contractor and to issue authorizations for the receipt of the subject matter of the Contract.

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- 1) demand that the defect be remedied and that the corrected Work be delivered to the Contractor within not more than (specify the number of days) days after the date of completing the Work Acceptance Certificate;
 - 2) terminate the Contract if it is determined at the Contractor's discretion that the Provider will not be able to complete and deliver the corrected Work within the deadline specified in § 3, section 1 of the Contract.
4. Subsections 1 to 3 apply respectively to the acceptance of the Work performed in stages and to the subsequent acceptance of the corrected Work by the Contractor, in accordance with the provisions of Subsection 3.

§ 5. Delay

1. If the Provider fails to commence or complete the Work with the result that it is appears unlikely that the Provider will be able to complete the Work within the deadline set out in § 3, section 1, the Contractor may withdraw from the Contract before the expiry of that period, without setting an additional deadline.
2. For each day of delay in the delivery of the Work, or in the removal of its defects, the Provider undertakes to pay to the Contractor a contractual penalty amounting to% of the remuneration referred to in § 6, section 1. The total amount of the contractual penalties payable to the Contractor shall not exceed the amount of PLN
3. Notwithstanding the obligation to pay the contractual penalty, the Contractor may define an additional period of (specify the number of days) days for the Provider to deliver the Work, or to rectify its defects at the risk of withdrawal from the Contract, and upon its ineffective expiry may withdraw from the Contract.
4. The Contractor is entitled to claim damages exceeding the stipulated contractual penalty.
5. The Provider agrees that contractual penalties may be deducted from the remuneration due to them without the need for a separate notice. In the event that contractual penalties for non-performance or defective performance are not deducted from the payment due under this Contract, they will be demanded pursuant to a request for payment.

§ 6. Remuneration

1. In respect of the proper performance of the Contract, the Provider shall be entitled to a lump-sum remuneration in the total gross amount of PLN (in words: PLN).
2. The Parties both agree that the Contractor will not be liable to the Provider for any amount above and beyond the amount referred to in Subsection 1 in relation to remuneration in consideration for performance of the subject matter of the contract.
3. The Provider undertakes to issue and deliver to the Contractor an invoice within 30 days following the date of acceptance of the Work by the Contractor.

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4. If the Provider fails to provide an invoice, the consequences of a late payment shall be borne solely by the Provider.
5. Invoices will be issued and received via the National e-Invoice System (KSeF), in accordance with the applicable regulations.
6. Invoices shall include: the Contract number, the internal KSeF IDWew identifier (5250011266-DXXX0X) and the email address of the Contractor referred to in section 7, point 2.
7. In the event of a KSeF system failure, invoices will be temporarily sent as separate, non-editable PDF files via email between the following addresses:
 - 1) the Provider's email address:
 - 2) the Contractor's email address:; faktura.dXXX@uw.edu.pl⁷, unless the Contractor specifies a new address in accordance with section 8.
8. The Parties undertake to notify each other in writing in the event of a change of email address referred to in section 7.
A change to the email address referred to in section 7 does not constitute an amendment to the contract within the meaning of § 8, section 2.
9. Any attachments to invoices will be sent to the email address referred to in section 7, point 2, in separate, non-editable files saved in PDF format.
10. An invoice issued without the details referred to in section 6, or containing incorrect details, shall be treated as an invoice with a formal defect and shall not have any legal effect in terms of the commencement of the payment period until a corrective invoice has been issued and served on the Contractor.
11. The remuneration will be paid by means of a bank transfer to the bank account No. of the Provider, within 30 days following the date of delivery of a properly issued invoice.
12. If the Work is received in stages, the Provider has the right to the remuneration for the proper performance of the Contract for each stage of the Work completed, following its acceptance and amounting to:
 - 1) I instalment (in words: PLN.....) gross.
 - 2) II instalment (in words: PLN.....) gross.
 - 3)
The provisions of sections 3-11 shall apply accordingly.
13. The Parties agree that the date of payment shall be the date on which the Contractor's bank account is debited with the payment amount.
14. The Provider declares that it is a registered active VAT taxpayer.⁸

⁷ The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

⁸Refers to Providers being VAT taxpayers. Delete if not applicable.

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15. The Provider hereby confirms that the bank account indicated in section 11 is included and listed in the register referred to in Article 96b, section 1 of the Act of 11 March 2004 on tax on goods and services (VAT), maintained by the Head of the National Fiscal Administration.⁹
16. The Provider declares that they are a VAT-registered business exempt from tax on the basis of Article of the Act of 11 March 2004 on tax on goods and services (VAT).¹⁰
17. The Provider undertakes to inform the Contractor without delay in the event of loss of the right to exemption from the payment of VAT tax.¹¹
18. If the Provider fails to inform the Contractor of losing the right to exemption from goods and services tax, and this will result in a financial cost to the Contractor, the Provider undertakes to cover them in full.¹²
19. The Provider may not, without the written consent of the Contractor, assign to third parties the claims arising from the Contract or set off their own claims against the claims of the Contractor.
Any set-off or assignment of claims made without the prior consent of the Contractor shall be ineffective against the Contractor.

§ 7. Processing of Personal Data

1. The Parties declare that they are aware of the legal provisions relating to the protection of personal data, including, in particular, the provisions of the 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) (OJ L 119 of 4 May 2016, p. 1 as amended), hereinafter referred to as the "**GDPR**", and the Act of 10 May 2018 on the protection of personal data.
2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.

⁹Refers to Providers being VAT taxpayers. Delete if not applicable.

¹⁰Refers to Providers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹¹Refers to Providers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹²Refers to Providers being VAT taxpayers exempt from VAT. Delete if not applicable.

A contract for defined work concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

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4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Provider, is also available at the following webpage:
<https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 8. Final Provisions

1. All appendixes to the Contract form integral parts hereof.
2. Any amendment, termination or rescission of the Contract by mutual agreement of the Parties shall be made in writing or in electronic form, otherwise null and void.
3. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code.
4. The Parties undertake to resolve any disputes arising from this Contract amicably in the first instance. If they fail in their attempt, such disputes will be settled by the court having jurisdiction over the registered office of the Contractor.
5. The Contract has been entered into pursuant to Article of the Public Procurement Law of 11 September 2019.
6. The Contract is drawn up in two counterparts, one for each Party¹³
/ The Contract shall enter into force on the date of signing by the last of the Parties.¹⁴

Annexes to the Contract:

- 1) Annex No. 1 - a printout / printouts from CEIDG (Central Registration and Information on Business / an excerpt from KRS (National Court Register) / an excerpt from KRS and power of attorney¹⁵
- 2) Annex No. 2 - Scope of the Work;

Provider

Contractor

Bursar/Deputy Bursar/Bursar's Representative

¹³For contracts concluded in written or hybrid form. Delete if not applicable.

¹⁴For contracts concluded in electronic form. Delete if not applicable.

¹⁵Delete as appropriate.

A contract for defined work concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

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Annex No. 4
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 15a
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

**A sample contract for defined work with the transfer
of copyright concluded with a natural person, a legal
person or an organizational unit without legal
personality conducting business activities and issuing
invoices in the National e-Invoice System (KSeF)**

.....
(designation of the UW organizational unit)

Source of financing:
(PSP Component) (Order number in SAP)

CONTRACT FOR DEFINED WORK WITH TRANSFER OF COPYRIGHTS¹

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between²/entered between³:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie
Przedmieście, 00-927 Warsaw, NIP (Tax ID No.) 525-001 -12-66, REGON (Statistical ID
No.) 000001258, represented by:

.....-
(name and surname) (position)

¹ The contract requires the Parties to make declarations of intent in writing or electronically (to ensure that a legal act is in electronic form, it is sufficient to submit a declaration of intent in electronic form and affixing a qualified electronic signature to it).

²For contracts concluded in written or hybrid form (declarations of intent submitted in written and electronic form). Delete if not applicable.

³For contracts concluded in electronic form. Delete if not applicable.

***A Contract for defined work with transfer of copyrights concluded with a natural person, a legal persons
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acting under power of attorney No. granted by Rector of the University of Warsaw, hereinafter referred to as the "**Contractor**"

and (complete as appropriate and delete if not applicable)

☐, address:
(name and surname)

.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
.....⁴

A printout from the Central Registration and Information on Business comprises an appendix to this contract,

☐, address:
(name and surname)

....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
and address:

.....
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
conducting business activities in the form of a civil law partnership under the name of
....., in
.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
.....,⁵
represented by:
(name and surname)

Printouts from the Central Registration and Information on Business concerning the partner to a civil law partnership comprise appendixes to this contract.

☐ with the registered office in
.....

⁴The data on the counterparty who is a natural person conducting business activities.

⁵The data on the counterparties conducting business activities in the form of a civil law partnership.

***A Contract for defined work with transfer of copyrights concluded with a natural person, a legal persons
or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)***

☐ in stages within the following deadlines (specify what will be performed in each stage and the performance schedule):

Stage 1:

.....

Stage 2:

.....

.....

3. The Work will be delivered

.....

(place and manner of delivering the Work)

§ 3. Acceptance of the Work

1. The person authorized to accept the Work on behalf of the Contractor, to call for the removal of its defects and to request copies of the materials referred to in section 6 will be

(name and surname, position)

or any other person authorized by the Contractor in writing.⁷

2. Within (specify the number of days) days, commencing on the date of delivery of the Work by the Provider, the Contractor shall:
 - 1) accept the Work, or
 - 2) request the Provider to remove the defects.
3. If the Provider is called upon by the Contractor to correct defects, the Provider shall be obliged to correct the defects and return the corrected Work to the Contractor at its sole expense, within a period not exceeding (specify the number of days)..... days, counting from the date of delivery of the call.
4. After the ineffective lapse of the time limit specified in section 3, the Contractor shall be entitled to withdraw from the Contract.
5. The acceptance of the Work shall be confirmed by the Contractor in the Work Acceptance Protocol, the template of which constitutes Annex No. 14 to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019 on the civil contracts (UW Monitor of 2019, item 226, as amended).
6. At the Contractor's request, the Provider shall be obliged to provide the Contractor with copies of all materials, including data, documents and statements on the basis of which the

⁷The authorization shall be granted in written or electronic form by a person authorized to represent the Contractor and to issue authorizations for the receipt of the subject matter of the Contract.

A Contract for defined work with transfer of copyrights concluded with a natural person, a legal persons or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

Work has been prepared, within a period not exceeding (indicate the number of days) days, counting from the date of receipt of such request.

7. The provisions of sections 1 to 6 apply respectively to the acceptance of the Work performed in stages and to the subsequent acceptance of the corrected Work by the Contractor, in accordance with the provisions of section 3.

§ 4. Delay

1. For each day of delay in the delivery of the Work, including for the removal of any defects, the Provider undertakes to pay to the Contractor contractual penalty amounting to% of the remuneration referred to Section 6 (1). The total amount of the contractual penalties payable to the Contractor shall not exceed the amount of PLN
2. Irrespective of amounts payable to the Contractor as contractual penalties, the Contractor may unilaterally permit an additional period of (indicate the number of days) days for the delivery of the Work or the remedying of its defects, under the threat of withdrawal from the Contract, and upon its unsuccessful expiry, the Contractor may withdraw from the Contract.
3. The Contractor is entitled to claim damages exceeding the stipulated contractual penalty.
4. The Provider agrees that contractual penalties may be deducted from the remuneration due to them without the need for a separate notice. In the event that contractual penalties for non-performance or defective performance are not deducted from the payment due under this Contract, they will be demanded pursuant to a request for payment.

§ 5. Ownership rights

1. The Provider declares that they shall hold the exclusive economic copyright to the Work as a whole, including any works incorporated into the Work, and shall hold the personal copyright and *sui generis* rights, (in the case of the Work which is a database) to the extent necessary to perform the Contract.
2. Upon acceptance of the Work by the Contractor, the Provider transfers to the Contractor the copyrights to the Work in all available fields of exploitation, and in particular:
 - 1) within the scope of recording and multiplication of the Work - production of copies of the Work by any technique, including printing, reprography, magnetic, IT, digital, photographic, phonographic, audio, visual, audiovisual, multimedia, in any system, standard or format and on any type of media, including permanent or temporary storage in a computer or other electronic device;
 - 2) within the scope of trading the original or copies on which the Work has been recorded - marketing, lending or renting the original or copies;
 - 3) with respect to distribution of the Work in a manner other than specified in subsection 2 - public performance, exhibition, display, reproduction as well as broadcasting and re-broadcasting,

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or an organizational unit without legal personality conducting business activities and issuing
invoices in the National e-Invoice System (KSeF)***

as well as making the Work publicly available in such a way that anyone can access it at a place and time of their choosing;

4) (supplement if necessary);

3. If the Work is a computer program, the Provider, upon acceptance of the Work by the Contractor, shall transfer to the Contractor the economic copyrights to the Work, including the source code, in all available fields of exploitation, and in particular:
 - 1) permanent or temporary reproduction of the computer application in whole or in part by any means and in any form, insertion, display, use, transmission and storage of the Computer Program;
 - 2) translations, adaptations, rearrangements or any other changes to the computer application;
 - 3) distribution, including the lending or rental, of the computer application or copies thereof;
 - 4) (supplement if necessary);
4. The Provider transfers to the Contractor the exclusive right to exercise derivative rights to the Work and to permit the exercise of such rights in the fields of exploitation indicated in sections 2 or 3 as of the date of acceptance of the Work by the Contractor. In the case of the Work being a database, the Contractor also acquires the exclusive right to compile it and to authorize third parties to compile it, as from the date of accepting the Work.
5. The Contractor shall be authorized to exercise the right to make changes to the Work, its additions or corrections, abbreviations, division into parts and combining the Work with other works or works not within the meaning of the Act of 4 February 1994 on Copyright and Related Rights. The Provider authorizes the Contractor to freely decide on the first release of the Work, use or exploitation of the Work, without any restrictions, including without limitation of time, territory or any restrictions as to the purpose of use of the Work. As of the date of acquiring economic copyrights to the Work, the Contractor shall be entitled to exercise the personal copyrights vested in the Contractor.
6. Ownership of the copies or media on which the Work has been recorded shall pass to the Contractor on the date of acceptance of the Work.
7. In the event that after concluding the Contract new fields of exploitation of the Work are created that were unknown as of the date of concluding the Contract, the Provider undertakes to transfer free of charge to the Contractor the copyrights to the Work in such new fields of exploitation on the same basis as specified in the Contract.
8. The source code will be delivered to the Contractor in a form that allows the Contractor to freely read the source code, as well as save the code on another carrier and bring this source code to an executable form (in particular by means of compilation) on an appropriately

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equipped computer workstation. Completion will be confirmed by signing a certificate of acceptance of the Work. (delete as appropriate)

9. In the case of the Work being a database to which the Act of 27 July 2001 on the protection of databases applies, the Provider shall also transfer to the Contractor, upon acceptance of the Work, the exclusive and transferable right of retrieval and secondary use of the data in its entirety or in a substantial part as to quality or quantity.

§ 6. Remuneration

1. For the due performance of the Contract, including the completion of the Work and the transfer of the author's economic rights to the Work, the transfer of the ownership of the media on which the Work was recorded, and the transfer of sui generis rights (in the case of a Work that is a database) and the granting of the authorizations and licenses set out in the Contract, the Provider shall only be entitled to a lump-sum remuneration in the total gross amount of PLN (in words: PLN).
2. The Parties both agree that the Contractor will not be liable to the Provider for any amount above and beyond the amount referred to in Subsection 1 in relation to the remuneration in consideration for performance of the subject matter of the contract.
3. The Provider undertakes to issue and deliver to the Contractor an invoice within 30 days following the date of acceptance of the Work by the Contractor.
4. If the Provider fails to provide an invoice, the consequences of a late payment shall be borne solely by the Provider.
5. Invoices will be issued and received via the National e-Invoice System (KSeF), in accordance with the applicable regulations.
6. Invoices shall include: the Contract number, the internal KSeF IDWew identifier (5250011266-DXXX0X) and the email address of the Contractor referred to in section 7, point 2.
7. In the event of a KSeF system failure, invoices will be temporarily sent as separate, non-editable PDF files via email between the following addresses:
 - 1) the Provider's email address:
 - 2) the Contractor's email address: faktura.dXXX@uw.edu.pl⁸, unless the Contractor specifies a new address in accordance with section 8.
8. The Parties undertake to notify each other in writing in the event of a change of email address referred to in section 7.

A change to the email address referred to in section 7 does not constitute an amendment to the contract within the meaning of § 8, section 2.

⁸ The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

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or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)***

9. Any attachments to invoices will be sent to the email address referred to in section 7, point 2, in separate, non-editable files saved in PDF format.
10. An invoice issued without the details referred to in section 6, or containing incorrect details, shall be treated as an invoice with a formal defect and shall not have any legal effect in terms of the commencement of the payment period until a corrective invoice has been issued and served on the Contractor.
11. The remuneration will be paid by means of a bank transfer to the bank account No. of the Provider, within 30 days following the date of delivery of a properly issued invoice.
12. In the event of acceptance of the Work in stages, the Provider shall be entitled to remuneration for each stage of the Work, after acceptance, on account of due performance of the Contract, in the amount of:
 - 1) I instalment (in words: PLN.....) gross.
 - 2) II instalment (in words: PLN.....) gross.
 - 3)

The provisions of sections 3-11 shall apply accordingly.

13. The Parties agree that the date of payment shall be the date on which the Contractor's bank account is debited with the payment amount.
14. The Provider declares that it is a registered active VAT taxpayer.⁹
15. The Provider hereby confirms that the bank account indicated in section 11 is included and listed in the register referred to in Article 96b, section 1 of the Act of 11 March 2004 on tax on goods and services (VAT), maintained by the Head of the National Fiscal Administration.¹⁰
16. The Provider declares that they are a VAT-registered business exempt from tax on the basis of Article of the Act of 11 March 2004 on tax on goods and services (VAT).¹¹
17. The Provider undertakes to inform the Contractor without delay in the event of loss of the right to exemption from the payment of VAT tax.¹²
18. If the Provider fails to inform the Contractor of losing the right to exemption from goods and services tax, and this will result in a financial cost to the Contractor, the Provider undertakes to cover them in full.¹³

⁹Refers to Providers being VAT taxpayers. Delete if not applicable.

¹⁰Refers to Providers being VAT taxpayers. Delete if not applicable.

¹¹Refers to Providers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹²Refers to Providers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹³Refers to Providers being VAT taxpayers exempt from VAT. Delete if not applicable.

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invoices in the National e-Invoice System (KSeF)***

19. The Provider may not, without the written consent of the Contractor, assign to third parties the claims arising from the Contract or set off their own claims against the claims of the Contractor.

Any set-off or assignment of claims made without the prior consent of the Contractor shall be ineffective against the Contractor.

§ 7. Processing of Personal Data

1. The Parties declare that they are aware of the legal provisions on data protection, including, in particular, the provisions 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)

(OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the "**GDPR**", and the Act of 10 May 2018 on the protection of personal data.

2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Provider, is also available at the following webpage:
<https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 8. Final Provisions

1. All appendixes to the Contract form integral parts hereof.
2. Any amendment, termination or rescission of the Contract by mutual agreement of the Parties shall be made in writing or in electronic form, otherwise null and void.
3. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code.

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or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)***

4. The Parties undertake to resolve any disputes arising from this Contract amicably in the first instance. If they fail in their attempt, such disputes will be settled by the court having jurisdiction over the registered office of the Contractor.
5. The Contract has been entered into pursuant to Article of the Public Procurement Law of 11 September 2019.
6. The Contract is drawn up in two counterparts, one for each Party¹⁴
/ The Contract shall enter into force on the date of signing by the last of the Parties.¹⁵

Annexes to the Contract:

- 1) Annex No. 1 - a printout / printouts from CEIDG (Central Registration and Information on Business / an excerpt from KRS (National Court Register) / an excerpt from KRS and power of attorney¹⁶
- 2) Annex No. 2 - Scope of the Work;

Provider

Contractor

Bursar/Deputy Bursar/Bursar's Representative".

”.

¹⁴For contracts concluded in written or hybrid form. Delete if not applicable.

¹⁵For contracts concluded in electronic form. Delete if not applicable.

¹⁶Delete as appropriate.

***A Contract for defined work with transfer of copyrights concluded with a natural person, a legal persons
or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)***

Annex No. 5
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 21a
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

**A sample contract for the carriage of passengers
concluded with a natural person, a legal person or an
organizational unit without legal personality
conducting business activities and issuing invoices in
the National e-Invoice System (KSeF)**

.....
(designation of the UW organizational unit)

Source of financing
(PSP Component) (Contract number)

CONTRACT FOR PASSANGER TRANSPORT

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie
Przedmieście, 00-927 Warsaw, NIP (Tax ID No.) 525-001 -12-66, REGON (Statistical ID
No.) 000001258, represented by:

.....-
(name and surname) (position)
acting under power of attorney No. granted by the Rector of the University of
Warsaw, hereinafter referred to as the "**Contractor**"

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written
and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

***A Contract for the carriage of passengers concluded with a natural person, a legal person or an
organizational unit without legal personality conducting business activities and issuing invoices in
the National e-Invoice System (KSeF)***

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and (complete as appropriate and delete if not applicable)

☐, address:
(name and surname)
.....
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
.....³
A printout from the Central Registration and Information on Business comprises an
appendix to this contract,

☐, address:
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
and, address:
.....
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
conducting business activities in the form of a civil law partnership under the name of
....., in
.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
.....,⁴
represented by:
(name and surname)
Printouts from the Central Registration and Information on Business concerning the
partner to a civil law partnership comprise appendixes to this contract.

☐ with the registered office in
.....
.....,
entered by the District Court
the Register of Businesses of the National Court Register (KRS) with No.
.....,

³The data on the counterparty who is a natural person conducting business activities.

⁴The data on the counterparties conducting business activities in the form of a civil law partnership.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

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NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., with the initial capital of
.....
represented by -,

(name and surname) (position)

based on an extract from the above-mentioned National Court Register/extract from the
National Court Register and power of attorney, comprising appendix(es) to this Contract⁵,
hereinafter referred to as the ⁶"Carrier"
- hereinafter individually referred to as the "**Party**" and jointly as the "**Parties**",
agree as follows:

§ 1.

1. The Carrier undertakes to transport people as indicated by the Contractor together with their luggage on the date/s of
2. The transport route shall include (indicate place and time of departure and place and time of arrival):
 - 1)
 - 2)
3. The distance to be covered amounts app. to kilometres.
4. The transport service will be provided using the following means of transport (Please specify the type of transport by indicating, for example, the number of seats and the standard of facilities: air conditioning, toilet, separate luggage compartment, etc.):
.....
.....

§ 2.

1. The Carrier declares that possesses all necessary certificates required for providing paid road transport services.
2. The Carrier declares that it holds a current and valid contract of third-party business liability insurance and personal accident insurance.
3. The Carrier shall ensure a sufficient number of drivers in accordance with the regulations governing drivers' working hours.

§ 3.

The Carrier undertakes the following:

- 1) to provide the vehicle referred to in § 1, section 4, together with driver(s) obliged to (indicate the number of drivers if necessary and delete as appropriate) for providing the service;

⁵The data on the counterparty who is a legal person or an organisational unit without legal personality conducting business activities.

⁶Delete as appropriate.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

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- 2) to deliver the vehicle referred to in § 1, section 4 at the place and time indicated by the Contractor, i.e.;
- 3) to ensure that the vehicle referred to in §1, section 4 is in good technical condition for the duration of the transport service;
- 4) to provide at their own expense the necessary fuel for the planned route;
- 5) hold compulsory third-party liability insurance for motor vehicle owners, covering the vehicle in question, as specified in § 1 section 4, and provide accident insurance for the driver(s) (delete as appropriate), and also provide passengers with accident insurance;
- 6) to provide a set of documents required for the transport operation.

§ 4.

1. In the event of a breakdown of the means of transport on the route or its non-acceptance by the police or other authorities empowered to do so, the Carrier undertakes to remove the breakdown immediately and, if this is not possible, to provide another means of transport of an equal or higher standard at its own expense within the following deadlines of hours, plus the estimated travel time to the original means of transport from the Carrier's premises, subject to Section 2.
2. A delay in the performance of the transport service (any of its stages) longer than shall constitute grounds for termination of the contract Contractor with immediate effect. In such a case, the Contractor shall be entitled to entrust performance of the contract to a third party at the Carrier's expense, without judicial authorization, to which the Carrier agrees, whereby the Carrier is also obliged to cover the costs of overnight accommodation for the persons transported on the day of delay.

§ 5.

1. In consideration of the proper performance of the Contract, the Carrier is entitled to a lump-sum payment in the amount of: PLN gross (in words: PLN), including VAT, PLN (in words: PLN).
2. The Carrier's remuneration referred to in section 1 shall cover all costs and elements associated with the performance of the service and the conditions set by the Contractor, including:
value added tax, fuel costs, travel costs to the service starting point, drivers' accommodation costs, discounts, rebates, per diems and drivers' salaries, depreciation, road and motorway tolls, parking and parking fees.
3. The payment of the remuneration will be made by bank transfer to the Carrier's bank account No.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR June 2026

4. The Contractor undertakes to pay the remuneration within 30 days from the date of receipt of a correctly issued VAT invoice, after the service has been performed without reservation, in accordance with the terms of the Contract.
5. If the Carrier fails to deliver to the Contractor an invoice, the consequences of a late payment shall be borne solely by the Carrier.
6. Invoices will be issued and received via the National e-Invoice System (KSeF), in accordance with the applicable regulations.
7. Invoices shall include: the contract number, the internal KSeF IDWew identifier (5250011266-DXXX0X) and the email address of the Contractor referred to in section 6, point 2.
8. In the event of a KSeF system failure, invoices will be temporarily sent as separate, non-editable PDF files via email between the following addresses:
 - 1) the Carrier's email address:;
 - 2) the Contractor's email address: faktura.dXXX@uw.edu.pl⁷, unless the Contractor provides a new address in accordance with section 9.
9. The Parties undertake to notify each other in writing in the event of a change of email address referred to in section 8.

The change of the email address referred to in section 8, does not constitute an amendment to the contract within the meaning of § 8, section 2.
10. Any attachments to invoices will be sent to the email address referred to in section 8, point 2, in separate, non-editable files saved in PDF format.
11. An invoice issued without the details referred to in section 7, or containing incorrect details, shall be treated as an invoice with a formal defect and shall not have any legal effect in terms of the commencement of the payment period until a corrective invoice has been issued and served on the Contractor.
12. The date of payment of the remuneration shall be the date on which the bank account of the Contractor is debited with the amount of the payment.
13. The Carrier shall not, without the written consent of the Contractor, transfer to third parties the claims arising from the contract or to set off their own claims against that of the Contractor. Any deductions or transfers of receivables made without the prior written consent of the Contractor are ineffective as they concern the Contractor.
14. The Carrier declares that it is a registered active VAT taxpayer.⁸
15. The Carrier hereby confirms that the bank account indicated in section 3 is included and listed in the register referred to in Article 96b, section 1 of the Act of 11 March 2004 on

⁷ The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

⁸Refers to Carriers being VAT taxpayers. Delete if not applicable.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR June 2026

tax on goods and services (VAT), maintained by the Head of the National Fiscal Administration.⁹¹⁰

16. The Carrier declares that they are a VAT-registered business exempt from tax on the basis of Article of the Act of 11 March 2004 on tax on goods and services (VAT).¹¹
17. The Carrier undertakes to inform without undue delay the Contractor in the event of loss of the right to exemption from the payment of VAT tax.¹²¹³
18. If the Carrier fails to inform the Contractor of losing the right to exemption from goods and services tax, and this will result in a financial cost to the Contractor, the Carrier undertakes to cover them in full. ¹⁴

§ 6.

1. Notwithstanding the provisions of § 4, the Carrier shall pay the following contractual penalties to the Contractor:
 - 1) for delay in the performance of the transport service or its stage, in the amount of ...% of the gross remuneration referred to in § 5, section 1, for each day/hour (delete as appropriate) of delay, but no more than PLN;
 - 2) for improper performance of the transport service or a stage thereof other than that referred to in section 1, in the amount of ...% of the gross remuneration referred to in § 5, for each case of infringement;
 - 3) for delay in the performance of the transport service or its stage, in the amount of ...% of the gross remuneration referred to in § 5, section 1;
 - 4)
2. The total maximum amount of contractual penalties referred to in the contract may not exceed the amount of PLN
3. The Contractor shall be entitled to claim damages in excess of the stipulated contractual penalty.
4. The Carrier agrees to the deduction of the contractual penalties referred to in section 1 from the remuneration due to it, without separate request.

Unless the penalties are deducted from the Mandatary's current receivables, they shall be paid upon receipt of a separate payment request.

⁹Refers to Carriers being VAT taxpayers. Delete if not applicable.

^{10 i 11} Optional provisions for Mandataries who are (a) natural persons conducting business activities who employ staff or enter into contracts with mandataries, (b) organisational units without legal personality, (c) legal persons. Delete if not applicable.

¹¹Refers to Carriers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹²Refers to Carriers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹⁴Refers to Carriers being VAT taxpayers exempt from VAT. Delete if not applicable.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR June 2026

5. Termination of the contract by either Party shall not affect the right of the Contractor to charge the contractual penalties referred to in section 1.

§ 7.

1. The Parties declare that they are aware of the legal provisions on data protection, including, in particular, the provisions 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) (OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the "**GDPR**", and the Act of 10 May 2018 on the protection of personal data.
2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Carrier is also available at the following webpage:
<https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 8.

1. All appendixes to the Contract form integral parts hereof.
2. All amendments hereto, as well as the dissolution or termination hereof, shall be made in writing or electronically, on pain of nullity.
3. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code.
4. The Parties undertake to resolve any disputes arising from this Contract amicably in the first instance. If they fail in their attempt, such disputes will be settled by the court having jurisdiction over the registered office of the Contractor.
5. The Contract has been entered into pursuant to Article of the Public Procurement Law of 11 September 2019.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR June 2026

6. The Contract was drawn up in two identical copies, one for each Party.¹⁵ The Contract shall enter into force on the date of signing by the last of the Parties.¹⁶

Annex: A printout from CEIDG (Central Registration and Information on Business / an excerpt from KRS (National Court Register) / an excerpt from KRS and power of attorney.¹⁷

Contractor

Carrier

Bursar/Deputy Bursar/Bursar's Representative".

”.

¹⁵For contracts concluded in written or hybrid form. Delete if not applicable.

¹⁶For contracts concluded in electronic form. Delete if not applicable.

¹⁷Delete as appropriate.

A Contract for the carriage of passengers concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

BPR June 2026

Annex No. 6
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 22
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

A sample contract on fees for post-graduate studies

.....
(designation of the UW organizational unit)

CONTRACT ON FEES FOR POST-GRADUATE STUDIES

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw, NIP (Tax ID No.) 525-001-12-66, REGON (Statistical ID No.) 000001258, hereinafter referred to as the "**University**", represented by:

.....,
(name and surname) (position)

under power of attorney No. granted by the Rector of the University of Warsaw

and

.....,
(name and surname)

PESEL (Citizen ID No.)/ Passport No.

³.....,

Address:

.....,
hereinafter referred to as the "**Participant**",

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

³Passport No. in the case of a non-resident of Poland

- hereinafter individually referred to as the "**Party**", and jointly as the "**Parties**".

§ 1.

1. The purpose of the Contract is to set out the terms and conditions for payment for postgraduate studies
(name of the postgraduate studies)
hereinafter referred to as the "**Studies**", in which studies are organized by
(name of the organization unit providing the post-graduate studies)
lasting (number of semesters) semester/semesters in an academic year of
....., and the rules for reimbursement of the fees.
2. The Contract is concluded for the period of the Studies.

§ 2.

The University undertakes to provide the following:

- 1) administrative and technical support for the Studies;
- 2) teaching rooms and infrastructure necessary for the proper implementation of the Programme of Studies;
- 3) teaching staff with appropriate qualifications and competences;
- 4) the possibility of using the library collections of the University's library and information system, in accordance with the rules laid down by the University of Warsaw.

§ 3.

1. The Participant declares that they have read the Rules and Regulations of Postgraduate Studies at the University of Warsaw, which form an annex to Ordinance No. 116 of the Rector of the University of Warsaw of 30 September 2021 on the Rules and Regulations of Postgraduate Studies at the University of Warsaw, hereinafter referred to as the "**Rules and Regulations**" and undertakes to comply with its provisions.
2. The Participant declares that they have read and understood the contents of Ordinance No. 39 of the Rector of the University of Warsaw of 13 April 2026 on the Rules and Regulations of creating, deactivating and using the University of Warsaw email service and undertakes to comply with its provisions, including having a University of Warsaw email account and actively using the University of Warsaw email service, including checking for messages.
3. The Rules and Regulations and the ordinance referred to in section 2 are available on the University of Warsaw Monitor website <https://monitor.uw.edu.pl>.

§ 4.

1. The Participant undertakes to pay the University the fee for studies in the amount of PLN (in words: PLN), to the University bank account No.
(select one of the following options)
 - 1) by the deadline of⁴;
 - 2) in ... (number of instalments) instalments, paid⁵:
 - a) I instalment, in the amount of PLN, until
 - b) II instalment, in the amount of PLN, until
 - c)
2. If payment is not made within the time limits referred to in section 1, the University is entitled to charge statutory interest for late payment.
3. Upon receipt of the fee for studies in the amount referred to in section 1, the University will invoice the Participant at their request. A request for an invoice should be submitted by the Participant within 3 months from the end of the month in which payment was made. If this deadline is missed, an invoice will not be issued.
4. In the event that the Participant submits a written resignation from the Studies prior to its commencement, the fee for studies is refundable in full.
5. In the event that a Participant is removed from the register of students during the course of the Studies, the fee paid for the following semester or semesters will be refunded. The fee paid for the semester in which the student was removed from the register of students is refundable on a pro rata basis, i.e. after deducting the fee for the period from the start of the semester to the date on which the decision to remove the student from the register of students became final.
6. In the case referred to in sections 4 and 5, the refund of the Study fee paid shall be made to the Participant's bank account No.:, within 21 days of the date on which the decision on removal from the list of students becomes final.

§ 5.

1. The Parties declare that they are aware of the legal provisions relating to the protection of personal data, including, in particular, the provisions 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 (OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the "**GDPR**", and the Act of 10 May 2018 on the protection of personal data.
2. The University of Warsaw, as a controller within the meaning of Article 4(7) of the GDPR, share with the Participant the personal data (business data) of the representatives of the University of Warsaw, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the Contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.

⁴With a one-off payment.

⁵If paying by instalments.

3. The University of Warsaw declares that it has provided the persons referred to in section 2 with the information specified respectively in Articles 13 and 14 of the GDPR.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Participant is also available at the following webpage:
<https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 6.

1. Any amendments to the contract shall be in writing or electronically, otherwise they shall be null and void.
2. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code, as well as the laws in force at the University, including the provisions of the Rules and Regulations.
3. The Contract was drawn up in two identical copies, one for each Party.^{6/} The Contract shall enter into force on the date of signing by the last of the Parties.^{7/}

UNIVERSITY

PARTICIPANT

Bursar/Deputy Bursar/Bursar's Representative".

”.

^{6/}For contracts concluded in written or hybrid form. Delete if not applicable.

^{7/}For contracts concluded in electronic form. Delete if not applicable.

Annex No. 7
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 23
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

A sample contract on fees for post-graduate studies

.....
(designation of the UW organizational unit)

CONTRACT ON FEES FOR POST-GRADUATE STUDIES

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie Przedmieście,
00-927 Warsaw, NIP (Tax ID No.) 525-001-12-66, REGON (Statistical ID No.) 1258, hereinafter
referred to as the "**University**", represented by

.....-
(name and surname) (position)

under power of attorney No. granted by the Rector of the University of Warsaw

and

....., residence address:
(name and surname)

.....,

NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
..... - a printout from the Central Registration and
Information on Business comprises an appendix to this contract,
hereinafter referred to as the "**Participant**",

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

A Contract on fees for post-graduate studies concluded with a Participant conducting business activities

BPR June 2026

- hereinafter individually referred to as the "**Party**", and jointly as the "**Parties**".

§ 1.

1. The purpose of the Contract is to set out the terms and conditions for payment for postgraduate studies
.....,
(name of the postgraduate studies)
hereinafter referred to as the "**Studies**", in which studies are organized by
.....,
(name of the organization unit providing the post-graduate studies)
lasting (number of semesters) semester/semesters in an academic year of
and the rules for reimbursement of the fees.
2. The Contract is concluded for the period of the Studies.

§ 2.

The University undertakes to provide the following:

- 1) administrative and technical support for the Studies;
- 2) teaching rooms and infrastructure necessary for the proper implementation of the Programme of Studies;
- 3) teaching staff with appropriate qualifications and competences;
- 4) the possibility of using the library collections of the University's library and information system, in accordance with the rules laid down by the University of Warsaw.

§ 3.

1. The Participant declares that they have read the Rules and Regulations of Postgraduate Studies at the University of Warsaw, which form an annex to Ordinance No. 116 of the Rector of the University of Warsaw of 30 September 2021 on the Rules and Regulations of Postgraduate Studies at the University of Warsaw, hereinafter referred to as the "**Rules and Regulations**" and undertakes to comply with its provisions.
2. The Participant declares that they have read and understood the contents of Ordinance No. 39 of the Rector of the University of Warsaw of 13 April 2026 on the Rules and Regulations of creating, deactivating and using the University of Warsaw email service and undertakes to comply with its provisions, including having a University of Warsaw email account and actively using the University of Warsaw email service, including checking for messages.
3. The Rules and Regulations and the ordinance referred to in section 2 are available on the University of Warsaw Monitor website <https://monitor.uw.edu.pl>.

§ 4.

1. The Participant undertakes to pay, without first issuing an invoice, the University the fee for studies in the amount of PLN (in words: PLN

A Contract on fees for post-graduate studies concluded with a Participant conducting business activities

BPR June 2026

.....), to the University bank account No.
.....

(select one of the following options)

- 1) by the deadline of³;
- 2) in ... (number of instalments) instalments, paid⁴:
 - a) I instalment, in the amount of PLN, until
 - b) II instalment, in the amount of PLN, until
 - c)
2. If payment is not made within the time limits referred to in section 1, the University is entitled to charge statutory interest for late payment.
3. Upon receipt of the fee for studies in the amount referred to in section 1, the University will invoice the Participant.
4. In the event that the Participant submits a written resignation from the Studies prior to its commencement, the fee for studies is refundable in full.
5. In the event that a Participant is removed from the register of students during the course of the Studies, the fee paid for the following semester or semesters will be refunded.
6. In the case referred to in sections 4 and 5, the refund of the Study fee paid shall be made to the Participant's bank account No.:, within 21 days of the day on which the decision on removal from the list of students becomes final.

§ 5.

1. The Parties declare that they are aware of the legal provisions on data protection, including, in particular, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the 'GDPR', and the Act of 10 May 2018 on the protection of personal data.
2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the

³With a one-off payment.

⁴If paying by instalments.

Participant is also available at the following webpage: <https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 6.

1. Any amendments to the contract shall be in writing or electronically, otherwise they shall be null and void.
2. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code, as well as the laws in force at the University, including the provisions of the Rules and Regulations.
3. The Parties undertake to resolve any disputes that may arise in connection with the performance of the Contract amicably through negotiations. In the event of a disagreement, any disputes arising during the performance of the contract shall be settled by the court with jurisdiction over the University's registered office.
4. The Contract is drawn up in two counterparts, one for each Party⁵
/ The Contract shall enter into force on the date of signing by the last of the Parties.⁶

Annex: printout from the Participant's CEIDG.

University

Participant

Bursar/Deputy Bursar/Bursar's Representative".

”

⁵For contracts concluded in written or hybrid form. Delete if not applicable.

⁶For contracts concluded in electronic form. Delete if not applicable.

Annex No. 8
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 24
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

**A sample contract on fees for post-graduate studies
financed by a third party**

.....
(designation of the UW organizational unit)

**CONTRACT ON FEES FOR POST-GRADUATE STUDIES
FINANSEDBY A THIRD PARTY**

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie Przedmieście,
00-927 Warsaw, NIP (Tax ID No.) 525-001-12-66, REGON (Statistical ID No.) 1258, hereinafter
referred to as the "**University**", represented by

.....
(name and surname) (position)

under power of attorney No. granted by the Rector of the University of Warsaw

and

....., residence address:
(name and surname)

..... ,
NIP (Tax ID No.), REGON (STATISTICAL ID No.),
conducting business activity under the company name of:
.....³,

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

³The data on the counterparty who is a natural person conducting business activities.

A printout from the Central Registration and Information on Business comprises an appendix to this contract,

- address:

.....

(name and surname)

.....,

NIP (TAX ID No.)

.....,

REGON (STATISTICAL ID No.), and

..... address:

.....

(name and surname)

.....,

NIP (TAX ID No.), REGON (STATISTICAL ID No.)

.....,

operating a business as a civil partnership under the business name

.....,W.....,

NIP (TAX ID No.), REGON (STATISTICAL ID No.)

.....⁴,

represented by:

(name and surname)

Printouts from the Central Registration and Information on Business concerning the partner to a civil law partnership comprise appendixes to this contract.

- with its registered office in address, entered by the Regional Court in the Register of Entrepreneurs of the National Court Register under the KRS No., NIP (Tax ID No.), represented by -

(name and surname)

(position)

based on an extract from the above-mentioned National Court Register/extract from the

National Court Register and power of attorney, comprising appendix(es) to this Contract⁵,

hereinafter referred to as the "**Financing entity**",

and

⁴The data of the counterparties conducting business activities as a civil law partnership.

⁵The data on the counterparty who is a legal person or an organisational unit without legal personality conducting business activities.

.....
 (name and surname)
 residence address:
 (town name)
 street: Flat No.:
 PESEL No.:/ holding identity card No.⁶,
 (identity card, passport)
 having the following address for correspondence

 hereinafter referred to as the "**Participant**",
 - hereinafter individually referred to as the "**Party**", and jointly as the "**Parties**".

§ 1.

1. The subject of this Contract is the following:
 - 1) defining the rules and regulations for the payment of fees for post-graduate studies

 (name of the postgraduate studies)
 hereinafter referred to as the "**Studies**", in which studies are organized by

 (name of the organization unit providing the post-graduate studies)
 lasting (number of semesters) semester/semesters in the academic year of
, in which is a participant, and the
 rules for reimbursement of the fees. (Participant name and surname)
 2) obligating the Financing entity to pay the University the fees for the Studies.
2. The Contract is concluded for the period of the Studies.

§ 2.

The University undertakes to provide the following:

- 1) administrative and technical support for the Studies;
- 2) teaching rooms and infrastructure necessary for the proper implementation of the Programme of Studies;
- 3) teaching staff with appropriate qualifications and competences;
- 4) the possibility of using the library collections of the University's library and information system, in accordance with the rules laid down by the University of Warsaw.

§ 3.

⁶If a PESEL number is not available, please provide your identity card number.

1. The Financing entity declares that they have familiarized themselves with the contents of the Rules and Regulations for Postgraduate Studies at the University of Warsaw established by Ordinance No. 116 of the Rector of the University of Warsaw of 30 September 2021 on the Rules and Regulations of Postgraduate Studies at the University of Warsaw, hereinafter referred to as the "**Rules and Regulations**".
2. The Participant declares that they have familiarized themselves with the content of:
 - 1) the Rules and Regulations and undertakes to abide by their provisions;
 - 2) Ordinance No. 39 of the Rector of the University of Warsaw of 13 April 2026 on the Rules and Regulations of creating, deactivating and using the University of Warsaw email service and undertakes to comply with its provisions, including having a University of Warsaw email account and actively using the University of Warsaw email service, including checking for messages.
3. The Rules and Regulations and the ordinance referred to in section 2, point 2 are available on the University of Warsaw Monitor website <https://monitor.uw.edu.pl>.
4. The Participant consents to the University providing the Financing entity with information regarding any circumstances giving rise to a reduction or refund, in whole or in part, of the fees for studies paid, including, but not limited to, the resignation of the Participant from the Studies or the removal of the Participant from the register of students, and, if requested by the Financing entity, the provision of certificates and other documents confirming the course or completion of the Studies by the Participant.

The transfer of the Participant's personal data to the Financing entity may only take place for the purpose of certifying the Participant's progress or completion of the Studies.

§ 4.

1. The Financing entity undertakes to pay, without first issuing an invoice, the University the fee for Studies for the Participant, in the amount of PLN (in words: PLN), to the University's bank account No.
 (select one of the following options)
 - 1) by the deadline of⁷;
 - 2) in ... (number of instalments) instalments, paid⁸:
 - a) I instalment, in the amount of PLN, until
 - b) II instalment, in the amount of PLN, until
 - c)
2. When making a payment, please indicate in the title of the transfer:
 (in accordance with the rules adopted in a particular UW organizational unit)
3. If payment is not made within the time limits referred to in section 1, the University is entitled to charge statutory interest for late payment.

⁷With a one-off payment.

⁸If paying by instalments.

4. Upon receipt of the fee for studies, the University will invoice the Participant, indicating the Financing entity as the payer.
5. In the event that the Participant submits a written resignation from the Studies prior to its commencement, the fee for studies is refundable in full.
6. In the event that a Participant is removed from the register of students during the course of the Studies, the fee paid for the following semester or semesters will be refunded.
7. In the case referred to in sections 5 and 6, the refund of the Study fee paid shall be made to the Participant's bank account No.:, within 21 days of the date on which the decision on removal the Participant from the list of participants in the Studies becomes final, subject to the provision of section 9.
8. In the event that the Financing entity fails to pay the tuition fees by the deadline specified in paragraph 1 and following the expiration of the deadline without effect of an additional 7-day payment period set for the Funding entity by the University in a separate payment notice, the University will be entitled to charge the Participant the fee for the Studies.
9. In the case referred to in section 8, the Participant undertakes to pay the fee within 7 days of the date on which a separate payment notice is served on the Participant. The notice for payment will specify the deadline for payment of the fee referred to in the preceding sentence. In the situation referred to in the preceding sentences, sections 5 and 6 shall apply *mutatis mutandis*, with the proviso that the fee paid for the semester in which the Participant was removed from the register of study participants, is refundable on a pro rata basis, i.e. after deduction of the fee for the period from the date of commencement of the semester to the date on which the decision on removal from the register of study participants became final. The fee for studies paid shall be refunded to the Participant's bank account No.
10. The Financing entity and the Participant shall be jointly and severally liable to the University for the obligations arising from this Contract.

§ 5.

1. Withdrawal from the Contract, its expiry – including as a result of the expiry of the term for which the Contract was concluded – or its termination does not release the Financing entity from the payment obligation referred to in § 4, section 1, subject to the provision of § 4, sections 8 and 9.
2. To be effective, a declaration of withdrawal shall be made in writing and may be filed in the cases specified in the provisions of the Act of 23 April 1964, the Civil Code.

§ 6.

1. The Parties declare that they are aware of the legal provisions relating to the protection of personal data, including, in particular, the provisions 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

(OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the "**GDPR**", and the Act of 10 May 2018 on the protection of personal data.

2. The University of Warsaw and the Financing entity, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The University of Warsaw and the Financing entity declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. The University of Warsaw, as a controller within the meaning of Article 4(7) of the GDPR, share with the Participant the personal data (business data) of the representatives of the University of Warsaw, and persons participating in the performance of the Contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the Contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
5. The University of Warsaw hereby declares that provided the persons referred to in section 4 with the information set out in Articles 13 and 14 respectively of the GDPR.
6. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Financing entity and the Participant is also available at the following webpage:
<https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 7.

1. Any amendments to the contract shall be in writing or electronically, otherwise they shall be null and void.
2. In matters not regulated herein, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code, as well as the laws in force at the University, including the provisions of the Rules and Regulations. The Parties undertake to resolve any disputes that may arise in connection with the performance of the Contract amicably through negotiations.
3. In the event of a disagreement, any disputes arising between the University and the Financing entity during the performance of the contract shall be settled by the court with jurisdiction over the University's registered office.
4. The Contract is drawn up in two counterparts, one for each Party.⁹
/ The Contract shall enter into force on the date of signing by the last of the Parties.¹⁰

⁹For contracts concluded in written or hybrid form. Delete if not applicable.

¹⁰For contracts concluded in electronic form. Delete if not applicable.

Annexes:

- 1) Annex No.: ... -;
- 2) Annex No.: ... -

FINANCING ENTITY

PARTICIPANT

UNIVERSITY

Bursar/Deputy Bursar/Bursar's Representative".

”.

Annex No. 9
to Ordinance No. 91 of the Rector of the University of Warsaw of 2 July 2026
on amending Ordinance No. 82 of the Rector of the University of Warsaw
of 1 August 2019 on civil law contracts

"Annex No. 27a
to Ordinance No. 82 of the Rector of the University of Warsaw of 1 August 2019
on civil law contracts

A sample publishing contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)

.....
(designation of the UW organizational unit)

Source of financing:
(PSP Component) (Contract number)

PUBLISHING CONTRACT

No......
(successive contract No./ the University of Warsaw organization unit code/year)

entered into on....., in Warsaw between¹/entered between²:

The **University of Warsaw**, with its registered office in Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw, NIP (Tax ID No.) 525-001-12-66, REGON (Statistical ID No.) 1258, hereinafter referred to as the "**University**", represented by:

.....
(name and surname) (position)

under power of attorney No. granted by the Rector of the University of Warsaw

and(complete as appropriate and delete if not applicable)

☐....., address:
(name and surname)

¹For contracts concluded in written or hybrid form (declarations of intent submitted in written and electronic form). Delete if not applicable.

²For contracts concluded in electronic form. Delete if not applicable.

A sample mandate contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)
BPR June 2026

.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., conducting an economic activity under the company name of:
.....³

A printout from the Central Registration and Information on Business comprises an appendix to
this contract.

☐....., address:
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
and, address:
(name and surname)
....., NIP (TAX ID No.)
.....,
REGON (STATISTICAL ID No.),
conducting business activities in the form of a civil law partnership under the name of
....., in
.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
.....,⁴
represented by:
(name and surname)

Printouts from the Central Registration and Information on Business concerning the partner to a
civil law partnership comprise appendixes to this contract.

☐ with the registered office in
.....
.....,
entered by the District Court
the Register of Businesses of the National Court Register (KRS) with No.
.....,
NIP (TAX ID No.), REGON (STATISTICAL ID No.)
....., with the initial capital of
.....
represented by -
(name and surname) (position)

³The data on the counterparty who is a natural person conducting business activities.

⁴The data on the counterparties conducting business activities in the form of a civil law partnership.

based on an extract from the above-mentioned National Court Register/extract from the National Court Register and power of attorney, comprising Annex No. 1 to this Contract⁵,

hereinafter referred to as the ⁶**"Publisher"**

- hereinafter individually referred to as the **"Party"** and jointly as the **"Parties"**,

agree as follows:

§ 1.

1. The subject of the Contract is the preparation for print and publication by the Publisher of a Publication entitled: „.....”, hereinafter referred to as the **“Publication”**, by, hereinafter referred to as the **"Author"**.
2. The Publisher undertakes to enter into an appropriate copyright agreement with the Author of the publication to enable the publication to be issued in accordance with the provisions of this Contract.
3. The Publication will be produced in a/an version, in circulation of,
4. Within the framework of this contract, the Contractor shall perform the activities set out in the publication costing, hereinafter referred to as the **"publication costing"**, attached as Annex No. 2 to the contract and forming an integral part thereof.

§ 2.

1. The full cost of the Publication, including all elements resulting from the cost calculation amounts to PLN (in words: PLN) gross.
2. In consideration of the publication, the University undertakes to pay the Publisher the amount of PLN (in words: PLN) gross.
3. The Publisher undertakes to use the amount specified in section 2 exclusively for the fulfilment of the obligations set out in § 3 of the Contract.

§ 3.

1. The Publisher undertakes the following:

⁵The data on the counterparty who is a legal person or an organisational unit without legal personality conducting business activities.

⁶Delete as appropriate.

- 1) to produce the Publication by , subject to section 4, including the preparation of the Publication for printing in accordance with the provisions of this Contract and the attached publishing costing;
 - 2) to deliver to the University a sample copy of the Publication⁷ in paper/electronic form, which will be then verified by the University within days of its receipt; in the event of failure to comply with the agreed conditions for Publication, the University shall call upon the Publisher to rectify the deficiencies identified within 7 days of their notification, and upon the ineffective expiry of this period, the University may withdraw from this Contract, under the terms of § 5, sections 6 and 7;
 - 3) to include a note on the back of the title page stating: ".....";
 - 4) provide the University with copies of the Publication within 14 days of the publication date, by delivering copies to the following address:;
 - 5) provide the author with author's copies of the Publication within 14 days of publication;
 - 6) the transfer of legal deposit copies to libraries in accordance with current legislation.
2. The remaining part of the circulation shall become property of the Publisher, thus the distribution of this part shall remain at the discretion of the Publisher.
 3. The University shall have the right to distribute freely the copies mentioned in section 1, point 4.
 4. In the event of delays in publication for reasons attributable to the Author, the deadline set out in section 1, point 1 shall be extended by the duration of the delay. The Publisher will inform the University immediately of any delays that occur and the reasons for them.
 5. The Parties agree on the following wording of the copyright note:
 “.....”.

§ 4.

1. The University undertakes to pay the amount specified in § 2, section 2 to the following Publisher's account: Payment will be made within 14 days of the University receiving a correctly issued invoice.
2. The invoice will be issued after the Publisher has fulfilled the obligations set out in this Contract, including those set out in § 1, section 3 ,and § 3.
3. The date of payment of the amount referred to in § 2, section 2 shall be the date on which the bank account of the Contractor is debited with the amount of the payment.
4. If the Publisher fails to provide an invoice, the cost of subsequent payment shall be borne solely by the Publisher.
5. Invoices will be issued and received via the National e-Invoice System (KSeF), in accordance with the applicable regulations.

⁷Delete as appropriate.

6. Invoices shall include: the Contract number, the internal KSeF IDWew identifier (5250011266-DXXX0X) and the email address of the University referred to in section 7, point 2.
7. In the event of a KSeF system failure, invoices will be temporarily sent as separate, non-editable PDF files via email between the following addresses:
 - 1) the Publisher's email address:;
 - 2) the University email address: faktura.dXXX@uw.edu.pl⁸, unless the University provides a new address in accordance with section 8.
8. The Parties undertake to notify each other in writing in the event of a change of email address referred to in section 7. A change to the email address referred to in section 7 does not constitute an amendment to the contract within the meaning of § 7, section 2.
9. Any attachments to invoices will be sent to the email address referred to in section 7, point 2, in separate, non-editable files saved in PDF format.
10. An invoice issued without the details referred to in section 6, or containing incorrect details, shall be treated as an invoice with a formal defect and shall not have any legal effect in terms of the commencement of the payment period until a corrective invoice has been issued and served on the University.
11. The Publisher may not, without the written consent of the University, assign claims arising from the Contract to a third party or to set off its own claims with the University's claims. Any set-off or transfer of claims made without the prior written consent of the University shall be of no effect to the University.
12. The Publisher declares that it is a registered active VAT taxpayer.⁹
13. The Publisher hereby confirms that the bank account indicated in section 1 is included and listed in the register referred to in Article 96b, section 1 of the Act of 11 March 2004 on tax on goods and services (VAT), maintained by the Head of the National Fiscal Administration.¹⁰
14. The Publisher declares that they are a VAT-registered business exempt from tax on the basis of Article of the Act of 11 March 2004 on tax on goods and services (VAT).¹¹
15. The Publisher undertakes to inform without undue delay [the University](#) in the event of loss of the right to exemption from the payment of VAT tax.¹²
16. If the Publisher fails to inform the University of losing the right to exemption from goods and services (VAT) tax, and this will result in a financial cost to the University, the Publisher undertakes to cover them in full.¹³

⁸ The email address faktura.dXXX@uw.edu.pl, where dXXX refers to the number of the administrative unit.

⁹Refers to Publishers being VAT taxpayers. Delete if not applicable.

¹⁰Refers to Publishers being VAT taxpayers. Delete if not applicable.

¹¹Refers to Publishers being VAT taxpayers exempt from VAT. Delete if not applicable.

¹³Refers to Publishers being VAT taxpayers exempt from VAT. Delete if not applicable.

§ 5.

1. In the event of the Publisher's delay in publishing, the Publisher shall pay the University a contractual penalty of 0.5% of the amount specified in § 2, section 2 for each day of delay.
2. For non-performance or improper performance of the contract by the Publisher for reasons for which the Publisher is responsible, resulting in the withdrawal of the University from the contract, the Publisher shall pay the University a contractual penalty of 10% of the amount specified in § 2, section 2.
3. The total maximum amount of contractual penalties referred to in the contract may not exceed the amount of PLN
4. The University shall be entitled to claim damages in excess of the stipulated contractual penalty.
5. The Publisher agrees to deduct the contractual penalties from the amounts owed to it by the University, without separate request.
Unless the penalties are deducted from the Publisher's current receivables, they shall be paid on the basis of a separate request for payment.
6. The University may withdraw from the Contract without having to pay the Publisher any amount if the Publisher's delay in publishing exceeds days, or, if the defects identified during the inspection of the proof copy of the publication are not rectified, following a prior request to the Publisher to perform/properly perform the contract/rectify the defects, and after the deadline specified in the request has expired without result. The University may exercise its right of withdrawal within a period of 60 days calculated from the day following the expiry of the period specified in the notice.
7. In the event of withdrawal from the contract, the Publisher shall, within 5 calendar days, return and deliver to the University free of charge any non-electronic material received from the University.

§ 6.

1. The Parties declare that they are aware of the legal provisions on data protection, including, in particular, the provisions 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) (OJ EU L 119 of 4 May 2016, p. 1, as amended), hereinafter referred to as the 'GDPR', and the Act of 10 May 2018 on the protection of personal data.
2. The Parties, as controllers within the meaning of Article 4(7) of the GDPR, share with each other the personal data (business data) of the Parties / the representatives of the Parties, and persons involved in the performance of the contract on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the controller, i.e. the conclusion and performance of the contract in question, pursuant to Article 6(1)(b) or (f) of the GDPR.

A sample mandate contract concluded with a natural person, a legal person or an organizational unit without legal personality conducting business activities and issuing invoices in the National e-Invoice System (KSeF)
BPR June 2026

3. The Parties declare that they have communicated to the persons referred to in section 2 the information set out respectively in Articles 13 and 14 of the GDPR, therefore, on the basis of Articles 13(4) and 14(5)(a) of the RODO, release each other from their information obligations towards these persons.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Participant is also available at the following webpage: <https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§ 7.

1. All appendixes to the Contract form integral parts hereof.
2. Any modification, termination or rescission of the contract shall be in writing or in electronic form, otherwise being null and void.
3. In matters not regulated in the contract, provisions of Polish law shall apply, including the Act of 23 April 1964, the Civil Code.
4. The Parties undertake to resolve any disputes arising from this Contract amicably in the first instance. If they fail in their attempt, such disputes will be settled by the court having jurisdiction over the registered office of the University.
5. The Contract has been entered into pursuant to Article of the Public Procurement Law of 11 September 2019.
6. The Contract is drawn up in two counterparts, one for each Party.¹⁴/ the Contract shall enter into force on the date of signing by the last of the Parties.¹⁵

Annexes:

- 1) Annex No. 1 - a printout / printouts from CEIDG (Central Registration and Information on Business / an excerpt from KRS (National Court Register) / an excerpt from KRS and power of attorney¹⁶
- 2) Annex No. 2 - Publishing costing

University

Publisher

Bursar/Deputy Bursar/Bursar's Representative". .

¹⁴For contracts concluded in written or hybrid form. Delete if not applicable.

¹⁵For contracts concluded in electronic form. Delete if not applicable.

¹⁶Delete as appropriate.