

**Draft !!!**

## BILATERAL AGREEMENT

executed on ..... in Warsaw  
For year 2011 between Warsaw School of Economics, Poland  
(the SGH, *Szkola Główna Handlowa w Warszawie*  
and the ..... (the Host University)  
concerning Continuous Professional Development (CPD)  
for the SGH academic teachers in the project called  
“*Young Teachers Prepare a Management Course in English*”, led by the SGH

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Since

- the project called “Young Teachers Prepare a Management Course in English” (called Continuous Professional Development project – hereafter called “the Project”) was won by the SGH and will be financed by European Union (EU) and Polish party and executed with the support of the host University;
- the .....(Host University) is ready to support the SGH in organizing training within the Project for the SGH academic teachers (involved in this project);

both above mentioned universities have decided to sign the herein agreement.

### 1. The Project for the SGH academic teachers – the SGH duties

- 1.1. The SGH shall nominate and send their academic teachers for participation in the Project in the University of Richmond to develop their communication skills in English, and prepare them to be lecturers for one of the courses included in the program of the project “Young Teachers Prepare a Management Course in English” (hereafter referred to as “the Project”).
- 1.2. The trainees are obliged to prepare a manual for students for one of the project courses chosen by them according to the present knowledge about the subject.
- 1.3. The costs of participation in the Project are covered by the SGH according to the budget of the project. It means that the SGH pay for the trainees’ travel expenses, medical insurance, living costs abroad and equips each of them with a laptop.
- 1.4. The number of faculty members to be sent and the duration of their stay shall be decided upon consultation between and agreement among the SGH and the Host University and academic teachers. On the basis of this agreement, **Ms/Mr** ....., **PhD** are appointed to participate in the Project.
- 1.5. Typical training period is planned to be 5,5 months but can be:
  - 1.5.1. Shorter, according to the will of the academic teacher, but not more than to 3 months.
  - 1.5.2. Divided into 2 people who will prepare the manual together.Both cases mentioned above must be approved by the SGH first and then by the host institution.

## 2. The Project for the SGH academic teachers – the host University assistance

2.1. The Host University shall offer the SGH academic teachers (the trainees) necessary and reasonable assistance with regard to entry into the country and the University. The host University shall assist the trainees in:

- participating in lectures, seminars, workshops and scientific discussions in the field of the course/s which they will instruct at SGH after returning to Poland,
- consultation with fellow foreign faculty on the content of a specific course and its syllabus,
- accessing materials related with active forms of teaching,
- consulting with fellow foreign faculty on the use of textbooks, recommended literature and readings in a specific course, the use of modern technology in teaching and evaluation methods,
- providing basic conditions for work (within available infrastructure) and access to library and IT resources,
- assisting in search for accommodation in a dormitory or guest rooms or counselling in finding a host family, flat, etc.,

2.2. The efforts of the Host University in its essential assistance shall be compensated by the SGH at the fixed rate of 1090 PLN gross (one thousand and ninety Polish Zlotys) (which will be a fixed fee covering currency exchange rate and banking charges for money transfer) per one trainee per one calendar month of his/her period of staying at the Project. If staying at the Project is shorter than one calendar month, then the above fee will be decreased proportionally to the number of days of a month spent at the Project. The total cost for the Host University will be paid in two installments (40% within 14 days from the beginning of the Project and 60% within 14 days from the end of the Project). The payments of the above installments shall be made by the SGH directly to the bank account of the Host University no.....on the basis of SGH credit note. The day of payment is the date of making money transfer by the SGH.

## 3. Co-ordination of the Project

- 3.1. Each institution shall designate a staff member to develop and co-ordinate the specific activities agreed upon.
- 3.2. Through these members, either party may initiate proposals for activities, and specific details of any such activities will be set forth in a letter of agreement,
- 3.3. For conditions not covered by this agreement, or for problems that arise during the course of the agreement, both institutions agree to refrain from unilateral action and to consult and negotiate mutually acceptable decisions.

## 4. Renewal, termination and amendment

4.1. This agreement will be in effect from the date of signature for a period of ..... months. It is subjected to revisions, renewal and/or cancellation by mutual written consent. This agreement may be terminated by either party upon a 1-month notice

given in writing in case of serious infringement of its provisions by a given party but subject to clause 4.2,

- 4.2. Any termination/changes to the agreement must take into account the right of trainees already participating in the project for any exchange to enable completion of the Project.

## 5. Miscellaneous

- 5.1. Any amendments or revisions to this agreement shall be introduced by a written annex or they will be invalid,
- 5.2. Matters not regulated in this agreement shall be governed by the provisions of the Polish Law. The Parties declare that they shall seek an amicable settlement of any disputes arising under this agreement, prior to pursuing any other legal remedies.
- 5.3. This agreement is executed in English, in two original counterparts, one for each of the parties.

Signed on behalf of

The Host University

The Home University  
**Warsaw School of Economics**