**TEMPLATE**

**Contract no. \_/\_**  
**for paid conduct of the procedure for conferring a Doctoral degree (with the candidate / the unit employing the candidate)**

Concluded on ..............................................., in Bialystok between:

first and last name of the candidate

name of the unit employing the candidate:

address / head office:

further referred to as the "Ordering Party"

and

Medical University of Bialystok, ul. Jana Kilińskiego 1, 15-089 Białystok,

represented by:

hereinafter referred to as “the University”,

## § 1

The Ordering Party commissions and the University undertakes to carry out the procedure for conferring the Doctoral degree of Mr./Ms.: ………………………………………………………………….

## § 2

The Ordering Party undertakes to cover the costs of conducting the procedure for conferring a Doctoral degree, which consists of:

1. remuneration of the supervisor in the amount of 83% of the minimum basic monthly salary for a professor at a public university specified in the regulations issued on the basis of Art. 137 sec. 2 of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), hereinafter referred to as "professor's remuneration", i.e. on the date of conclusion of the contract: PLN (each),
2. remuneration of the assistant supervisor in the amount of 50% of the professor's remuneration, i.e. on the date of conclusion of the contract: PLN (each),
3. remuneration of reviewers in amount: 27% of the professor's remuneration, i.e. on the date of conclusion of the contract: PLN (each),
4. derivatives from the remuneration specified in point a) - c) charged in accordance with applicable regulations,
5. costs of the exam confirming the achievement of learning outcomes for qualifications at level 8 of the PQF   
   in the amount of PLN 1,200.
6. travel and accommodation costs of reviewers according to their actual amount, determined in accordance with the rules for settling business travel costs,
7. administrative costs in the amount of PLN 1,000.

## § 3

The fee should be paid in three tranches:

* fee for administrative activities - before submitting the first application in the procedure for conferring a doctoral degree. The confirmation of payment of the fee constitutes an obligatory attachment to the application.
* fee for the exam confirming the achievement of learning outcomes for qualifications at level 8 of PQF (if applicable to the candidate) - before taking the exam.
* fee in the remaining part - after the Senate appoints reviewers to the University's bank account at Bank Pekao S.A. Branch in Białystok:   
  no. 40 1240 5211 1111 0000 4920 7392.

## § 4

Regarding that the costs of the proceedings are determined in accordance with Art. 184 Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), in the event of a change in the professor's remuneration, the costs of the proceedings indicated in § 2 will change, of which the Ordering Party will be notified in writing.

## § 5

In the event of resignation from conducting the procedure or closing the procedure for conferring a doctoral degree by the Senate for other reasons, the Ordering Party is obliged to cover the costs actually incurred by the University, including the fee referred to in § 2 point g).

## § 6

Any changes to this Contract shall be made in writing in the form of an Annex to the Contract.

## § 7

1. In matters not regulated by this Contract, the provisions of generally applicable law, in particular the Civil Code, shall apply.
2. Disputes arising from this Contract will be settled by the court competent for the premises of   
   Medical University of Bialystok

## § 8

The Contract has been drawn up in two identical copies, one for each of the Parties.

**THE UNIVERSITY:**

**THE ORDERING PARTY:**