

**Zarządzenie nr 98/2025
Rektora Akademii Muzycznej im. Stanisława Moniuszki w Gdańsku
z dnia 12 listopada 2025 roku****w sprawie wprowadzenia wzorów:
umowy zlecenia i umowy o dzieło w języku angielskim
w Akademii Muzycznej im. Stanisława Moniuszki w Gdańsku**

Działając na podstawie art. 23 ust. 2 pkt 2 ustawy z dnia 20 lipca 2018 roku *Prawo o szkolnictwie wyższym i nauce* zarządzam co następuje:

§1

Wprowadza się wzory: umowy zlecenia i umowy o dzieło w języku angielskim w Akademii Muzycznej im. Stanisława Moniuszki w Gdańsku, których treść określona jest w załącznikach nr 1 i nr 2 do niniejszego zarządzenia.

§2

Niniejsze zarządzenie wchodzi w życie z dniem podpisania.

Załączniki:

- 1) *Wzór umowy zlecenia w języku angielskim,*
- 2) *Wzór umowy o dzieło w języku angielskim.*

Rektor
Akademii Muzycznej
im. Stanisława Moniuszki
/-/
prof. dr hab. Ryszard Minkiewicz

§ 3

1. For the performance of the assignment specified in §1, the Contractor will receive a gross remuneration in the amount of

in words :

.....
.....

2. Payment of the remuneration will be made based on an invoice issued by the Contractor and the acceptance protocol of the work, either in cash at the Client's premises or by bank transfer to the Contractor's bank account, no later than the 10th or 20th day of the month, depending on the date of submission of a correctly completed invoice at the Client's premises (at least 4 business days before the payment date).

§ 4

1. Matters not regulated by this contract will be governed by the provisions of the Civil Code and other applicable laws.
2. Any disputes arising from the performance of this contract will be subject to the jurisdiction of the courts having proper authority in Gdańsk.
3. Any amendments to this contract must be made in writing and signed by both parties to be effective.

§ 5

1. Personal data will be processed for purposes related to the conclusion and performance of this contract. Providing such data is voluntary but necessary for the conclusion and execution of the contract.
2. Details regarding the basis and principles of personal data processing are provided with the annex to this contract titled: "INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA".

§ 6

This contract has been prepared in two identical copies, one for each party.

Client

Bursar

Contractor

.....
signature

.....
signature

.....
signature

INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA

1. In accordance with Article 13(1) 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, hereinafter: GDPR), we inform you that the administrator of your personal data is Stanislaw Moniuszko Academy of Music, located at ul. Łąkowa 1-2, Gdańsk (80-743).
2. Based on applicable regulations, we have appointed a Data Protection Officer, who can be contacted via e-mail at: iod@amuz.gda.pl
3. Personal data collected in connection with the conclusion of a contract with you will be processed for the following purposes:
 - related to the performance of the contract signed with you,
 - related to pursuing any claims or compensation,
 - responding to your correspondence, requests, and complaints,
 - providing responses in ongoing proceedings.
4. The legal basis for processing your data is:
 - the necessity for the performance of the contract or for taking steps at your request prior to entering into the contract (Article 6(1)(b) GDPR),
 - the necessity to comply with a legal obligation imposed on the data controller (Article 6(1)(c) GDPR),
 - the necessity for purposes arising from the legitimate interests pursued by the data controller (Article 6(1)(f) GDPR)
5. Providing personal data is voluntary but necessary for the conclusion and performance of the contract.
6. The personal data obtained from you may be transferred to:
 - entities processing them on our behalf, as well as
 - public authorities or entities authorized to obtain the data under applicable legal provisions, such as courts, law enforcement agencies, or state institutions, when they submit a request based on an appropriate legal basis.
7. Your data will not be transferred to third countries.
8. The period for which your personal data will be processed depends on the purpose for which the data is being processed. The duration of storage of your personal data is determined based on the following criteria:
 - the duration of the contract,
 - legal provisions that may require the data to be processed for a specified period,
 - the period necessary to protect legitimate interests.
9. Furthermore, you have the right to:
 - access your personal data,
 - request the rectification of inaccurate personal data and the completion of incomplete personal data,
 - request the deletion of your personal data, particularly in the event of withdrawal of your consent to processing, where there is no other legal basis for processing,
 - request the restriction of processing of your personal data ,
 - object to the processing of your personal data based on your particular situation, in cases where data is processed on the basis of our legitimate interests or for direct marketing purposes ,
 - transfer your personal data,
 - file a complaint with the supervisory authority responsible for data protection, i.e., the President of the Personal Data Protection Office.

10. To the extent that your data are processed based on consent, you have the right to withdraw your consent to data processing at any time. Withdrawal of consent does not affect the lawfulness of processing carried out based on your consent prior to its withdrawal. You may withdraw your consent by sending a statement of withdrawal to our correspondence address or email address.
11. We inform you that we do not use systems for automated decision-making.

STATEMENT OF THE CONTRACTOR**Personal data**

Surname :	First name:	Middle name:	Date of birth:
PESEL:			
Citizenship:			
Bank account number:			
Permanent residence card number (to be completed by foreigners):			
Passport number (if PESEL number is not available)			

Registered address

Voivodeship	County	Municipality
Street	House number	Apartment number
Place of residence/Town	Postal code	Post town

Residential address (if different from registered address)

Voivodeship	County	Municipality
Street	House number	Apartment number
Place of residence/Town	Postal code	Post town

Mailing address (if different from residential address)

Voivodeship	County	Municipality
Street	House number	Apartment number
Place of residence/ Town	Postal code	Post town

Contact telephone

number

Tax Office (having jurisdiction over the Contractor's place of residence).....
.....**Relevant branch of the National Health Fund**

(NFZ)

As the Contractor, I declare that:

- I am also employed under an employment contract or an equivalent contract
My gross salary from the employment relationship amounts to:
 not less than the minimum wage,
 less than the minimum wage
- I am simultaneously already insured (pension and disability insurance) as a person performing contract work, under a service contract or an agency contract.
In the period from to
My gross remuneration under the civil law contract amounts to:
 not less than the minimum wage,
 less than the minimum wage
- I am already insured (pension and disability insurance) under other titles (e.g., self-employment, Agricultural Social Insurance Fund – KRUS)

Please specify the type of insurance:

has the right to preferential ZUS (Polish Social Insurance Institution) contributions

4. I am : a retiree a disability pensioner

ZUS Branch Office No. located in

5. I have an established right to a pension (disability pension) as specified in the regulations on retirement benefits for professional soldiers and in the regulations on retirement benefits for police officers

benefit number issuing authority

6. I am currently on unpaid leave
I am not currently on unpaid leave

7. I am currently on parental leave
I am not currently on parental leave

8. I possess a certificate of disability (please specify the degree of disability)

9. I am a student at a secondary school or university and have not yet reached the age of 26

10. I am not employed, I am not registered as unemployed, and I am not covered by social insurance under any title

11. I remain listed in the unemployment register kept by the district Labour Office

in

In accordance with the above statement, regarding the performance of the concluded contract:

- 1. I am covered by compulsory pension and disability insurance
 - I want to be covered by voluntary sickness insurance
 - I do not want to be covered by voluntary sickness insurance.
- 2. I want to be covered by voluntary pension and disability insurance.
- 3. I do not want to be covered by voluntary pension and disability insurance.
- 4. I am not covered by pension and disability insurance.

I declare that all the information provided is true and accurate to the best of my knowledge, and I am aware of the criminal liability for providing false information or withholding relevant facts.

I undertake to promptly inform the Client within 5 days from the date of any changes affecting the content of this statement, and I accept responsibility for failure to comply with this obligation.

I authorize the client to register me for health and/or social insurance on my behalf, provided that the performance of the service contract by me is subject to such insurance according to applicable legal regulations.

I undertake to reimburse the payer for the social insurance contributions (pension and disability) paid by them to the Polish Social Insurance Institution (ZUS), financed from the insured person's funds, as well as the interest on the entire resulting debt.

.....
(date)

.....
signature of the Contractor

Additional Provisions:

- 1. As of January 1, 20....., the minimum gross wage amounts to PLN
- 2. The obligation to provide the personal data contained in this statement, including the scope and purpose of providing personal data, arise from the applicable labor law provisions.

.....
Name and surname of the Contractor

WORK COMPLETION ACCEPTANCE REPORT

drawn up:

place: date:

based on:

.....
(*invoice number / receipt number / contract number **)

The Client accepts / does not accept* the completed work / services* in terms of quality and quantity, as consistent with the invoice / receipt / contract* :

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

The Client consents to the classification of the expense and authorizes payment for the subject of the invoice/ receipt / contract*.

..... Rector / Dean ** (signature and seal) Research Project Leader / Head of Department (signature)
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* delete as applicable

** the acceptance of research work shall be performed by the Rector or a person authorized by the Rector; the acceptance of teaching work shall be carried out by the Dean of the Faculty .

2. Payment shall be made after the work has been accepted by the Client, based on an acceptance protocol and an invoice issued by the Contractor. The payment shall be made either in cash at the Academy's cash office or by bank transfer, on the 10th or 20th day of the month, depending on the date the invoice is submitted to the Client's office (no later than 4 working days before the payment date).
3. The Client undertakes/does not undertake* to reimburse the cost of accommodation for the period, based on submitted and paid invoices/receipts.
4. The Client undertakes / does not undertake* to reimburse the Contractor's travel expenses related to the performance of this contract, in the amount of, based on submitted and paid invoices/receipts.
5. The amount of remuneration specified in § 3 point 1 of this contract also covers compensation for the transfer of economic copyright to the Client.
6. The transfer of economic copyright shall become effective on the date of acceptance of the work by the Client.
7. As part of the remuneration specified in § 3 point 1 of the contract, the Contractor grants the Client permission to exercise derivative copyright.

§ 4

The Contractor declares their consent to the taking of photographs, recording and reproduction of the recorded material containing their likeness, as well as to its free use via any medium, without territorial, time or transmission limitations, whether in whole or in part, for the purposes of public playback, promotion, advertising and archiving of the recorded material.

§ 5

Should any defects be revealed following acceptance of the work, the Contractor agrees to correct them without any entitlement to additional compensation.

§ 6

1. In the event of a delay in the completion of the work, the Client shall have the right to charge contractual penalties in the amount of 0.5% of the contractual remuneration for each day of delay. If the Client suffers a loss due to non-performance or failure to meet the deadline, they shall have the right to seek compensation exceeding the contractual penalty, in accordance with general legal principles.
2. The Client may terminate the contract for a specific work for valid reasons, in accordance with the provisions of Articles 635 and 636 of the Polish Civil Code.

§ 7

Any amendments to this contract shall be made in writing and signed by both parties; otherwise, they shall be null and void.

§ 8

Any matters not covered by this contract shall be governed by the provisions of the Polish Civil Code and other applicable laws. The parties submit to the jurisdiction of the competent courts in Gdańsk for the resolution of any disputes arising out of the performance of this contract .

§ 9

1. Personal data will be processed for purposes related to the conclusion and performance of this contract. Providing such data is voluntary but necessary for the conclusion and execution of the contract.
2. Details regarding the legal basis and principles of personal data processing are provided in the appendix to this contract titled: "INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA."

§ 10

This contract has been drawn up in two identical copies, one for each party.

Client

Bursar

Contractor

.....
signature

.....
signature

.....
signature

*) delete as applicable

INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA

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6. The personal data obtained from you may be transferred to:
 - entities processing them on our behalf, as well as
 - public authorities or entities authorized to obtain the data under applicable legal provisions, such as courts, law enforcement agencies, or state institutions, when they submit a request based on an appropriate legal basis.
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 - request the rectification of inaccurate personal data and the completion of incomplete personal data,
 - request the deletion of your personal data, particularly in the event of withdrawal of your consent to processing, where there is no other legal basis for processing,
 - request the restriction of processing of your personal data ,
 - object to the processing of your personal data based on your particular situation, in cases where data is processed on the basis of our legitimate interests or for direct marketing purposes ,
 - transfer your personal data,

- file a complaint with the supervisory authority responsible for data protection, i.e., the President of the Personal Data Protection Office.
10. To the extent that your data are processed based on consent, you have the right to withdraw your consent to data processing at any time. Withdrawal of consent does not affect the lawfulness of processing carried out based on your consent prior to its withdrawal. You may withdraw your consent by sending a statement of withdrawal to our correspondence address or email address.
 11. We inform you that we do not use systems for automated decision-making.

ACCEPTANCE REPORT

drawn up :

place:

date:

based on:

.....
*(invoice number / receipt number / contract number *)*

The Client accepts / does not accept* the completed work / services* in terms of quality and quantity as specified in the invoice / receipt / contract*:

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

The Client consents to the classification of the expense and authorizes payment for the subject of the invoice/ receipt / contract*.

..... Rector / Dean ** (signature and seal) Research Project Leader / Head of Department (signature)
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* delete as applicable

** the acceptance of research work shall be performed by the Rector or a person authorized by the Rector; the acceptance of teaching work shall be carried out by the Dean of the Faculty .