

Regulations of participation in the “PROM - International scholarship exchange of PhD candidates and academic staff” project

General provisions

§ 1

1. The following Regulations have been compiled for the recruitment of PhD candidates and academic staff who plan a visit to a selected institution abroad as well as PhD candidates and academic staff from foreign institutions who plan to arrive to KUL. The costs of outgoing and incoming visits will be covered from the budget of the project financed under the PROM Programme “PROM - International scholarship exchange of PhD candidates and academic staff”, announced by the Polish National Agency for Academic Exchange (hereinafter NAWA).
2. The purpose of the PROM Programme is to improve competencies of doctoral students and academic staff from Poland and from abroad, including those from outside the EU, by international scholarship exchange.
3. The Regulations set out the conditions of the participation, the process of recruitment and the rules of the organisation and financing scholarship exchange for PhD candidates and academic staff from KUL and from abroad.
4. The project is to be carried out from October 1st, 2019 through September 30th, 2020.

Basic terms and abbreviations

§ 2

Any references hereinafter to:

- 1) „Programme” – shall be understood as the PROM Programme “PROM International scholarship exchange of PhD candidates and academic staff” implemented by Polish National Agency for Academic Exchange (NAWA) within the Operational Programme Knowledge Education Development 2014-2020, co-financed from the European Social Fund, the contract number POWR.03.03.00-00-PN13/18;
- 2) “Project” – shall be understood as a project implemented by the John Paul II Catholic University of Lublin (KUL) financed within the Programme;
- 3) „Scholarship exchange” – shall be understood as an international single scholarship exchange in the form of an outgoing visit, with the duration period between 5 to 30 days, of a doctoral student or academic staff to a host institution or an incoming visit of a doctoral student or academic staff from a foreign institution to KUL, aiming at eligible actions referred to in Article 2(4);
- 4) „eligible actions” – shall be understood as the following actions related to the subject matter of the doctoral dissertation or educational and scientific work being the objective of the visit:
 - a) active participation in a conference held abroad (including e.g. participation in a poster session and a flash talk)
 - b) gathering materials for a doctoral thesis / scientific article (in a form other than the archival/library queries indicated in point 4(g);
 - c) in other than archival/library queries forms

- d) participation in a summer school/winter school (both as a student and a lecturer). The subject matter of the school's curriculum must be closely connected to the topic of the doctoral dissertation and/or conducted research
 - e) taking measurements by making use of unique equipment, including large research infrastructure unavailable (or not readily available) in Poland
 - f) participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits
 - g) participation in trainings (including trainings in the field of entrepreneurship or implementation-related activities)
 - h) conduct of archival/library queries
 - i) participation in brokerage meetings
 - j) teaching
 - k) participation in the drafting of an international grant application
 - l) other short education forms aiming at increasing competences of a project participant:
.....
- 5) „doctoral student/PhD student” - shall be understood as a student of doctoral studies at KUL or a student of doctoral studies at a foreign institution, having an active status since the date of submitting application documents to the admissions office up to the completion and final settlement of the scholarship exchange;
 - 6) „academic staff” – shall be understood as persons being an academic teacher or the Applicant's employee providing education to doctoral students or persons being an academic teacher or employee providing education to doctoral students at a foreign institution since the date of submitting application documents to the admissions office until the completion and final settlement of the scholarship exchange;
 - 7) „Project participant” – shall be understood as a doctoral student or a representative of academic staff from KUL or a foreign institution who has been accepted to take part in the Project upon the decision of the Recruitment Committee;
 - 8) „Beneficiary” – shall be understood as the John Paul II Catholic University of Lublin (KUL);
 - 9) „Host institution” – shall be understood as an academic, research-based or any other institution where the Project participant undertakes eligible actions included in the project application form;
 - 10) „Regulations” – shall be understood as the following Regulations of the project participation within the Programme;
 - 11) „Scholarship” – shall be understood as funds granted as financial support under the Program to cover the costs of stay and travel costs of the Project participant, settled on the basis of flat rates indicated in the Annex no. 2 to the Regulations’
 - 12) „Applicant” – shall be understood as a doctoral student or a representative of academic staff of KUL or a foreign institution, who submitted a project application form following the Regulations;
 - 13) „Admissions Office” – shall be understood as an organizational unit of KUL in charge of accepting application form and providing service to Applicants until the decisions on

qualifying for the project, i.e. International Relations Office located in the Main Building of KUL, Al. Raławickie 14, 20-950 Lublin, Room no. GG-203;

- 14) „Project Office” – shall be understood as an organizational unit of KUL in charge of providing service to the Project participants since qualifying for the project until submitting the final settlement of scholarship exchange i.e. International Relations Office located in the Knowledge Transfer Center KUL, Al. Raławickie 14, 20-950 Lublin, Room no. CTW-10;
- 15) „project application form” – shall be understood as an application for the scholarship for an exchange (visit) submitted by the Applicant on the model form constituting Annex no. 1 to the Regulations;
- 16) „Recruitment Committee” – shall be understood as a team of persons appointed to evaluate the application forms submitted by the Applicants in terms of meeting the recruitment criteria and the provisions of Regulations, consisting of:
 - a) Vice-Rector for Science and Education or Vice-Rector for Students,
 - b) representative of the faculty where the Applicant prepares a doctoral dissertation or where a representative of academic staff is employed,
 - c) representative of the International Relations Office,
 - d) representative of the Department of International Projects,
 - e) representative of the Department of Evaluation and Monitoring of Scientific Activity.
- 17) „recruitment criteria” – shall be understood as formal and substantive requirements, described in Article 3 and Article 4 of the Regulations, to be fulfilled by the Applicant in order to get qualified as the Project participant;
- 18) „www website” – shall be understood as the project website;
- 19) „Agreement”- understood as a contract with annexes signed by the Beneficiary and the Applicant qualified for the project, specifying detailed terms and conditions for a scholarship exchange and being awarded a scholarship, consistent with the model document constituting Annex no. 4 to the Regulations.

Rules of participation in the project

§ 3

1. The recruitment process for scholarship exchange commences from the date of publication of the Regulations until January 21th, 2020, and all the visits will be carried out between February 10th, 2020 and September 30th, 2020.
2. The scholarship program is granted to 130 people, according to the following four groups of project participants:
 - a) scholarship exchange of doctoral students (104 students, 80% of participants), including:
 - scholarship exchange of KUL doctoral students to foreign institutions: 52 persons;
 - scholarship exchange of doctoral students from foreign institutions to KUL: 52 persons;
 - b) scholarship exchange of academic staff (26 persons, 20% of participants), including:
 - scholarship exchange of academic staff of KUL to foreign institutions: 15 persons,
 - scholarship exchange of academic staff from foreign institutions to KUL: 11 persons.

3. The scholarship exchange may last from 5 to 30 days, including 2 days of travel (1 day of departure, 1 day of return).
4. The Project participant is granted funding in PLN to cover the following costs of scholarship exchange:
 - a) flat rate maintenance costs calculated as the multiplication of the actual number of days of travel (number of days of stay + a maximum of two days for travel to and from the destination) and the flat rate per each day of stay. The number of days of scholarship exchange should be calculated as follows: number of days of the event in which the participant participates + maximum 2 days of travel (1 day for commuting to the place of learning activities and 1 day for return). A certified activity must be scheduled for each day of stay. The certificate is a document confirming the completion of travel and increasing knowledge, skills and social competences. If a host institution does not issue its own certificates, the Project participant is required to obtain confirmation on the model certificate constituting an annex to the Agreement (Annex no. 4 to the Regulations of the project);
 - b) travel costs according to the flat rate - when calculating the distance, one should take into account the distance in a straight line between the place of residence of the Applicant and the place where the short form of education will be provided. The unit cost is calculated on the basis of the one-way distance, but the participant is granted a lump sum to cover travel in both directions.
5. In addition to the scholarship, the Project participant may be reimbursed for conference fees, training, courses, workshops, etc. up to 850,00 PLN/person. These costs are settled on the basis of actual costs incurred and are confirmed by the appropriate financial document (invoice, payment confirmation, etc.). The Recruitment Committee reserves the right to adjust the amount of reimbursement of the costs of the above fees depending on the number of requests of Applicants. The total amount for the reimbursement of such expenses, which are decided by the Recruitment Committee, is 60.000 PLN.
6. The flat rates referred to in Article 3 are defined in Annex no. 2 to the Regulations.
7. The scholarship is paid in the amount resulting from the flat rate referred to in Article 5, after paying social insurance contribution. This applies to people who do not hold any other obligations resulting in paying social insurance contributions.
8. Distances between the place of residence of the Project participant and the city in which the host institution is located and the duration time of visits must be in accordance with the list constituting Annex no. 3 to the Regulations.
9. At least 90% of the Project participants will be under 40 years old on the day of joining the project, i.e. on the day of signing the contract and on the first day of stay at a host institution.
10. A person who has been granted the scholarship within the project may not use another grant to cover the costs of the same visit, and persons whose travel or stay costs have been covered in this way are obliged to report it to the Project Office and return the relevant part or all of the scholarship received. The appropriate statement is included in the participation form in the project constituting Annex no. 1 to the Regulations.

11. Prior to the departure, the Project participant must settle with the representative of the unit at the host institution the program specifying at least: activities undertaken by the Project participant, a description of acquired competences during each planned activity, assumed goals and results of the stay along with the schedule of stay (applies to higher education units, research institutes and other scientific-research and educational institutions). The program, consent for the stay and implementation of the planned activities must be confirmed by a person authorized to represent the given unit at the host institution (e.g. director, dean, chairman).
12. No earlier than one month before the planned departure, the Project participant from the University and the Beneficiary sign the Agreement as a condition for obtaining support within the project. Failure to sign the contract by the Project participant stands for resignation from participation in the project.
13. The condition of signing the Agreement is submitting by the Applicant the original document confirming the Applicant's admission by the host institution (applies to higher education institutions, research institutes and other scientific-research and educational institutions).
14. One Participant may receive a scholarship for one exchange within the project. During one exchange, the scholarship holder may take part in more than one form of education, provided that it is justified in terms of the subject matter.
15. The Project participant is required to obtain documents entitling him/her to use healthcare in the country where (s)he will be staying and get insurance covering the costs of treatment and accident insurance during the travel and stay at the host institution.
16. Prior to the departure, the Project participant, namely doctoral students from the University and doctoral students from a foreign institution, must submit the document entitling them to use healthcare for the inspection of the Project Office staff (Article 2(14)) in an original or scanned version sent by email.
17. For persons possessing Polish citizenship, additionally, it is recommended to register on the Odysseus website <https://odyseusz.msz.gov.pl/> kept by the Ministry of Foreign Affairs.
18. Awarded funding in the form of a paid scholarship is supplementary and may not cover all scholarship exchange costs.
19. The payment of scholarship to the Project participant from KUL, referred to in Article 3(3) of the Regulations, will be made after signing the Agreement, no later than 14 days before the planned date of departure, in the amount of 70% of the awarded scholarship. The remaining 30% of the awarded scholarship will be paid after submitting and accepting the financial settlement of the scholarship exchange. The model document is included in Annex no. 4 to the Regulations.
20. The payment of scholarship to the Project participant from a foreign institution will be made upon the arrival at KUL and immediately after signing the Agreement, in the amount of 70% of the awarded scholarship. The remaining 30% of the awarded scholarship will be paid after submitting and accepting the financial settlement of the scholarship exchange. The model document is included in Annex no. 4 to the Regulations.

21. The Project participant from KUL will receive the scholarship payment via bank transfer to the account in PLN. The Project participant from abroad will receive the scholarship payment by cash in the form of an automatic payment at the branch of the bank maintaining the beneficiary's bank account.
22. The Participant of the project may be excluded from participation in the project in case of:
- a) a breach of the provisions of these Regulations or the provisions of the Agreement by the Participant,
 - b) actions performed by the Participant to the detriment of the Beneficiary or a host institution.
23. The Project participant has the right to resign from participation in the project in the event of any causes impossible to predict during the recruitment process (e.g. severe illness, an unfortunate event, cancellation of the event in which the participant was to participate). The Participant of the project is obliged to submit immediately a statement of resignation with detailed justification including appropriate documents (e.g. a medical certificate). Information about resignation from participation in the project should be provided in writing and delivered in person or sent by the registered mail to the address of the project office included in Article 2(14).

Conditions of participation in the project

§ 4

1. The Project participant as a doctoral student must fulfill the following criteria:
 - a) is a doctoral student at KUL or at a foreign institution (depending on the direction of planned exchange) at the time of submitting the application form and, in accordance with the study program, he or she will have an active status until the end of the mobility period;
 - b) the proficiency level of a foreign language necessary to complete the scholarship exchange program must be at least B2;
 - c) submits a complete set of application documents;
 - d) scholarship exchange visits should not interfere with the study programme or the present stage of preparing a doctoral dissertation by the Applicant;
 - e) obtains an official written consent from a host institution confirming the acceptance of the Applicant, including the elements indicated in Article 3(1) (applies to higher education institutions, research institutes and other scientific and research institutions, educational institutions).
2. The Project participant as a representative of the academic staff may be a person who meets the following criteria:
 - a) is an academic teacher holding at least a doctorate degree or employee providing education to doctoral students, employed on the full-time basis at KUL or a foreign institution (depending on the direction of the planned exchange) at the time of submitting the application form and in accordance with the study programme, he or she will hold such position until the end of the mobility period;

- b) the proficiency level of a foreign language necessary to complete the scholarship exchange program must be at least B2;
- c) submits a complete set of application documents;
- d) obtains from a host institution an official written consent confirming the acceptance of the Applicant, including the elements indicated in Article 3(10) applies to higher education institutions, research institutes and other scientific and research institutions, educational institutions).

Recruitment process

§ 5

1. The condition of participation in the project is to submit in the Admissions Office (Article 2(13)) a complete set of recruitment documentation consisting of the following documents:
 - a) the project application form (preferred an electronically prepared form);
 - b) in the case of doctoral students - the certificate from the Dean's Office confirming the status of doctoral student at KUL or at a foreign institution (depending on the direction of mobility);
 - c) in the case of representative of academic staff - a certificate of employment at KUL or at a foreign institution (depending on the direction of scholarship exchange visit);
 - d) a certificate of the language skills necessary to complete the scholarship exchange programme in one of the following forms: an international certificate; a certificate from the unit where the Applicant completed a course at a given level of proficiency; a copy of the doctoral examination issued for true copy; the statement of the Applicant. The certificate of language proficiency does not apply to Applicants whose language necessary to implement the programme is the same as their mother tongue (native speakers) or undertaken/completed philological studies;
 - e) the original or a copy of the acceptance letter from a host institution, e.g. in the form of: an original letter, print from e-mail or fax;
2. The documents referred to in Article 5(1) must be completed in Polish or English. In the case of a person with the disability which prevents him or her from submitting documents in such a form, the form of submitting documents - appropriate to the type of disability - will be determined each time by the Project Director.
3. In the case of doctoral students and academic staff of KUL, the set of documents referred to in Article 5(1) must be delivered in person or by post to the address of the Admissions Office included in Article 2(13).
4. In the case of doctoral students and academic staff from a foreign institution, the set of documents referred to in Article 5(1) 1 should be submitted personally, by post to the address of the Admissions Office included in Article 2(13) or in a scanned form by e-mail to:
 - a) doctoral students coming from abroad: Katarzyna Woźniak, e-mail: katstep@kul.pl;
 - b) doctoral students of KUL going abroad: Renata Kras, e-mail: marczak@kul.pl;
 - c) employees of KUL going abroad and employees coming from abroad: Tomasz Kostecki, e-mail: kostecki@kul.pl.

Once accepted for participation in the project based on scans of documents, the Applicant from a foreign institution must provide original application documents in person or by post to the address of the Admissions Office no later than within 14 days upon receipt of the information on qualification.

5. The documents which are incomplete, illegible and do not fulfill formal requirements including those submitted after the deadline, will not be considered. The date of submitting the documents is the date of receipt of the document to the Admissions Office.
6. The recruitment process conducted by the recruitment committee consists of two stages:
 - a) formal assessment – the evaluation of application documentation in terms of completeness and correctness with formal requirements;
 - b) substantive assessment – the evaluation of the content of the application form in accordance with the criteria indicated in Article 5(9).
7. The assessment of the application forms by the Recruitment Committee is carried out on the basis of the evaluation card to be filled in by the Recruitment Committee.
8. The formal assessment of the application documentation by the Recruitment Committee includes:
 - a) verification of the eligibility of the Applicant for participation in the project,
 - b) assessment of the completeness of the application documents submitted by the Applicant,
 - c) assessment of the application documents submitted by the Applicant in relation to the requirements of the project and the Regulations.
9. As a part of the substantive assessment, the Recruitment Committee awards points in each of the following categories (the maximum score is 6 points):
 - a) quality of the scholarship exchange programme - max. 3 points, 1 point for each type of activity (except for the archival/library queries, for which you can obtain 0.5 points), with a maximum of 3 types of activity, including one main and two additional types of activity;
 - b) relevance of the mobility - 1 point will be awarded only if the Applicant can demonstrate that the duration of the mobility, objectives and results to be achieved correspond to the scientific/teaching activities of the Applicant and the field of activity of the host institution;
 - c) mobilities under the PROM for the first time - 1 point will be awarded if the Applicant did not receive the scholarship in the edition of the Programme for the academic year 2018/2019;
 - d) age of the Applicant (under 40 years old) at the time of joining the project (i.e. the date of signing the Beneficiary Agreement with the Project Participant and the first day of stay at the host institution) - 1 point will be awarded if the Applicant is under 40 years old.
10. In a case of the same number of points obtained by Applicants, the Recruitment Committee will take into account the following additional criteria:
 - scientific and teaching achievements, research activity;
 - a lack of other possibilities of financing the exchange programme (e.g. a lack of possibility to apply for funds available in KUL due to the low scientific category of the faculty) - applies only to persons going abroad;

- arrival from a partner institution of strategic importance for the project - applies only to persons coming from abroad;
 - gender of Applicants (equal opportunities for the gender of outgoing and incoming persons).
11. The points awarded shall be added up, and then a list of qualified persons, prepared separately for male and female Applicants, including the target group mentioned in Article 3(2), the duration and place of stay in accordance with Appendix 3 to the Regulations. In the case of an equal number of points, the applications will be processed in the order they were received.
 12. Persons who have not been placed on the list of qualified persons will be placed on the reserve list prepared separately for male and female Applicants and for each of the target groups listed in Article 3 (2), as well as for the period and place of stay in accordance with Appendix 3 to the Regulations.
 13. In case of recruiting less than the assumed number of Applicants with the inclusion of the target group mentioned in Article 3(2), the length and place of stay in accordance with Annex no. 3 to the Regulations, the Recruitment Commission reserves the right to contact the Applicant from the reserve lists in order to make changes to the submitted application form in terms of the number of days of stay.
 14. In the situation when the number of taken places will not be reached and after the implementation of the procedure described in Sec. 12., the Recruitment Committee will announce an additional recruitment.
 15. Within 3 working days from the date of closing the proceedings, the Recruitment Committee draws a recruitment report with the lists referred to in Article 10(11).
 16. The information on the results of recruitment will be sent to the Applicants via e-mail within 3 working days from the date of the report.
 17. In case of resignation of the Project participant, the next person on the reserve list will be selected, according to the number of points scored, taking the female and male Applicants into account separately.
 18. The decision of the Recruitment Committee is final and not eligible for appeal.
 19. In the recruitment procedure, equal opportunities for women and men and people with disabilities will be ensured in accordance with the following documents:
 - a) proposal for financing the project;
 - b) "Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities and the principle of equal opportunities for women and men as part of EU funds for 2014-2020";
 - c) "Persons with disabilities - Accessibility Standards for Cohesion Policy 2014-2020" (Annex no. 2 to the above-mentioned "Guidelines");
 - d) "Equal opportunities for women and men - A Guide to equal opportunities for women and men in EU Funds for 2014-2020";
 - e) Manual of the Beneficiary of the PROM Programme.

Obligations of the Applicant

§ 6

1. The Project participant is particularly obliged to:
 - a) submitting in a timely manner to the Beneficiary all the documents necessary to fulfill the Beneficiary's obligations under the contract with NAWA, among others to confirm the status of the Project participant,
 - b) disclosing personal data necessary for the implementation of the project,
 - c) signing and complying with the terms of the Agreement and the Regulations,
 - d) implementing the scholarship exchange programme settled with a host institution submitted to the Admissions Office
 - e) submitting to the Project Office a confirmation of the completion of the scholarship exchange including each performed activity certified in accordance with the model certificate constituting an attachment to the Agreement, signed by an authorized representative of a host institution,
 - f) submitting for inspection all the documents confirming the completion of travel (e.g. boarding passes, train tickets),
 - g) filling online the evaluation questionnaire regarding the received support (available under the link: <http://survey.nawa.gov.pl/ankieta/token/id/471032/ankieta-dla-uczestnikow-programu-prom-2019-survey-for-the-participants-of-the-prom-programme-2019.html>, after receiving the access code from the Beneficiary (the so-called token), within 30 days from the end of the short form of education. The participant should be aware that filling in the on-line questionnaire is a condition of receiving the second part of the scholarship;
 - h) participating in separate evaluation studies commissioned by NAWA, in accordance with the adopted research methodology. The Project participant may be invited to take part in the study one time from the date the project starts up to 3 years after its completion.
 - i) being present during the visit by NAWA representative at an event in which the Project participant takes part in accordance with the program of scholarship exchange and - upon his / her request - submitting all documentation related to the stay.
2. The Project participant is obliged to return all funds received as the scholarship exchange referred to in Article 3(4) of the Regulations along with statutory interest for delay calculated from the date of transfer of funds referred to in Article 3(4) until the date of payment in the event of providing false data in recruitment or reporting documents or the use of these resources in breach of the Agreement or the Regulations, or failure to fulfill the obligations listed in Article 6(1).

Final provisions

§ 7

1. The Regulations are in effect from the moment of its announcement on the project website to the end of the project settlement.
2. The Beneficiary reserves the right to make amendments to the Regulations.
3. The amendment of the Regulations does not result in any change to the Agreement.
4. The Regulations are available in the Admissions Office, the Project Office and on the website.
5. The annexes mentioned in the Regulations are an integral part of the Regulations.

Annexes:

Annex no. 1 to the Regulations of participation in the project: *Project participation data form*

Annex no. 2 to the Regulations of participation in the project: *Costs financed in connection with participation in the project – flat rates*

Annex no. 3 to the Regulations of participation in the project: *Number of scholarships available*

Annex no. 4 to the Regulations of participation in the project: *Model of the agreement between the Beneficiary and the Project Participant with Annexes*

Annex no. 5 to the Regulations of participation in the project: *List of OECD countries and cities in the top 50 of the MERCER report*

Annex no. 1 to The Regulations of participation in the “PROM – International scholarship exchange of PhD candidates and academic staff” project: *Project participation data form*

Formularz uczestnictwa w projekcie / *Project participation data form*
PROM – Międzynarodowa wymiana stypendialna doktorantów i kadry akademickiej / *PROM Programme – International scholarship exchange of PhD candidates and academic staff*

DANE DOTYCZĄCE PROJEKTU / <i>Data of the project</i>		Projekt pozakonkursowy Narodowej Agencji Wymiany Akademickiej pn. „Międzynarodowa wymiana stypendialna doktorantów i kadry akademickiej”, nr projektu POWR.03.03.00-00-PN13/18, realizowany w ramach Działania: 3.3 Umiędzynarodowienie polskiego szkolnictwa wyższego, PO WER / <i>Non-competition project of the Polish National Agency for Academic Exchange “International scholarship exchange of PhD candidates and academic staff”, project No. POWR.03.03.00-IP.08-00-P13/18, implemented under Measure: 3.3 Internationalisation of Polish higher education, OP KED</i>	
NUMER UMOWY O FINANSOWANIE / <i>Number of the project financing agreement</i>		PPI/PRO/2019/1/00048/U/00001	
DANE BENEFICJENTA NAWA / <i>Name of NAWA’s Beneficiary</i>			
Kraj / <i>Country</i>		Polska / Poland	
Typ instytucji / <i>Type of institution</i>		uczelnia / HEI	
Nazwa Uczelni / <i>Name of HEI</i>		Katolicki Uniwersytet Lubelski Jana Pawła II / <i>The John Paul II Catholic University of Lublin</i>	
NIP / <i>NIP (Tax Identification Number)</i>		712-016-10-05	
Województwo / <i>Voivodeship</i> lubelskie		Powiat / <i>District</i> Lublin	
Gmina / <i>Gmina</i> Lublin			
Miejscowość / <i>City</i> Lublin	Ulica / <i>Street</i> Al. Racławickie	Nr budynku / <i>Building number</i> 14	Kod pocztowy / <i>Postal code</i> 20-950
Telefon kontaktowy / <i>Phone number</i> +48 81 445 41 75		Adres e-mail / <i>E-mail address</i> projects@kul.pl	

I. DANE UCZESTNIKA PROJEKTU / <i>Data of project participant</i>	
Kraj / <i>Country</i>	
Rodzaj uczestnika / <i>Type of participant</i>	<input type="checkbox"/> pracownik instytucji / <i>employee</i> <input type="checkbox"/> doktorant, przedstawiciel instytucji/podmiotu / <i>PhD student, representative of the institution/entity</i>
Nazwa instytucji / <i>Name of the institution</i>	
Imię / <i>Name</i>	

Nazwisko / Surname		
Brak PESEL / No PESEL (Personal Identification Number)	<input type="checkbox"/> TAK / YES	<input type="checkbox"/> NIE / NO
PESEL / PESEL (Personal Identification Number)		
Płeć / Sex	<input type="checkbox"/> KOBIEȚA / FEMALE	<input type="checkbox"/> MĘŻCZYŹNA / MALE
Wiek w chwili przystąpienia do projektu¹ / Age at the time of joining the project		
Wykształcenie / Education	<input type="checkbox"/> ponadgimnazjalne / upper-secondary (ISCED 3) <input type="checkbox"/> policealne / post-secondary (ISCED 4) <input type="checkbox"/> wyższe / tertiary (ISCED 5-8)	
Adres zamieszkania / Permanent residence address		Dane kontaktowe / Contact data
Województwo / Voivodship	Telefon kontaktowy / Phone number	
Powiat / District		
Gmina / Gmina	Adres poczty elektronicznej (e-mail) / E-mail address	
Miejscowość / City		
Ulica / Street		
Numer budynku / Building number		
Numer lokalu / Apartment number		
Kod pocztowy / Postal code		
STATUS UCZESTNIKA PROJEKTU W CHWILI PRZYSTĄPIENIA DO PROJEKTU / Status of the project participant at the time of joining the project		
Status uczestnika projektu / Status of the project participant	<input type="checkbox"/> doktorant krajowy (odbywający kształcenie u Wnioskodawcy) / national doctoral student (undergoing training at the Applicant) <input type="checkbox"/> doktorant zagraniczny (przyjeżdżający do Wnioskodawcy w ramach wymiany) / foreign doctoral student (coming to the Applicant as part of the exchange) <input type="checkbox"/> przedstawiciel krajowej kadry akademickiej (osoba będąca nauczycielem akademickim lub pracownikiem Wnioskodawcy prowadzący kształcenie doktorantów) / representative of the national academic staff (a person who is an academic teacher or an employee of the Applicant who trains doctoral students) <input type="checkbox"/> przedstawiciel zagranicznej kadry akademickiej (osoba będąca nauczycielem akademickim) / representative of the foreign academic staff (a person who is an academic teacher)	

¹ Tj. dzień podpisania Umowy Beneficjenta z Uczestnikiem/Uczestniczką projektu i pierwszy dzień pobytu w instytucji przyjmującej. / The day of signing the Agreement between the Beneficiary and the Project Participant and the first day of stay at the host institution.

Szczegóły wsparcia / Support details		
Status osoby na rynku pracy w chwili przystąpienia do projektu / Status of a person on the labour market	<input type="checkbox"/> osoba bierna zawodowo – osoba kształcąca się / <i>professionally inactive person – a learning person</i>	
	<input type="checkbox"/> osoba pracująca / a working person	w tym w / including in: <input type="checkbox"/> administracji rządowej / <i>government administration</i> <input type="checkbox"/> administracji samorządowej / <i>local self-government administration</i> <input type="checkbox"/> MMŚP / <i>medium and small enterprises</i> <input type="checkbox"/> osoba pracująca w organizacji pozarządowej / <i>non-governmental organization</i> <input type="checkbox"/> działalność na własny rachunek / <i>self-employment</i> <input type="checkbox"/> dużym przedsiębiorstwie / <i>employment in a large enterprise</i> <input type="checkbox"/> inne / <i>other</i>
Wykonywany zawód (dotyczy tylko „osób pracujących”)² / Current occupation (applies only to employed persons)	<input type="checkbox"/> instruktor praktycznej nauki zawodu / <i>practical vocational training instructor</i> <input type="checkbox"/> nauczyciel kształcenia ogólnego / <i>general education teacher</i> <input type="checkbox"/> nauczyciel wychowania przedszkolnego / <i>preschool teacher</i> <input type="checkbox"/> nauczyciel kształcenia zawodowego / <i>vocational education teacher</i> <input type="checkbox"/> pracownik instytucji systemu ochrony zdrowia / <i>employee of a health care institution</i> <input type="checkbox"/> kluczowy pracownik instytucji pomocy i integracji społecznej / <i>key employee of a social welfare and integration institutions</i> <input type="checkbox"/> pracownik instytucji rynku pracy / <i>employee of a labour market institution</i> <input type="checkbox"/> pracownik instytucji szkolnictwa wyższego / <i>employee of a higher education institution</i> <input type="checkbox"/> pracownik instytucji systemu wspierania instytucji rodziny i pieczy zastępczej / <i>employee of the institution of supporting family institutions and foster care system</i> <input type="checkbox"/> pracownik ośrodka wsparcia ekonomii społecznej / <i>employee of an institution supporting the family and foster care system</i> <input type="checkbox"/> pracownik poradni psychologiczno-pedagogicznej / <i>employee of a social economy support centre</i> <input type="checkbox"/> rolnik / <i>farmer</i> <input type="checkbox"/> inny / <i>other</i>	
Zatrudniony w / employed at (nazwa instytucji/przedsiębiorstwa / name of the institution / company)	

² Co do zasady w przypadku uczestnika będącego przedstawicielem **kadry akademickiej** wykonywany zawód to **pracownik instytucji szkolnictwa wyższego**, w przypadkach doktorantów wykonywany zawód nie musi być związany z pracą na uczelni, tj. np.: pracownik instytucji systemu ochrony zdrowia, instruktor praktycznej nauki zawodu, pracownik ośrodka wsparcia ekonomii społecznej, nauczyciel wychowania przedszkolnego, pracownik instytucji rynku pracy, rolnik, itd. / *As a rule, in the case of a participant who is a representative of the academic staff, the current occupation should be the employee of a higher education institution, in the case of doctoral students the occupation does not have to be related to work at a university, e.g. employee of the health care system institution, practical vocational training instructor, employee of a social economy support centre, pre-school teacher, employee of a labour market institution, farmer, etc.*

Osoba należąca do mniejszości narodowej lub etnicznej, migrant, osoba obcego pochodzenia / <i>Person belonging to a national or ethnic minority, a migrant, a person of foreign origin</i>	<input type="checkbox"/> NIE / NO <input type="checkbox"/> ODMOWA PODANIA INFORMACJI / <i>Refusal to provide this information</i> <input type="checkbox"/> TAK / YES
Osoba bezdomna lub dotknięta wykluczeniem z dostępu do mieszkań / <i>Homeless person or affected by exclusion from access to housing</i>	<input type="checkbox"/> NIE / NO <input type="checkbox"/> TAK / YES
Osoba z niepełnosprawnościami / <i>Person with disabilities</i>	<input type="checkbox"/> NIE / NO <input type="checkbox"/> ODMOWA PODANIA INFORMACJI / <i>Refusal to provide this information</i> <input type="checkbox"/> TAK / YES
Osoba w innej niekorzystnej sytuacji społecznej / <i>Person in a different unfavourable social situation</i>	<input type="checkbox"/> NIE / NO <input type="checkbox"/> ODMOWA PODANIA INFORMACJI / <i>Refusal to provide this information</i> <input type="checkbox"/> TAK / YES

.....
MIEJSCOWOŚĆ I DATA / PLACE AND DATE

.....
CZYTELNY PODPIS UCZESTNIKA PROJEKTU / LEGIBLE SIGNATURE
OF THE PROJECT PARTICIPANT

.....
MIEJSCOWOŚĆ I DATA / PLACE AND DATE

.....
CZYTELNY PODPIS OSOBY PRZYJMUJĄCEJ
FORMULARZ PO STRONIE UCZELNI/INSTYTUTU / LEGIBLE
SIGNATURE OF THE PERSON RECEIVING THE FORM
ON THE SIDE OF THE HEI/INSTITUTE

II. WNIOSEK O STYPENDIUM / *Scholarship exchange application*

(Prosimy o drukowanie tej części formularza na oddzielnej stronie / Please start printing this section on a separate page)

Kierunek i rok studiów / Study major and year <i>(dotyczy doktorantów / applies to PhD candidates)</i>	
Zakres, tematyka pracy doktorskiej / Topic of doctoral dissertation <i>(dotyczy doktorantów / applies to PhD candidates)</i>	
Tytuł naukowy, stanowisko / Academic title, position	
Dyscyplina naukowa / Academic discipline	
Katedra, instytut, wydział / Department, institute, faculty	
Specjalizacja, przedmiot badań / Specialisation/research topic	

Opis dorobku naukowego/dydaktyczno-naukowego, pełnione funkcje, przynależność do kół, organizacji naukowych, kursy, szkolenia *(max. 1 strona formatu A4, rozmiar czcionki 12, interlinia: 1,0) / Description of didactic and research achievements, performed functions, research affiliations, memberships, courses, trainings (max. 1 page size A4, font size 12, leading: 1.0)*

Udział w projekcie / <i>Participation in the project</i>	
<p>Proszę wybrać 1 główny typ działania oraz maksymalnie 2 dodatkowe typy działań, które chcą Państwo realizować w ramach Projektu / <i>Please choose 1 main type of activity and a maximum of 2 additional types of activity that you want to pursue within the Project</i></p>	<ul style="list-style-type: none"> a. aktywny udział w konferencji zagranicznej (w tym np. udział w sesji posterowej i flash talk) / <i>active participation in a conference held abroad (including e.g. participation in a poster session and a flash talk)</i> b. pozyskanie materiałów do pracy doktorskiej/artykułu naukowego / <i>gathering materials for a doctoral thesis / scientific article</i> c. udział w szkole letniej/szkole zimowej (zarówno jako słuchacz szkoły, jak i prowadzący zajęcia). Tematyka programu szkoły musi być ściśle związana z tematyką rozprawy doktorskiej i/lub prowadzonymi badaniami / <i>participation in a summer school/winter school (both as a student and a lecturer). The subject matter of the school's curriculum must be closely connected to the topic of the doctoral dissertation and/or conducted research</i> d. wykonanie pomiarów korzystając z unikatowej aparatury, w tym korzystając z dużej infrastruktury badawczej niedostępnej (trudno dostępnej) w Polsce / <i>taking measurements by making use of unique equipment, including large research infrastructure unavailable (or not readily available) in Poland</i> e. udział w krótkich formach kształcenia tj. kursach, warsztatach, stażach towarzyszących lub stażach przemysłowych, wizytach studyjnych / <i>participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits</i> f. udział w szkoleniach (w tym szkoleniach dotyczących przedsiębiorczości lub działalności wdrożeniowej) / <i>participation in trainings (including trainings in the field of entrepreneurship or implementation-related activities)</i> g. wykonanie kwerend archiwalnych/ bibliotecznych / <i>conduct of archival/library queries</i> h. udział w spotkaniach brokerskich / <i>participation in brokerage meetings</i> i. prowadzenie zajęć dydaktycznych / <i>teaching</i> j. udział w przygotowaniu międzynarodowego wniosku grantowego / <i>participation in the drafting of an international grant application</i> k. inne krótkie formy kształcenia umożliwiające zwiększenie kompetencji uczestnika projektu / <i>other short education forms aiming at increasing competences of a project participant</i> <p>.....</p> <p>.....</p>
<p>Główny typ działania / <i>Main type of activity</i></p>	
Opis planowanych działań / <i>Description of planned activities</i>	
<p>Informacje o instytucji przyjmującej (<i>nazwa, adres</i>) / <i>Information about the host institution (name, address)</i></p>	

Przewidywany okres podróży i pobytu (<i>daty</i>) / <i>Expected period of stay (dates)</i>			
Opis zaplanowanych działań <i>(np. szkoła letnia pn. „...” w ...; konferencja pn. „...” organizowana przez ... w ...; przeprowadzenie zajęć dydaktycznych z zakresu ... dla ... os./studentów) / Description of planned activities (e.g. summer school “...” organized in ...; conference “...” organized by ... in ...; conduct of classes [name] for ... persons/students)</i>	Liczba dni realizacji działania <i>/ The number of days of the action</i>	Opis nabytych kompetencji w zakresie: wiedzy, umiejętności, kompetencji społecznych <i>(zgodnie z: Załącznik nr 3 do umowy Beneficjenta z Uczestnikiem Projektu – Wzór certyfikatu) / Description of acquired competences in the area of: knowledge, skills, social competence (in accordance with Annex no. 3 to the Agreement between the Beneficiary and the Project Participant - Model of the Certificate)</i>	Rezultaty/korzyści z wymiany / <i>Expected results/benefits from the exchange</i>
1. ...			
2. ...			
Opis związku programu wyjazdu z tematem przygotowywanego doktoratu i prowadzonymi w związku z tym badaniami (<i>dotyczy doktorantów</i>), z prowadzonymi zajęciami dydaktycznymi lub działalnością naukową (<i>dotyczy kardy akademickiej</i>), (max. 1/2 str. formatu A4, rozmiar czcionki 12, interlinia: 1,0) / Description of the relationship of the scholarship programme with the subject of the doctoral thesis and research (<i>applies to PhD students</i>), didactic and research activities (<i>applies to academic staff</i>) (max. 1/2 page size A4, font size 12, leading: 1.0):			

Szacowany budżet / <i>Estimated Project Budget</i> ³	
Łączna liczba dni wyjazdu (= 2 dni podróży oraz ... dni pobytu) / <i>Total number of days of travel (2 days) and stay</i>	
Koszt utrzymania (ryczałt) / <i>Cost of living (flat rate)</i>	
Koszty podróży (ryczałt) / <i>Costs of travel (flat rate)</i>	
Koszty opłat konferencyjnych, szkoleń, kursów, warsztatów etc. (jeśli dotyczy) / <i>Costs of conference fees, trainings, courses, workshops, etc. (if applicable)</i>	
Całkowity szacowany koszt udziału w projekcie / <i>Total estimated cost of participation in the project</i>	

³ Budżet jest podzielony na następujące kategorie kosztów: 1) koszty podróży, ubezpieczenia i wizy w zryczałtowanej wysokości zależnej od odległości pomiędzy **miejsцем zamieszkania a instytucją przyjmującą**, zgodnie z Tabelą nr 1 stanowiącą załącznik nr 2 do formularza, 2) zryczałtowane koszty utrzymania (wliczając dni przeznaczone na podróż) zgodnie z Tabelą nr 2 stanowiącą załącznik formularza, 3) koszty opłat konferencyjnych, koszt szkolenia, kursu i warsztatów rozliczane po kosztach rzeczywistych. / *The project budget is divided into the following categories of costs: 1) costs of travel, insurance and a visa, at a flat rate in the amount dependent on the **distance between the place of residence and the host institution**, in accordance with Table no. 1 constituting an appendix to the form, 2) flat-rate costs of living (including days intended for travel) in accordance with Table no. 2 constituting an appendix to the form, 3) costs of conference fees, cost of training, course and workshops settled according to real costs.*

Oświadczam, że / I hereby declare that:

- ☐ zapoznałem/-łam się z Regulaminem i zobowiązuję się do jego przestrzegania / *I have read the Regulations and I undertake to comply with them*
- ☐ nie korzystam z innego dofinansowania na pokrycie kosztów opisanego pobytu / *I do not use any other funding to cover the costs of the described visit*
- ☐ nie mam możliwości sfinansowania zaplanowanego wyjazdu z innych źródeł publicznych, w tym w ramach środków na badania statutowe, grantów naukowych, innych projektów itp. / *I do not have the possibility to finance the planned visits from other public sources, including funds for statutory research, scientific grants, other projects, etc.*
- ☐ spełniam kryteria rekrutacji na wyjazd jako doktorant / przedstawiciel kadry akademickiej (*niepotrzebne skreślić*) / *I meet the criteria for recruitment for a visit as a PhD candidate / a representative of academic staff (delete as appropriate)*
- ☐ wyrażam zgodę na udział w procesie monitoringu i ewaluacji uzyskanego wsparcia w ramach projektu / *I agree to participate in the monitoring and evaluation process of the received support under the project*
- ☐ zostałam/em uprzedzona/y o odpowiedzialności za złożenie nieprawdziwego oświadczenia lub zatajenia prawdy, niniejszym oświadczam, że w/w dane są zgodne z prawdą / *I have been warned about the responsibility for making a false statement or concealing the truth, I hereby declare that the above-mentioned data is truthful*

.....
Miejscowość, data / Place and date

.....
Podpis Kandydata/Kandydatki / Legible signature of the project candidate

.....
Podpis promotora/Dyrektor Szkoły Doktorskiej (dotyczy doktorantów)/
bezpośredniego przełożonego (dotyczy przedstawiciela kadry akademickiej) /
Legible signature of the project candidate's supervisor / Director of the Doctoral School (applies to PhD candidates)/
immediate superior (applies to academic staff)

KLAUZULA INFORMACYJNA

Zgodnie z art. 13 Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych), publ. Dz. Urz. UE L Nr 119, s. 1:

1. Administratorem jest Katolicki Uniwersytet Lubelski Jana Pawła II (adres: Al. Racławickie 14, 20 – 950 Lublin, adres e-mail: kul@kul.pl, numer telefonu: 81 445 41 01), reprezentowany przez Rektora.

2. Dane kontaktowe inspektora ochrony danych: adres e-mail: iod@kul.pl, numer telefonu: 81 445 32 30).

3. Dane osobowe będą przetwarzane w celu przeprowadzenia selekcji i dokonania wyboru uczestników programu „PROM – Międzynarodowa Wymiana Stypendialna Doktorantów i Kadry Akademickiej”.

4. Dane osobowe będą przetwarzane przez okres niezbędny do realizacji ww. celu z uwzględnieniem okresów przechowywania określonych w przepisach odrębnych, w tym przez okres niezbędny do archiwizacji.

5. Podstawą prawną przetwarzania danych jest art. 6 ust. 1 lit. a) ww. Rozporządzenia (zgoda osoby, której dane dotyczą).

6. Administrator przekazuje dane osobom upoważnionym do przetwarzania danych osobowych oraz podmiotom przetwarzającym dane na zlecenie (w przypadku zawarcia umowy powierzenia przetwarzania). Dane osobowe nie będą przekazywane innym odbiorcom.

7. Osoba, której dane dotyczą ma prawo do:

- żądania dostępu do danych osobowych oraz ich sprostowania, usunięcia lub ograniczenia przetwarzania danych osobowych.
- cofnięcia zgody w dowolnym momencie bez wpływu na zgodność z prawem przetwarzania, którego dokonano na podstawie zgody przed jej cofnięciem.
- wniesienia skargi do Prezesa Urzędu Ochrony Danych Osobowych.

INFORMATION CLAUSE

According to art. 13 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, p. 1:

1. The data administrator is The John Paul II Catholic University of Lublin (address: Al. Racławickie 14, 20 - 950 Lublin, Poland, e-mail address: kul@kul.pl, tel. no.: +48 81 445 41 01), represented by the Rector.

2. Contact details of a data protection officer: e-mail address: iod@kul.pl, tel. no.: +48 81 445 32 30.

3. Personal data will be processed for the purpose of recruitment and selection under the “PROM - International scholarship exchange of PhD candidates and academic staff” project.

4. Personal data will be processed for the period necessary to implement and achieve the aforementioned objective regarding retention of periods set out in the separate regulations.

5. The legal basis for data processing is art. 6 par. 1 letter a) of above Regulation (consent of the data subject).

6. The administrator provides data to persons authorized to process personal data and entities processing data on request (in the case of conclusion of a contract to entrust processing). Personal data will not be transferred to recipients.

7. The data subject has the right to:

- request for access to personal data and rectification, erasure or limitation of personal data processing,
- withdrawal of consent to the processing of personal data at any time without affecting the legal processing compliance established on the basis of prior consent,
- lodge a complaint to the President of the Personal Data Protection Office.

Podanie danych osobowych jest dobrowolne, niemniej konsekwencją niepodania danych osobowych jest brak możliwości udziału w procedurze selekcji uczestników ww. programu.

Provision of data is voluntary, however, the consequence of not providing personal data is the inability to participate in the selection procedure of PhD students and academic staff.

KLAUZULA ZGODY

Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w niniejszym formularzu do celów związanych z rekrutacją i selekcją w ramach projektu „PROM – Międzynarodowa wymiana stypendialna doktorantów i kadry akademickiej” zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych), publ. Dz. Urz. UE L Nr 119, s. 1. Zgoda ma charakter dobrowolny, przy czym niewyrażenie zgody wiąże się z brakiem możliwości udziału w projekcie. Zgoda może być cofnięta w każdym momencie, jednak bez wpływu na zgodność z prawem przetwarzania danych osobowych, którego dokonano na podstawie zgody przed jej cofnięciem.

CLAUSE OF CONSENT

I hereby give consent for my personal data to be processed for the purpose and to the extent necessary to recruitment and selection under the “PROM - International scholarship exchange of PhD candidates and academic staff” project in accordance with 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, p. 1. Provision of data is voluntary. The consequence of not providing personal data is the inability to analyse the needs of PhD students and academic representatives. The consent to the processing of personal data can be withdrawn at any time without affecting the legal processing compliance established on the basis of prior consent.

.....
Miejscowość, data

.....
Place and date

.....
Podpis Kandydata/Kandydatki

.....
Legible signature of the project candidate

Annex no. 2 to the Regulations of participation in the project: *Costs financed in connection with participation in the project – flat rates*

Costs financed in connection with participation in the project – flat rates

Table no. 1. Costs of travel, health insurance, liability insurance (OC), accident insurance (NNW), visa fees or costs related to the legalization of stay⁴

Distance in a straight line between the place of residence of the participant and the host institution (in km)	Flat rate per person
under 500	1 000,00 PLN
500 - 999	2 000,00 PLN
1 000 – 2 999	3 000,00 PLN
3 000 – 6 000	4 000,00 PLN
more than 6 000	5 000,00 PLN

Table no. 2. Costs of living

Total number of days of stay and travel ⁵	In case of travel to OECD countries, as well as cities from non-OECD countries included in the first 50th of MERCER's report ⁶	For other countries
5	4 000,00 PLN	3 000,00 PLN
6	4 420,00 PLN	3 260,00 PLN
7	4 840,00 PLN	3 520,00 PLN
8	5 260,00 PLN	3 780,00 PLN
9	5 680,00 PLN	4 040,00 PLN
10	6 100,00 PLN	4 300,00 PLN
11	6 520,00 PLN	4 560,00 PLN
12	6 940,00 PLN	4 820,00 PLN
13	7 360,00 PLN	5 080,00 PLN
14	7 780,00 PLN	5 340,00 PLN
15	8 200,00 PLN	5 600,00 PLN
16	8 450,00 PLN	5 760,00 PLN
17	8 700,00 PLN	5 920,00 PLN
18	8 950,00 PLN	6 080,00 PLN
19	9 200,00 PLN	6 240,00 PLN
20	9 450,00 PLN	6 400,00 PLN
21	9 700,00 PLN	6 560,00 PLN
22	9 950,00 PLN	6 720,00 PLN
23	10 200,00 PLN	6 880,00 PLN

⁴ In the case of calculating the distance in a straight line between the place of residence of the participant and the city of stay (in km), please use the **Erasmus + Distance Calculator**: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl

⁵ The number of days of the event in which the participant attends + maximum 2 days (1 day to commute to the place of study and 1 day to return).

⁶ Annex no. 5: List of OECD countries: <https://www.oecd.org/about/document/list-oecd-member-countries.htm>, and cities in the top 50 of the MERCER report <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2017a986532/index.html>

24	10 450,00 PLN	7 040,00 PLN
25	10 700,00 PLN	7 200,00 PLN
26	10 950,00 PLN	7 360,00 PLN
27	11 200,00 PLN	7 520,00 PLN
28	11 450,00 PLN	7 680,00 PLN
29	11 700,00 PLN	7 840,00 PLN
30	12 000,00 PLN	8 000,00 PLN

Annex no. 3 to the Regulations of participation in the project: *Number of scholarships available*

Number of scholarships available

Table no. 1. Academic staff of KUL to foreign institutions

Distance in a straight line between the place of residence of the participant and the host institution (in km)	Total number of days of stay and travel (travel 2 days)	OECD countries and cities from the first 50th of MERCER's report	Number of scholarships available
500 - 999 km	14	YES	3
1 000 – 2 999 km	7	YES	8
	14	YES	1
more than 6 000 km	14	YES	2
	30	YES	1

Table no. 2. Academic staff from foreign institutions to KUL

Distance in a straight line between the place of residence of the participant and the host institution (in km)	Total number of days of stay and travel (travel 2 days)	OECD countries and cities from the first 50th of MERCER's report	Number of scholarships available
under 500 km	5	YES	1
	6	YES	1
	7	YES	1
500 – 999 km	6	YES	2
	7	YES	2
1 000 - 2 999 km	7	YES	2
3 000 – 6 000 km	7	YES	1
more than 6 000 km	10	YES	1

Table no. 3. KUL doctoral students to foreign institutions

Distance in a straight line between the place of residence of the participant and the host institution (in km)	Total number of days of stay and travel (travel 2 days)	OECD countries and cities from the first 50th of MERCER's report	Number of scholarships available
under 500 km	7	YES	2
	14	NO	2
500 – 999 km	5	YES	1
	7	YES	2
	7	NO	1
	11	NO	1
	14	YES	1
1 000 - 2 999 km	5	YES	7
	7	YES	8
	10	YES	14
	14	YES	1
	14	NO	2
3 000 – 6 000 km	10	YES	1
more than 6 000 km	7	YES	1
	10	YES	1
	14	YES	2
	14	NO	1
	21	YES	1
	24	YES	1
	24	NO	1
	30	YES	1

Table no. 4. Doctoral students from foreign institutions to KUL

Distance in a straight line between the place of residence of the participant and the host institution (in km)	Total number of days of stay and travel (travel 2 days)	OECD countries and cities from the first 50th of MERCER's report	Number of scholarships available
under 500 km	5	YES	9
	6	YES	8
	7	YES	2
	10	YES	12
	11	YES	2
500 – 999 km	5	YES	1
	6	YES	4
	7	YES	2
	10	YES	5
	11	YES	2
1 000 – 2 999 km	14	YES	2
3 000 – 6 000 km	14	YES	3

Annex no. 4 to the Regulations of participation in the project: *Model of the agreement between the Beneficiary and the Project Participant with Annexes*

AGREEMENT

between

Name and address of the higher education institution:

.....
..... hereinafter referred to as the "HEI", represented by Mrs/Mr [name, surname, position]:
....., being the Beneficiary in the Agreement for the implementation and financing of the project under the *PROM Programme – International scholarship exchange of doctoral students and academic staff* (hereinafter the Programme), concluded with the Polish National Agency for Academic Exchange, hereinafter referred to as the "Agreement with the HEI".

and

Mrs/Mr: [name, surname and PESEL number if available, address of the doctoral student or academic, date of birth]:

hereinafter referred to as the "Project Participant"

The parties have agreed to the following terms of the Agreement

PROVISIONS OF THE AGREEMENT:

§1 – SUBJECT-MATTER OF THE AGREEMENT

1. The parties have jointly agreed to effect a scholarship exchange under the Programme in compliance with the provisions of the Agreement with the HEI. The Programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme.
2. The Project Participant shall represent and confirm that they have read the Programme documentation and the obligations imposed on them in the Agreement with the HEI and the documents referenced therein and accepts them.
3. The HEI will provide the Project Participant with co-financing for implementing a short form of education, (..... *please provide a brief description of the action together with the period in which it will be implemented*), hereinafter referred to as the "Action".
4. The Project Participant shall accept co-financing and undertake to implement the Action referred to in paragraph 3.
5. The Project Participant declares that they have read and accept the terms of this Agreement. Any amendments to this Agreement must be made in writing under the penalty of becoming null and void.

§2 – DURATION OF THE AGREEMENT

1. The Agreement shall enter into force on the date of its conclusion, *i.e.* after signing by last of the parties.
2. The Action will commence on and last until

§3 – CO-FINANCING FOR THE ACTION

1. Co-financing of the costs associated with the Action shall amount to PLN, say The above amount consists of the amount for travelling of PLN and the amount for the living allowance of PLN and (please provide any other costs of the Action).
2. The Project Participant undertakes to complete an evaluation survey constituting Attachment 2 to this Agreement, within the time-limit and on the terms set out in the Programme.
3. The Project Participant is obliged to provide, depending on the nature of the Action, a suitable certificate proving the proper implementation of the Action – the model of such certificate constitutes Attachment No 3 to this Agreement.
4. Within the period of days from the completion of the Action, the Project Participant shall provide the HEI with a properly completed visit settlement form in accordance with the model constituting Attachment No 1 to the Agreement.

§4 – PAYMENTS TO THE PROJECT PARTICIPANT

1. Within days following this Agreement's entry into force payment amounting to PLN shall be transferred to the Project Participant.
2. As to the remainder, the HEI shall transfer the funds to the Project Participant by once the visit settlement, referred to in § 3 paragraph 4 is approved by the HEI.
3. If the amount of funds provided to the Project Participant pursuant to § 4 paragraph 1 exceeds the amount payable indicated in the visit settlement, the Project Participant is obliged to return difference between the amount paid and the amount payable, within days following the HEI's approval of the visit settlement. The funds returned by the Project Participant, referred to in the previous sentence, are the unused funds under the Agreement with the HEI.
4. Payments shall be made (*indicate the method of making payments to the participant*).....

§5 – PERSONAL DATA

The Project Participants, in concluding this Agreement, is obliged to submit a declaration of personal data, which constitutes Attachment 4 to this Agreement. Failure to submit the aforementioned declaration by the Project Participant shall constitute the basis for not paying of funds to the Project Participant and for the HEI's withdrawal from this Agreement within 3 months from its conclusion, *i.e.* by

§6 – APPLICABLE LAW AND JURISDICTION

Granting and payment of co-financing under the Programme shall be made in observance of the provisions of this Agreement, while considering the provisions of the Agreement with the HEI. Any disputed matters relating to this Agreement shall be settled in accordance with Polish legislation.

§7 – FINAL CONDITIONS

1. The court with jurisdiction to resolve any disputes arising from this Agreement will be the court competent for the HEI.
2. This Agreement has been drawn up in two identical copies, one for each party.

Project Participant

For the HEI

.....

.....

First name and surname

Name, surname and position

Signature.....

Signature.....

Place and date.....

Place and date.....

Stamp of the HEI

Annexes:

- 1) Visit settlement form
- 2) Evaluation survey
- 3) Model of the Certificate
- 4) Declaration of the Project Participant

Annex 1 to the Agreement between the Beneficiary and the Project Participant – Visit settlement form

VISIT SETTLEMENT				
I. BASIC INFORMATION				
1.	Name and surname of the project participant:			
2.	Title of the project:			
3.	Number of the agreement:			
4.	Place of residence (city):			
5.	Date of departure:			
6.	Date of return:			
7.	City of the host institution:			
8.	Purpose of the visit:			
II. COSTS OF TRAVEL, HEALTH INSURANCE, THIRD PARTY LIABILITY INSURANCE, ACCIDENT INSURANCE, VISA FEES OR FEES ASSOCIATED WITH LEGALISATION OF STAY				
Item	The distance in a straight line between the Participant's place of residence and the location of their stay (in km):	Amount [PLN]		
1.	more than 6,000			
III. COSTS OF STAY				
Item	Number of days*	OECD country or country listed in the top fifty of the MERCER report [YES/NO]	Amount [PLN]	
1.		NO		
*The number of days of stay includes days spent on travelling				
IV. COSTS OF CONFERENCE FEES, COST OF TRAINING, COURSE AND WORKSHOPS				
SUMMARY OF ACCOUNTING RECORDS CONCERNING CONFERENCE FEES, TRAINING, COURSES AND WORKSHOPS				
Item	Name of commodity/service	Number and type of accounting record	Amount [PLN]	Payment method*
				to be paid by bank transfer
				paid by the participant
				to be paid by bank transfer
				paid by the participant
Total paid by the participant			-	zł
Total to be paid by bank transfer*			-	zł

Original accounting records shown in the table constitute attachments to the visit settlement.		
*All accounting records "to be paid by bank transfer" must be issued to the Beneficiary in the project		
V. SETTLEMENT		
1. Advance payment paid to the project participant		- zł
2. Costs due, including: [a + b + c]		- zł
a.	Costs of travel, health insurance, third party liability insurance, accident insurance, visa fees or fees associated with legalisation of stay	- zł
b.	Costs of stay	- zł
c.	Costs of conference fees, cost of training, courses and workshops paid by the participant	- zł
3. Amount to be reimbursed/paid [1–2]		- zł
4. Outstanding costs of conference fees, cost of training, courses and workshops		- zł
Please return/I undertake to return* the amount resulting from the settlement of my visit.		- zł
* Delete as applicable		
Date and signature of the participant		Date and signature of the person approving the settlement

NOTE!

The presented survey questionnaire is for demonstration purposes only; the evaluation survey will be completed by the project participant online, NAWA will provide each project participant with the online survey form while the Beneficiary will only be informed about the fact that the survey has been completed.

Evaluation questionnaire

**For the participants in the projects carried out under the
PROM PROGRAMME – INTERNATIONAL SCHOLARSHIP EXCHANGE OF DOCTORAL STUDENTS
AND ACADEMIC STAFF**

of the Polish National Agency For Academic Exchange
Projects selected during the call for proposals in 2019:

Ladies and gentlemen, participants in the projects carried out under the PROM Programme,

This short evaluation survey is mandatory for all those who participated in the exchange under the PROM Programme – International scholarship exchange of doctoral students and academic staff. The main recipient of the information provided in this survey is NAWA. The questionnaire aims at understanding the effects of the PROM Programme and at making subsequent editions more efficient and useful for the recipients.

The Agency allows for the possibility of providing third parties with data collected through this questionnaire only in the form of aggregated statements with the guarantee of anonymity for each respondent. The only unanonymised information to be provided to the Institution, will be information about the fact that you have completed the survey; after all, this fact is a prerequisite for settling your exchange.

Thank you for your time and effort spent on completing the survey!

1. The name of the HEI or scientific unit that granted and provided you with the funds for participating in the exchange (Institution)

.....

2. Please indicate your status at the HEI (at the scientific unit):

<input type="checkbox"/>	Doctoral student
<input type="checkbox"/>	Academic staff member

3. Please specify the direction of your exchange:

<input type="checkbox"/>	departure from Poland
<input type="checkbox"/>	arrival to Poland

4. What country was the destination of your visit?

Please select from the drop-down list:

5. Please indicate the nature of your exchange:

Types of exchanges carried out under the PROM Programme	
<input type="checkbox"/>	Active participation in a conference held abroad (including, for example, participation in a poster session and flash talk)
<input type="checkbox"/>	acquisition of materials for a doctoral thesis/scientific article
<input type="checkbox"/>	participation in the summer school/winter school (both as a student and as a lecturer)
<input type="checkbox"/>	carrying out measurements using unique apparatus, including using large research infrastructure not available (difficult to access) in Poland
<input type="checkbox"/>	participation in short forms of education, <i>i.e.</i> courses, workshops, professional or industrial internships and study visits, including at the premises of entrepreneurs
<input type="checkbox"/>	participation in training courses (including training courses on enterprise or implementation activity)
<input type="checkbox"/>	make archival/library research
<input type="checkbox"/>	participation in brokerage meetings
<input type="checkbox"/>	teaching classes
<input type="checkbox"/>	participation in preparing an international grant application
<input type="checkbox"/>	other, what kind?

6. Are you happy with your stay abroad under the Programme?

definitely not	rather not	difficult to say	rather yes	definitely yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. How do you assess the usefulness of your exchange to your further career?

considering my further professional career, I assess my stay abroad as:			
moderately useful	useful	very useful	difficult to say
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. During your exchange, did you talk to people from other HEIs or scientific units about an opportunity to engage in scientific or teaching cooperation in the coming year?

<input type="checkbox"/>	No, I did not engage in such talks
<input type="checkbox"/>	Yes, I engaged in such talks, but I think that the actual establishment of cooperation in the coming year is unlikely or moderately likely
<input type="checkbox"/>	Yes, I engaged in such talks and I assume that it is highly likely that we will establish this cooperation in the coming year

9. During their exchanges, participants in the Programme were provided opportunities to raise various types of competences, *inter alia*, scientific, professional, self-organisation, interpersonal and linguistic. Please assess whether during your exchange you raised the following types of competences.

a) Scientific competences:

- knowledge in specific field/fields of science

no	rather not	yes, to some extent	yes, definitely

- ability to apply knowledge to scientific work (e.g. operating equipment/apparatus)

no	rather not	yes, to some extent	yes, definitely

- ability to implement scientific research in developing commercial products or services

no	rather not	yes, to some extent	yes, definitely

- other (what kind)

.....

b) Professional competences (including teaching competence)

- acquisition of knowledge related to work performed (industry and specialist knowledge or knowledge of work management and organisation, teaching work methodology)

no	rather not	yes, to some extent	yes, definitely

- ability to apply solutions used at the host institution (e.g. on process management, work organisation, teaching classes)

no	rather not	yes, to some extent	yes, definitely

- other (what kind)

.....

c) Self-organisation competences

- ability to organise own work

no	rather not	yes, to some extent	yes, definitely

- ability to search and process information

no	rather not	yes, to some extent	yes, definitely

- other (what kind)

.....

d) Interpersonal competences

- ability to establish/maintain cooperation with foreign partners

no	rather not	yes, to some extent	yes, definitely

- ability to work in an international team

no	rather not	yes, to some extent	yes, definitely

- ability to manage an international team

no	rather not	yes, to some extent	yes, definitely

- other (what kind)

.....

e) Linguistic competences

- ability to communicate in a foreign language

no	rather not	yes, to some extent	yes, definitely

- knowledge of specialist vocabulary

no	rather not	yes, to some extent	yes, definitely

- other (what kind)

.....

10. How do you assess the financial conditions offered to you during your exchange?

- a) I assess the coverage of travel expenses offered to me as:

	fully satisfying
	not fully satisfying
	definitely unsatisfying

Justification

.....

.....

- b) The amount of living allowance offered to me was:

	fully satisfying
	not fully satisfying
	definitely unsatisfying

Justification

.....

.....

11. Would you recommend participation in the Programme to your colleagues from your HEI or scientific unit:

	Yes
	No

12. Within a period between obtaining your degree of Master/ Engineer and participating in the exchange described here, have you participated in any other short-term exchanges?
(exchanges lasting between 5 and 30 days, whose nature falls within the catalogue of actions described in the question 5 above).

Please indicate the number of exchanges; if there were no exchanges, please enter: „0”

Number of exchanges:	
----------------------	--

13. Your other comments on the exchange or on the PROM Programme you would like to share with NAWA

.....

.....

CERTIFICATE

Mrs/Mr

First name and surname

participated in

title of the event

during (*from to*) in (*venue of the event*)

.....
date and signature of the organiser

Description of the learning outcomes⁷:

Please describe the learning outcomes as a result of participating in the event using the following formula and catalogue of concepts. The defined learning outcomes should be easy to verify. It is therefore necessary to avoid too general and too complex expressions, the language of the description should be simple and precise.

Knowledge (*knows and understands...*)⁸

e.g.

The scholarship holder knows / searches for / formulates / explains / recognises / distinguishes / names / selects / translates / indicates.....

Skills (*can...*)⁹

The scholarship holder analyses/selects/uses/links/operates/
develops/organises/undertakes/calculates/carries out/prepares/ solves/implements/verifies/searches
for/designs.....

Social competence (*is ready to...*)¹⁰

The scholarship holder is eager to... /aware of... /able to... / oriented towards... /open to...
/responsible for... /cares about... /proceeds according to... /strives for...

Annex 4 to the agreement between the Beneficiary and the Project Participant – Model of the declaration of project participant

⁷ The learning outcome is what the learner knows, understands and can do as a result of learning, expressed in terms of knowledge, skills and social competence.

⁸ **Knowledge** – a collection of descriptions of objects and facts, principles, theories and practices acquired in the learning process and relating to the field of learning or professional activity.

⁹ **Skills** – the ability, assimilated in the learning process, to perform tasks and solve problems specific to the field of learning or professional activity.

¹⁰ **Social competence** – the ability to participate autonomously and responsibly in the professional and social life and to shape own development, taking into account the ethical context of own behaviour.

OŚWIADCZENIE UCZESTNIKA PROJEKTU / THE DECLARATION OF PROJECT PARTICIPANT

(obowiązek informacyjny realizowany w związku z art. 13 i art. 14 Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679) / (information obligation implemented in relation to Articles 13



Fundusze Europejskie
Wiedza Edukacja Rozwój



Rzeczpospolita Polska

Unia Europejska
Europejski Fundusz Społeczny



and 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679)

OŚWIADCZENIE UCZESTNIKA PROJEKTU

(obowiązek informacyjny realizowany w związku z art. 13 i art. 14 Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679)

THE DECLARATION OF PROJECT PARTICIPANT

(information obligation implemented in relation to Articles 13 and 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679)

W związku z przystąpieniem do projektu pn. **Międzynarodowa wymiana stypendialna doktorantów i kadry akademickiej** przyjmuję do wiadomości, iż:

1. Administratorem moich danych osobowych jest minister właściwy do spraw rozwoju regionalnego pełniący funkcję Instytucji Zarządzającej dla Programu Operacyjnego Wiedza Edukacja Rozwój 2014-2020, mający siedzibę przy ul. Wspólnej 2/4, 00-926 Warszawa.
2. Przetwarzanie moich danych osobowych jest zgodne z prawem i spełnia warunki, o których mowa art. 6 ust. 1 lit. c oraz art. 9 ust. 2 lit. g Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 – dane osobowe są niezbędne dla realizacji Programu Operacyjnego Wiedza Edukacja Rozwój 2014-2020 (PO WER) na podstawie:

- 1) w odniesieniu do zbioru „Program Operacyjny Wiedza Edukacja Rozwój”:
 - a) rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1303/2013 z dnia 17 grudnia 2013 r. ustanawiającego wspólne przepisy dotyczące Europejskiego Funduszu Rozwoju

In connection with joining the project entitled **International scholarship exchange of PhD candidates and academic staff** I acknowledge that:

1. The administrator of my personal data is the minister competent for regional development acting as the Managing Authority for Operational Programme Knowledge Education Development 2014-2020, having its headquarters at ul. Wspólna 2/4, 00-926 Warsaw.
2. The processing of my personal data is legal and fulfils the conditions referred to in art. 6(1)(c) and art. 9(2)(g) Regulation (EU) 2016/679 of the European Parliament and of the Council - personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (OP KED) on the basis of:

- 1) with reference to the set “Operational Programme Knowledge Education Development”:
 - d) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing



European Funds
Knowledge Education Development



Republic of Poland



European Union
European Social Fund



- Regionalnego, Europejskiego Funduszu Społecznego, Funduszu Spójności, Europejskiego Funduszu Rolnego na rzecz Rozwoju Obszarów Wiejskich oraz Europejskiego Funduszu Morskiego i Rybackiego oraz ustanawiającego przepisy ogólne dotyczące Europejskiego Funduszu Rozwoju Regionalnego, Europejskiego Funduszu Społecznego, Funduszu Spójności i Europejskiego Funduszu Morskiego i Rybackiego oraz uchylającego rozporządzenie Rady (WE) nr 1083/2006 (Dz. Urz. UE L 347 z 20.12.2013, str. 320, z późn. zm.),
- b) rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1304/2013 z dnia 17 grudnia 2013 r. w sprawie Europejskiego Funduszu Społecznego i uchylającego rozporządzenie Rady (WE) nr 1081/2006 (Dz. Urz. UE L 347 z 20.12.2013, str. 470, z późn. zm.),
- c) ustawy z dnia 11 lipca 2014 r. o zasadach realizacji programów w zakresie polityki spójności finansowanych w perspektywie finansowej 2014–2020 (Dz. U. z 2017 r. poz. 1460, z późn. zm.);
- 2) w odniesieniu do zbioru „Centralny system teleinformatyczny wspierający realizację programów operacyjnych”:
- a) rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1303/2013 z dnia 17 grudnia 2013 r. ustanawiającego wspólne przepisy dotyczące Europejskiego Funduszu Rozwoju Regionalnego, Europejskiego Funduszu Społecznego, Funduszu Spójności, Europejskiego Funduszu Rolnego na rzecz Rozwoju Obszarów Wiejskich oraz Europejskiego Funduszu Morskiego i Rybackiego oraz ustanawiającego przepisy ogólne dotyczące Europejskiego Funduszu Rozwoju Regionalnego, Europejskiego Funduszu Społecznego, Funduszu Spójności i Europejskiego Funduszu Morskiego i
- common rules on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund as well as repealing Council Regulation (EC) No. 1083/2006 (Official Journal EU L 347 of 20 December 2013, p. 320, as amended),
- e) Regulation (EC) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No 1081/2006 (OJ Journal EU L 347 of 20 December 2013, p. 470, as amended),
- f) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. U. of 2017, item 1460, as amended);
- 2) with reference to the set "Central IT system supporting the implementation of operational programmes":
- e) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common rules on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund as well as repealing Council Regulation (EC) No. 1083/2006,
- f) Regulation (EC) No 1304/2013 of the European Parliament and of the

- Rybackiego oraz uchylającego rozporządzenie Rady (WE) nr 1083/2006,
- b) rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1304/2013 z dnia 17 grudnia 2013 r. w sprawie Europejskiego Funduszu Społecznego i uchylającego rozporządzenie Rady (WE) nr 1081/2006,
- c) ustawy z dnia 11 lipca 2014 r. o zasadach realizacji programów w zakresie polityki spójności finansowanych w perspektywie finansowej 2014–2020 (Dz. U. z 2017 r. poz. 1460, z późn. zm.),
- d) rozporządzenia wykonawczego Komisji (UE) nr 1011/2014 z dnia 22 września 2014 r. ustanawiającego szczegółowe przepisy wykonawcze do rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1303/2013 w odniesieniu do wzorów służących do przekazywania Komisji określonych informacji oraz szczegółowe przepisy dotyczące wymiany informacji między beneficjentami a instytucjami zarządzającymi, certyfikującymi, audytowymi i pośredniczącymi (Dz. Urz. UE L 286 z 30.09.2014, str. 1).
3. Moje dane osobowe będą przetwarzane wyłącznie w celu realizacji projektu **Międzynarodowa wymiana stypendialna doktorantów i kadry akademickiej**, w szczególności potwierdzenia kwalifikowalności wydatków, udzielenia wsparcia, monitoringu, ewaluacji, kontroli, audytu i sprawozdawczości oraz działań informacyjno-promocyjnych w ramach PO WER.
4. Moje dane osobowe zostały powierzone do przetwarzania Instytucji Pośredniczącej - **Narodowemu Centrum Badań i Rozwoju, ul. Nowogrodzka 47a, 00-695 Warszawa**, beneficjentowi realizującemu projekt - **Narodowej Agencji Wymiany Akademickiej, ul. Polna 40, 00-635 Warszawa**, oraz podmiotom, które na zlecenie beneficjenta uczestniczą w realizacji projektu -
- Council of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No 1081/2006
- g) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. U. of 2017, item 1460, as amended);
- h) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 establishing detailed rules for the implementation of Regulation (EU) No 1303/2013 of the European Parliament and of the Council with reference to the templates for the transmission of certain information to the Commission and detailed rules for the exchange of information between the beneficiaries and managing, certifying, audit and intermediary institutions (Dz. Urz. EU L 286 of 30 September 2014 r., p. 1).
3. My personal data will be processed solely for the purpose of implementing the project in particular confirmation of eligibility of expenditure, provision of support, monitoring, evaluation, control, audit and reporting as well as information and promotion activities under OP KED.
4. My personal data has been entrusted to the Intermediate Authority – **The National Centre for Research and Development, ul. Nowogrodzka 47a, 00-695 Warsaw**, to the beneficiary implementing the project – **Polish National Agency for Academic Exchange, ul. Polna 40, 00-635 Warsaw** and entities which, at the request of the beneficiary, participate in the implementation of the project -
-
-
- (name and address of the above-mentioned entities). My personal data may be transferred to entities implementing evaluation studies commissioned by the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies implementing, at the

.....nazwa i adres uczelni

..... (nazwa i adres ww. podmiotów). Moje dane osobowe mogą zostać przekazane podmiotom realizującym badania ewaluacyjne na zlecenie Instytucji Zarządzającej, Instytucji Pośredniczącej lub beneficjenta. Moje dane osobowe mogą zostać również powierzone specjalistycznym firmom, realizującym na zlecenie Instytucji Zarządzającej, Instytucji Pośredniczącej oraz beneficjenta kontrole i audyt w ramach PO WER.

5. Podanie danych jest warunkiem koniecznym otrzymania wsparcia, a odmowa ich podania jest równoznaczna z brakiem możliwości udzielenia wsparcia w ramach projektu.
6. W terminie 4 tygodni po zakończeniu udziału w projekcie przekażę beneficjentowi dane dotyczące mojego statusu na rynku pracy oraz informacje na temat udziału w kształceniu lub szkoleniu oraz uzyskania kwalifikacji lub nabycia kompetencji.
7. W ciągu trzech miesięcy po zakończeniu udziału w projekcie udostępnię dane dotyczące mojego statusu na rynku pracy.
8. W celu potwierdzenia kwalifikowalności wydatków w projekcie moje dane osobowe takie jak imię (imiona), nazwisko PESEL, nr projektu, data rozpoczęcia udziału w projekcie, data zakończenia udziału w projekcie, kod tytułu ubezpieczenia, wysokość składki z tytułu ubezpieczenia zdrowotnego, wysokość składki z tytułu ubezpieczenia wypadkowego mogą być przetwarzane w zbiorze „Zbiór danych osobowych z ZUS”, którego administratorem jest minister właściwy do spraw rozwoju regionalnego. Przetwarzanie moich danych osobowych jest zgodne z prawem i spełnia warunki, o których mowa art. 6 ust. 1 lit. c oraz art. 9 ust. 2 lit. g Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 – dane osobowe są niezbędne dla realizacji Programu Operacyjnego Wiedza Edukacja Rozwój 2014-2020 (PO WER) na podstawie¹¹:

request of the Managing Authority, the Intermediate Body and the beneficiary, inspections and audits under OP KED.

5. Providing data is a prerequisite for receiving support, and the refusal to provide it is tantamount to the inability to provide support under the project.
6. Within 4 weeks after completing participation in the project, I will provide the beneficiary with data regarding my status on the labour market and information on participation in education or training and obtaining qualifications or acquisition of competences.
7. Within three months after completing participation in the project, I will provide data on my status on the labour market.
8. In order to confirm the eligibility of expenditure in the project, my personal data such as first name (names), surname, PESEL number, project number, start date, project end date, insurance title code, premium for health insurance, premium amount accident insurance can be processed in the set "Social Insurance Institution personal data set", which is administered by the minister competent for regional development. The processing of my personal data is legal and fulfils the conditions referred to in art. 6(1)(c) and art. 9(2)(g) Regulation (EU) 2016/679 of the European Parliament and of the Council - personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (OP KED) on the basis of¹²:

- 1) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common rules on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and establishing general provisions on the European Regional Development

¹¹ Przetwarzanie danych osobowych w zbiorze Zbiór danych osobowych z ZUS dotyczy sytuacji, w której umowa o dofinansowanie projektu została zawarta z Beneficjentem przez Ministerstwo Rodziny, Pracy i Polityki Społecznej lub Wojewódzki Urząd Pracy.

¹² Processing of personal data in The personal data set of the Social Insurance Institution refers to the situation in which the contract for co-financing the project was concluded with the Beneficiary by the Ministry of Family, Labour and Social Policy or the Voivodeship Labour Office.

- 1) rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1303/2013 z dnia 17 grudnia 2013 r. ustanawiającego wspólne przepisy dotyczące Europejskiego Funduszu Rozwoju Regionalnego, Europejskiego Funduszu Społecznego, Funduszu Spójności, Europejskiego Funduszu Rolnego na rzecz Rozwoju Obszarów Wiejskich oraz Europejskiego Funduszu Morskiego i Rybackiego oraz ustanawiającego przepisy ogólne dotyczące Europejskiego Funduszu Rozwoju Regionalnego, Europejskiego Funduszu Społecznego, Funduszu Spójności i Europejskiego Funduszu Morskiego i Rybackiego oraz uchylającego rozporządzenie Rady (WE) nr 1083/2006,
- 2) rozporządzenia Parlamentu Europejskiego i Rady (UE) nr 1304/2013 z dnia 17 grudnia 2013 r. w sprawie Europejskiego Funduszu Społecznego i uchylającego rozporządzenie Rady (WE) nr 1081/2006,
- 3) ustawy z dnia 11 lipca 2014 r. o zasadach realizacji programów w zakresie polityki spójności finansowanych w perspektywie finansowej 2014–2020 (Dz. U. z 2017 r. poz. 1460, z późn. zm.),
- 4) ustawy z dnia 13 października 1998 r. o systemie ubezpieczeń społecznych (Dz. U. z 2017 r. poz. 1778, z późn. zm.).

Moje dane osobowe zostały powierzone do przetwarzania Instytucji Pośredniczącej - **nie dotyczy** (nazwa i adres właściwej Instytucji Pośredniczącej), beneficjentowi realizującemu projekt - **nie dotyczy** (nazwa i adres beneficjenta) oraz podmiotom, które na zlecenie beneficjenta uczestniczą w realizacji projektu - **nie dotyczy** (nazwa i adres ww. podmiotów). Moje dane osobowe mogą zostać przekazane podmiotom realizującym badania ewaluacyjne na zlecenie Instytucji Zarządzającej, Instytucji Pośredniczącej lub beneficjenta. Moje dane osobowe mogą zostać również powierzone specjalistycznym firmom, realizującym na zlecenie Instytucji Zarządzającej, Instytucji Pośredniczącej oraz beneficjenta kontrole i audyt w ramach PO WER.

Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund as well as repealing Council Regulation (EC) No. 1083/2006,

- 2) Regulation (EC) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No 1081/2006
- 3) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. U. of 2017, item 1460, as amended);
- 4) Act of 13 October 1998 on social insurance system (Dz. U. of 2017, item 1778, as amended).

My personal data has been entrusted to the Intermediate Authority – **n/a** (name and address of the competent Intermediate Body), to the beneficiary implementing the project – **n/a** (name and address of the beneficiary) and entities which, at the request of the beneficiary, participate in the implementation of the project – **n/a** (name and address of the above-mentioned entities). My personal data may be transferred to entities implementing evaluation studies commissioned by the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies implementing, at the request of the Managing Authority, the Intermediate Body and the beneficiary, inspections and audits under OP KED.

9. My personal data will not be transferred to third parties or international organisation.
10. My personal data will not be subjected to automated decision making.
11. My personal data will be stored until the Operational Programme Knowledge Education Development 2014-2020 is settled and the documentation is completed.
12. I can contact the Data Protection Inspector by sending a message to the following e-mail address: iod@miir.gov.pl or the e-mail address odo@nawa.gov.pl.

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| <p>9. Moje dane osobowe nie będą przekazywane do państwa trzeciego lub organizacji międzynarodowej.</p> <p>10. Moje dane osobowe nie będą poddawane zautomatyzowanemu podejmowaniu decyzji.</p> <p>11. Moje dane osobowe będą przechowywane do czasu rozliczenia Programu Operacyjnego Wiedza Edukacja Rozwój 2014 -2020 oraz zakończenia archiwizowania dokumentacji.</p> <p>12. Mogę skontaktować się z Inspektorem Ochrony Danych wysyłając wiadomość na adres poczty elektronicznej: iod@miir.gov.pl lub adres poczty odo@nawa.gov.pl.</p> <p>13. Mam prawo do wniesienia skargi do organu nadzorczego, którym jest Prezes Urzędu Ochrony Danych Osobowych.</p> <p>14. Mam prawo dostępu do treści swoich danych i ich sprostowania, usunięcia lub ograniczenia przetwarzania.</p> | <p>13. I have the right to lodge a complaint to the supervisory body, which is the President of the Office for Personal Data Protection.</p> <p>14. I have the right to access my data and correct, delete or limit processing.</p> |
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MIEJSCOWOŚĆ I DATA /
PLACE AND DATE

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CZYTELNY PODPIS UCZESTNIKA PROJEKTU /*
*LEGIBLE SIGNATURE OF A PROJECT PARTICIPANT**

* W przypadku deklaracji uczestnictwa osoby małoletniej oświadczenie powinno zostać podpisane przez jej prawnego opiekuna.
* In the case of a declaration of participation of a minor, the declaration should be signed by its legal guardian.

Annex no. 5 to the Regulations of participation in the project: *List of OECD countries and cities in the top 50 of the MERCER report*

List of OECD countries and cities in the top 50 of the MERCER report

List of OECD countries

AUSTRALIA, AUSTRIA, BELGIUM, CANADA, CHILE, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, IRELAND, ISRAEL, ITALY, JAPAN, KOREA, LATVIA, LITHUANIA, LUXEMBOURG, MEXICO, NETHERLANDS, NEW ZEALAND, NORWAY, **POLAND**, PORTUGAL, SLOVAK REPUBLIC, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, TURKEY, UNITED KINGDOM, UNITED STATES

List of cities in the top 50 of the MERCER report

Rank	City	Country/Region
1.	Hong Kong	Hong Kong (SAR)
2.	Tokyo	Japan
3.	Singapore	Singapore
4.	Seoul	South Korea
5.	Zürich	Switzerland
6.	Shanghai	China
7.	Ashgabat	Turkmenistan
8.	Beijing	China
9.	New York	United States
10.	Shenzhen	China
11.	N'Djamena	Chad
12.	Bern	Switzerland
13.	Geneva	Switzerland
14.	Victoria	Seychelles
15.	Tel Aviv	Israel
16.	San Francisco	United States
17.	Guangzhou	China
18.	Los Angeles	United States
19.	Osaka	Japan
20.	Copenhagen	Denmark
21.	Dubai	United Arab Emirates
22.	Kinshasa	Democratic Republic of the Congo
23.	London	United Kingdom
24.	Libreville	Gabon
25.	Lagos	Nigeria
26.	Luanda	Angola

27.	Moscow	Russia
28.	Nanjing	China
29.	Noumea	New Caledonia
30.	Abidjan	Côte d'Ivoire
31.	Chengdu	China
32.	Tianjin	China
33.	Abu Dhabi	United Arab Emirates
34.	Nagoya	Japan
35.	Taipei	Taiwan
36.	Riyadh	Saudi Arabia
37.	Chicago	United States
38.	Honolulu	United States
39.	Brazzaville	Republic of the Congo
40.	Bangkok	Thailand
41.	Qingdao	China
42.	Washington	United States
43.	Dublin	Ireland
44.	Miami	United States
45.	Milan	Italy
46.	Shenyang	China
47.	Paris	France
48.	Dhaka	Bangladesh
49.	Boston	United States
50.	Sydney	Australia