**Project participation data form**

**PROM Programme – International scholarship exchange of PhD candidates and academic staff**

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| **DATA OF THE PROJECT** | **Non-competition project of the Polish National Agency for Academic Exchange “International scholarship exchange of PhD candidates and academic staff”, project No. POWR.03.03.00-00-PN13/18, implemented under Measure: 3.3 Internationalisation of Polish higher education, OP KED** |
| **NUMBER OF THE PROJECT FINANCING AGREEMENT** | **PPI/PRO/2018/1/00031/U/001** |
| **DATA OF THE BENEFICIARY** |
| **Country:** | **Poland** |
| **Name of the institution:** | **The John Paul II Catholic University of Lublin** |
| **NIP (Tax Identification Number):** | **712-016-10-05** |
| **Voivodeship**: lubelskie | **District**: Lublin | **Municipality**: Lublin |
| **City:** Lublin | **Street**: Al. Racławickie | **Building number**: 14 | **Postal code:** 20-950 |

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| **I. DATA OF THE PROJECT PARTICIPANTS** |
| **Country:** |  |
| **First name:** |  |
| **Surname:** |  |
| **No PESEL:** | **** YES  **** No |
| **PESEL (Personal Identification Number):** |  |
| **Sex:** |  FEMALE  MALE  |
| **Age at the time of joining the project[[1]](#footnote-1):** |  |
| **Education:** |  lower than primary (ISCED 0) primary (ISCED 1) lower secondary (ISCED 2) upper secondary (ISCED 3) post-secondary (ISCED 4) tertiary (ISCED 5-8) |
| **Permanent residence address** | **Contact data** |
| **Voivodeship:**  | **Phone number:** |
| **District:**  |
| **Municipality:** | **E-mail address:** |
| **City:**  |
| **Street:**  |
| **Building number:**  |
| **Apartment number:**  |
| **Postal code:**  |
| **Support details** |
| **The status of a person on the labour market at the time of joining the project:** |  an unemployed person registered in the register of employment agencies an unemployed person not registered in the register of employment agencies | **including:** long-term unemployed person other |
|  professionally inactive person | **including:** learner a person not participating in education or training other |
|  working person | **including:** a person working in government administration a person working in self-government administration a person working in MSME a person working in a non-governmental organization self-employed person a person working in a large enterprises other |
| **Profession performed:**  |  instructor of practical vocational training general education teacher pre-school education teacher vocational education teacher employee of the institution of the health care system a key employee of social assistance and integration institutions employee of labour market institutions employee of higher education institutions employee of the institution of the system supporting family institutions and foster care employee of the social economy support center employee of psychological and pedagogical counseling farmer other |
| **Employed in:** | *……………………………………………….……………………………………………..**(name of the institution / company)* |
| **Status of the project participant at the time of joining the project** |
| **Person belonging to a national or ethnic minority, a migrant, a person of foreign origin** |  NO  REFUSAL TO PROVIDE THIS INFORMATION  YES |
| **Homeless person or affected by exclusion from access to housing** |  NO  YES |
| **Person with disabilities** |  NO  REFUSAL TO PROVIDE THIS INFORMATION  YES |
| **Person in a different unfavourable social situation** |  NO  REFUSAL TO PROVIDE THIS INFORMATION  YES |

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| *…..………………………………………………..……..……**Place and date* | *…………………………………………………………………………..……**Legible signature of the project candidate* |
| *…..……………………………………………………….……**Place and date* | *………………………………………………………………………..……..**Legible signature of the person receiving the form**on the side of the HEI/institute* |

Annex to the data form:

1. Declaration and consent for processing of personal data by the NAWA

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| **II. SCHOLARSHIP EXCHANGE APPLICATION** *(Please start printing this section on a separate page)* |
| **Study major and year:***(applies to PhD candidates)* |  |
| **Topic of doctoral dissertation:***(applies to PhD candidates)* |  |
| **Academic title, position:** |  |
| **Department, institute, faculty:** |  |
| **Specialisation/research topic:** |  |
| **Description of didactic and research achievements, performed functions, research affiliations, memberships, courses, trainings** *(max. 1 page size A4, font size 12, leading: 1.0):* |
|  |
| **Participation in the project** |
| **From the list below, please choose 1 main type of activity and a maximum of 2 additional types of activity that you want to pursue within the Project:** | 1. active participation in a foreign conference (including e.g. participation in a poster session and a flash talk)
2. stay in a host institution in order to acquire materials for the doctoral dissertation/a scientific article, the research direction will be confirmed in the opinion of the scientific supervisor
3. participation in a summer school/winter school (both as a listener and a tutor). The subject matter of the school curriculum must be strictly related to the topic of the doctoral dissertation and/or the conducted research
4. carrying out of measurements using unique apparatus, including large research infrastructure inaccessible (difficult to access) in Poland
5. participation in short forms of education, i.e. courses, workshops, workshadowing or industrial internships
6. participation in trainings (including trainings concerning entrepreneurship or implementation activities)
7. execution of archival/library research, participation in broker meetings
8. conduct of classes
9. participation in preparing an international grant application
10. other short forms of education allowing for increasing competences of the project participant: ………………………………………………………………………………………………
 |
| **Main type of activity:** |  |
| **Description of planned activities** |
| **Information about the host institution *(name, address):*** | **The John Paul II Catholic University of Lublin, Al. Racławickie 14, 20-950 Lublin, Poland** |
| **Expected period of stay *(dates)*:** |  |
| **Description of planned activities***(e.g. summer school “…” organized in …; conference “…” organized by … in …; conduct of classes [name] for … persons/students)* | **The number of days of the action** | **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)* | **Expected results/benefits from the exchange** |
| 1. …
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| 1. …
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| **Description of the relationship of the scholarship programme with the subject of the doctoral thesis and research (*applies to PhD students)*, didactic and research activities** ***(applies to academic staff)*** *(max. 1/2 page size A4, font size 12, leading: 1.0):* |
|  |
| **Estimated Project Budget[[2]](#footnote-2)** |
| **Total number of days of travel and stay:** |  |
| **Cost of living** *(flat rate):* |  |
| **Costs of travel** *(flat rate):*  |  |
| **Costs of conference fees, trainings, courses, workshops, etc.** *(if applicable):* |  |
| **Total estimated cost of participation in the project:** |  |

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| **Ihereby declarethat:** |
|  I have read the Regulations and I undertake to comply with them. |
|  I do not use any other funding to cover the costs of the described visit. |
|  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. |
|  I meet the criteria for recruitment for a visit as a PhD candidate / academic staff. (*delete as appropriate*) |
|  I agree to participate in the monitoring and evaluation process of the received support under the project. |
|  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. |

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| *…..………………………………………………..……..……**Place and date* | *…………………………………………………………………………..……**Legible signature of the project candidate* |

*…………………………………………………………………………..……*

 *Legible signature of the project candidate’s supervisor (applies to PhD candidates)/*

*immediate superior (applies to academic staff)*

**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.

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.

**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 withdraw at any time without affecting the legal processing compliance established on the basis of prior consent.

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| *…..………………………………………………..……..……**Place and date* | *…………………………………………………………………………..……**Legible signature of the project candidate* |

1. The day of signing the Agreement between the Beneficiary and the Project Participant and the first day of stay at the host institution. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)