

Regulations of Recruitment and Participation in the „PROM – Short-Term Academic Exchange” Project

General provisions

§ 1

1. The following Regulations have been compiled for the recruitment and participation of PhD candidates and academic staff representatives from the John Paul II Catholic University of Lublin (KUL) travelling to foreign higher education, research and cultural institutions for short-term mobility, as well as for doctoral students and academic staff representatives from abroad coming to KUL for short-term mobility under the “PROM – Short-Term Academic Exchange” project.
2. The project is implemented as part of the “PROM – Short-Term Academic Exchange” programme.
3. The “PROM – Short-Term Academic Exchange” programme is funded by the European Union as part of the project entitled “Short-Term Academic Exchange as a Means of Improving the Quality of Education in Higher Education and Research Institutions,” reference number FERS.01.05-IP.08-0218/23.
4. The aim of the support offered under the “PROM – Short-Term Academic Exchange” project is to enhance the skills necessary for research and research-and-teaching positions among academic staff representatives and doctoral students, both from KUL and from abroad, through the implementation of short-term outgoing and incoming mobility.
5. The project funding from the European Union amounts to 626.250,00 PLN.
6. The project is implemented from 1 October 2024 to 30 September 2025.

Basic terms and abbreviations

§ 2

1. Any references hereinafter to:
 - 1) „Beneficiary” – shall understood as the John Paul II Catholic University of Lublin (KUL);
 - 2) „Project Office” – shall understood as the Project Implementation Unit (PIU), namely the Department of Research Projects, located in the Knowledge Transfer Centre (CTW) building of KUL, Al. Raławickie 14, 20-950 Lublin (Poland), room CTW-19;
 - 3) „Purpose of the mobility” – shall be understood as the following activities related to the subject matter of a doctoral dissertation, ongoing scientific research, or research-and-teaching work:
 - a) active participation in a conference held abroad (including, e.g. participation in a poster session);
 - b) obtaining materials for a PhD thesis/scientific article;
 - c) participation in a summer/winter school;
 - d) taking measurements with the use of unique equipment, testing research equipment, or unique artistic instruments;
 - e) participation in short education forms such as courses, including intensive courses as part of the educational process), workshops, professional internships or industrial placements, study visits, including those conducted at businesses;
 - f) carrying out archive/library queries;
 - g) teaching;
 - h) participating in the preparation of an international grant application.

- 4) „Doctoral student/PhD student/PhD candidate” - a person pursuing doctoral studies or studying at a doctoral school at KUL and at a higher education and research institution abroad from the date of submitting documents to the Recruitment Office until the completion and settlement of the mobility.
- 5) „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;
- 6) „Host institution” – shall be understood as an academic, research-based as well as cultural institution or any other institution where the Project participant undertakes eligible actions included in the project application form;
- 7) „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;
- 8) „Project manager” – shall be understood as the person responsible for the overall supervision of the project’s implementation;
- 9) „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) the Plenipotentiary for Science,
 - b) the Vice-Rector responsible for students and internationalisation,
 - c) representatives from the faculty where the Applicant prepares a doctoral dissertation or where the academic staff member is employed,
 - d) the Director of the KUL Doctoral School,
 - e) a representative from the Department of International Cooperation,
 - f) a representative from the Department of Research Projects,
 - g) a representative from the Department of Evaluation and Monitoring of Scientific Activities.
- 10) „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;
- 11) „Programme” – shall be understood as the "PROM – Short-Term Academic Exchange" Programme implemented by the Polish National Agency for Academic Exchange as part of the project titled “Short-Term Academic Exchange as a Means of Improving the Quality of Education in Higher Education and Research Institutions,” reference number FERS.01.05-IP.08-0218/23, funded by the European Union under the European Funds for Social Development Programme 2021–2027;
- 12) „Project” – shall be understood as a project implemented by the John Paul II Catholic University of Lublin (KUL) financed within the Programme;
- 13) „Academic staff representative” – shall be understood as a person employed in a research or research-and-teaching position at KUL, as well as a person employed in a research or research-and-teaching position at a foreign higher education or research institution, from the date of submitting documents to the recruitment office until the completion and settlement of the mobility;
- 14) „Regulations” – shall be understood as the following Regulations of the project participation within the Programme;
- 15) „Validation Regulations” – shall be understood as a document outlining the principles, procedures, and criteria for conducting the process of validating learning outcomes required to obtain a specific qualification.

- 16) „Report on Outgoing/Incoming Academic Exchange” – shall be understood as a description of the completed mobility accompanied by the attached evidence and declarations as specified in the Validation Regulations;
- 17) „ www website” – shall be understood as the project website;
- 18) „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;
- 19) „Agreement”- shall be 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;
- 20) „Scholarship exchange” – shall be understood as an international single scholarship exchange in the form of an outgoing visit, with the duration of 5, 10 or 20 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);
- 21) „Scholarship” – shall be understood as funds granted as financial support under the Programme settled on the basis of flat rates indicated in the Annex no. 2 to the Regulations’

Rules of participation in the project

§ 3

1. The exchange visits will be carried out from the date the results of the substantive evaluation of correctly submitted “Project participation data form” are announced to the Candidates.
2. The support offered under the project covers a total of up to 60 individuals, including:
 - scholarship exchange of KUL doctoral students to foreign institutions: 21 individuals (13F, 8M),
 - scholarship exchange of academic staff of KUL to foreign institutions: 9 individuals (5F, 4M),
 - scholarship exchange of doctoral students from foreign institutions to KUL: 21 individuals (13F, 8M);
 - scholarship exchange of academic staff from foreign institutions to KUL: 9 individuals (5F, 4M).
3. The scholarship exchange may last for 5, 10, or 20 days, plus 2 travel days (1 for departure and 1 for return).
4. The Project participant is granted funding in PLN to cover the following costs of scholarship exchange:
 - a) a scholarship based on a flat-rate amount - calculated as the product of the actual number of days of the visit and the flat-rate amount per day of stay;
 - b) maintenance and accommodation based on a flat-rate amount – calculated as the product of the actual number of days of the visit and the flat-rate amount per day of stay. The number of visit days should be calculated as follows: the number of days of the event in which the Project Participant takes part + a maximum of 2 travel days (1 day for travel to the location of the educational activity and 1 day for the return). Each day of stay must include an activity certified with a certificate. The certificate is a document confirming the completion of the exchange visit and the enhancement of knowledge, skills, and social competencies. If the hosting institution does not issue its own certificates, the Project Participant is required to obtain confirmation using the template attached to the Agreement (Annex 4 to the Project Regulations);
 - c) travel costs according to the flat rate –calculated based on the country group classification.
5. The flat rates referred to in Article 3 are defined in Annex no. 2 to the Regulations.
6. 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..

7. In addition to the scholarship, the Project participant may be reimbursed for conference fees, training, courses, workshops, etc. up to 3.333,00 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.). Project manager 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 20.000,00 PLN.
8. 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 .
9. 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 programme, 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).
10. No earlier than 14 days before the planned academic exchange, 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 document by the Project participant stands for resignation from participation in the project.
11. 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).
12. 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.
13. 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.
14. 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.
15. 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.
16. Awarded funding in the form of a paid scholarship is supplementary and may not cover all scholarship exchange costs.
17. The payment of scholarship to the Project participant from KUL, referred to in Article 3(4) of the Regulations, will be made after signing the Agreement.
18. The payment of scholarship to the Project participant from a foreign institution, referred to in Article 3(4) of the Regulations, will be made upon the arrival at KUL and immediately after signing the Agreement.

19. 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.
20. A prerequisite for completing participation in the project and receiving a certificate is a positive evaluation of the learning outcomes by members of the Committee responsible for verifying the learning outcomes achieved by Participants in short-term incoming and outgoing mobility. The description of the standards of requirements, i.e., the learning outcomes to be achieved by Participants as a result of the implemented activities, along with information on the criteria and methods of verifying these outcomes, is included in the Validation Regulations.
21. 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,
 - c) no contact, no answers to the Beneficiary's questions by phone and / or e-mail for a period longer than three weeks.
22. 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).
23. In the event of force majeure (e.g. pandemic, state of emergency), the terms of participation in the project are determined individually upon a written request of the Participant.

Conditions of participation in the project

§ 4

1. The Project participant as a doctoral student must fulfil 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(9) (applies to higher education institutions, research, cultural 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 he or she will hold such position until the end of the mobility period;



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- 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(9) applies to higher education institutions, research, cultural institutes and other scientific and research institutions, educational institutions).

Recruitment process

§ 5

1. Recruitment will be conducted in accordance with the principles of sustainable development, gender equality, and equal opportunities and non-discrimination (including the principle of accessibility for persons with disabilities, such as the use of „easy language” in communication with applicants via phone and website).
2. The recruitment process will open on 5 December 2024 and close on 12 January 2025. If any spots remain available, additional recruitment rounds may be announced until all places are filled. The recruitment dates will be published on the project subpage, and KUL’s social media platform: FB.
3. 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): Annex no. 1 to the Regulations of recruitment and participation in the project;
 - b) 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;
 - c) 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;
 - d) 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);
 - e) 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);
 - f) a self-assessment questionnaire on the level of research and teaching competencies (diagnosis prior to utilizing a specific form/s of support within the project, completed online).
4. The documents referred to in Article 5(3) 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 Manager.
5. In the case of doctoral students and academic staff of KUL, the set of documents referred to in Article 5(3) must be delivered in person or by post to the address of the Admissions Office included in Article 2(13).
6. In the case of doctoral students and academic staff from a foreign institution, the set of documents referred to in Article 5(3) 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: **prom@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.

7. The documents which are incomplete, illegible and do not fulfil 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 Project Office.
8. The recruitment process consists of two stages
 - a) formal assessment,
 - b) substantive assessment.
9. The formal assessment 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.
10. As a part of the substantive assessment, points are awarded 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);
 - 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) alignment of the mobility programme with the Priority Research Areas defined in the KUL IDUB Development Strategy for 2024–2026 – max. 1 point.
11. 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, assessed on a scale from + to ++;
 - 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 individuals going abroad;
 - arrival from a partner institution of strategic importance for the project - applies only to individuals coming from abroad;
 - gender of Applicants (equal opportunities for the gender of outgoing and incoming individuals).
12. The points awarded shall be added up, and then a list of qualified individuals, 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.
13. Individuals who have not been placed on the list of qualified individuals 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.
14. 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.
15. The information on the results of recruitment will be sent to the Applicants via e-mail.
16. In case of resignation of the Project participant, the next individual on the reserve list will be selected, according to the number of points scored, taking the female and male Applicants into account separately.
17. The decision of the Recruitment Committee is final and not eligible for appeal.
18. In the recruitment procedure, equal opportunities for women and men and individuals with disabilities will be ensured in accordance with the following documents:

- a) proposal for financing the project;
- b) Manual of the Beneficiary of the PROM Programme 2024 with Annexes.

Obligations of the Participant

§ 6

1. The Project participant is particularly obliged to:
 - a) completing the electronic participant form (application) in the NAWA system using the link provided by the Beneficiary (the scope of Form data to be retrieved from the project subpage),
 - b) submitting in a timely manner to the Beneficiary all the documents necessary to fulfil the Beneficiary's obligations under the contract with NAWA, among others to confirm the status of the Project participant,
 - c) disclosing personal data necessary for the implementation of the project,
 - d) signing and complying with the terms of the Agreement and the Regulations,
 - e) implementing the scholarship exchange programme settled with a host institution submitted to the Project Office,
 - f) submitting to the Project Office confirmation of the exchange visit's completion, including each completed activity, in the form of a Report on Outgoing/Incoming Academic Exchange. The Report must be accompanied by documents confirming the acquisition of competencies by the participant, such as a certificate or statement that specifies the learning outcomes and verification criteria, certificates/statements confirming participation in the event, confirmation of ECTS credits obtained (if applicable), materials for a dissertation, scientific articles, research work, or scientific publication, and syllabi;
 - g) submitting for inspection all the documents confirming the completion of travel (e.g. boarding passes, train tickets),
 - h) completion of the online self-assessment questionnaire on the level of research and teaching competencies (diagnosis after utilising a specific form/s of support within the project),
 - i) 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,
 - j) being present during the visit by NAWA representative at an event in which the Project participant takes part in accordance with the programme 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 fulfil 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 implementation.
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.



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4. The Regulations are available in the Project Office and on the www website.
5. The annexes mentioned in the Regulations are an integral part of the Regulations.

Annexes:

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

Annex no. 2 to the Regulations of recruitment and participation in the project: Number of scholarships available – outgoing mobility

Annex no. 3 to the Regulations of recruitment and participation in the project: Number of scholarships available – incoming mobility

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

Annex no. 1 to the Regulations of recruitment and participation in the project: PROJECT PARTICIPATION DATA FORM

Formularz uczestnictwa w projekcie / Project participation data form
PROM – krótkookresowa wymiana akademicka / PROM – Short-Term Academic Exchange

DANE DOTYCZĄCE PROJEKTU / Data of the project		Projekt Narodowej Agencji Wymiany Akademickiej pn. „Krótkookresowa wymiana akademicka sposobem na podniesienie jakości kształcenia w instytucjach szkolnictwa wyższego i nauki”, nr projektu FERS.01.05-IP.08-0218/23, Fundusze Europejskie dla Rozwoju Społecznego 2021-2027, Działanie 01.05 Umiejętności w szkolnictwie wyższym <i>Project of the Polish National Agency for Academic Exchange “Short-Term Academic Exchange as a Means of Improving the Quality of Education in Higher Education and Research Institutions,” project no. FERS.01.05-IP.08-0218/23, European Funds for Social Development 2021–2027, Action 01.05: Skills in Higher Education</i>	
Nazwa Programu NAWA i rok ogłoszenia / Name of the NAWA programme and year of announcement		PROM 2024	
Numer naboru / Call number		5/2024	
Nazwa Beneficjenta NAWA / Name of the NAWA Beneficiary		Katolicki Uniwersytet Lubelski Jana Pawła II / The John Paul II Catholic University of Lublin	
Tytuł projektu Beneficjenta NAWA / Title of the NAWA Beneficiary’s Project		PROM – krótkookresowa wymiana akademicka / PROM – Short-Term Academic Exchange	
Numer projektu Beneficjenta NAWA / Project Number of the NAWA Beneficiary		BPI/PRO/2024/1/00053/U/00001	
DANE BENEFICJENTA NAWA / Name of NAWA’s Beneficiary			
Nazwa instytucji / Name of the institution		Katolicki Uniwersytet Lubelski Jana Pawła II / The John Paul II Catholic University of Lublin	
NIP / NIP (Tax Identification Number)		712-016-10-05	
Typ instytucji / Type of institution		uczelnia / HEI	
Kraj / Country		Polska / Poland	
Województwo / Voivodeship lubelskie		Powiat / District Lublin	
Gmina / Municipality Lublin			
Miejscowość / City Lublin	Ulica / Street Al. Racławickie	Nr budynku / Building number 14	Kod pocztowy / Postal code 20-950
Telefon kontaktowy / Phone number +48 81 445 41 75		Adres e-mail / E-mail address projects@kul.pl	



I. DANE UCZESTNIKA PROJEKTU / *Data of project participant*

Imię / Name		
Nazwisko / Surname		
PESEL / PESEL (Personal Identification Number)	<input type="checkbox"/> nie posiadam / <i>I do not have one</i> <input type="checkbox"/> posiadam / <i>I have one:</i>	
Rodzaj Uczestnika / Uczestniczki / Type of participant	<input type="checkbox"/> doktorant/ka zagraniczny/a / <i>international doctoral student</i> <input type="checkbox"/> doktorant/ka krajowy/a / <i>domestic doctoral student</i> <input type="checkbox"/> zagraniczna kadra naukowa / <i>international academic staff</i> <input type="checkbox"/> nauczyciele akademicki / <i>domestic academic staff</i>	
Nazwa instytucji, którą reprezentuje Uczestnik / Name of the institution		
Płeć / Sex	<input type="checkbox"/> KOBIEȚA / <i>FEMALE</i>	<input type="checkbox"/> MĘŻCZYŹNA / <i>MALE</i>
Wiek / Age		
Wykształcenie / Education	<input type="checkbox"/> ponadgimnazjalne / <i>upper-secondary (ISCED 3)</i> <input type="checkbox"/> policealne / <i>post-secondary (ISCED 4)</i> <input type="checkbox"/> wyższe / <i>tertiary (ISCED 5-8)</i>	
Adres zamieszkania / Permanent residence address		Dane kontaktowe / Contact data
Kraj / Country	Telefon kontaktowy / Phone number	
Województwo / Voivodeship		
Powiat / District		
Gmina / Municipality		
Miejscowość / City	Adres poczty elektronicznej (e-mail) / E-mail address	
Ulica / Street		
Numer budynku / Building number		
Numer lokalu / Apartment number		
Kod pocztowy / Postal code		
STATUS NA RYNKU PRACY W CHWILI PRZYSTĄPIENIA DO PROJEKTU / <i>Employment status at the time of joining the project</i>		



<p>Osoba bezrobotna, w tym długotrwale bezrobotna / Unemployed person, including long-term unemployed</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba długotrwale bezrobotna / Long-term unemployed person</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba bierna zawodowo / Economically inactive person</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba pracująca lub osoba prowadząca działalność na własny rachunek / Employed person or self-employed person</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>STATUS UCZESTNIKA W CHWILI PRZYSTĄPIENIA DO PROJEKTU / Status of the project participant at the time of joining the project</p>	
<p>Osoba obcego pochodzenia / A person of foreign origin</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Odmawiam podania informacji / Refusal to provide this information <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba państwa trzeciego / A third-country national</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Odmawiam podania informacji / Refusal to provide this information <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba należąca do mniejszości narodowej lub etnicznej (w tym społeczności marginalizowane) / Person belonging to a national or ethnic minority (including marginalised communities)</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Odmawiam podania informacji / Refusal to provide this information <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba w kryzysie bezdomności lub dotkniętych wykluczeniem z dostępu do mieszkań / A person experiencing homelessness or affected by housing exclusion</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Odmawiam podania informacji / Refusal to provide this information <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>
<p>Osoba z niepełnosprawnościami / Person with disabilities</p>	<p><input type="checkbox"/> Nie - nie należę do tej grupy / No - I do not belong to this group <input type="checkbox"/> Odmawiam podania informacji / Refusal to provide this information <input type="checkbox"/> Tak – należę do tej grupy / Yes - I belong to this group</p>



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.....
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 / LEGIBLE SIGNATURE OF THE
PERSON RECEIVING THE FORM
ON THE SIDE OF THE HEI*



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	
<p>OPIS DOROBKU NAUKOWEGO/DYDAKTYCZNO-NAUKOWEGO, pełnione funkcje, przynależność do kół, organizacji naukowych, kursy, szkolenia <i>(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)</i></p>	
<div style="border: 1px solid black; height: 380px;"></div>	



PROGRAM WYJAZDU / Short-term academic exchange programme

Proszę wybrać maksymalnie 3 typy działań, które chcą Państwo realizować w ramach Projektu / Please choose a maximum of 3 types of activity that you want to pursue within the Project

- a. aktywny udział w konferencji za granicą (wystąpienie, w tym udział w sesji posterowej) / *active participation in a conference held abroad (including, e.g. participation in a poster session)*
- b. pozyskanie materiałów do pracy doktorskiej, artykułu naukowego / *obtaining materials for a PhD thesis/scientific article*
- c. udział w szkole letniej, szkole zimowej / *participation in a summer/winter school*
- d. wykonanie pomiarów z wykorzystaniem unikatowej aparatury, testowanie aparatury badawczej, unikalnego instrumentarium artystycznego / *taking measurements with the use of unique equipment, testing research equipment, or unique artistic instruments*
- e. udział w krótkich formach kształcenia, tj. kursach w tym intensywnych zaliczanych do procesu kształcenia, warsztatach, stażach zawodowych lub stażach przemysłowych, wizytach studyjnych, w tym również realizowanych u przedsiębiorców / *participation in short education forms such as courses, including intensive courses as part of the educational process), workshops, professional internships or industrial placements, study visits, including those conducted at businesses*
- f. wykonanie kwerend archiwalnych lub bibliotecznych / *carrying out archive / library queries*
- g. prowadzenie zajęć dydaktycznych / *teaching*
- h. udział w przygotowaniu międzynarodowego wniosku grantowego / *participating in the preparation of an international grant application*

OPIS PLANOWANYCH DZIAŁAŃ / Description of planned activities

Informacje o instytucji przyjmującej (nazwa, adres) / Information about the host institution (name, address)



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: Regulamin walidacji) / Description of acquired competences in the area of: knowledge, skills, social competence (in accordance with Validation Regulations for the “PROM – Short-Term Academic Exchange” Project)</i>	Rezultaty/korzyści z wymiany / <i>Expected results/benefits from the exchange</i>
1. ...			
2. ...			
3. ...			
ZASADNOŚĆ WYJAZDU / <i>Relevance of the mobility</i>			
<p>Opis związku programu wyjazdu z tematem przygotowywanego doktoratu i prowadzonymi 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)</p>			



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Zgodność programu wyjazdu z Priorytetowymi Obszarami Badawczymi, zdefiniowanymi w Strategii rozwoju KUL IDUB na lata 2024-2026 (max. 1/2 str. formatu A4, rozmiar czcionki 12, interlinia: 1,0) / Alignment of the mobility programme with the Priority Research Areas defined in the KUL IDUB Development Strategy for 2024-2026 (max. 1/2 page size A4, font size 12, leading: 1.0)



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SZACOWANY BUDŻET (zgodnie z Załącznikiem nr 2 i 3 do niniejszego Regulaminu)
/ *Estimated Project Budget (in accordance with Annexes 2 and 3 to this Regulation)*

Kwota stypendium / Scholarship amount (flat rate)	
Koszt utrzymania i zakwaterowania (ryczałt) / Cost of living and accommodation costs (flat rate)	
Koszty podróży (ryczałt) / Costs of travel (flat rate)	
Koszty opłat konferencyjnych, szkoleń, kursów, warsztatów etc. (jeśli dotyczy) / Costs of conference fees, trainings, courses, workshops, etc. (if applicable)	
Całkowity szacowany koszt udziału w projekcie (PLN) / Total estimated cost of participation in the project [PLN]	



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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,*
- spełniam kryteria rekrutacji na wyjazd jako doktorant / nauczyciel akademicki (*niepotrzebne skreślić*) / *I meet the criteria for recruitment for a visit as a PhD candidate / 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 (DOTYCZY DOKTORANTÓW)/
BEZPOŚREDNIEGO PRZEŁOŻONEGO (DOTYCZY PRACOWNIKÓW NAUKOWO-DYDAKTYCZNYCH) /
LEGIBLE SIGNATURE OF THE PROJECT CANDIDATE'S SUPERVISOR (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 ze zm.:

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 – krótkookresowa wymiana akademicka”.
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 mogą być udostępnione organom i podmiotom uprawnionym na podstawie przepisów prawa.
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

INFORMATION CLAUSE

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), OJ L 119, p. 1, as amended:

1. The data controller is The John Paul II Catholic University of Lublin (address: Al. Racławickie 14, 20-950 Lublin, Poland, email: kul@kul.pl, phone: +48 81 445 41 01), represented by the Rector.
2. The contact details of the Data Protection Officer are as follows: email: iod@kul.pl, phone: +48 81 445 32 30.
3. Personal data will be processed for the purpose of recruitment and selection of participants in the “PROM – Short-Term Academic Exchange” programme.
4. Personal data will be processed for the period necessary to achieve the aforementioned purpose, taking into account retention periods specified in separate regulations, including the time required for archiving purposes.
5. The legal basis for data processing is Article 6(1)(a) of the above Regulation (the consent of the data subject).
6. The controller may provide data to authorised individuals and entities processing data on behalf of the controller (in the case of a data processing agreement). Personal data may also be made available to bodies and entities authorised under applicable law.
7. The data subject has the following rights:
 - to request access to, rectification, erasure, or restriction of the processing of personal data;
 - to withdraw consent at any time, without affecting the lawfulness of processing based on consent prior to its withdrawal;
 - to lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw, Poland).



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Danych Osobowych (ul. Stawki 2, 00-193 Warszawa).

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

Providing personal data is voluntary; however, failure to provide such data will result in the inability to participate in the selection procedure for the aforementioned programme.

KLAUZULA ZGODY

Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w niniejszym formularzu do celów związanych z rekrutacją i selekcją w ramach projektu „PROM – krótkookresowa wymiana akademicka” 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 ze zm. 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.

.....
PODPIS KANDYDATA/KANDYDATKI

CLAUSE OF CONSENT

I hereby give my consent for my personal data to be processed for the purpose and to the extent necessary for recruitment and selection under the “PROM – Short-Term Academic Exchange” programme in accordance with 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. Providing personal data is voluntary; however, failure to provide such data will result in the inability to participate in the project. Consent may be withdrawn at any time, but withdrawal shall not affect the lawfulness of data processing carried out on the basis of consent prior to its withdrawal.

.....
LEGIBLE SIGNATURE OF THE PROJECT CANDIDATE

Annex no. 2 to the Regulations of recruitment and participation in the project: Number of scholarships available – OUTGOING MOBILITY

Number of scholarships in the project – OUTGOING scholarships for doctoral students and individuals holding at least a doctoral degree

Table 1 – KUL Doctoral Students - Outgoing Scholarships (total: 6 scholarships)

Flat-rate allowance for travel costs from Poland (country groups)	Number of days of stay	Total scholarship amount in PLN	Number of scholarships
Group 2 (2 scholarships); Group 3 (3 scholarships); Group 6 (1 scholarship)	5	625	4
	10	1.250	2

Table 2 – KUL Academic Staff – Outgoing Scholarships (total: 1 scholarship)

Flat-rate allowance for travel costs from Poland (country groups)	Number of days of stay	Total scholarship amount in PLN	Number of scholarships
Group 3 (1 scholarship)	5	1.250	1

Table 3 – Flat-rate allowance for living and accommodation costs

Country group	Country	Daily rate in PLN (days of stay + 2 travel days)
Group II	Andorra, Austria, Belgium, Croatia, Czech Republic, France, Greece, Macedonia, Germany, Malta, Netherlands, Monaco, Vatican City State, San Marino, Serbia, Slovakia, Slovenia, Hungary, Italy	400
Group III	Australia, China, Denmark, Estonia, Finland, Ireland, Japan, South Korea, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland, United Kingdom	500
Group IV	United States of America	700

Table 4 – Flat-rate allowances for travel costs for mobility from Poland

Country group	Country	Rate in PLN
Group 2	Austria, Croatia, Czech Republic, Denmark, Estonia, Finland, Germany, Serbia, Slovakia, Slovenia, Sweden, Hungary	1.500
Group 3	Andorra, Belgium, France, Greece, Netherlands, Ireland, Liechtenstein, Luxembourg, Macedonia, Malta, Monaco, Norway, San Marino, Switzerland, Vatican City State, United Kingdom, Italy	2.000
Group 6	Australia, China, Japan, South Korea, United States of America	6.500

Example of scholarship calculation for a doctoral student travelling to Italy (a country in Group II and Group 3):

- there are 3 scholarships available for doctoral students from Group 3 countries – Italy (Table 1),
- selection of a 5-day stay in Italy: the scholarship will amount to PLN 625.00.
- flat-rate allowance for living and accommodation costs (Table 3, Italy is in Group II): 5 days of stay + 2 travel days x PLN 400.00 = PLN 2,800.00,
- flat-rate allowance for travel costs for a doctoral student travelling to Italy (Table 4, Italy is in Group 3): PLN 2,000.00.

Total scholarship amount: PLN 5,425.00

Annex no. 3 to the Regulations of recruitment and participation in the project: Number of scholarships available – INCOMING MOBILITY

Number of scholarships in the project – INCOMING scholarships for doctoral students and individuals holding at least a doctoral degree

Table 1 – Doctoral Students - Incoming Scholarships (total: 10 scholarships)

Flat-rate allowance for travel costs from Poland (country groups)	Number of days of stay	Total scholarship amount in PLN	Number of scholarships
Group 1 (3 scholarships); Group 2 (4 scholarships); Group 3 (3 scholarships)	5	625	7
	10	1.250	3

Table 2 – Academic Staff – Incoming Scholarships (total: 2 scholarships)

Flat-rate allowance for travel costs from Poland (country groups)	Number of days of stay	Total scholarship amount in PLN	Number of scholarships
Group 1 (1 scholarship); Group 2 (1 scholarship)	5	1.250	2

Table 3 – Flat-rate allowance for living and accommodation costs

Country group	Country	Daily rate in PLN (days of stay + 2 travel days)
Group I	Poland	300

Table 4 – Flat-rate allowances for travel costs for mobility to Poland

Country group	Country	Rate in PLN
Group 1	Lithuania	1.000
Group 2	Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary	1.500
Group 3	Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, Macedonia, Malta, Monaco, Norway, San Marino, Switzerland, Tunisia, Turkey, Vatican City State, United Kingdom, Italy	2.000

Example of scholarship calculation for a doctoral student from Belgium (a country in Group 3):

- there are 3 scholarships available for doctoral students from this group of countries – Belgium (Table 1),
- selection of a 10-day stay at KUL: the scholarship will amount to PLN 1,250.00,
- flat-rate allowance for living and accommodation costs (Table 3): 10 days of stay + 2 travel days x PLN 300.00 = PLN 3,600.00,
- flat-rate allowance for travel costs for a doctoral student from Belgium (Table 4): PLN 2,000.00.

Total scholarship amount: PLN 6,850.00.



Annex no. 4 to the Regulations of recruitment and 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 – Short-Term Academic Exchange* (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]: 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 mutually agreed to carry out a scholarship exchange under the Programme in compliance with the provisions of the Agreement with the University. The Programme is financed by the European Union under the project titled "Short-Term Academic Exchange as a Means of Improving the Quality of Education in Higher Education and Research Institutions," reference number FERS.01.05-IP.08-0218/23.
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 amount includes a scholarship of, an allocation for living and accommodation expenses of, an allocation for travel expenses of, and (*specify any additional costs related to the Activity*).



2. 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. 2 to this Agreement.
3. 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 14 days following this Agreement’s entry into force payment amounting to PLN shall be transferred to the Project Participant.
2. 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 7 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.
3. Payments shall be made to the bank account of the Project Participant as specified below:
Bank Name:
Account Holder’s Full Name:
Full Account Number:

§5 – PERSONAL DATA

The Project Participants, in concluding this Agreement, is obliged to submit a declaration of participation in the project and information clauses. Failure to submit the aforementioned declarations 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



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Attachments:

- 1) Visit settlement form
- 2) Model Certificate
- 3) Report on Outgoing/Incoming Academic Exchange
- 4) Declarations and Information clauses

Attachment no. 1 to the Agreement between the Beneficiary and the Project Participant – Visit
settlement form

VISIT SETTLEMENT - Doctoral Students				
BASIC INFORMATION				
1.	Name and surname:			
2.	Title of the project:	PROM – Short-Term Academic Exchange		
3.	Country, city:			
4.	Date of departure:			
5.	Date of return:			
6.	Country, city of the host institution:			
7.	Purpose of the visit:			
I. Amount of scholarship				
Item	Number of days of stay	Scholarship amount [PLN]		
1.	5	625,00		
II. Cost of living and accommodation				
Item	Country group	Daily rate [PLN]	Total number of days*	Amount [PLN]
1.	Group II	400,00	7	2800,00
*The number of days of stay includes 2 days spent on travelling				
III. Cost of travel				
Item	Country group	Rate [PLN]		
1.	Group 2	1500,00		
IV. COSTS OF CONFERENCE FEES, COST OF TRAINING, COURSE AND WORKSHOPS				
Item	Name of commodity/service	Number and type of accounting record	Amount [PLN]	Payment method
1.			33,00 zł	paid by the university
V. SETTLEMENT				
1. Advance payment paid to the project participant			5 000,00 zł	
2. Costs due, including: [I-IV]			4 958,00 zł	
I.	Scholarship		625,00 zł	
II.	Costs of living and accommodation		2 800,00 zł	
III.	Costs of travel		1 500,00 zł	
IV.	Costs of conference fees, cost of training, courses and workshops		33,00 zł	
3. Amount to be reimbursed [1-2]			42,00 zł	
I undertake to return the amount resulting from the settlement of my visit.			42,00 zł	
.....			
Date and signature of the participant		Date and signature of the person approving the settlement		



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*Attachment no. 2 to the agreement between the Beneficiary and the Project Participant – Model of
the certificate*

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 outcomes¹:

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...)²

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

Skills (can...)³

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...)⁴

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

¹ 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.

² **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.

³ **Skills** – the ability, assimilated in the learning process, to perform tasks and solve problems specific to the field of learning or professional activity.

⁴ **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.



Attachment no. 3 to the Agreement between the Beneficiary and the Project Participant – Report on
Outgoing/Incoming Academic Exchange

Report on Academic Exchange

I, the undersigned:

First Name:	
Surname:	

have participated in the project “PROM – Short-Term Academic Exchange” and undertaken a mobility to:

Name and Address of the Host Institution:	
Dates of Mobility:	

1. During the academic exchange, I completed the planned programme (max. 2,000 characters, 1 page):

.....

2. During the academic exchange, I acquired the following research and teaching competencies (max. 2,000 characters, 1 page):

.....

3. I foresee the following applications of the acquired research and teaching competencies (max. 2,000 characters, 1 page):

.....

Attachments:

- 1) Certificate...
- 2) ...

.....

DATE

.....

LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT

.....

LEGIBLE SIGNATURE OF THE PROJECT CANDIDATE’S SUPERVISOR (APPLIES ONLY TO KUL PhD CANDIDATES)/
IMMEDIATE SUPERIOR (APPLIES ONLY TO KUL TO ACADEMIC STAFF)

Attachment no. 4 to the agreement between the Beneficiary and the Project Participant –
Declarations and Information clauses

DEKLARACJA PRZYSTĄPIENIA DO UDZIAŁU W PROJEKCIE / DECLARATION OF PARTICIPATION IN THE PROJECT

DANE DOTYCZĄCE PROJEKTU / PROJECT DETAILS	
Dane Projektu Narodowej Agencji Wymiany Akademickiej / Details of the National Agency for Academic Exchange Project	„Krótkookresowa wymiana akademicka sposobem na podniesienie jakości kształcenia w instytucjach szkolnictwa wyższego i nauki” FERS.01.05-IP.08-0218/23 Fundusze Europejskie dla Rozwoju Społecznego 2021-2027, Działanie 01.05 Umiejętności w szkolnictwie wyższym / “Short-Term Academic Exchange as a Way to Enhance the Quality of Education in Higher Education and Research Institutions”, FERS.01.05-IP.08-0218/23 European Funds for Social Development 2021-2027, Action 01.05 Skills in Higher Education
Nazwa Programu NAWA i rok ogłoszenia / NAWA Programme name and year of announcement	PROM 2024
Nazwa Beneficjenta NAWA / NAWA Beneficiary name	Katolicki Uniwersytet Lubelski Jana Pawła II / The John Paul II Catholic University of Lublin
Tytuł projektu Beneficjenta NAWA / NAWA Beneficiary project title	PROM – krótkookresowa wymiana akademicka / PROM – Short-Term Academic Exchange
Numer projektu Beneficjenta NAWA / NAWA Beneficiary project number	BPI/PRO/2024/1/00053

Ja, niżej podpisany/a:

Imię:

Nazwisko:

PESEL (jeśli dotyczy):

deklaruję dobrowolne przystąpienie do udziału w Projekcie Agencji na zasadach określonych w Regulaminie rekrutacyjnym do projektu Beneficjenta NAWA.

Ponadto oświadczam, że:

1. Zapoznałem/am się z zasadami rekrutacji oraz udziału w projekcie Beneficjenta NAWA, zawartymi w Regulaminie rekrutacji Beneficjenta NAWA, akceptuję wszystkie postanowienia ww. Regulaminu oraz oświadczam, iż spełniam kryteria

I, the undersigned:

First Name:

Surname:

PESEL (if applicable):

hereby declare my voluntary participation in the Agency Project under the terms specified in the Recruitment Regulations for the NAWA Beneficiary Project.

I further declare that:

1. I have familiarised myself with the rules of recruitment and participation in the NAWA Beneficiary Project as specified in the NAWA Beneficiary Recruitment Regulations, I accept all provisions of the said Regulations, and I



uczestnictwa w projekcie określone w ww. Regulaminie.

2. Zostałem/-am poinformowany/-a, że projekt Beneficjenta NAWA realizowany jest w ramach Projektu Agencji, którego staję się uczestnikiem z chwilą podpisania niniejszej Deklaracji.
3. Zostałem/-am poinformowany/-a o obowiązku wzięcia udziału w pomiarze rezultatów Projektu Agencji do 4 tygodni od zakończenia przeze mnie udziału we wsparciu, w badaniach ankietowych oraz ewaluacyjnych realizowanych na potrzeby Projektu Agencji oraz projektu Beneficjenta NAWA.
4. Należę do następującej kategorii grupy docelowej objętej Projektem Agencji:
 - Student/ka zagraniczny/a,
 - Doktorant/ka zagraniczny/a,
 - Student/ka krajowy/a,
 - Doktorant/ka krajowy/a,
 - Zagraniczna kadra dydaktyczna, stanowisko:
 - Zagraniczna kadra naukowa, stanowisko:
 - Zagraniczna kadra administracyjna, stanowisko:
 - Nauczyciele akademicki, stanowisko:
 - Pracownicy/e niebędący/e nauczycielami akademickimi, stanowisko:
 - Pracownicy/e naukowcy/e i badawczo-techniczni/e, stanowisko:
 - Pozostali pracownicy jednostek naukowo-badawczych, stanowisko:

declare that I meet the participation criteria set forth therein.

2. I have been informed that the NAWA Beneficiary Project is implemented within the Agency Project, and I become a participant upon signing this Declaration.
3. I have been informed of the obligation to participate in the measurement of the Agency Project outcomes within 4 weeks of completing my participation in the support activities, as well as in surveys and evaluations conducted for the purposes of the Agency Project and the NAWA Beneficiary Project.
4. I belong to the following target group category covered by the Agency Project:
 - International student,
 - International doctoral student,
 - Domestic student,
 - Domestic doctoral student,
 - International teaching staff, position:
 - International academic staff, position:
 - International administrative staff, position:
 - Academic teachers, position:
 - Non-academic staff, position:
 - Research and research-technical staff, position:
 - Other employees of research units, position:



Uprzedzony/-a o odpowiedzialności karnej z art. 233 Kodeksu Karnego za złożenie nieprawdziwego oświadczenia lub zatajenie prawdy, przewidującego karę pozbawienia wolności do lat 3, oświadczam, że dane zawarte w niniejszej Deklaracji są kompletne i zgodne z prawdą.

Przyjmuję do wiadomości, że informacje te mogą podlegać weryfikacji pod względem ich zgodności z prawdą.

Zobowiązuję się do natychmiastowego informowania Narodowej Agencji Wymiany Akademickiej oraz Beneficjenta NAWA o zmianie jakichkolwiek danych osobowych i kontaktowych podanych w Deklaracji i innych dokumentach zgłoszeniowych.

Aware of the criminal liability under Article 233 of the Penal Code for submitting a false statement or concealing the truth, punishable by imprisonment for up to 3 years, I declare that the information contained in this Declaration is complete and truthful.

I acknowledge that this information may be verified for its accuracy.

I undertake to immediately inform the National Agency for Academic Exchange and the NAWA Beneficiary of any changes to the personal and contact details provided in this Declaration and other application documents.

.....
Podpis Uczestnika projektu

.....
Signature of Project Participant



KLAUZULA INFORMACYJNA INSTYTUCJI ZARZĄDZAJĄCEJ - MINISTRA WŁAŚCIWEGO DO SPRAW ROZWOJU REGIONALNEGO / INFORMATION CLAUSE OF THE MANAGING INSTITUTION - THE MINISTER RESPONSIBLE FOR REGIONAL DEVELOPMENT

W celu wykonania obowiązku nałożonego art. 13 i 14 RODO^[1], w związku z art. 88 ustawy o zasadach realizacji zadań finansowanych ze środków europejskich w perspektywie finansowej 2021-2027^[2], informujemy o zasadach przetwarzania Państwa danych osobowych:

I. Administrator

Odrębnym administratorem Państwa danych jest Minister właściwy do spraw rozwoju regionalnego z siedzibą przy ul. Wspólnej 2/4, 00-926 Warszawa.

II. Cel przetwarzania danych

Dane osobowe będą przetwarzane w związku z realizacją FERS, w szczególności w celu monitorowania, sprawozdawczości, komunikacji, publikacji, ewaluacji, zarządzania finansowego, weryfikacji i audytów oraz do celów określania kwalifikowalności uczestników. Podanie danych jest dobrowolne, ale konieczne do realizacji wyżej wymienionego celu. Odmowa ich podania jest równoznaczna z brakiem możliwości podjęcia stosownych działań.

III. Podstawa przetwarzania

Będziemy przetwarzać Państwa dane osobowe w związku z tym, że:

1. Zobowiązuje nas do tego **prawo** (art. 6 ust. 1 lit. c, art. 9 ust. 2 lit. g oraz art. 10^[3] RODO)^[4]:
 - rozporządzenie Parlamentu Europejskiego i Rady (UE) nr 2021/1060 z 24 czerwca 2021 r. ustanawiającego wspólne przepisy dotyczące Europejskiego Funduszu Rozwoju Regionalnego, Europejskiego Funduszu Społecznego Plus, Funduszu Spójności, Funduszu na rzecz Sprawiedliwej Transformacji i Europejskiego Funduszu Morskiego, Rybackiego i Akwakultury, a także przepisy finansowe na potrzeby tych funduszy oraz na potrzeby

Pursuant to the obligation imposed by Articles 13 and 14 of the GDPR^[1], in connection with Article 88 of the Act on the Principles of Implementing Tasks Financed from European Funds for the 2021-2027 Financial Perspective^[2], we provide information on the principles of processing your personal data:

I. Data Controller

The independent data controller is the Minister responsible for regional development, with the office located at ul. Wspólna 2/4, 00-926 Warsaw.

II. Purpose of Data Processing

Personal data will be processed in connection with the implementation of FERS, particularly for monitoring, reporting, communication, publication, evaluation, financial management, verification and audits, and determining the eligibility of participants.

Providing data is voluntary but necessary for achieving the above-mentioned purpose. Refusal to provide data will result in the inability to take the necessary actions.

III. Legal Basis for Processing

We will process your personal data because:

1. We are required to do so by **law** (Article 6(1)(c), Article 9(2)(g), and Article 10^[3] of the GDPR)^[4]:
 - Regulation (EU) 2021/1060 of the European Parliament and Council of 24 June 2021 laying down common provisions for the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund, the European Maritime, Fisheries and Aquaculture Fund, as well as financial rules for these funds and the Asylum, Migration and Integration Fund, Internal Security Fund, and Instrument for Financial Support for Border Management and Visa Policy;
 - Regulation (EU) 2021/1057 of the European Parliament and Council of



Funduszu Azylu, Migracji i Integracji,
Funduszu Bezpieczeństwa
Wewnętrznego i Instrumentu Wsparcia
Finansowego na rzecz Zarządzania
Granicami i Polityki Wizowej,

- rozporządzenie Parlamentu Europejskiego i Rady (UE) 2021/1057 z dnia 24 czerwca 2021 r. ustanawiające Europejski Fundusz Społeczny Plus (EFS+) oraz uchylające rozporządzenie (UE) nr 1296/2013 (Dz. Urz. UE L 231 z 30.06.2021, str. 21, z późn. zm.)
- ustawa z dnia 28 kwietnia 2022 r. o zasadach realizacji zadań finansowanych ze środków europejskich w perspektywie finansowej 2021-2027, w szczególności art. 87-93,
- ustawa z 14 czerwca 1960 r. - Kodeks postępowania administracyjnego,
- ustawa z 27 sierpnia 2009 r. o finansach publicznych.

IV. Sposób pozyskiwania danych

Dane pozyskujemy bezpośrednio od osób, których one dotyczą, albo od instytucji i podmiotów zaangażowanych w realizację Programu, w tym w szczególności od wnioskodawców, beneficjentów, partnerów.

V. Dostęp do danych osobowych

Dostęp do Państwa danych osobowych mają pracownicy i współpracownicy administratora. Ponadto Państwa dane osobowe mogą być powierzane lub udostępniane:

1. podmiotom, którym zleciliśmy wykonywanie zadań w FERS,
2. organom Komisji Europejskiej, ministrowi właściwemu do spraw finansów publicznych, prezesowi zakładu ubezpieczeń społecznych,
3. podmiotom, które wykonują dla nas usługi związane z obsługą i rozwojem systemów teleinformatycznych, a także zapewnieniem łączności, np. dostawcom rozwiązań IT i operatorom telekomunikacyjnym.

VI. Okres przechowywania danych

Dane osobowe są przechowywane przez okres

24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ EU L 231 of 30.06.2021, p. 21, as amended);

- The Act of 28 April 2022 on the Principles of Implementing Tasks Financed from European Funds for the 2021-2027 Financial Perspective, in particular Articles 87-93;
- The Act of 14 June 1960 - Code of Administrative Procedure;
- The Act of 27 August 2009 on Public Finances.

IV. Method of Data Collection

Data is obtained directly from the individuals concerned or from institutions and entities involved in the implementation of the Programme, including applicants, beneficiaries, and partners.

V. Access to Personal Data

Your personal data may be accessed by the staff and collaborators of the data controller. Additionally, your personal data may be entrusted or disclosed to:

1. Entities tasked with performing actions under FERS;
2. The European Commission, the Minister responsible for public finances, the President of the Social Insurance Institution;
3. Entities providing services related to the management and development of IT systems, as well as ensuring communication, e.g., IT solution providers and telecommunications operators.

VI. Data Retention Period

Personal data is stored for the period necessary to achieve the purposes defined in Section II.

VII. Rights of Data Subjects

You are entitled to the following rights:



niezbędny do realizacji celów określonych w punkcie II.

VII. Prawa osób, których dane dotyczą

Przystępują Państwu następujące prawa:

1. prawo dostępu do swoich danych oraz otrzymania ich kopii (art. 15 RODO),
2. prawo do sprostowania swoich danych (art. 16 RODO),
3. prawo do usunięcia swoich danych (art. 17 RODO) - jeśli nie zaistniały okoliczności, o których mowa w art. 17 ust. 3 RODO,
4. prawo do żądania od administratora ograniczenia przetwarzania swoich danych (art. 18 RODO),
5. prawo do przenoszenia swoich danych (art. 20 RODO) - jeśli przetwarzanie odbywa się na podstawie umowy: w celu jej zawarcia lub realizacji (w myśl art. 6 ust. 1 lit. b RODO), oraz w sposób zautomatyzowany^[5],
6. prawo wniesienia skargi do organu nadzorczego Prezesa Urzędu Ochrony Danych Osobowych (art. 77 RODO) - w przypadku, gdy osoba uzna, iż przetwarzanie jej danych osobowych narusza przepisy RODO lub inne krajowe przepisy regulujące kwestię ochrony danych osobowych, obowiązujące w Polsce.

VIII. Zautomatyzowane podejmowanie decyzji

Dane osobowe nie będą podlegały zautomatyzowanemu podejmowaniu decyzji, w tym profilowaniu.

IX. Przekazywanie danych do państwa trzeciego

Państwa dane osobowe nie będą przekazywane do państwa trzeciego.

X. Kontakt z administratorem danych i Inspektorem Ochrony Danych

Jeśli mają Państwo pytania dotyczące przetwarzania przez ministra właściwego do spraw rozwoju regionalnego danych osobowych, prosimy kontaktować się z Inspektorem Ochrony Danych (IOD) w

1. The right to access your data and receive a copy of it (Article 15 of the GDPR);
2. The right to rectify your data (Article 16 of the GDPR);
3. The right to have your data erased (Article 17 of the GDPR) – unless circumstances specified in Article 17(3) of the GDPR apply;
4. The right to request restriction of the processing of your data (Article 18 of the GDPR);
5. The right to data portability (Article 20 of the GDPR) – if the processing is based on a contract: for its conclusion or execution (under Article 6(1)(b) of the GDPR), and is carried out automatically[5];
6. The right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (Article 77 of the GDPR) – if you believe that the processing of your personal data violates the GDPR or other applicable data protection laws in Poland.

VIII. Automated Decision-Making

Personal data will not be subject to automated decision-making, including profiling.

IX. Transfer of Data to Third Countries

Your personal data will not be transferred to third countries.

X. Contact with the Data Controller and Data Protection Officer

If you have questions regarding the processing of personal data by the Minister responsible for



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następujący sposób:

- pocztą tradycyjną (ul. Wspólna 2/4, 00-926 Warszawa),
- elektronicznie (adres e-mail: IOD@mfipr.gov.pl).

regional development, please contact the Data Protection Officer (DPO) as follows:

- by traditional mail (ul. Wspólna 2/4, 00-926 Warsaw),
- electronically (email: IOD@mfipr.gov.pl).

.....
Podpis uczestnika projektu

.....
Signature of the Project Participant



KLAUZULA INFORMACYJNA INSTYTUCJI POŚREDNICZĄCEJ -
NARODOWEGO CENTRUM BADAŃ I ROZWOJU / INFORMATION CLAUSE OF THE INTERMEDIARY
INSTITUTION - THE NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT

Zgodnie z art. 13 i 14 rozporządzenia Parlamentu Europejskiego 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 (dalej: „**RODO**”), informuję Panią/Pana, że:

1. administratorem Pani/Pana danych osobowych jest **Narodowe Centrum Badań i Rozwoju** (dalej: „**NCBR**”) z siedzibą w Warszawie (00-801), ul. Chmielna 69;
2. z inspektorem ochrony danych (IOD) można się skontaktować pod adresem e-mail: iod@ncbr.gov.pl oraz na adres korespondencyjny NCBR wskazany powyżej z dopiskiem „Inspektor Ochrony Danych”;
3. dane osobowe są przetwarzane w celu realizacji projektu prowadzonego w ramach Programu Fundusze Europejskie dla Rozwoju Społecznego 2021-2027 („**FERS**”) w szczególności w celu oceny i wyboru projektu, zawarcia umowy o dofinansowanie, nadzoru nad wykonaniem projektu, sprawozdawczości, komunikacji, publikacji, ewaluacji, zarządzania finansowego, weryfikacji i kontroli, audytu, oceny działań informacyjno- promocyjnych, jego odbioru, oceny i rozliczenia finansowego, do celów określania kwalifikowalności uczestników oraz ewentualnego ustalenia, dochodzenia lub obrony roszczeń;
4. dane osobowe są przetwarzane z uwagi na wskazany powyżej cel tj. przetwarzanie jest niezbędne do wykonania zadania realizowanego w interesie publicznym (art. 6 ust. 1 lit. e RODO), a NCBR jest umocowane do przetwarzania Pani/Pana danych osobowych na mocy ustawy z dnia 30 kwietnia 2010 r. o Narodowym Centrum Badań i Rozwoju w związku z realizacją

In accordance with Articles 13 and 14 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 (hereinafter referred to as “**GDPR**”), we inform you that:

1. The controller of your personal data is **the National Centre for Research and Development** (hereinafter referred to as “**NCBR**”) based in Warsaw (00-801), ul. Chmielna 69.
2. The Data Protection Officer (DPO) can be contacted via email at iod@ncbr.gov.pl or by mail at the correspondence address of NCBR provided above, with the annotation “Data Protection Officer.”
3. Personal data is processed for the purpose of implementing the project conducted under the European Funds for Social Development 2021-2027 Programme (“**FERS**”), particularly for assessing and selecting projects, concluding financing agreements, supervising project implementation, reporting, communication, publication, evaluation, financial management, verification and control, audits, assessing promotional and informational activities, project reception, assessment, financial settlement, determining participant eligibility, and potentially establishing, pursuing, or defending claims.
4. Personal data is processed for the above-stated purpose, meaning the processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) GDPR). NCBR is authorised to process your personal data under the Act of 30 April 2010 on the National Centre for Research and Development and the Act of 28 April 2022 on the principles of implementing



- określonych tam zadań NCBR oraz na podstawie ustawy z dnia 28 kwietnia 2022 r. o zasadach realizacji zadań finansowanych ze środków europejskich w perspektywie finansowej 2021-2027, a w szczególności Rozdziału 18 tej ustawy (art. 6 ust. 1 lit. c RODO);
5. dane osobowe zostały pozyskane bezpośrednio od Pani/Pana lub z rejestrów publicznych albo od instytucji i podmiotów zaangażowanych w realizację projektu, w tym w szczególności od wnioskodawców, beneficjentów, partnerów;
 6. NCBR przetwarza Pani/Pana dane osobowe zawarte we wniosku o dofinansowanie lub przekazane w ramach realizacji zadań wskazanych w punkcie 3 klauzuli;
 7. podanie danych osobowych jest konieczne do realizacji wyżej wymienionego celu. Odmowa ich podania jest równoznaczna z brakiem możliwości podjęcia stosownych działań;
 8. dane osobowe będą przetwarzane przez okres niezbędny do realizacji celu określonego w punkcie 3), a następnie w celu archiwalnym przez okres zgodny z instrukcją kancelaryjną NCBR i Jednolitym Rzeczowym Wykazem Akt;
 9. odbiorcami danych osobowych będą organy władzy publicznej oraz podmioty wykonujące zadania publiczne lub działające na zlecenie organów władzy publicznej, w zakresie i w celach, które wynikają z przepisów prawa, a także podmioty świadczące usługi niezbędne do realizacji zadań przez NCBR w szczególności podmiotem wspierającym realizację zadań jest NCBR+ sp. z o.o. Dane te mogą być także przekazywane partnerom IT, podmiotom realizującym wsparcie techniczne lub organizacyjne, archiwizację i niszczenie dokumentów, usługi pocztowe, kurierskie, płatnicze, obsługę w zakresie marketingu;
 10. w stosunku do NCBR przysługują Pani/Panu następujące prawa: żądania dostępu do swoich danych osobowych, ich tasks financed from European funds for the 2021-2027 financial perspective, particularly Chapter 18 of this Act (Article 6(1)(c) GDPR).
 5. Personal data has been obtained directly from you or from public records or institutions and entities involved in the project's implementation, including applicants, beneficiaries, and partners.
 6. NCBR processes your personal data included in the funding application or provided in the course of performing the tasks indicated in point 3 of this clause.
 7. Providing personal data is necessary to achieve the aforementioned purpose. Refusal to provide data will result in the inability to perform the necessary actions.
 8. Personal data will be processed for the period necessary to achieve the purpose specified in point 3 and subsequently for archival purposes for a period consistent with the NCBR's administrative instruction and the Uniform Material List of Files.
 9. The recipients of personal data will include public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes specified by law. This also includes entities providing services necessary for NCBR to perform its tasks, particularly the entity supporting task implementation, NCBR+ sp. z o.o. Data may also be transferred to IT partners, entities providing technical or organisational support, archiving and document destruction services, postal and courier services, payment services, or marketing services.
 10. You have the following rights with respect to NCBR: the right to access your personal data, rectify it, erase it, restrict its processing, and object to the processing of your personal data. To exercise these rights, you may contact the Data Protection Officer at the email address provided in point 2 above.
 11. You also have the right to lodge a complaint with the President of the



sprostowania, usunięcia, ograniczenia przetwarzania, a także do wniesienia sprzeciwu wobec przetwarzania Pani/Pana danych osobowych. W sprawie realizacji praw można kontaktować się z inspektorem ochrony danych pod adresem mailowym udostępnionym w pkt 2 powyżej;

11. przysługuje Pani/Panu również prawo wniesienia skargi do Prezesa Urzędu Ochrony Danych Osobowych;
12. dane osobowe nie będą podlegały zautomatyzowanemu podejmowaniu decyzji, w tym profilowaniu;
13. Pani/Pana dane osobowe nie będą przekazywane do państwa trzeciego.

^[1] Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych (Dz. Urz. UE. L 119 z 4 maja 2016 r., s.1-88).

^[2] Ustawa z dnia 28 kwietnia 2022 r o zasadach realizacji zadań finansowanych ze środków europejskich w perspektywie finansowej 2021-2027 (Dz.U. 2022 poz. 1079), zwana dalej „ustawą wdrożeniową”.

^[3] Dotyczy wyłącznie projektów aktywizujących osoby odbywające karę pozbawienia wolności.

^[4] Należy wskazać jeden lub kilka przepisów prawa - możliwe jest ich przywołanie w zakresie ograniczonym na potrzeby konkretnej klauzuli.

^[5] Do automatyzacji procesu przetwarzania danych osobowych wystarczy, że dane te są zapisane na dysku komputera.

^[6] Wzór określa Instytucja Pośrednicząca.

Personal Data Protection Office.

12. Personal data will not be subject to automated decision-making, including profiling.
13. Your personal data will not be transferred to third countries.

[1] 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 (OJ EU. L 119, 4 May 2016, pp. 1–88).

[2] Act of 28 April 2022 on the principles of implementing tasks financed from European funds for the 2021-2027 financial perspective (Journal of Laws 2022, item 1079), hereinafter referred to as the “Implementation Act.”

[3] Applies exclusively to projects activating individuals serving prison sentences.

[4] Specific legal provisions should be identified – they may be cited in a limited scope for the needs of a specific clause.

[5] Automation of personal data processing is sufficient if such data is stored on a computer disk.

.....
Podpis uczestnika projektu

.....
Signature of the Project Participant



Klauzula informacyjna Narodowej Agencji Wymiany Akademickiej dotycząca przetwarzania danych osobowych uczestników projektów finansowanych ze środków Funduszy Europejskich dla Rozwoju Społecznego 2021-2027 (FERS) / Information Clause of the National Agency for Academic Exchange regarding the processing of personal data of participants in projects funded under the European Funds for Social Development 2021-2027 (FERS)

<i>Administrator / Data Controller</i>	<p>Narodowa Agencja Wymiany Akademickiej (Agencja) ul. Polna 40, 00-635 Warszawa Agencja przetwarza Pani/Pana dane osobowe na podstawie art. 6 ust. 1 lit. c i e RODO⁵, a także na podstawie art. 9 ust. 2 lit. g i j RODO w związku z art. 6 ust. 1 lit. c i e RODO w celu:</p> <ol style="list-style-type: none"> 1) wykonania zadania publicznego z zakresu umiędzynarodowienia szkolnictwa wyższego i nauki powierzonego Agencji, tj. zadania określonego w art. 2 Ustawy z dnia 7 lipca 2017 roku o Narodowej Agencji Wymiany Akademickiej; 2) wypełnienia przez Agencję obowiązków prawnych związanych z realizacją umowy o finansowanie projektu, w tym obowiązków statystycznych i związanych z monitorowaniem, sprawozdawczością, komunikacją, publikacją, ewaluacją, zarządzaniem finansowym, weryfikacją i wykonywaniem audytów projektów oraz w celu określania kwalifikowalności uczestników; <p>Agencja może przetwarzać następujące kategorie Pani/Pana danych:</p> <ol style="list-style-type: none"> 1) dane identyfikacyjne, wskazane w art. 87 ust. 2 pkt 1 ustawy wdrożeniowej⁷, w tym: imię, nazwisko, adres, adres poczty elektronicznej, numer telefonu, numer faksu, PESEL, REGON, wykształcenie, identyfikatory 	<p>The National Agency for Academic Exchange (Agency) ul. Polna 40, 00-635 Warsaw</p> <p>The Agency processes your personal data on the basis of Article 6(1)(c) and (e) GDPR⁶, as well as Article 9(2)(g) and (j) GDPR, in conjunction with Article 6(1)(c) and (e) GDPR, for the following purposes:</p> <ol style="list-style-type: none"> 1. To perform a public task in the field of the internationalisation of higher education and science entrusted to the Agency, as specified in Article 2 of the Act of 7 July 2017 on the National Agency for Academic Exchange; 2. To fulfil the Agency's legal obligations related to the implementation of the project financing agreement, including statistical obligations and those related to monitoring, reporting, communication, publication, evaluation, financial management, verification, and auditing of projects, as well as to determine participant eligibility. <p>The Agency may process the following categories of your data:</p> <ol style="list-style-type: none"> 1. Identification data specified in Article 87(2)(1) of the Implementation Act⁸, including: name, surname, address, email address, telephone number, fax number, PESEL (Polish national identification number), REGON
<i>Cel i podstawa prawna przetwarzania danych / Purpose and Legal Basis for Data Processing</i>		
<i>Kategorie przetwarzanych danych / Categories of Data Processed</i>		

⁵ Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 roku w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE.

⁶ 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.

⁷ Ustawa z dnia 28 kwietnia 2022 r. o zasadach realizacji zadań finansowanych ze środków europejskich w perspektywie finansowej 2021–2027.

⁸ The Act of 28 April 2022 on the Principles of Implementing Tasks Financed from European Funds for the 2021–2027 Financial Perspective.



- internetowe;
- 2) dane związane z zakresem Pani/Pana uczestnictwa w projekcie, wskazane w art. 87 ust. 2 pkt 2 ustawy wdrożeniowej, w tym: wynagrodzenie, formę i okres zaangażowania w projekcie;
 - 3) Pani/Pana dane widniejące na dokumentach potwierdzających kwalifikowalność wydatków, wskazane w art. 87 ust. 2 pkt. 3 ustawy wdrożeniowej, w tym numer rachunku bankowego, doświadczenie zawodowe;
 - 4) dane wskazane w art. 87 ust. 3 ustawy wdrożeniowej dotyczące pochodzenia rasowego lub etnicznego lub dotyczące zdrowia, o których mowa w art. 9 RODO;
 - 5) dane dotyczące wizerunku osób uczestniczących w realizacji Programu lub biorących udział w wydarzeniach z nim związanych – na podstawie dobrowolnie wyrażonej oddzielnej zgody.

Pani/Pana dane osobowe będą przetwarzane przez Agencję do momentu ustania celu przetwarzania lub przez okres wynikający z kategorii archiwalnej dokumentów, w których ujęte są dane, określonej w przepisach wykonawczych do Ustawy z dnia 14 lipca 1983 r. o narodowym zasobie archiwalnym i archiwach.

Z zachowaniem wszelkich gwarancji bezpieczeństwa Pani/Pana Agencja może udostępnić Pani/Pana dane podmiotom uprawnionym do ich otrzymywania na podstawie przepisów prawa, w tym w szczególności na podstawie ustawy wdrożeniowej, lub przekazać podmiotom przetwarzającym je w imieniu Agencji na podstawie stosownej umowy powierzenia przetwarzania danych.

Pani/Pana dane nie będą przekazywane do państwa trzeciego ani organizacji międzynarodowej. W przypadku, gdyby zasła konieczność przekazania danych do państwa trzeciego Agencja zapewni odpowiednie zabezpieczenia dla

- (business identification number), education, and internet identifiers;
2. Data related to your participation in the project, specified in Article 87(2)(2) of the Implementation Act, including: remuneration, the form and duration of involvement in the project;
 3. Your data included in documents confirming the eligibility of expenditures, specified in Article 87(2)(3) of the Implementation Act, including bank account number and professional experience;
 4. Data specified in Article 87(3) of the Implementation Act concerning racial or ethnic origin or health, as referred to in Article 9 GDPR;
 5. Data concerning the image of individuals participating in the implementation of the Programme or in events related to it – based on separate, voluntary consent.

Your personal data will be processed by the Agency until the purpose of processing ceases or for the period resulting from the archival category of documents in which the data is included, as specified in the implementing regulations to the Act of 14 July 1983 on the National Archival Resources and Archives.

With full guarantees of data security, the Agency may share your data with entities authorised to receive it under the law, particularly under the Implementation Act, or transfer it to entities processing data on behalf of the Agency based on an appropriate data processing agreement.

our data will not be transferred to third countries or international organisations. Should it become necessary to transfer data to a third country, the Agency will ensure appropriate safeguards for such transfer and effective legal protection

Okres przetwarzania
/ *Data Retention*
Period danych

Udostępnianie/powierzenie danych /
Data
Sharing/Entrustment

Przekazywanie danych do państw trzecich / *Transfer of Data to Third Countries*



przekazania tych danych i skuteczne środki ochrony prawnej, a w szczególności standardowe klauzule umowne przyjęte przez Komisję Europejską i poinformuje Panią/Pana o tym fakcie.

measures, in particular, the standard contractual clauses adopted by the European Commission, and will inform you of this fact.

Podejmowanie decyzji opartych wyłącznie na zautomatyzowanym przetwarzaniu danych osobowych, w tym profilowanie / *Automated Decision-Making, Including Profiling*

Nie zachodzi.

This does not apply.

Wymóg podania danych/źródło danych / *Requirement to Provide Data / Source of Data*

Agencja pozyskuje dane bezpośrednio od osób, których one dotyczą, albo od instytucji i podmiotów zaangażowanych w realizację projektów FERS, w tym w szczególności od wnioskodawców i beneficjentów i partnerów. Odmowa przekazania danych oznacza pozostawienie wniosku bez rozpatrzenia lub brak możliwości uczestniczenia konkretnej osoby w realizacji Programu. Mogą Państwo złożyć do nas wniosek o dostęp do swoich danych osobowych, sprostowanie danych, przeniesienie danych oraz ograniczenie przetwarzania danych osobowych - na zasadach określonych w RODO.

The Agency collects data directly from the individuals concerned or from institutions and entities involved in the implementation of FERS projects, particularly from applicants, beneficiaries, and partners. Refusal to provide data will result in the application being left unprocessed or the inability of the individual to participate in the Programme.

Prawa osoby, której dane dotyczą / *Rights of Data Subjects*

Mogą Państwo także wnieść skargę do Prezesa Urzędu Ochrony Danych Osobowych, jeżeli uznają Państwo, że przetwarzanie Państwa danych osobowych przez Agencję narusza przepisy prawa.

You may submit a request to us for access to your personal data, rectification of data, data portability, and restriction of data processing – under the terms specified in GDPR.

You may also lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data by the Agency violates the law.

Kontakt do inspektora ochrony danych w Agencji / *Contact for the Agency's Data Protection Officer*

odo@nawa.gov.pl

odo@nawa.gov.pl

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Podpis uczestnika projektu / Signature of the Project Participant



ZGODA UCZESTNIKA NA PRZETWARZANIE DANYCH I WIZERUNKU / PARTICIPANT'S CONSENT FOR DATA AND IMAGE PROCESSING

Wyrażam zgodę na utrwalenie mojego wizerunku w formie fotografii analogowej, fotografii cyfrowej lub nagrania przez Narodową Agencję Wymiany Akademickiej (Administradora) i nieodpłatne wykorzystanie mojego wizerunku (wraz z możliwością jego opisanie moim imieniem i nazwiskiem, stanowiskiem, tytułem, instytucją, krajem pochodzenia, programem z którego skorzystałem/am) w celach wskazanych poniżej (proszę zaznaczyć odpowiednie pole lub pola poniżej):

- upowszechnianie opracowań i publikacja na stronie internetowej Administratora,
- upowszechnianie opracowań i publikacja w mediach społecznościowych Administratora,
- publikacja w materiałach ofertowych, reklamowych lub promocyjnych Administratora,
- upowszechnianie opracowań i publikacja w materiałach wewnętrznych Administratora (np. na tablicy ogłoszeń),
- publikacja opracowań w formie drukowanej.
- Przyjmuję do wiadomości, że:
 1. przeniesienie niniejszego zezwolenia na osobę trzecią wymaga mojej uprzedniej pisemnej zgody na taką czynność,
 2. dane osobowe będą wykorzystywane zgodnie z treścią poniższego obowiązku informacyjnego.

I consent to the recording of my image in the form of analogue photography, digital photography, or video by the National Agency for Academic Exchange (Data Controller) and the free use of my image (including the possibility of describing it with my name and surname, position, title, institution, country of origin, and the programme I participated in) for the purposes specified below (please tick the appropriate box or boxes):

- dissemination of studies and publication on the Data Controller's website,
- dissemination of studies and publication on the Data Controller's social media,
- publication in the Data Controller's informational, advertising, or promotional materials,
- dissemination of studies and publication in the Data Controller's internal materials (e.g., on noticeboards),
- publication of studies in printed form.
- I acknowledge that:
 1. the transfer of this consent to a third party requires my prior written agreement for such an action.
 2. personal data will be used in accordance with the content of the information obligation outlined below.

OBOWIĄZEK INFORMACYJNY / INFORMATION OBLIGATION

Administratorem danych osobowych (imię, nazwisko, stanowisko, afiliacja uczestnika, adres instytucji, stopień naukowy, wizerunek) w rozumieniu ogólnego rozporządzenia o ochronie danych (RODO) jest Narodowa Agencja Wymiany Akademickiej (ul. Polna 40, 00-635 Warszawa). Dane są wykorzystywane w celach wskazanych powyżej, na podstawie dobrowolnie udzielonej zgody (art. 6 ust. 1 lit. a RODO, art. 81 ustawy z

The controller of personal data (name, surname, position, participant affiliation, institution address, academic degree, image) under the General Data Protection Regulation (GDPR) is the National Agency for Academic Exchange (ul. Polna 40, 00-635 Warsaw). The data is used for the purposes indicated above, based on voluntarily given consent (Article 6(1)(a) GDPR, Article 81 of the Act of 4 February 1994 on



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



dnia 4 lutego 1994 r. o prawie autorskim i prawach pokrewnych). Zgoda ta może być odwołana w każdym czasie (odwołanie nie ma wpływu na zgodność z prawem wykorzystania danych w okresie, gdy zgoda obowiązywała). Dane będą wykorzystywane do momentu ewentualnego wycofania zgody. Dane mogą być przekazywane podmiotom współpracującym z Administratorem (np. firmom obsługującym strony internetowe Administratora). Osobie, której dane dotyczą, przysługuje prawo dostępu do danych osobowych, sprostowania, usunięcia, ograniczenia przetwarzania lub złożenia skargi do organu nadzorczego – na zasadach określonych w RODO. Kontakt w sprawach ochrony danych osobowych: odo@nawa.gov.pl. Rozpowszechnianie wizerunku, stanowiącego jedynie szczegół całości (zdjęcia grupowe, zdjęcia/nagrania z przyjęć, zdjęcia/nagrania, gdzie wizerunek osoby nie stanowi głównego lub podstawowego elementu tego ujęcia), nie wymaga zgody (podstawa prawna: art. 81 ust. 2 pkt. 2 ustawy z dnia 4 lutego 1994 r. o prawie autorskim i prawach pokrewnych).

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Podpis uczestnika projektu

Copyright and Related Rights). This consent may be withdrawn at any time (withdrawal does not affect the lawfulness of data use during the period when the consent was valid). Data will be used until consent is withdrawn.

The data may be shared with entities cooperating with the Data Controller (e.g., companies managing the Data Controller's websites). The data subject has the right to access their personal data, rectify it, delete it, restrict its processing, or lodge a complaint with the supervisory authority – under the provisions of the GDPR. For matters regarding personal data protection, contact: odo@nawa.gov.pl. The dissemination of images that are merely incidental to a larger whole (e.g., group photos, photos/videos from events, or photos/videos where the person's image is not the primary or central element) does not require consent (legal basis: Article 81(2)(2) of the Act of 4 February 1994 on Copyright and Related Rights).

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Signature of the Project Participant