



**Application in Programme FERS - project no. BPI/WTP/2024/1/00041**

**1. NAWA project data**

<i>NAWA project data</i>	
FERS.01.05-IP.08-0003/24	
<i>NAWA project title</i>	
Wsparcie instytucji szkolnictwa wyższego i nauki w obsłudze osób cudzoziemskich oraz Polek i Polaków wyjeżdżających za granicę	
<i>Project implementation period "from"</i>	<i>Project implementation period "to"</i>
2023-12-01	2029-10-31

**2. Details of the Polish entity you represent (the institution recruiting you for the project)**

<i>Name of the institution</i>
Międzynarodowa Wyższa Szkoła Logistyki i Transportu we Wrocławiu (IULT)
<i>NIP of the entity supported under the NAWA project (an institution applying to NAWA)</i>
8951749782

**3. Basic data of the project participant**

<b>Citizenship:</b>
<input type="checkbox"/> Polish citizenship
<input type="checkbox"/> No Polish citizenship – a citizen of an EU country
<input type="checkbox"/> No Polish or EU citizenship – a citizen of a non-EU country/stateless person

<b>Participant type:</b>
<input type="checkbox"/> Individual
<input type="checkbox"/> An employee or representative of an institution/entity

<b>Name:</b>	
<b>Surname:</b>	

<b>Do you have a PESEL number?</b>
<input type="checkbox"/> Yes / <input type="checkbox"/> No

<b>PESEL No. / Different ID (Another identifier operating in a given country):</b>

<b>Gender:</b>
<input type="checkbox"/> Female / <input type="checkbox"/> Male

<b>Age:</b>	
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<b>Education:</b>
<input type="checkbox"/> Lower secondary or lower (ISCED 0-2) <input type="checkbox"/> Upper secondary (ISCED 3) or post-secondary (ISCED 4) <input type="checkbox"/> Tertiary (ISCED 5-8)

4. Participant's contact details

<b>Country:</b>	
<b>Town or city:</b>	
<b>Zip code:</b>	
<b>Phone number:</b>	
<b>E-mail address:</b>	

5. Support details

<b>Status of the person on the labour market at the time of joining the project:</b>	
<input type="checkbox"/> A professionally inactive person	<input type="checkbox"/> An employed person
<b>including:</b>	
<input type="checkbox"/> A person not participating in education or training <input type="checkbox"/> A person learning/undergoing education <input type="checkbox"/> Other	<input type="checkbox"/> a self-employed person <input type="checkbox"/> a person working in government administration <input type="checkbox"/> a person working in local government administration [excluding schools and educational system institutions] <input type="checkbox"/> a person working in a non-governmental organization <input type="checkbox"/> a person working in an MSME <input type="checkbox"/> a person working in a large enterprise <input type="checkbox"/> a person working in an entity performing medical activities <input type="checkbox"/> a person working in a school or educational institution (teaching staff) <input type="checkbox"/> a person working in a school or educational



	<p>institution (non-teaching staff)</p> <p><input type="checkbox"/> a person working in a school or educational institution (managerial staff)</p> <p><input type="checkbox"/> a person working at a university</p> <p><input type="checkbox"/> a person working at a scientific institute</p> <p><input type="checkbox"/> a person working at a research institute</p> <p><input type="checkbox"/> a person working at an international scientific institute</p> <p><input type="checkbox"/> a person working for the federation of higher education and science system entities</p> <p><input type="checkbox"/> a person working for a state legal entity</p> <p><input type="checkbox"/> Other</p>
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a professionally inactive person - a person who does not currently create labour resources (i.e. is neither employed nor unemployed). The following people are considered professionally inactive:

1. full-time students, unless they are already employed (also part-time), then they should be listed as employed;
2. children and adolescents up to 18 years of age, those receiving education, unless they meet the conditions under which they can be classified as unemployed or employed;
3. doctoral students who are not employed at a university, other institution or enterprise. If a doctoral student performs professional duties for which they receive remuneration or run a business, they should be treated as an employed person. If a doctoral student is registered as unemployed, they should be included in the unemployment rate;

an employed person – person:

1. aged 15 to 89 who: performs work for which they receive remuneration, from which they derive profits or family benefits;
2. being employed or having their own business, but temporarily not working (due to e.g. an illness, a leave, labour dispute or education or training) or
3. producing agricultural goods, the main part of which is intended for sale or barter.

The following are also considered employed people:

1. self-employed persons, i.e. running a business or activity referred to in Art. 5 of the Act of March 6, 2018 - Law on Entrepreneurs (Journal of Laws of 2023, item 221, as amended), an agricultural farm or professional practice, provided that one of the following conditions is met:
  - a) a person works in their business, professional practice or farm to obtain an income, even if the business does not make a profit;
  - b) a person devotes time to running a business or activity referred to in Art. 5 of the Act of March 6, 2018 - Law on Entrepreneurs, Professional Practice or Agricultural Farming, even if no sales or services have been made and nothing has been produced (for example: a farmer performing work to maintain their farm; an architect spending time waiting for clients in their office; a fisherman repairing their boat or fishing nets in order to continue working; people attending conferences, conventions or seminars);
  - c) a person is establishing a business, farm or professional practice; it includes purchasing or installing equipment and ordering goods in preparation for launching the business. A family member who helps as unpaid is considered to be



employed if the work they do contributes directly to a business, farm or professional practice owned or operated by a related member of the same household;

2. a family member assisting a self-employed person free of charge and is considered a "self-employed person";
3. people on maternity/parental leave referred to in the Act of June 26, 1974 - Labour Code (Journal of Laws of 2023, item 1465), unless they are already registered as unemployed (then the status of unemployed takes precedence);
4. students who are employed or run a business;
5. people directed to subsidized employment

## 6. Additional information

<b>Additional information (E.g. special needs, information on attachments required by the delegating entity):</b>

## 7. Organized forms of support

	<b>FOR STUFF</b>	<b>HOURS</b>
<input type="checkbox"/>	TRAINING - LEGAL ASPECTS RELATED TO THE RECRUITMENT OF FOREIGN STUDENT CANDIDATES	16
<input type="checkbox"/>	TRAINING - COMMUNICATION WITH FOREIGN STUDENTS AND LECTURERS, TAKING CULTURAL DIFFERENCES INTO ACCOUNT	14
<input type="checkbox"/>	<b>FOR STUDENTS</b>	<b>HOURS</b>
<input type="checkbox"/>	WORKSHOPS ON INTERNATIONAL COMMUNICATION AND CULTURAL DIFFERENCES	8
<input type="checkbox"/>	STUDY VISITS	-
<input type="checkbox"/>	INTERCULTURAL INTEGRATION AWAY WORKSHOPS	7 DAYS
<input type="checkbox"/>	CAREER COUNSELING	-

## 8. Participant declarations

I hereby declare my voluntary participation in the project on the terms presented to me by the institution applying to NAWA or the NAWA delegating entity:	<input type="checkbox"/>	<b>Yes</b>
I have been informed about the obligation to take part in the survey evaluating the project results within 4 weeks after finishing my participation in the project:	<input type="checkbox"/>	<b>Yes</b>
I belong to the following target group of the project:	<input type="checkbox"/> student <input type="checkbox"/> PhD student <input type="checkbox"/> staff	



Forewarned of criminal liability under Art. 233 of the Penal Code, for making a false statement or concealing the truth, punishable by imprisonment for up to 3 years, I declare that the data I provide is complete and true:	<input type="checkbox"/>	<b>Yes</b>
I acknowledge that the information I provide may be verified for truthfulness:	<input type="checkbox"/>	<b>Yes</b>
I undertake to immediately inform the institution I represent about any changes to the personal and contact details I have provided:	<input type="checkbox"/>	<b>Yes</b>

#### INFORMATION CLAUSES OF THE GDPR

#### INFORMATION CLAUSE OF THE MANAGING AUTHORITY - MINISTER COMPETENT FOR REGIONAL DEVELOPMENT

In order to fulfill the obligation imposed pursuant to Art. 13 and 14 of the GDPR, in connection with Art. 88 of the Act on the principles of implementing tasks financed from European funds in the financial perspective 2021-2027, please be informed about the principles of processing your personal data:

##### I. Administrator

A separate administrator of your data is the Minister responsible for regional development with its registered office at Wspólna 2/4, 00-926 in Warsaw.

##### II. Purpose of data processing

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

Providing data is voluntary, but necessary to achieve the above-mentioned purpose. Refusal to provide it is tantamount to inability to take appropriate action.

##### III. Processing basis

We will process your personal data because:

1. We are obliged to do so by law (Article 6(1)(c), Article 9(2)(g) and Article 10 of the GDPR)

- Regulation (EU) No. 2021/1060 of the European Parliament and of the Council of 24 June 2021 establishing common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund, and also the financial provisions for the funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Financial Support Instrument for Border Management and Visa Policy,

- Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No. 1296/2013 (OJ EU L 231, 30/06/2021, p. 21, as amended),

- Act of April 28, 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Art. 87-93,

- Act of June 14, 1960 - Code of Administrative Procedure,

- Act of 27 August 2009 on public finances.

##### IV. Method of obtaining data

We obtain data directly from the persons concerned or from institutions and entities involved in the implementation of the Program, in particular from applicants, beneficiaries and partners.

##### V. Access to personal data

The administrator's employees and collaborators have access to your personal data. In addition, your personal data may be entrusted or made available to:

1. entities that we have commissioned to perform tasks in the EFSD,
2. bodies of the European Commission, the minister responsible for public finances, the president of the social security institution,
3. entities that provide us with services related to the operation and development of ICT systems, as well as ensuring connectivity, e.g. IT solution providers and telecommunications operators.



#### **VI. Data storage period**

Personal data is stored for the period necessary to achieve the purposes specified in point II.

#### **VII. Rights of data subjects**

You have the following rights:

1. the right to access your data and receive a copy thereof (Article 15 of the GDPR),
2. the right to rectify your data (Article 16 of the GDPR),
3. the right to delete your data (Article 17 of the GDPR) - if the circumstances referred to in Art. 17 section 3 of the GDPR do not apply,
4. the right to request from the administrator to limit the processing of your data (Article 18 of the GDPR),
5. the right to transfer your data (Article 20 of the GDPR) - if the processing is carried out on the basis of a contract: for the purpose of concluding or implementing it (pursuant to Article 6(1)(b) of the GDPR), and in an automated manner,
6. the right to lodge a complaint with the supervisory body of the President of the Office for Personal Data Protection (Article 77 of the GDPR) - if the person considers that the processing of their personal data violates the provisions of the GDPR or other national provisions regulating the protection of personal data in force in Poland.

#### **VIII. Automated decision making**

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

#### **IX. Transferring data to a third country**

Your personal data will not be transferred to a third country.

#### **X. Contact with the data administrator and the Data Protection Inspector**

If you have any questions regarding the processing of personal data by the minister responsible for regional development, please contact the Data Protection Inspector (DPO) as follows:

- by traditional mail (Wspólna 2/4, 00-926 Warsaw),
- electronically (e-mail address: [IOD@mfipr.gov.pl](mailto:IOD@mfipr.gov.pl)).

### **INFORMATION CLAUSE OF THE INTERMEDIATE INSTITUTION - NATIONAL CENTER FOR RESEARCH AND DEVELOPMENT**

Pursuant to Art. 13 and 14 of the Regulation of the European Parliament 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: "GDPR"), please be informed that:

1. the administrator of your personal data is the National Center for Research and Development (hereinafter referred to as "NCBR") with its registered office in Warsaw (00-801), Chmielna 69;
2. the data protection officer (DPO) can be contacted at the e-mail address: [iod@ncbr.gov.pl](mailto:iod@ncbr.gov.pl) and at the NCBR correspondence address indicated above with the note "Data Protection Officer";
3. personal data is processed for the purpose of implementing a project carried out under the European Funds for Social Development Program 2021-2027 ("EFSD"), in particular for the purpose of project evaluation and selection, conclusion of a co-financing agreement, supervising a project implementation, reporting, communication, publication, evaluation, financial management, verification and control, audit, evaluation of information and promotional activities, its receipt, assessment and financial settlement, for the purposes of determining eligibility of participants and the possible determination, pursuit or defense of claims;
4. personal data is processed due to the purpose indicated above, i.e. processing is necessary to perform a task carried out in the public interest (Article 6(1)(e) of the GDPR), and NCBR is authorized to process your personal data pursuant to the Act on of April 30, 2010 on the National Center for Research and Development in connection with the implementation of the NCBR tasks specified therein and pursuant to the Act of April 28, 2022 on the principles of implementing tasks financed from European funds in the financial perspective 2021-2027, and in particular Chapter 18 the Act (Article 6(1)(c) of the GDPR);
5. personal data was obtained directly from you or from public registers or from institutions and entities involved in the implementation of the project, in particular from applicants, beneficiaries, partners;
6. NCBR processes your personal data included in the application for funding or provided as part of the implementation of the tasks indicated in point 3 of the clause;



7. providing personal data is necessary to achieve the above-mentioned purpose. Refusal to provide it is tantamount to inability to take appropriate action;
8. personal data will be processed for the period necessary to achieve the purpose specified in point 3), and then for archival purposes for a period in accordance with the NCBR office instructions and the Uniform List of Files;
9. recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes resulting from legal provisions, as well as entities providing services necessary for the implementation of tasks by the NCBR, in particular the entity supporting the implementation of tasks is NCBR+ Ltd. The data may also be transferred to IT partners, entities providing technical or organizational support, archiving and destruction of documents, postal, courier and payment services, and marketing services;
10. In relation to the NCBR, you have the following rights: to request access to your personal data, rectify it, delete it, limit processing, as well as to object to the processing of your personal data. Regarding the exercise of your rights, you can contact the data protection officer at the e-mail address provided in point 2 above;
11. you also have the right to lodge a complaint with the President of the 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 a third country.

**INFORMATION CLAUSE OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE CONCERNING THE PROCESSING OF PERSONAL DATA OF STAFF OF PROJECTS FINANCED BY EUROPEAN FUNDS FOR SOCIAL DEVELOPMENT 2021-2027 (EFSF)**

**Administrator:** Polish National Agency for Academic Exchange (Agency)  
Polna 40, 00-635 Warsaw

**Purpose and legal basis for data processing:**

The agency processes your personal data pursuant to Art. 6 section 1 letters c and e of the GDPR(1), as well as pursuant to Art. 9 section 2 letters g and j of the GDPR in connection with art. 6 section 1 letters c and e of the GDPR in order to:

1. perform a public task in the field of internationalization of higher education and science entrusted to the Agency, i.e. the task specified in Art. 2 of the Act of July 7, 2017 on the Polish National Agency for Academic Exchange;
2. the Agency to fulfill legal obligations related to the implementation of the project financing agreement, including statistical and monitoring, reporting, communication, publication, evaluation, financial management, verification and auditing obligations of projects and to determine eligibility of participants.

**Categories of processed data:**

The Agency may process the following categories of your data:

1. identification data indicated in Art. 87 section 2 point 1 of the Implementation Act(2), including: name, surname, address, e-mail address, telephone number, fax number, PESEL number, REGON number, education, online identifiers;
2. data related to the scope of your participation in the project, indicated in Art. 87 section 2 point 2 of the Implementation Act, including: remuneration, form and period of involvement in the project;
3. Your data on the documents confirming eligibility of expenses, indicated in Art. 87 section 2 points 3 of the Implementation Act, including a bank account number, professional experience;
4. data indicated in art. 87 section 3 of the Implementation Act regarding a racial or ethnic origin or health referred to in Art. 9 of the GDPR;
5. data regarding the image of people participating in the implementation of the Programme or taking part in events related to it - on the basis of a separate, voluntarily granted consent.

**Data processing period:**

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 containing the data, as specified in the implementing provisions to the Act of July 14, 1983 on national archival resources and archives.



**Sharing/entrusting data:**

While maintaining all security guarantees, your Agency may make your data available to entities authorized to receive it under the law, in particular under the Implementation Act, or transfer it to entities processing it on behalf of the Agency on the basis of an appropriate data processing agreement.

**Data transfer to third countries:**

Your data will not be transferred to a third country or international organization. If it is necessary to transfer data to a third country, the Agency will provide appropriate security for the transfer of the data and effective legal protection measures, in particular standard contractual clauses adopted by the European Commission, and will inform you about the fact.

**Making decisions based solely on automated processing of personal data, including profiling:**

Does not apply.

**Requirement to provide data/data source:**

The Agency obtains data directly from the persons concerned or from institutions and entities involved in the implementation of EFSD projects, in particular from applicants, beneficiaries and partners. Refusal to provide data means that the application will not be considered or that a specific person will not be able to participate in the implementation of the Program.

**Rights of data subjects:**

You can submit an application to us for access to your personal data, rectification of data, transfer of data and restriction of the processing of personal data - on the terms set out in the 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.

**Contact data of the data protection officer at the Agency:**

[odo@nawa.gov.pl](mailto:odo@nawa.gov.pl)

(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 (Official Journal of the EU. L 119 of 4 May 2016, pp.1-88).

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

I acknowledge

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PLACE AND DATE

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SIGNATURE OF THE PROJECT PARTICIPANT