

Annex 1 to the Guidelines –
Declaration of participation in the Project

DECLARATION OF PARTICIPATION IN THE PROJECT

DATA REGARDING THE PROJECT	
Data of the non-competition project	NAWA Project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development
Name of the NAWA programme	'Spinnaker – Intensive International Curricula'
Agreement or Project number	PPI/SPI/2020/1/00024/U/00001
Name of the Beneficiary	Gdańsk University of Technology
Project Title	ScienceApp - Intensive International Curricula in Applied Sciences

INFORMATION:

The Polish National Agency for Academic Exchange collects personal data of the Project participant in order to:

- 1) implement statutory tasks of NAWA - data of participants are entered into the Agency's ICT system used to monitor the effects/results of NAWA projects/programmes (the data is entered by the Program Beneficiary);
- 2) implement, monitor and control project financed by POWER - data of participants are exported to the central ICT system SL2014, used to monitor the effects/results of projects/programs implemented under the European Social Fund (reported to the Intermediate Body by NAWA).

I, the undersigned:

Name	
Surname	
Personal id. no. (PESEL) (if applicable)	

Z komentarzem [PR1]: In this field please type your Name and Surname. If you do not have a PESEL number (which applies only to Polish citizens and non-Polish persons who registered their stay in Poland) then the field should remain empty.

I declare that I voluntarily join the Project on the terms set out in the Regulations of the Call for Proposals.

Moreover, I declare that:

- 1) I have read the rules of the call for proposals and participation in the project of **Gdańsk University of Technology** entitled " **ScienceApp - Intensive International Curricula in Applied Sciences** ", contained

in the Regulations of the Call for Proposals, I accept all provisions of the above-mentioned Regulations and I declare that I meet the criteria for participation in the Project set out in the above-mentioned Regulations.

- 2) I have been informed that the Project is implemented as part of the non-competition project of the Polish National Agency for Academic Exchange entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development, in which I have become a participant through participation in the Project.
- 3) I have been informed about the obligation to participate in surveys and evaluation studies for the purposes of the project referred to in point 2 above.
- 4) I belong to the following category within the target group covered by the Project :¹
- a. ☐ foreign student,
 - b. ☐ foreign doctoral student,
 - c. ☐ domestic student,
 - d. ☐ domestic doctoral student,
 - e. ☐ teaching / academic staff,
 - f. ☐ administrative staff.

Having been warned about criminal liability under Art. 233 of the Criminal Code for making a false statement or concealing the truth, which provides for a penalty of imprisonment for up to 3 years, I declare that the data contained in this Declaration is complete and true.

I acknowledge that this information may be subject to verification in terms of its truthfulness.

I undertake to immediately inform the institution implementing the Project about any change of personal and contact details provided in the Declaration and other application documents.

Z komentarzem [PR2]: Remember to choose the correct category. Non-Polish students and doctoral students are considered foreigners.

PLACE AND DATE

LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT

Z komentarzem [PR3]: After filling in the above data, please print the document and sign it properly. Do not forget about the place and date. Scan the signed document and send it to scienceapp.wftims@pg.edu.pl

¹ One appropriate answer should be ticked.

Annex 2 to the Guidelines -

*Participant personal data form
to be entered into the Agency's ICT system
for the purpose of monitoring project participants*

PARTICIPANT PERSONAL DATA FORM

to be entered into the Agency's ICT system for the purpose of monitoring project participants

Data of the non-competition project	NAWA Project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development
Name of the NAWA programme	'Spinnaker – Intensive International Curricula'
Agreement or Project number	PPI/SPI/2020/1/00024/U/00001
Name of the Beneficiary	Gdańsk University of Technology
Project Title	ScienceApp - Intensive International Curricula in Applied Sciences

Beneficiary data (to be filled in by the Beneficiary)

Country	Name of the institution	Tax id. no. (NIP)	Type of the institution
Poland	Gdańsk University of Technology	<p>Please select the appropriate answer:</p> <p><input type="checkbox"/> Lack of tax id. no. (NIP)</p> <p><input checked="" type="checkbox"/> X tax id. no. (NIP)- please enter the number below: 5840203593</p>	<p>Please select the appropriate answer:</p> <p><input checked="" type="checkbox"/> X university</p> <p><input type="checkbox"/> Polish Academy of Sciences</p> <p><input type="checkbox"/> Scientific Institute of the Polish Academy of Sciences</p> <p><input type="checkbox"/> research institute</p> <p><input type="checkbox"/> international research institute</p> <p><input type="checkbox"/> institutes operating within the Łukasiewicz Research Network</p> <p><input type="checkbox"/> federation of entities of the higher education and science system</p> <p><input type="checkbox"/> other</p>
Voivodeship	Powiat	Commune	Town/City
Pomorskie	M. Gdańsk	M. Gdańsk	Gdańsk
Street	Building no.	Apartment no.	Postal code
G. Narutowicza	11	12	80-233
Area by degree of urbanization (DEGURBA)	Contact telephone number	E-mail	
The field should be left blank. These data will be completed automatically at the further stage of processing the data of project participants in the SL2014 system.	+48 58 347 20 22	Justyna.szostak@pg.edu.pl	

Z komentarzem [PR1]: This section regards the Beneficiary, i.e. Gdańsk University of Technology. Do not remove or change it.

Data of the Project Participant (to be filled in by the Participant)

Country	Type of participant	Name of the institution represented by the Participant	
	<i>Please select one of the following answers:</i> <input type="checkbox"/> foreign student <input type="checkbox"/> foreign doctoral student <input type="checkbox"/> domestic student <input type="checkbox"/> domestic doctoral student <input type="checkbox"/> teaching / academic staff <input type="checkbox"/> administrative staff		
Name	Surname	Personal id. no. (PESEL)	
		<i>Please select one of the following answers:</i> <input type="checkbox"/> I don't have personal id. no. (PESEL) <input type="checkbox"/> I have personal id. no. (PESEL) - please enter the number: <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	
Sex	Age	Education	
<i>Please select one of the answers below:</i> <input type="checkbox"/> female <input type="checkbox"/> male	<i>Please enter your age at the time of joining the Project:</i>	<i>Please select the appropriate answer:</i> <input type="checkbox"/> lower than primary (ISCED 0) <input type="checkbox"/> primary (ISCED 1) <input type="checkbox"/> lower secondary (ISCED 2) <input type="checkbox"/> upper secondary (ISCED 3) <input type="checkbox"/> post-secondary (ISCED 4) <input type="checkbox"/> higher (ISCED 5-8)	
Voivodeship	Powiat	Commune	Town/City
<i>In the case of foreign participants, the field may remain blank</i>	<i>In the case of foreign participants, the field may remain blank</i>	<i>In the case of foreign participants, the field may remain blank</i>	
Street	Building no.	Apartment no.	Postal code
Area by degree of urbanization (DEGURBA)	Contact telephone number	E-mail	
<i>The field should be left blank. These data will be completed automatically at the further stage of processing the data of project participants in the SL2014 system.</i>			

Z komentarzem [PR2]: This section should be filled in by the student.

Z komentarzem [PR3]: This is the country of your origin, not the country in which you are currently staying.

Z komentarzem [PR4]: E.g. this is the name of the university that you are studying at.

Z komentarzem [PR5]: PESEL number is granted in Poland upon registration of one's stay longer than 30 days. If you are a non-Polish citizen staying in Poland and you have not registered in the City Hall, you do not have the PESEL number. The number given on a student ID combined of the date of your birth and several zeros is not a valid PESEL number.

Z komentarzem [PR6]: Undergraduate (Bachelor) degree students should mark the „post-secondary (ISCED 4)” option. Postgraduate (Master) and doctoral students should choose the „higher (ISCED 5-8)” answer.

Z komentarzem [PR7]: These fields (phone number and email) are mandatory. If you do not have the phone number, indicate so.

Participant status at the time of joining the Project (to be completed by the Beneficiary in agreement with the Project Participant)

A person belonging to a national or ethnic minority, migrant, person of foreign origin	Please select the appropriate answer: <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group
Homeless person or a person deprived of access to housing	Please select the appropriate answer: <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group
A person with disabilities	Please select the appropriate answer: <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group
A person experiencing a different social disadvantage	Please select the appropriate answer: <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group

Z komentarzem [PR8]: Because the Project (which takes place in Poland) is aimed at foreign students we should consider this question in relation to Polish citizenship. In this case you should mark the „Yes – I belong to this group” answer or at least „I refuse to provide the information” answer.

The status of the participant on the labour market at the time of joining the Project (to be completed by the Beneficiary in agreement with the Project Participant)

Professionally inactive person, including:	<input type="checkbox"/> other
Working person, including:	Please select the appropriate answer: <input type="checkbox"/> in government administration <input type="checkbox"/> in local government administration <input type="checkbox"/> in MSME <input type="checkbox"/> in a large enterprise <input type="checkbox"/> in a non-governmental organization <input type="checkbox"/> self-employed <input type="checkbox"/> other
Profession performed:	Please select the appropriate answer: <input type="checkbox"/> practical vocational training instructor <input type="checkbox"/> general education teacher <input type="checkbox"/> pre-school education teacher <input type="checkbox"/> vocational education teacher <input type="checkbox"/> employee of a healthcare system institution <input type="checkbox"/> key employee of a welfare and social integration institution <input type="checkbox"/> employee of a labour market institution <input type="checkbox"/> employee of a higher education institution <input type="checkbox"/> employee of an institution of family support system and foster care <input type="checkbox"/> employee of a social economy support centre <input type="checkbox"/> employee of a psychological and pedagogical counselling centre <input type="checkbox"/> farmer <input type="checkbox"/> other
Place of employment:	

Z komentarzem [PR9]: If you are a student and you do not have a job, then in this question you should mark the „other” answer. But if you have a job and you are a professionally active person, then you should leave the first field empty and provide the information below about the area (public/private) of your job, the profession that you perform and finally name of the place of your employment.

.....
PLACE AND DATE

.....
LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT

.....
PLACE AND DATE

.....
LEGIBLE SIGNATURE OF THE PERSON RECEIVING THE FORM ON THE
PART OF THE BENEFICIARY

Z komentarzem [PR10]: After filling in the above data, please print the document and sign it properly. Do not forget about the place and date. Scan the signed document and send it to scienceapp.wftims@pg.edu.pl



Appendix 3 to the Guidelines –
*Declaration of the project participant
concerning personal data GDPR PO WER*

DECLARATION OF THE PROJECT PARTICIPANT

(information obligation fulfilled under Article 13 and Article 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council)

In connection with my participation in the project titled ***‘Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes’*** no POWR.03.03.00-00-PN16/18, I hereby acknowledge that:

1. The controller of my personal data is the minister competent for regional development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014–2020, with their registered office at ul. Wspólna 2/4, 00–926 Warszawa.
2. The processing of my personal data is lawful and meets the requirements listed in Article 6(1)(c) and Article 9(2)(g) of the Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014–2020 (PO WER) on the basis of:
 - 1) with regard to the filing system ‘Operational Programme Knowledge Education Development’:
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 20.12.2013, p. 320, as amended),
 - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006 (OJ L 347, 20.12.2013, p. 470, as amended),
 - c) Act of 11 July 2014 on the principles of implementing cohesion policy programmes financed under the Financial Perspective 2014–2020 (Journal of Laws of 2017, item 1460, as amended);
 - 2) with regard to the filing system ‘Central Communication and Information System Supporting the Implementation of Operational Programmes’:
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
 - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
 - c) Act of 11 July 2014 on the principles of implementing cohesion policy programmes financed under the Financial Perspective 2014–2020 (Journal of Laws of 2017, item 1460, as amended),
 - d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies (OJ L 286, 30.9.2014, p. 1).

3. My personal data will be processed exclusively for the purpose of implementation of the project titled ***“Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes”***, in particular in order to confirm the eligibility of expenses, provide support and carry out monitoring, evaluation, checks, audit, reporting as well as information and promotional activities under PO WER.
4. My personal data have been entrusted for processing to Intermediary Body – **National Centre for Research and Development, ul. Nowogrodzka 47a, 00-695 Warszawa**, to the beneficiary that carries out the project – **Polish National Agency for Academic Exchange, ul. Polna 40, 00-635 Warszawa**, and to entities commissioned by the beneficiary to participate in the implementation of the project – **Gdańsk University of Technology, ul. G. Narutowicza 11/12, 80-233 Gdańsk**. My personal data may be provided to entities commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out evaluation studies. My personal data may also be entrusted to specialised businesses commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out checks and audits under PO WER.
5. The provision of personal data is a prerequisite of receiving support, and refusal to provide personal data results in lack of possibility to receive support under the project.
6. Within four weeks of the end of participation in the project, I will provide the beneficiary with data concerning my status on the labour market and information about my participation in education or training and gained qualifications or competences.
7. Within three months of the end of participation in the project, I will provide the beneficiary with data concerning my status on the labour market.
8. For the purpose of confirming the eligibility of expenses under the project, my personal data such as given name(s), family name, Civil Registration Number (PESEL), project number, project participation start date, project participation end date, insurance title code, amount of health insurance premium, and amount of accident insurance premium may be processed in the filing system ‘Personal Data from the Social Insurance Institution (ZUS),’ whose controller is the minister competent for regional development. The processing of my personal data is lawful and meets the requirements listed in Article 6(1)(c) and Article 9(2)(g) of the Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014–2020 (PO WER) on the basis of:¹
 - 1) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
 - 2) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
 - 3) Act of 11 July 2014 on the principles of implementing cohesion policy programmes financed under the Financial Perspective 2014–2020 (Journal of Laws of 2017, item 1460, as amended),
 - 4) Act of 13 October 1998 on the social insurance system (Journal of Laws of 2017, item 1778, as amended).

My personal data have been entrusted for processing to the Intermediary Body – **not applicable** (name and address of the relevant Intermediary Body), the beneficiary that implements the project – **not applicable** (name and address of the beneficiary) and entities commissioned by the beneficiary to participate in the implementation of the project – **not applicable** (name and address of the above mentioned entities). My personal data may be provided to entities commissioned by the Managing

¹ Personal data are processed in the filing system ‘Personal Data from the Social Insurance Institution (ZUS)’ when the project funding agreement with the Beneficiary is concluded by the Ministry of Family, Labour and Social Policy or by the Province Labour Office.

Authority, the Intermediary Body or the beneficiary to carry out evaluation studies. My personal data may also be entrusted to specialised businesses commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out checks and audits under PO WER.

9. My personal data will not be transferred to a third country or to an international organisation.
10. My personal data will not be used for decisions based on automated processing.
11. My personal data will be stored until the Operational Programme Knowledge Education Development 2014–2020 is settled and the document archiving is complete.
12. I can contact the data protection officer by sending a message to the e-mail address: iod@miir.gov.pl or: odo@nawa.gov.pl
13. I have the right to lodge a complaint with the supervisory authority, that is the President of the Personal Data Protection Office.
14. I have the right of access to the content of my data and the right to their rectification, erasure or restriction of their use.

PLACE AND DATE

LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT*

Z komentarzem [PR1]: Please print the document and sign it properly. Do not forget about the place and date. Scan the signed document and send it to scienceapp.wftims@pg.edu.pl

* In the event that the declaration of participation is made by a minor, it should be signed by their legal guardian.

Appendix 4 to the Guidelines –
Declaration of the project participant
concerning personal data GDPR NAWA

DECLARATION OF THE PROJECT PARTICIPANT

In connection with my participation in the Polish National Agency for Academic Exchange's Programme titled 'Spinnaker – Intensive International Curricula', carried out under the out-of-competition project of the Polish National Agency for Academic Exchange **'Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes'** (no POWR.03.03.00-00-PN16/18), implemented under Measure 3.3 Internationalisation of Polish higher education, Operational Programme Knowledge Education Development, I, the undersigned

_____, hereby acknowledge that:

Z komentarzem [PR1]: Please to enter your name and surname here in this field.

1. The controller of personal data provided by me is the Polish National Agency for Academic Exchange (ul. Polna 40, 00-635 Warszawa), hereinafter referred to as the Agency.
2. The data will be used for the following purposes:
 - 1) performing its tasks specified in the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws 2017, item 1530, as amended) by the Agency (Article 6(1)(c) of the General Data Protection Regulation – GDPR),
 - 2) carrying out inspections and evaluations and compiling statistical reports by the Agency (Article 6(1)(e) of the GDPR)
3. Personal data may be shared with the Agency's staff members, entities that cooperate with the Agency in the performance of its tasks (including the National Information Processing Institute – National Research Institute, al. Niepodległości 188B, 00-608 Warszawa), entities that cooperate with the Agency in carrying out inspections and evaluations and compiling statistical reports, and public authorities authorised by the law – in compliance with the provisions of the GDPR.
4. The provision of data is voluntary, but necessary for participation in the implementation of the Programme. Refusal to provide data means that the application will not be considered or that the particular individual cannot participate in the implementation of the Programme.
5. Personal data will be used for a period provided for by the law or necessary for the purpose of carrying out inspections and evaluations or compiling statistical reports.
6. Data subject has the right to:
 - 1) request from the Agency access to their personal data,
 - 2) request rectification, erasure or restriction of the use of their personal data,
 - 3) object to the use of their personal data,
 - 4) data portability,
 - 5) lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).

- on the terms and conditions stipulated in the GDPR.

7. Contact information of the data protection inspector: odo@nawa.gov.pl.

PLACE AND DATE

LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT*

Z komentarzem [PR2]: After filling in the above data, please print the document and sign it properly. Do not forget about the place and date. Scan the signed document and send it to scienceapp.wftims@pg.edu.pl

* In the event that the declaration of participation is made by a minor, it should be signed by their legal guardian.

***Appendix 5 to the Guidelines –
Additional consent of the project participant
to personal data processing***

ADDITIONAL CONSENT OF THE PROJECT PARTICIPANT TO DATA PROCESSING

In addition, I hereby consent to the use of my personal data (given name, last name, institution, email, phone number, image) provided under the Programme of the Polish National Agency for Academic Exchange titled 'Spinnaker – Intensive International Curricula', carried out under the out-of-competition project of the Polish National Agency for Academic Exchange '**Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes**' (no POWR.03.03.00-00-PN16/18), implemented under Measure 3.3 Internationalisation of Polish higher education, Operational Programme Knowledge Education Development, in which I participate, for the purpose of communicating information about the Agency's programmes and activities in the form of:

- 1) a newsletter to project participants,
- 2) invitations to meetings/webinars,
- 3) invitations to respond to calls for applications,
- 4) information about achievements/results.

The basis for the use of the data is my consent (Article 6(1)(a) of the GDPR), which I can withdraw at any time (withdrawing consent does not affect the lawfulness of the use of data in the period when the consent was effective). The provision of data for the above purposes is voluntary.

The data may be shared with entities that cooperate with the Agency in the performance of the above tasks – in compliance with the provisions on personal data protection.

Personal data will be used for a period of up to 5 years from the moment when the data subject ends their participation in a programme or an action carried out by the Agency or up to the moment when they withdraw their consent.

I hereby acknowledge that I have the right to:

- 1) request from the Agency access to my personal data,
- 2) request rectification, erasure or restriction of the use of my personal data,
- 3) object to the use of my personal data,
- 4) lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa),

- on the terms and conditions stipulated in the GDPR.

Contact information of the data protection inspector: odo@nawa.gov.pl.

.....
PLACE AND DATE

.....
LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT*

Z komentarzem [PR1]: Please print the document and sign it properly. Do not forget about the place and date. Scan the signed document and send it to scienceapp.wftims@pg.edu.pl

* In the event that the declaration of participation is made by a minor, it should be signed by their legal guardian.