

Appendix no. 1 to the International exchange –  
regulations for participation in the 3xW project

## **Application for participation in international exchange within the project “3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)”**

**Note!** Before filling in your application, read the International exchange – regulations for participation in the “3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)” project.

### **1. Information about the applicant**

#### **1.1. General information**

Name and surname:

Gender: Female/Male/Other (please choose one)

**Note!** Gender data is collected for the purpose of reporting to the NAWA grant-giving agency as a project indicator.

E-mail:

Phone no.:

Applicant status: PhD student/Employee (please choose the correct answer)

**Note!** You must hold the status of a PhD student or an employee at the time of submitting the application and throughout participation in the international exchange program of the 3xW project.

**Note!** If you are a PhD student, fill in section 1.2. and then go to the section 2.

**Note!** If you are an employee, fill in section 1.3. and then go to the section 2.

#### **1.2. Further information about the PhD student**

Name of the doctoral school:

Address of the doctoral school:

Year of education:

Field/discipline of education:

Title of PhD thesis:

ORCID number:

Supervisor (name and surname, e-mail, phone no.):

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### 1.3. Further information about the employee

Name of the employer:

Address of the employer:

Name of the organisational unit (e.g. faculty, department, laboratory):

Job title:

Type of work performed: Scientific/Administrative (please, choose the correct answer)

**Note!** If you are a scientific employee, fill in the fields below.

**Note!** If you are an administrative employee, go to section 2.

Academic degree:

Year of obtaining PhD degree:

Scientific field/discipline:

ORCID number:

Research interests (max 200 characters):

## 2. Information about the planned international exchange

### 2.1. Information about the host institution

Name of the host institution:

Address of the host institution:

Name of the host entity (e.g. faculty, department, laboratory):

Contact details of the person responsible for the applicant's international exchange at the host institution (name and surname, function, e-mail, phone no.):

**Note!** Each application shall be accompanied by a letter of acceptance by the host institution (template provided in the Appendix to the Application).

### 2.2. Cost estimation

Destination country:

Planned dates (start date and end date, must include travel time):

Duration (no. of days including travel):

**Note!** The number of funded days includes not more than two days allocated for travel (total for commuting and returning).

**Note!** We encourage you to use the funding calculator available on the project website when preparing cost estimation.

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Planned living and accommodation costs (in PLN):

Planned travel costs (in PLN):

Requested total funding amount (in PLN):

### **2.3. Purpose of the international exchange**

**Note!** Description should not exceed 20 words.

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### **2.4. Planned activities during the international exchange**

**Note!** Description should not exceed 250 words.

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### **2.5. Consistency with the objectives and assumptions of the 3xW project, including: how the planned visit strengthens the potential of young plant biology researchers at IBB**

**Note!** Description should not exceed 150 words.

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### **3. Applicant's declarations**

I declare that I have read and undertake to comply with the provisions of the International exchange – regulations for participation in the “3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)” project.

I obtained the consent of the host institution to implement an international exchange within the 3xW project (**letter of acceptance attached**).

I obtained the consent of my PhD Supervisor to implement an international exchange within the 3xW project (**Supervisor's countersignature below**) – if applicable.

I consent to the processing of my personal data for the purpose of recruitment and implementation of the 3xW project in accordance with the attached information clause (“Personal data information clause”).

**Additional Consent – Optional:** In case of implementation of the 3xW project, I consent to the processing and publication of my image on Administrator's (IBB) website and social media in accordance with the attached information clause (“Consent to distribute the image”) – Yes/No (please choose the correct answer)

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Place, date

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Signature of the applicant

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#### 4. Supervisor's countersignature

**Note!** This section must be completed if the applicant is a PhD student.

I consent to the processing of my personal data for the purpose of recruitment and implementation of the 3xW project by PhD student (please provide name and surname)  
..... in accordance with the attached information clause ("Personal data information clause").

**Additional Consent – Optional:** In case of implementation of the 3xW project by PhD student (please provide name and surname) ....., I consent to the processing and publication of my image on Administrator's (IBB) website and social media in accordance with the attached information clause ("Consent to distribute the image") – Yes/No (please choose the correct answer)

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Place, date

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Signature of the Supervisor

## Personal data information clause

**Fulfilling the obligation imposed by art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 find enclosed information on the personal data we process.**

### Personal data administrator

The administrator of your personal data is the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences with its seat in Warsaw at Pawińskiego 5a (02-106 Warsaw), entered into the register of institutes of the Polish Academy of Sciences under the number RIN-II-46/98, with the NIP number: 526-10-39-742, with the REGON number: 000325819.

Contact with the Administrator is possible at phone number 22 592 11 08 and e-mail address [secretariate@ibb.waw.pl](mailto:secretariate@ibb.waw.pl).

### Data protection inspector

The administrator has appointed the Data Protection Officer. Contact with the Inspector is possible at [iodo@ibb.waw.pl](mailto:iodo@ibb.waw.pl).

### Processing of personal data

Purposes of processing	Legal basis	Period of processing
Implementation of rights and obligations related to participation in the project entitled "3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)", hereinafter referred to as the "3xW project".	Art. 6 sec. 1 lit. a) GDPR (the data subject has consented to the processing of his personal data for one or more specific purposes).	We process personal data for the period necessary to achieve the objectives of the 3xW project.
Investigation and defense against claims.	Art. 6 sec. 1 lit. f) GDPR (processing is necessary for the purposes of the legitimate interests pursued by the administrator or by a third party, except where these interests are	The period of pursuing claims, no longer than until the limitation period.

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Purposes of processing	Legal basis	Period of processing
	overridden by the interests or fundamental rights and freedoms of the data subject, requiring the protection of personal data, in particular when the data subject is a child).	

### Categories of data recipients

The recipients of personal data may be:

- a) Administrator's employees;
- b) entities with which the Administrator has concluded a cooperation agreement, in particular entities providing accounting, legal, postal, courier and IT services;
- c) the foreign partner institutions/host institutions receiving the project participant;
- d) members of the Scientific Council of the 3xW project;
- e) state authorities and offices, including the Polish National Agency for Academic Exchange (NAWA), and control institutions.

### Transfer of data

In connection with the implementation of the project, personal data may be transferred to partner institutions/host institutions receiving the project participants in European Union/EEA countries and, if necessary, in third countries.

Transfer of data outside the EEA takes place exclusively on the principles set out in the GDPR, in particular based on a decision of the European Commission determining an adequate level of protection, or on the application of standard contractual clauses, and, in incidental cases, based on the premises specified in Art. 49 of the GDPR.

### Your rights

You have the right to:

- a) request access to personal data (Article 15 of the GDPR) – the right to obtain from the Administrator confirmation as to whether your personal data is being processed, and if so, to access it. The administrator will provide you with a copy of the personal data subject to processing on request. For any subsequent copies you request, the Administrator may charge a reasonable fee based on administrative costs;
- b) rectification of personal data (Article 16 of the GDPR) – taking into account the purpose of processing, you have the right to immediately rectify your personal data that is incorrect and to request supplementing incomplete personal data.

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- c) deletion of personal data ("the right to be forgotten") (Article 17 of the GDPR) – the right to request the immediate deletion of your personal data. In this situation, the Administrator is obliged to delete your personal data, provided that one of the following conditions is met: (i) the personal data is no longer necessary for the purposes for which it was collected, (ii) the consent on which the processing is based has been withdrawn and The administrator has no other legal basis for the processing, (iii) the personal data has been processed unlawfully, (iv) the personal data must be deleted in order to comply with the legal obligation. It is not possible to exercise the right to delete personal data, if the Administrator is obliged under the law to further process personal data to the extent specified by the relevant provisions of law or for the purposes necessary to establish, assert or defend claims.
- d) restrictions on the processing of personal data (Article 18 of the GDPR) – the right to request the Administrator to limit the processing of personal data in the following cases, when: (i) you question the accuracy of the personal data processed by the administrator, (ii) the processing of your personal data is unlawful, and you have objected to the deletion of your personal data, (iii) the Administrator no longer needs your personal data, but they are needed to establish, assert or defend claims. If the right to limit the processing of personal data is exercised, the Administrator may process your personal data, with the exception of their storage, only with your consent or to establish, assert or defend claims or to protect the rights of another natural or legal person or due to important public interest considerations.
- e) transfer of personal data – under certain conditions (Article 21 of the GDPR) – the right to receive your personal data in a structured, commonly used, machine-readable format, processed by the Administrator and to send them to another entity. This right applies if the data is processed on the basis of consent or in connection with a contract.
- f) objection – the right to object to the processing of data based on the legitimate interest of the Administrator (i.e. pursuant to Article 6 (1) (f) of the GDPR). In such a situation, the Administrator will not be able to further process data for these purposes, unless there are valid legally justified grounds or data are needed to pursue claims. The right to object to data processing does not apply if: (i) the processing of personal data is based on consent – in such a situation, however, you can withdraw consent, (ii) data processing is necessary for the performance of a contract to which you are a party, (iii) processing is necessary for the Administrator to fulfill a legal obligation.
- g) submit a complaint to the supervisory body dealing with the protection of personal data if it is found that the processing of personal data violates the provisions of the GDPR.
- h) withdrawal of consent – the right to withdraw consent to the processing of personal data at any time. Withdrawal of consent will not affect the lawfulness of the processing which was carried out on the basis of your consent before its withdrawal.

## **Data categories**

We process personal data that is necessary to achieve the objectives indicated above, in particular: identification data, such as name and surname, gender; contact details, such as e-mail, phone no.; employee status data/PhD student status data; mobility data; billing data, such as address and bank account details; data required by NAWA.

Furthermore, the Administrator may process other categories of personal data, provided that such data cannot be classified as any of the indicated groups and that processing is carried out for the purposes specified in this information.

## **Additional information**

Providing personal data was voluntary based on your consent.

Personal data will not be used to make automated decisions, they will not be used for profiling.

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## Consent to distribute the image

### Paragraph 1

I consent to the free, multiple, and territorially unlimited dissemination of my image presented in the photograph (hereinafter referred to as the "Work") by the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter referred to as the "Institute"). The consent covers the use of my image, in whole or in part, including in combination with other images, texts, comments, descriptions, or any other content, for an indefinite period of time, in particular by distributing it in the following fields of use:

- a) in the scope of recording and reproduction of the Work – producing copies of the Work using all techniques, in particular magnetic recording, photosensitive, audiovisual, analogue, digital, optical, laser, printing and computer techniques, regardless of the standard and format of the recording medium, size, technique and binding;
- b) displaying, exhibiting and otherwise making the Work publicly available in such a way that a specific recipient or anyone can have access to it at a place and time of their choice, including places accessible for an admission fee;
- c) permission to create adaptations and modifications of the Work and to dispose of and use such adaptations in all fields of exploitation indicated in this paragraph;
- d) modify and adapt the Work in any way, including making any abbreviations, additions, alterations and other changes, and combining it with other works or artistic performances;
- e) translating, modifying, adapting, changing the arrangement in whole or in part, changing the name, creating abbreviations, supplementing the content, combining fragments of various freely selected works with the Work into one whole, using the Work in whole or in fragments in other works in a form that does not constitute an elaboration, including audio-visual or multimedia works, elaborating using any artistic, industrial and graphic techniques, changing the color scheme and color saturation, scales and proportions;
- f) entering into computer memory and into multimedia networks and other data carriers, temporary and permanent recording and copies of such records on own or third party media (including cloud computing), archiving of records;
- g) public performance or reproduction of the Work, displaying it by any technique at open and closed shows, ticketed and unticketed, including in cinemas, theatres on board airplanes, ships, buses or other means of transport, in hotels, catering, cultural, sports or public utility facilities, at open and closed shows, festivals, competitions, exhibitions – regardless of the type and size of the audience;
- h) use on the Institute's websites and on its so-called social media;
- i) use of the Work in whole or in part for promotional, advertising, PR, informational and other commercial purposes, including the preparation of advertisements, films, posters and banners.

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### Paragraph 2

1. The consent referred to in paragraph 1 is granted for an indefinite period, however I undertake not to withdraw it for a period of 10 (in words: ten) years from the date of signing this declaration.
2. I also declare that in the event of withdrawal of consent before the expiry of the period specified in paragraph 1 above, I undertake to cover all costs related to the need to withdraw the Work from circulation, as well as any contractual penalties and other claims for damages imposed on the Institute by third parties.

### Paragraph 3

I make this declaration voluntarily, fully aware of its significance and legal consequences.

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Appendix to the Application for participation  
in international exchange within the 3xW project

## **Letter of acceptance for the international exchange from the host institution**

Place, date:

### Letter of acceptance

Name of the host institution:

Address of the host institution:

Name of the host entity (e.g. faculty, department, laboratory):

Contact person (name and surname, position):

E-mail:

Phone no.:

I herewith confirm that our institution agrees to host (name and surname of the applicant, academic degree, if applicable) from (name of the applicant's home institution) during the international exchange lasting (number) days planned within the project entitled „3x W (Exchange, Cooperation and Joint Research Tasks) to strengthen the potential of young plant biology researchers”, carried out under the Strategic Partnerships Programme of the Polish National Agency for Academic Exchange.

Signature: \_\_\_\_\_

Name and surname, position:

Official stamp:

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