

Attachment No. 2z_staff to the Recruitment Regulations

APPLICATION OF A PARTICIPANT FROM ABROAD FOR PARTICIPATION IN A SHORT-TERM ACADEMIC EXCHANGE

1. CANDIDATE INFORMATION

(To be filled in by the candidate)

Data Field	Description/Details
Name and surname, academic degree	
E-mail	
Name of the Host Institution	
Address of the Host Institution	
Characteristics of the Foreign Institution	
Year of obtaining PhD degree	
Title of doctoral thesis	
Title of habilitation (if applicable)	
Research topics	
Scientific achievements of the candidate	
Professional achievements of the candidate	

2. INFORMATION ON THE PLANNED SHORT-TERM ACADEMIC EXCHANGE

(To be filled in by the candidate. More than one form of support may be selected, provided it is implemented during the same trip)

- Acquisition of materials for a doctoral thesis or scientific article, conducting joint research
- Taking measurements using unique equipment, testing research equipment
- Conducting teaching classes
- Participation in the preparation of a grant application, assuming international cooperation

Mobility dates: from to (include travel time)

Type of trip:

- **In-person:** Yes / No
- **Blended (Hybrid):** (Yes / No) — number of in-person days:, number of remote days:

Please briefly describe the planned short-term academic exchange:

Description of Activity	Details
Description of planned activities at IBB PAS along with expected results (limit 300 words)	
Subject matter and type of teaching classes / number of hours (if applicable)	
Will AI mechanisms be used during the exchange, or will there be a transfer of best practices in the area of AI for education or research? (limit 100 words)	

c. Please describe the competences that will be acquired/improved through participation in the selected form of support by defining what knowledge, skills, or social competences you would like to acquire. *(limit 100 words)*

Competences Description

d. If you require additional support in the recruitment process and Project implementation due to disabilities, please describe the expected support below:

Description of Support Needs

3. INFORMATION ON THE HOSTING LABORATORY / JUSTIFICATION OF THE VISIT

(To be filled in by the Inviting Employee)

Data Field	Details
Name and surname, academic degree of the Inviting Employee	
Laboratory / Department	
Connection of mobility topic to the project topic (organism-environment interactions)	
Justification of mobility – possibility of achieving synergy for research work	

Data Field	Details
Justification of mobility – increasing the quality of education at IBB	
Justification – transfer of good practices in the area of AI	

4. OTHER REQUIRED DOCUMENTS - PLEASE ATTACH

- Consent to personal data processing
- Confirmation of meeting access conditions

5. COMMITMENT

In the event of a positive assessment of the application and implementation of the mobility, I undertake to:

1. Sign a Scholarship Agreement
2. Participate in the preparation of the Individual Mobility Plan
3. Fill in the electronic form in the NAWA electronic system
4. Submit a Mobility Report after the completion of the mobility
5. Complete the evaluation survey
6. Take part in the assessment of acquired competences

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PLACE AND DATE

LEGIBLE SIGNATURE OF THE CANDIDATE

PLACE AND DATE

LEGIBLE SIGNATURE OF THE INVITING EMPLOYEE

Candidate's Consent for Personal Data Processing

Purpose and Basis for Data Processing: Your personal data will be processed for:

1. Conducting recruitment for the PROM Project (Art. 6(1)(e) and (b) GDPR),

Scope of Processed Data: Identification data, contact details, employment/doctoral status data, mobility data, data required by NAWA,

Voluntary Provision of Data: Providing data is necessary to participate in the Project.

Candidate Declarations

Mandatory Declaration I, the undersigned, declare that I have read the GDPR information clause and acknowledge that my personal data will be processed by IBB PAS in accordance with its content.

Date and signature:

GDPR INFORMATION CLAUSE

In fulfilment of the obligation imposed by Art. 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: "GDPR"), we hereby provide information regarding the personal data processed by us.

PERSONAL DATA CONTROLLER The Administrator of your personal data is the **Institute of Biochemistry and Biophysics, Polish Academy of Sciences**, with its registered seat in Warsaw at ul. Pawińskiego 5a (02-106 Warsaw), entered into the register of institutes of the Polish Academy of Sciences under number RIN-II-46/98, NIP: 526-10-39-742, REGON: 000325819. Contact with the Administrator is possible via telephone at **22 592 2145** and via e-mail at **secretariate@ibb.waw.pl**.

DATA PROTECTION OFFICER The Administrator has appointed a Data Protection Officer. Contact with the Inspector is possible via email at **iodo@ibb.waw.pl**.

PROCESSING OF PERSONAL DATA

Purposes of processing

Implementation of rights and obligations related to participation in the **PROM project – short-term academic exchange**.

Legal basis

Art. 6(1)(b) GDPR (processing is necessary for the performance of a contract to which the data subject is party or to take steps at the

Processing period

Personal data are processed for the duration of the agreement and, after its termination, for the period necessary to

Purposes of processing

Establishment and defence of claims.

Fulfilment of legal obligations incumbent on the Administrator in connection with the implementation of the **PROM project – short-term academic exchange**, in particular on the basis of accounting and tax regulations.

Legal basis

request of the data subject prior to entering into a contract).

Art. 6(1)(f) GDPR (processing is necessary for the legitimate interests pursued by the controller or by a third party...).

Art. 6(1)(c) GDPR (processing is necessary for compliance with a legal obligation to which the controller is subject).

Processing period

achieve the objectives of the PROM project.

The period for pursuing claims is not longer than until the statute of limitations expires.

Personal data are processed for the duration of the agreement and, after its cessation, for a period of 5 years from the end of the year in which the tax obligation arose.

CATEGORIES OF DATA RECIPIENTS: Recipients of personal data may be:

- Employees of the Administrator, for the purpose of performing activities related to the objectives indicated above;
- Entities with whom the Administrator has concluded a cooperation agreement, in particular entities providing accounting, legal, postal, courier, and IT services,
- State authorities and offices, including the Polish National Agency for Academic Exchange (NAWA), and control institutions.

DATA TRANSFER In connection with the implementation of mobility in the PROM NAWA project, personal data may be transferred to partner institutions and entities that handle mobility 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:

- **Request access to personal data (Art. 15 GDPR)** – the right to obtain confirmation from the Administrator as to whether your personal data is being processed, and if so, to obtain access to it. The Administrator will provide you with a copy of the personal data subject to processing upon request. For any further copies requested by you, the Administrator may charge a reasonable fee based on administrative costs.
- **Rectification of personal data (Art. 16 GDPR)** – taking into account the purpose of processing, you have the right to the immediate rectification of your personal data that is incorrect and to request the completion of incomplete personal data.

- **Erasure of personal data ("right to be forgotten") (Art. 17 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 are no longer necessary for the purposes for which they were collected, (ii) the consent on which the processing is based has been withdrawn and the Administrator has no other legal basis for processing, (iii) the personal data were processed unlawfully, (iv) the personal data must be deleted in order to comply with a legal obligation. It is not possible to exercise the right to delete personal data where the Administrator is obliged by law to continue processing personal data to the extent determined by relevant legal provisions or for purposes necessary to establish, pursue, or defend claims.
- **Restriction of processing of personal data (Art. 18 GDPR)** – the right to request the Administrator to limit the processing of personal data in the following cases: (i) you question the correctness of the personal data processed by the administrator, (ii) the processing of your personal data is unlawful, and you oppose the deletion of your personal data, (iii) the Administrator no longer needs your personal data, but you need them to establish, pursue, or defend claims.
- **Data portability (Art. 21 GDPR)** – under certain conditions – the right to receive your personal data processed by the Administrator in a structured, commonly used, machine-readable format and to transmit it to another entity. This right applies if the data is processed on the basis of consent or in connection with a contract.
- **Objection** – the right to object to the processing of data based on the legitimate interest of the Administrator (i.e., on the basis of Art. 6(1)(f) GDPR). In such a situation, the Administrator will no longer be able to process data for these purposes unless there are valid, legally justified grounds or the data are needed to pursue claims. The right to object to data processing does not apply where: (i) personal data processing takes place on the basis of consent – in such a situation, consent can be withdrawn instead, (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.
- **Complain** with the supervisory authority dealing with personal data protection if it is recognised that the processing of personal data violates the provisions of the GDPR.

CATEGORIES OF DATA We process personal data that is necessary to achieve the objectives indicated above, in particular:

- Data aimed at confirming identity, such as first name and surname;
- Data confirming the legal relationship connecting you with the Administrator;
- Contact details, such as: telephone number, email address, and correspondence address. 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 results from the concluded agreement. Personal data will not be used for automated decision-making or profiling.



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Declaration of meeting access criteria

Name and Surname:

Academic Degree:

I declare that I am (delete as appropriate):

- **A Doctoral student** as defined by the regulations of
..... (name of institution)
- **A Researcher / Academic teacher** at (name of
institution)

The Institution (name) meets the access criteria in the
Project, i.e., it is a Research Institute or University or other unit whose main area of activity is
conducting scientific research.

..... **Signature**

..... **Date**

Application Evaluation Sheet

ACCESS CRITERIA *(To be filled in by the Recruitment Committee)*

Access Criterion	Yes / No
Access Criterion – (applicant belongs to the target group)	Yes / No
Mobility implementation time is min 5 and max 30 days	Yes / No
Mobility falls within the project time, i.e., until ...	Yes / No
Access Criterion – Institution belongs to the target group	Yes / No

FORMAL CRITERIA

Formal Criterion	Yes / No
Mobility topic fits into the project topic	Yes / No

SUBSTANTIVE CRITERIA

NUMBER OF POINTS AWARDED	Number of pts
The application receives / does not receive funding	

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MEMBER OF THE RECRUITMENT COMMITTEE

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PLACE AND DATE