**Filled by the Office of the Ph.D. Students’ Union**

Number of the application form:..................................................................................................

Receiving date:...........................................................................................................................

Audition date:..............................................................................................................................

Number of the act of the Ph.D. Students’ Union Board:.............................................................

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**APPLICATION FOR A FINANCING FROM THE PH.D. STUDENTS’ UNION BOARD**

**Information to the applicant**: application form has to be filled electronically and signed (by hand or using the trusted profile or electronic signature). Completed application form has to be sent to the Office of the Ph.D. Students’ Union by mail [doktoranci@samorzad.uw.edu.pl](mailto:doktoranci@uw.edu.pl) or deliver it in person (ul. Krakowskie Przedmieście 24, room 110).

**I apply for a financing from:   I PILLAR II PILLAR**

I pillar – financing for the faculty or doctoral school Ph.D. Students’ Councils

II  pillar – financing of the research, participation in conferences and organising projects for Ph.D. students, scientific associations and faculty or doctoral schools Ph.D. Students’ Councils

**I. DATA OF THE APPLICANT**

Name of the project:....................................................................................................................

Affiliation of the applicant:…………….........................................................................................

Name and surname of the contact person:.................................................................................

Phone number:...........................................................................................................................

E-mail address (UW domain):.....................................................................................................

Is the contact person the appraising person? (choose correct one): YES / NO

Fill in case of appraising by different person than the contact person:

Name and surname of the appraising person:............................................................................

Phone of the appraising person:...............................................................................................

E-mail address of the appraising person (UW domain):...........................................................

**II. DESCRIPTION OF THE PROJECT**

Place of the project:....................................................................................................................

Planned date:..............................................................................................................................

The aim of the project:................................................................................................................

Estimated number of participants:..............................................................................................

Detailed description of the project – write what you would like to do:

....................................................................................................................................................

Are there any other people involved into organization of this project? How? ....................................................................................................................................................

Goals and benefits from the project:...........................................................................................

....................................................................................................................................................

Sum of the expected expenses:..................................................................................................

Requested financing:..................................................................................................................

**III. ESTIMATE**

**Planned income**

| No. | Source of income | Amount |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| **SUM** | |  |

**Planned expenses**

| No. | Expenses | Amount |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| **SUM** | |  |

Which expenses would you like to cover with the financing from the Ph.D. Students’ Union: …….............................................................................................................................................

....................................................................................................................................................

**IV. SIGNATURE**

**Applicant**

I hereby declare that all of the provided information is true. I acknowledge and I accept all of the internal rules and regulations of the University of Warsaw as well as rules of the Polish Law, in particular regarding the responsibility for attestation of an untruth.

I hereby confirm that I agree for the financing to be annulled in case of attestation of an untruth.

Place and the date:.....................................................................................................................

Signature of the applicant……….:..............................................................................................

**Appraising person**

I hereby declare that all of the provided information is true. I acknowledge and I accept all of the internal rules and regulations of the University of Warsaw as well as rules of the Polish Law, in particular regarding the responsibility for attestation of an untruth.

I hereby confirm that I agree for the financing to be annulled in case of attestation of an untruth.

Place and the date:.....................................................................................................................

Signature of the apprising person:..............................................................................................

**V. INCLOSURE**

(Place for the list of inclosure)

**Information about the processing of personal data**

**Administrator**

The administrator of the personal data processed is the University of Warsaw (UW), ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

You can contact with the administrator by:

I. mail: University of Warsaw, ul. Krakowskie Przedmieście 26/28, PL-00-927 Warszawa;

II. phone: 22 55 20 000.

**Data Protection Officer (DPO)**

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like answering messages left in the contact form.

**Purpose and legal grounds of data processing**

The administrator processes the contact information about the senders and recipients of electronic correspondence contained in this correspondence, for the purposes of:

* based on art. 6 section 1 letter c with regard to art. 6 section 1 letter e of the GDPR:
  + enable contact with the administrator (including providing an answer, case execution),
  + receive letters, applications and requests in electronic form,
  + documenting the arrangements made with the message sender,
  + evidence, to secure information that can be used to demonstrate facts;
* based on art. 6 section 1 letter f of the GDPR:
  + protection against claims and the assertion of possible claims.

Correspondence is stored for one year, except if the messages contain content relevant for further correspondence or for claims or defences, then selected messages will be stored for up to 3 years, i.e. until the expiration of the statute of limitations for claims under the Civil Code.

If the correspondence sent contains data of special categories referred to in art. 9 section 1 of the GDPR the basis for the processing of personal data will be art. 9 section 2 letter a of the GDPR (permission for processing of personal data of a particular category). Jeżeli nadawca nie zawarł zgody w swojej korespondencji zostanie poproszony o jej odrębne udzielenie, gdyż jest to warunek konieczny do zgodnego z przepisami ogólnego rozporządzenia o ochronie danych przetwarzania przez administratora danych osobowych szczególnej kategorii.

All other data will be processed in special cases after you have given your separate consent to the processing of your data (art. 6 section 1 letter a of the GDPR), which you have the right to withdraw at any time. We also remind you that your withdrawal of consent does not affect the lawfulness of the processing that was carried out on the basis of your consent before it was withdrawn. You can withdraw your consent by sending a message via the contact form through which electronic correspondence is conducted.

**Recipients of personal data**

Your personal data may be made available to entities authorized by law. Access to your personal data will also be provided to authorized employees of the administrator, who must process your personal data as part of their duties and tasks.

Recipients of the data may also be other entities to whom the administrator will order the performance of certain activities that involve the processing of personal data, such as entities providing services for the protection of property and persons, postal and courier services, transport services, etc.

Your business data may also be transferred to the parties to the contracts concluded by the Administrator, if it is necessary for the execution of these contracts and will result from the concluded contract.

**Transfer of data outside the European Economic Area (EEA)**

Your data may also be processed by our G-Suit service provider for education Google in its data centers (https://www.google.com/about/datacenters/inside/locations/index.html).

**Rights of the data subject**

Under the GDPR data subjects have the following rights:

* to access data and to receive copies of the actual data;
* to correct (rectify) your personal data;
* to restrict processing of personal data;
* to erase personal data, subject to provisions of Art. 17 section 3 of the GDPR;
* to file a claim with the President of the Personal Data Protection Office, if you believe data processing violates law.

**Information on the requirement to provide data**

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.