**APPLICATION FORM**

**University of Life Sciences in Lublin (ULSL)**

**Staff Mobility for Teaching (STA)**

PROJECT NO.: **2024-1-PL01-KA171-HED-000203161**

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| **PERSONAL DATA** | | | |
| **First name:** | | | **Academic title:** |
| **Surname:** | | | |
| **Date and Place of Birth:** | **Nationality:** | | |
| **Sex:  Male  Female  Undefined** | **Passport/ID Number:** | | |
| **Permanent home address:** | | | |
| **Telephone:** | **E-mail (please write one official email address):** | | |
| **Participant with fewer opportunities:**  YES  NO | | | |
| **SENDING UNIVERSITY DATA** | | | |
| **Sending University Name:** | | | |
| **Country:** | | **University address:** | |
| **Faculty/Department:** | | **Main duties at Sending University:** | |
| **Seniority at Sending University (how many years do you work at your institution):**  **J – junior (less than 10 years)  I – intermediate (from 10 to 20 years)  S – senior (over 20 years)** | | | |
| **Field of education (ISCED code):**  (<https://ec.europa.eu/education/international-standard-classification-of-education-isced_en>) | | | |
| **PLANNED PERIOD AT THE RECEIVING UNIVERSITY** | | | |
| **Planned period of physical mobility: from [ ] to [ ] + 2 travel days** | | | |
| **Receiving University: *University of Life Sciences in Lublin, Poland, PL LUBLIN04*** | | | |
| **Faculty/ Department:** | | | |
| **Language competence (according to CEFRL/CEF). Please specify language and level of communication**  ***Language ………………………***  *A1 – Beginner* *A2 – Pre-Intermediate* *B1 – Intermediate* *B2 – Upper-Intermediate* *C1 – Advanced* *C2 – Proficient* | | | |
| **Do you have any foreign students teaching experience?**  YES  NO  **If yes, what kind?** | | | |
| **Engagement in cooperation with Partner University (ULSL)**  YES  NO  **If yes, what kind?** | | | |
| **What is the expected influence of the mobility on your professional development?** | | | |
| **Have you previously taken part in Erasmus+ or LLP Erasmus exchange programme?  Yes  No**  **If yes, how many times [ ]** | | | |

I am aware that the Erasmus+ scholarship is only a subsidy and does not have to cover the full costs of travel and stay at the host University.

I declare that I am employed at the sending institution at least until the end of the mobility period.

I am aware that I am responsible for purchasing my own insurance coverage that should include: medical expenses, accident insurance and liability insurance for the mobility period including travel days.

**(**If applicable) I attach a document confirming cooperation, joint ventures, projects with ULSL (if applicable)

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| **Date and signature of the participant:** | **Date and signature of the participant’s coordinator:** |

**Information clause for Erasmus+ programme participants**

Pursuant to the General Data Protection Regulation (hereinafter referred to as RODO) in connection with your accession to the Erasmus+ programme, we inform you that:

The administrator of your personal data is the European Commission.

The beneficiary of the Erasmus+ programme is the University of Life Sciences in Lublin represented by the Rector with headquarters at 13 Akademicka Street, 20-950 Lublin;

The Beneficiary has appointed a Data Protection Supervisor overseeing the correctness of the processing of personal data, who can be contacted via e-mail address: anna.buchlinska@up.lublin.pl or by letter to the administrator's address. The Data Protection Supervisor can be contacted on all matters concerning the processing of personal data and the exercise of rights related to its processing;

Your personal data will be processed in order to carry out tasks related to the mobility of the Erasmus+ programme, including in particular the provision of financial support, monitoring, evaluation, control and reporting, dissemination of results, and conducting information activities under this programme;

The legal basis for the processing of your personal data is Article 6(1)(b) of the RODO - processing is necessary for the fulfillment of a legal obligation incumbent on the controller arising, in particular, from the Regulation of the European Parliament and of the Council (EU) No. 2021/817

of May 20, 2021 establishing Erasmus+ - the EU programme for education, training, youth and sports; processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in an institution or body of the Union (Art.6(1)(e)), processing is necessary for the performance of a contract to which the data subject is a party, or to take action at the request of the data subject prior to entering into a contract (contract with participants, grant agreement signed by the organization with a national agency) (Art.6 1(c); processing is based on consent for the purposes of organizational data configuration (including personal data) by national agencies (Article 6(1)(d) of the RODO Regulation and consent for other data processing activities described above and Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

Your provision of personal data is a prerequisite for joining the Erasmus+ programme, and refusal to provide such data is tantamount to the inability to receive support under this programme;

Your personal data will be processed on behalf of the data controller by authorized employees only for the purposes referred to in paragraph 3.

Your personal data will be kept until the settlement of the Erasmus+2021-2027 Programme and the completion of archiving of documentation.

The following external entities may be the recipients of your personal data:

- The National Agency of the Erasmus+ Programme, acting as the managing and supervising administrator in Poland,

- European Commission as the central management and supervisory institution.

Under the terms of the RODO regulations, you have:

- The right to access the content of your data,

- The right to rectification, when they are inconsistent with the state, real,

- The right to erasure, restriction of processing, as well as data portability - in cases provided by law,

- The right to object to the processing of your data,

- The right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection, if you consider that the processing of your personal data violates the provisions on personal data protection.

The data will not be shared with external entities except as provided by law (Erasmus+ Programme operator Foundation for the Development of the Education System (FRSE), the partner university and the host organization to which you have been qualified;

Your data may be transferred to a third country (i.e., outside the European Union) depending on the country you choose to study. The data will be transferred under the terms of the law;

Additional information about the purpose of processing your personal data, what data we collect, who has access to it and how it is protected can be found at: <https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en>

**Consents:**

I consent to the processing of my personal data for the purpose of preparing my ERASMUS+ exit documentation in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by Union institutions, bodies, offices and agencies and on the free movement of such data and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC. The Regulation is a specific regulation of the processes of handling personal data by Union bodies, where the purpose of processing personal data has been specified by such body. Erasmus+ is a European Union Programme in the field of education, training, youth and sports. In view of this, the entity defining the purpose of the Programme is the European Union - precisely the European Commission which acts as the Controller of personal data.

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Date and signature of ERASMUS+ participant

I give my consent/do not give my consent to the processing of my personal data in the form of image for the purpose of promotion and dissemination of the results of the Erasmus+ programme, by the University of Life Sciences in Lublin, 13 Akademicka St., 20-950 Lublin, and I declare that providing my personal data in the form of image is voluntary and that I have been informed about the right to request access to my personal data, their rectification, deletion or restriction of their processing.

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Date and signature of ERASMUS+ participant

**TO BE FILLED IN BY THE RECEIVING UNIVERSITY**

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| **ACCEPTANCE at the University of Life Sciences in Lublin** *(Erasmus code: PL\_LUBLIN04)*  The above mentioned employee: 🞏 **has been** **accepted** at our institution  🞏 **has** **not accepted** at our institution |
| You will be registered at Faculty of ……………………………………  For the period FROM ……………. TO ………………………………… |

**QUALIFICATION COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Function | Date | Signature |
| **PROF. DR HAB. ANDRZEJ MARCZUK** | Vice-Rector for Human Resources |  |  |
| **IZABELA WOLSKA** | Erasmus+ Institutional Coordinator |  |  |
| **ANNA DĘBSKA** | International Exchange officer |  |  |