Annex No. 1
to Ordinance No. 4 of the Rector of the University of Białystok of 5 January 2023.

|  |
| --- |
| **FOREIGN REFERRAL APPLICATION** |
| **Applicant** | Name |   |
| Date of birth |   | PESEL |   |
| Address |   |
| Telephone number |   | E-mail |   |
| ID document number |   |
| Function, Delegating UwB unit |   |
| **Foreign departure**  | Country |   | Place |   |
| Exact date of departure and return |   |
| Name of host institution |   |
| Information for the POL-on system (departure basis): | ☐ international agreement |   |
| ☐ Erasmus agreement  |   |
| ☐ international project |   |
| ☐ other |   |
| **Purpose and nature of the departure** | ☐ scientific internship | ☐ teaching internship |
| ☐ education (specify form) |
| ☐ conference, congress, symposium\* |
| ☐ joint research with a foreign entity |
| ☐ Erasmus programme  | ☐ other (what?) |
| **Travel and subsistence costs:** | Type of benefit requested: |
| ☐ travel allowance | ☐ residence allowances  | ☐ per diems/hotel allowances  | ☐ lump sum for transportation  | ☐ other (visa, conference fees) |
| Insurance | ☐ yes | ☐ no |
| Means of transport: | ☐ plane ☐ train ☐ bus ☐ office car |
| ☐ private car | make of car | registration number | engine capacity | route from−to | planned cost |
|   |   |   |   |  |
| **Planned departure costs (maximum amount to be spent, taking into account the total costs of travel and stay)** |  |
| Source of funding |   |
| Form of advance payment: | ☐personal collection at bank, in foreign currency |
| ☐Payment of the advance in EUR to an EUR account: |
| ☐payment of an advance in Polish currency in an amount equivalent to the advance due in foreign currency (tick ONLY if the advance for the trip is to be transferred to the employee's account in PLN) |
| **Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), we inform you that: The administrator of your personal data is the University of Białystok, ul. Świerkowa 20 B, 15-328 Białystok. The Data Controller has appointed a Data Protection Officer, responsible for the correctness of the processing of personal data, who can be contacted via e-mail address: iod@uwb.edu.pl. Your personal data will be processed in order to carry out foreign trips and related financial settlements and reporting. The basis for the processing of your personal data is: Article 6(1)(a) of the General Data Protection Regulation, i.e. - the data subject has given his or her consent to the processing of his or her personal data for one or more specified purposes; Article 6(1)(b) of the General Data Protection Regulation, i.e. - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; Article 6(1)(c) of the General Data Protection Regulation i.e. - processing is necessary for compliance with a legal obligation incumbent on the controller; Article 6(1)(f) of the General Data Protection Regulation i.e. - processing is necessary for the purposes of the legitimate interests pursued by the controller. The provision of data is obligatory on the basis of the law and otherwise voluntary, but necessary for the execution of the trip abroad. Your data will be transferred to authorised entities and external entities cooperating with the Controller (e.g. law firms, insurance companies, travel agencies), on the basis and to the extent specified in the contracts between the Controller and these entities. Your personal data will be stored for up to 8 years. You have the right of access to the content of your data, the right to rectification, erasure, restriction of processing, data portability and to object to processing and to withdraw consent to processing. Whenever there is a circumstance that the processing violates the provisions of the applicable law - you have the right to lodge a complaint.** |
| **I declare that:** 1. **I have read and understood the above information; I agree to the processing of my personal data for the purpose of completing and settling a foreign trip,**
2. **I have familiarised myself with the recommendations of the Ministry of Foreign Affairs regarding my country of destination,**
3. **when applying for funding for my trip abroad, I undertake at the same time to settle the amounts received within 14 days of my return from the trip; I am aware that failure to settle my advance within 14 days will result in the deduction of the entire amount received from my salary,**
4. **I have a current medical examinations certificate authorising me to drive a private car for business purposes valid until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**.................................................** Name of applicant(signature of student, doctoral student, applicant who is not a member of the UwB staff) |
| *\* the application should be accompanied by an invitation, information on the scope of services to be provided by the host party (organiser), as well as other necessary information (e.g. materials about the conference)* |
| *\*\* if travelling by private car* |