*Appendix No. 2 to the Dean’s Communication of 23 November 2023*

**Conference Travel Grant Agreement
CRU No. – ………**

Request No. in Workflow ………..

concluded on the date it is signed with qualified electronic signatures (i.e. the date it is signed by the last of the Parties) / concluded on ......... in Warsaw[[1]](#endnote-1)\*

by and between:

the SGH Warsaw School of Economics – Doctoral School, 02-554 Warsaw,
Al. Niepodległości 162, NIP [Tax Identification Number]: 525-000-84-07, REGON [National Official Business Register Number]: 000001502, represented by the Dean of the Doctoral School, prof. dr hab. Wojciech Pacho, acting under the authority of the Rector, hereinafter referred to as the “Doctoral School”

and

full name …………………………………………………………..………………...............

registered residence address ……………………………….…………………………..…

ID card No. ………………………. PESEL …………………………….................………

Doctoral School participant, education year ……………………….………....................

hereinafter referred to as the “Doctoral Student”

hereinafter jointly referred to as the “Parties”

**§ 1**

**The subject matter and duration of the Agreement**

1. The subject matter of the Agreement is the definition of the rights and obligations of the Parties in connection with the Doctoral Student’s participation in a scientific conference ......................., hereinafter referred to as the “Conference”.
2. The Agreement is concluded for a fixed period – until ...............................

**§ 2**

**Travel programme and dates**

The location and dates shall be specified in the travel request attached as Appendix No. 1 to this Agreement.

**§ 3**

**Obligations of the Parties**

1. The Doctoral School undertakes to:
2. define detailed obligations of the Doctoral Student with regard to their participation in the Conference,
3. support the Doctoral Student in arranging the administrative formalities necessary for travel and participation in the Conference.
4. The Doctoral Student undertakes to:
5. travel to and participate in the Conference within the framework of the obligations established in accordance with par. 1 and in accordance with the rules and legal regulations in force at the School,
6. cover the travel expenses and the costs of participation in the Conference from their own resources or indicate another source of financing in excess of the costs covered by the Doctoral School within the framework of the grant awarded, referred to in § 4,
7. prepare a written report regarding the course of the trip and participation in the Conference and submit it to the Doctoral School Bureau,
8. settle the costs of the travel expenses at the Centre for International Programmes.

**§ 4**

**Funding**

1. The Doctoral School Bureau undertakes to cover the costs of the Doctoral Student’s travel expenses and participation in the Conference from the funds allocated in the amount of PLN \_\_\_\_\_ (in words: PLN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
2. In the event that the costs of travel and participation in the Conference exceed the amount granted, the excess shall be covered by the Doctoral Student with their own resources or the Doctoral Student shall indicate another source of financing.

**§ 5**

**Payments**

The implementation of the Agreement will be carried out in accordance with the rules in force at the SGH Warsaw School of Economics.

**§ 6**

**Final Provisions**

1. Any amendments hereto shall be made in writing, or otherwise be null and void.
2. The entities on behalf of the SGH in Warsaw responsible for the proper implementation of this Agreement are the Doctoral School Bureau and the Centre for International Programmes.
3. In matters not covered by this Agreement, the relevant provisions of Polish law and the internal regulations of the School shall apply.
4. This Agreement has been drawn up in electronic form and the file has been signed by the Parties using qualified electronic signatures./This Agreement has been drawn up in duplicate, one for each Party.\*

…………………………… ……………….…………………..

 Doctoral Student Dean of the Doctoral School

/signed with a qualified /signed with a qualified

electronic signature / signature\* electronic signature / signature\*

**Information on the principles of personal data processing by the SGH Warsaw School of Economics**

**1. Controller**

The Controller of your personal data is the SGH Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as the “Controller”.

**2. Data Protection Officer**

The Controller has appointed a Data Protection Officer who can be contacted via e-mail: iod@sgh.waw.pl.

**3. Purpose of personal data processing**

The purpose of data processing is to take steps prior to concluding the Agreement, to conclude the Agreement, to perform the Agreement, to settle the Agreement and to archive it.

**4. Legal basis for the processing of personal data**. The personal data will be processed pursuant to Article 6(1)(b) and (c) of the 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), (OJ EU.L.2016.119.1 of 2016.05.04), hereinafter referred to as the “GDPR”, in connection with the relevant financial and accounting regulations resulting from the Act of 29 September 1994 on accounting (Journal of Laws of 2021, item 217), the Act of 13 October 1998 on social insurance system (Journal of Laws of 2021, items 423, 432 and 619) and the Act of 26 July 1991 on personal income tax (Journal of Laws of 2021, items 1128, 1163 and 1243).

**5. Information on recipients of personal data**

Personal data will be made available to entities authorised on the basis of legal regulations (e.g. Social Insurance Institution, Tax Office) in order to fulfil the obligations resulting therefrom. Where the Controller uses the services of other entities, personal data may be disclosed to them on the basis of personal data processing Contracts and those entities will be required to preserve the confidentiality of the data processed.

**6. Obligation to provide personal data**

Providing personal data is necessary to take steps prior to concluding an Agreement and to perform the Agreement. Refusal to provide data will result in an inability to conclude the Agreement.

**7. Personal data processing period**

Personal data will be processed for the duration of the retention of financial and accounting records and archives in accordance with applicable legislation.

**8. Rights in relation to personal data processing**

You have the right to access the personal data you provided, rectify them or restrict the processing. No automated decisions within the meaning of Article 22 GDPR will be made on the basis of your personal data.

**9. Information on the right to lodge a complaint**

You have the right to lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office.

**Appendix:***Request for permission to attend a national conference for the Doctoral School participants*

1. \* Choose as appropriate (cross out other options). [↑](#endnote-ref-1)