Lodz, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**URSD/20\_\_\_/\_\_\_\_\_**

|  |
| --- |
|  |
| *(name and surname)* |
|  *(e-mail address)* |

*(faculty department/doctoral school)*

 **University Council of the PhD Students of the University of Lodz**

Lumumby 14 Street, room 7

91-404, Lodz

**APPLICATION FOR FUNDING OF A SCIENTIFIC TRIP**

 I am requesting funding for a research trip ………………….…..……………… …………………………………………………………………………………………………, which will take place………………….. ………………………………………………………………….……………………………. (*place*). Title of my presentation\*: ………………………………………………………………….……………………………………………………………………….………………………… . Date of my departure …………., date of return …………. . I request funding in the amount of ………………... zl.

**I certify that I will not obtain double financing for the following items.**

**Cost estimation**

|  |  |
| --- | --- |
| **Position** | **Requested amount** |
| Conference fee |  |
| Accommodation |  |
| Transport |  |
| Per diem\*\* |  |
| **Total** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Supervisor signature)

**Attachments:**

1. information about the acceptance of participation by the Organizers (e.g. printout of the entire email).

**Information clause:**

1. The Administrator of your personal data is the University of Lodz, based at 68 Narutowicza Street; 90-136 Lodz.

2. In any case, you may contact the Data Protection Inspector at the above-mentioned mailing address with the annotation: Data Protection Supervisor, by e-mail at: iod@uni.lodz.pl

3. The personal data you provide will be processed for the purpose of processing your application for funding for a scientific trip.

4. Your personal data shall be processed:

1) on the basis of applicable laws, among others, the Law on Higher Education and Science and internal acts adopted internal acts at the University;

2) because it is necessary for the performance of a task carried out in the public interest or in the exercise of public authority entrusted to the controller.

5. Your personal data will be retained for the period of time necessary, in accordance with the regulations on the national archival resource and state archives, other laws and internal regulations of the University.

6. Recipients of personal data will be entities authorized by law or entities to which the Administrator has entrusted the processing of personal data on the basis of a contract.

7 You are entitled to:

1) to access the content of your data;

2) to rectify them when they are inconsistent with the real state;

3) to delete them, limit their processing, as well as data portability - in cases provided by law;

4) to object to data processing;

5) to lodge a complaint to the supervisory authority, which is the President of the Office for Personal Data Protection with its seat in Warsaw, 2 Stawki Street.

8. The provision of personal data by you is voluntary, but necessary for the purposes referred to in point 3.

The processing of data takes place on the basis of Article 6(1)(c) and (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of people 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) in connection with, among others, the provisions of the Act of 20 July 2018. Law on Higher Education and Science.

Information on the possibility of funding by the Head of Doctoral Studies/Director of the Doctoral School………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………….……………………………….……………………………………………………………………….…………………………………………………………….

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(*signature of the Head of Doctoral Studies/Director of Doctoral School*)

Fills out the administration:

**PROJEKT:** ……………………….…………………………………
**ŹRÓDŁO:** ……………………….…………………………………
**MPK:** ……………………….…………………………………

**Information on non-award/award\* of funding by the Dean\*\***

………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(*signature of Dean*)

**PROJEKT:** ……………………….…………………………………
**ŹRÓDŁO:** ……………………….…………………………………
**MPK:** ……………………….…………………………………

\*\* does not apply to PhD students in doctoral schools

**Information about an opinion of URSD UL**

………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(*signature of Chairman URSD UL/ Chairman of URSD Travel Funding Commitee*)

Decision of Vice-Rector for Academic and External Relations/Vice-Rector for Education

………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(*signature of Vice-Rector for Academic and External Relations/Vice-Rector for Education*)

**PROJEKT:** 551
**ŹRÓDŁO:** 3.01.01.000.00
**MPK:** 1205010500