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

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, dr hab. Paweł Wyrozębski, prof. SGH, acting under the authority of the Rector, hereinafter referred to as the “SGH”

and

name and surname: …………………………………………………….…………...............

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

PESEL: …………………………….................………

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

hereinafter referred to as the “Doctoral Student”

**§ 1**

SGH assigns the Doctoral Student to actively participate in the conference ………………… held in ……….. during the period from ……………………..…… to ………………….., under the terms specified below.

**§ 2**

The Doctoral Student undertakes to carry out the trip, actively participate in the Conference, provide proof of attendance at the Conference, and prepare a written report on the trip and participation in the Conference, submitting it to the Dean of the Doctoral School.

**§ 3**

1. SGH undertakes to cover the costs of the Doctoral Student's participation and travel, as specified in § 1, up to a total amount of …….. PLN (in words: …………….. PLN), including conference fees, travel expenses, per diem allowances, accommodation costs, travel allowance, and communication allowance, in accordance with the provisions of the Regulation of the Minister of Labor and Social Policy of January 29, 2013, on entitlements for employees of state or local government budgetary units for business travel (Journal of Laws of 2013, item 167, as amended) *(Rozporządzenie Ministra Pracy i Polityki Społecznej z dnia 29.01.2013 r. w sprawie należności przysługujących pracownikowi zatrudnionemu w państwowej lub samorządowej jednostce sfery budżetowej z tytułu podróży służbowej (Dz.U. z 2013 poz. 167 z późn. zmianami))*, up to the amount specified in the funding application, which constitutes an appendix to the agreement.
2. SGH, upon the Doctoral Student's request, will provide an advance payment to cover the costs of per diems and accommodation.
3. The payment will be made to the Doctoral Student's bank account:

Bank name: …………….

Exact name of the account holder: ………………………………

Full account number (including IBAN/BIC codes): ………………………

**§ 4**

1. The Doctoral Student is required to submit an expense report for the travel and stay to the SGH, prepared in accordance with the regulations specified in paragraph 2, no later than 14 days after the completion of the trip, based on documents confirming the expenses, such as invoices, tickets, etc., and return any unused funds.

2. A later return than immediately after completing participation in the event referred to in §1 is allowed.

3. Failure to settle the expenses in accordance with paragraph 1 is considered a statement by the Participant that no costs were incurred in connection with the completion of the task.

**§ 5**

1. Any amendments hereto shall be made in writing, or otherwise be null and void.
2. In matters not regulated by this agreement, the provisions of the Civil Code shall apply.
3. Any disputes arising from this agreement shall be resolved by the court with local jurisdiction over the University.
4. This Agreement has been drawn up in duplicate, one for each Part.\*

…………………………… ……………….…………………..

 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 conference for the Doctoral School participants*

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