



Recruitment rules to the PROM project at SGH Warsaw School of Economics

Outbound mobility for students at Kaunas University of Technology

§1 The aim of the support within the project

1. The aim of the support within the PROM project is realising the short-term international mobility for students from SGH Warsaw School of Economics at Kaunas University of Technology to improve competencies of participants, including competencies in international business, international economics and sustainable development as well as language, psychosocial, multicultural competencies.

§2 The range and topic of the support offered within the project

1. The short-term international mobility will be realised through the eligible activities under the PROM project, including:
 - a. participation of students in short forms of education: courses and workshops,
 - b. participation of students in study visits.
2. Activities under the PROM project shall allow participants to gain/increase competences in international business, international economics and sustainable development as well as language, psychosocial, multicultural competencies.
3. The standard of requirements describing that competences acquired described by learning outcomes that are divided into categories of knowledge, skills and social competences/attitudes, evaluation criteria and methods of verifying the learning outcomes will be described and distributed among selected applicants before the participant starts realising activities under the PROM project.
4. Under the PROM project, participants from SGH Warsaw School of Economics take part in short-term educational programs organised at Kaunas University of Technology from 4 to 9 May 2026.



§3 Target group

1. The eligible actions under the PROM project are targeted at 8 students from SGH Warsaw School of Economics.

§4 Recruitment criteria

1. Recruitment to the PROM project takes place by way of a competition that fulfils the requirements of a substantive, open and transparent recruitment procedure, on the principles laid down in the recruitment criteria.
2. The recruitment procedure is carried out by request of the project leader depending on needs and the availability of funds. The procedure is conducted by the recruitment committee at SGH Warsaw School of Economics.
3. A person applying for the participation in the support within PROM project must be a student of SGH Warsaw School of Economics.
4. The basic recruitment criteria for students applying for the support within the PROM project are as following:
 - a) participant must be a student of bachelor's or master's degree at SGH Warsaw School of Economics (student ID is required),
 - b) topics of activities under the PROM project are closely related to the scientific interests of the student,
 - c) positive credits in all subjects of the programme in semesters preceding the moment of filing the application (not applicable for first-year students),
 - d) very good knowledge of English (applicants should have at least B2 proficiency in English).

Student must meet all basic criteria to be eligible for the PROM project.

5. The criteria awarding bonus points for students applying for the support within the PROM project are as following:
 - a) average score obtained in the academic year preceding the moment of filing the application OR score in the recruitment process to SGH Warsaw School of Economics (0 – 5 marks),
 - b) English language certificate (0 – 2 marks),



- c) activities showing the engagement in research projects and university life (e.g., science club, conference, university project, university volunteering) (0 – 5 marks),
- d) scientific publications (2 marks for each book chapter published by the student and 5 marks for each scientific article published by the student in the scientific journal).

The recruitment committee might ask candidates to provide the prove for all awarding bonus points. The student is notified by the recruitment committee and has 5 working days to deliver the prove.

§5 Recruitment procedure

1. The student fills-in the application form and sends it electronically via Microsoft Forms.
2. The recruitment committee conduct the selection of applications in terms of the fulfilment of basic criteria. The student must fulfil all basic criteria. In the situation when the number of applications exceeds the number of the scholarships planned, evaluation of applications in terms of the fulfilment of the criteria awarding bonus points is performed. The best applicants are selected to take part in the PROM project.

§6 The principles of granting the support

1. Recruitment is conducted by a recruitment committee that consists of at least two, but no more than four people appointed by the project leader. The recruitment committee is chaired by the project leader or another person appointed by the project leader.
2. The recruitment process is based on the selection of applications in terms of the fulfilment of the recruitment (basic and awarding bonus points) criteria and shortlisting the best candidates to the PROM project.
3. If an applicant fails to provide the required proves for the criteria awarding bonus points, his/her application is not considered in the recruitment process.
4. Following the review of applications, individuals admitted participating in the PROM project shall complete and submit the participant form in the NAWA (the Polish National Agency for Academic Exchange) system. Filling of the form and submission of all declarations required under the PROM project, including disclosure of personal data, shall constitute a condition for participation. The scope of the data is specified in Annex No. 1 to these Rules.



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5. Information regarding the processing of personal data by:
- a. SGH Warsaw School of Economics – as set out in Annex No. 2 to these Rules and included in the application form,
 - b. NAWA – as set out in Annex No. 3 to these Rules,
 - c. the minister competent for regional development – as set out in Annex No. 4 to these Rules,
 - d. The National Centre for Research and Development – as set out in Annex No. 5 to these Rules.

Annex No. 1

SCOPE OF DATA ON PROJECT PARTICIPANTS AND ENTITIES COVERED BY SUPPORT COLLECTED IN CST2021

Participants:

- a) Participant data (citizenship, type of participant[1], name of institution[2], first and last name, PESEL number, age at the time of joining the project, gender, education level)
- b) Contact details (country, voivodeship, county, municipality, city/town, postal code, area of residence according to DEGURBA urbanization level, contact phone number, email address)
- c) Support details (start and end date of participation in the project, start date of participation in support, labor market status at the time of joining the project, planned date of completion of education at the educational institution where support was provided, situation after completing participation in the project, completion of participation according to the planned participation path, scope of support, type of support received, date of starting a business activity)
- d) Participant status (belonging to a national or ethnic minority, migrant status, foreign origin, homelessness and housing exclusion, disability)

Entities covered by support:

- a) Basic data (institution name, tax identification number [NIP], type of institution)
- b) Contact details (country, voivodeship, county, municipality, city/town, postal code, area of residence according to DEGURBA urbanization level, contact phone number, email address)
- c) Support details (start and end date of participation in the project, start date of participation in support, confirmation of employees of the institution being covered by support, scope of support, type of support granted)

[1] Type of participant - indicates whether the participant is joining the project on their own initiative or has been referred to the project by their employer.

[2] Name of institution - provided when the participant has been referred to the project by their employer. In such cases, the entity delegating the participant to the project is also covered by support.

Annex No. 2

INFORMATION ON PROCESSING OF PERSONAL DATA BY SGH WARSAW SCHOOL OF ECONOMICS

1. Controller

The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.

2. Data Protection Officer

The controller has appointed a Data Protection Officer who can be contacted via email: iod@sgh.waw.pl.

3. The purposes and legal basis of processing of personal data

Personal data will be processed for the purpose of recruitment for the PROM project based on Article 6(1)(e) of the GDPR* and the provisions of the Act of 20 July 2018 – Law on Higher Education and Science**.

If you are qualified to participate in the PROM project, your personal data will be processed for the purpose of organizing the exchange and implementing the project financed within the European Funds for Social Development for the years 2021-2027 programme, in particular to confirm the eligibility of expenses, provide support, monitor, fulfill reporting obligations, and undergo control or audit. Personal data will be processed based on Article 6(1)(c) GDPR, Article 9(2)(g) GDPR, and the provisions of the Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021–2027 financial perspective***, as well as Article 6(1)(b) GDPR (processing is necessary for the conclusion and performance of a contract).

4. The recipients of the personal data

- a) If you are accepted for the PROM project, your personal data will be disclosed to:
 - a. NAWA, as a separate data controller for the purpose of fulfilling reporting obligations and in case of control or audit,
 - b. host university (name and surname), as a separate data controller for the purpose of in order to enable you to participate in the exchange.

- b) If the controller uses the services of other entities, personal data may be disclosed to them on the basis of contracts entrusting the processing of personal data, and these entities will be obliged to preserve the confidentiality of the data being processed.

5. Obligation to provide personal data

Providing data is a necessary condition for submitting an application and participating in the PROM project; refusal to provide data will result in the inability to participate in this project.

6. The period for which the personal data will be processed

Personal data will be processed for the duration of storing project-related documentation for archival purposes in accordance with applicable regulations and project rules.

7. The rights of data subject

You have the right to access your data, rectify it, erase it in cases provided by law, and restrict processing. Additionally, if personal data is processed based on Article 6(1)(e) GDPR, you have the right to object to processing for reasons related to your particular situation. No automated decision-making, within the meaning of Article 22 GDPR, will be conducted based on your personal data.

8. Right to lodge a complaint

You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office, if you consider that the processing of your personal data infringes upon GDPR.

* 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 L 119, 4 May 2016, p. 1, as amended).

** Consolidated text: Journal of Laws of 2024, item 1571, as amended.

*** Journal of Laws of 2022, item 1079, as amended.

Annex No. 3

INFORMATION CLAUSE OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE CONCERNING THE PROCESSING OF PERSONAL DATA OF STAFF OF PROJECTS FINANCED BY EUROPEAN FUNDS FOR SOCIAL DEVELOPMENT 2021-2027 (EFSD)

Administrator: Polish National Agency for Academic Exchange (Agency), Polna 40, 00-635 Warsaw

Purpose and legal basis for data processing:

The agency processes your personal data pursuant to Art. 6 section 1 letters c and e of the GDPR (1), as well as pursuant to Art. 9 section 2 letters g and j of the GDPR in connection with art. 6 section 1 letters c and e of the GDPR in order to:

1. perform a public task in the field of internationalization of higher education and science entrusted to the Agency, i.e. the task specified in Art. 2 of the Act of July 7, 2017 on the Polish National Agency for Academic Exchange;
2. the Agency to fulfill legal obligations related to the implementation of the project financing agreement, including statistical and monitoring, reporting, communication, publication, evaluation, financial management, verification and auditing obligations of projects and to determine eligibility of participants.

Categories of processed data:

The Agency may process the following categories of your data:

1. identification data indicated in Art. 87 section 2 point 1 of the Implementation Act(2), including: name, surname, address, e-mail address, telephone number, fax number, PESEL number, REGON number, education, online identifiers;
2. data related to the scope of your participation in the project, indicated in Art. 87 section 2 point 2 of the Implementation Act, including: remuneration, form and period of involvement in the project;
3. Your data on the documents confirming eligibility of expenses, indicated in Art. 87 section 2 points 3 of the Implementation Act, including a bank account number, professional experience;



4. data indicated in art. 87 section 3 of the Implementation Act regarding a racial or ethnic origin or health referred to in Art. 9 of the GDPR;
5. data regarding the image of people participating in the implementation of the Programme or taking part in events related to it - on the basis of a separate, voluntarily granted consent.

Data processing period:

Your personal data will be processed by the Agency until the purpose of processing ceases or for the period resulting from the archival category of documents containing the data, as specified in the implementing provisions to the Act of July 14, 1983 on national archival resources and archives.

Sharing/entrusting data:

While maintaining all security guarantees, your Agency may make your data available to entities authorized to receive it under the law, in particular under the Implementation Act, or transfer it to entities processing it on behalf of the Agency on the basis of an appropriate data processing agreement.

Data transfer to third countries:

Your data will not be transferred to a third country or international organization. If it is necessary to transfer data to a third country, the Agency will provide appropriate security for the transfer of the data and effective legal protection measures, in particular standard contractual clauses adopted by the European Commission, and will inform you about the fact.

Making decisions based solely on automated processing of personal data, including profiling:

Does not apply.

Requirement to provide data/data source:

The Agency obtains data directly from the persons concerned or from institutions and entities involved in the implementation of EFSD projects, in particular from applicants, beneficiaries and partners. Refusal to provide data means that the application will not be considered or that a specific person will not be able to participate in the implementation of the Program.



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Rights of data subjects:

You can submit an application to us for access to your personal data, rectification of data, transfer of data and restriction of the processing of personal data - on the terms set out in the GDPR.

You may also lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data by the Agency violates the law.

Contact data of the data protection officer at the Agency:

odo@nawa.gov.pl

(1) 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 (Official Journal of the EU. L 119 of 4 May 2016, pp.1-88).

(2) Act of April 28, 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws of 2022, item 1079), hereinafter referred to as the “Implementation Act”.

Annex No. 4

INFORMATION CLAUSE OF THE MINISTER COMPETENT FOR REGIONAL DEVELOPMENT

For the purpose of fulfilling the obligation laid down in Articles 13 and 14 of the GDPR^[1], in connection with Article 88 of the Act on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective^[2], we hereby inform you of the principles governing the processing of your personal data:

I. Controller

A separate controller of your data is:

- I. the Minister of Funds and Regional Policy^[3], with the registered office at ul. Wspólna 2/4, 00-926 Warsaw.

II. Purpose of data processing

Personal data will be processed in connection with the implementation of FERS, in particular for the purposes of monitoring, reporting, communication, publication, evaluation, financial management, verification and audits, as well as for determining participant eligibility.

Providing data is voluntary, but necessary for achieving the above-mentioned purpose. Refusal to provide such data is equivalent to the inability to undertake the relevant actions.

III. Legal basis for processing

We will process your personal data because:

1. We are required to do so by law (Article 6(1)(c), Article 9(2)(g) and Article 10^[4] GDPR):
 - Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund, as well as financial rules for those funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
 - Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ EU L 231 of 30.06.2021, p. 21, as amended),



- the Act of 28 April 2022 on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective, in particular Articles 87–93,
- the Act of 14 June 1960 – Code of Administrative Procedure,
- the Act of 27 August 2009 on public finance.

IV. Method of data collection

Data are obtained directly from the individuals to whom they relate, or from institutions and entities involved in the implementation of the Programme, including in particular applicants, beneficiaries and partners.

V. Access to personal data

Employees and collaborators of the controller have access to your personal data. In addition, your personal data may be entrusted or disclosed to:

1. entities to which we have assigned tasks under FERS,
2. bodies of the European Commission, the minister competent for public finance, and the President of the Social Insurance Institution,
3. entities providing services for us related to the operation and development of ICT systems and the provision of connectivity, e.g. IT solution providers and telecommunications operators.

VI. Data retention period

Personal data are stored for the period necessary to achieve the purposes specified in point II.

VII. Rights of data subjects

You have the following rights:

1. the right to access your data and receive a copy thereof (Article 15 GDPR),
2. the right to rectify your data (Article 16 GDPR),
3. the right to erase your data (Article 17 GDPR) – if none of the circumstances referred to in Article 17(3) GDPR applies,
4. the right to request that the controller restrict the processing of your data (Article 18 GDPR),
5. the right to data portability (Article 20 GDPR) – if processing is carried out on the basis of a contract: for the purpose of its conclusion or performance (within the meaning of Article 6(1)(b) GDPR), and in an automated manner^[5],



6. the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (Article 77 GDPR) – if you consider that the processing of your personal data infringes the GDPR or other national data protection provisions applicable in Poland.

VIII. Automated decision-making

Personal data will not be subject to automated decision-making, including profiling.

IX. Transfer of data to a third country

Your personal data will not be transferred to a third country.

X. Contact with the data controller and the Data Protection Officer

If you have any questions regarding the processing of personal data by the minister competent for regional development, please contact the Data Protection Officer (DPO) as follows:

- by traditional post (ul. Wspólna 2/4, 00-926 Warsaw),
- electronically (e-mail address: IOD@mfipr.gov.pl).

^[1] 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 (OJ EU L 119 of 4 May 2016, pp. 1–88).

^[2] Act of 28 April 2022 on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective (Journal of Laws 2022, item 1079), hereinafter referred to as the “implementation act”.

^[3] That is, the minister competent for regional development. The Minister of Funds and Regional Policy heads the government administration department – regional development – pursuant to § 1(2) of the Regulation of the Prime Minister of 18 December 2023 on the detailed scope of activities of the Minister of Funds and Regional Policy (Journal of Laws, item 2711).

^[4] Applies exclusively to projects activating persons serving a custodial sentence.

^[5] The automation of personal data processing is already fulfilled when such data are stored on a computer drive.

Annex No. 5

INFORMATION CLAUSE

OF THE NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT

Pursuant to Articles 13 and 14 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 (hereinafter: the “**GDPR**”), I hereby inform you that:

- 1) the controller of your personal data is the **National Centre for Research and Development** (hereinafter: the “**NCBR**”), with its registered office in Warsaw (00-801), ul. Chmielna 69;
- 2) the Data Protection Officer (DPO) may be contacted via e-mail at iod@ncbr.gov.pl or by post at the NCBR correspondence address indicated above, with the note “Data Protection Officer”;
- 3) personal data are processed for the purpose of implementing the project Stay@SGH. A comprehensive programme for preventing the interruption of higher education, carried out under the European Funds for Social Development Programme 2021–2027 (“**FERS**”), in particular for the purpose of project assessment and selection, concluding the co-financing agreement, supervision over project implementation, reporting, communication, publication, evaluation, financial management, verification and control, audit, assessment of information and promotion activities, project acceptance, evaluation and financial settlement, for determining participant eligibility, and for the possible establishment, exercise or defence of claims;
- 4) personal data are processed due to the purpose indicated above, i.e. processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) GDPR), and the NCBR is authorised to process your personal data under the Act of 30 April 2010 on the National Centre for Research and Development in connection with the performance of the tasks set out therein, as well as under the Act of 28 April 2022 on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective, in particular Chapter 18 of that Act (Article 6(1)(c) GDPR);
- 5) personal data have been obtained directly from you or from public registers, or from institutions and entities involved in the implementation of the project, in particular from applicants, beneficiaries and partners;



- 6) the NCBR processes your personal data included in the application for co-financing or provided in the course of implementing the tasks indicated in point 3 of this clause;
- 7) the provision of personal data is necessary for the achievement of the above-mentioned purpose. Refusal to provide such data is equivalent to the inability to undertake the relevant actions;
- 8) personal data will be processed for the period necessary to achieve the purpose specified in point 3, and subsequently for archiving purposes for a period compliant with the NCBR's filing instruction and the Uniform List of Files;
- 9) the recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, within the scope and for the purposes arising from legal provisions, as well as entities providing services necessary for the performance of tasks by the NCBR. In particular, NCBR+ sp. z o.o. supports the performance of these tasks. The data may also be transferred to IT partners, entities providing technical or organisational support, document archiving and destruction, postal, courier, payment services, and marketing support;
- 10) you have the following rights in relation to the NCBR: the right to request access to your personal data, their rectification, erasure, restriction of processing, as well as the right to object to the processing of your personal data. To exercise these rights, you may contact the Data Protection Officer using the e-mail address provided in point 2 above;
- 11) you also have the right to lodge a complaint with the President of the Personal Data Protection Office;
- 12) personal data will not be subject to automated decision-making, including profiling;
- 13) your personal data will not be transferred to a third country.