



Appendix No. 1 to the Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2, under the project "Vizja przyszłości" POWR03.05.00-00-Z036/18

PARTICIPANT APPLICATION FORM

Note! The form should be filled out in ENGLISH, legibly: digitally (on a computer) or manually – using capital letters only All boxes must be filled in.

I. COMMON DATA	
Project title	„Vizja przyszłości”
Project number	POWR.03.05.00-00-Z036/18
Operational Programme	Program Operacyjny Wiedza Edukacja Rozwój (Operational Programme Knowledge Education Development)
Priority axis	III. Higher education for economy and development
Action	3.5 Comprehensive higher education programmes
II. APPLICATION DATA - Completed by the University	
Reference number	
Date and time of receipt	
Signature of the person accepting the form	

III. RESPONDENT'S DATA	
Surname	
Name(s)	
Field of study / year of study / semester / master's degree / bachelor's degree ¹	
PESEL ²	
Education (mark with a cross [x])	1 <input type="checkbox"/> none ISCED 0 (no formal education) 2 <input type="checkbox"/> primary ISCED 1 (completed primary school level education) 3 <input type="checkbox"/> lower secondary ISCED 2 (completed lower secondary school level education) 4 <input type="checkbox"/> upper secondary ISCED 3 (completed upper secondary school level education) 5 <input type="checkbox"/> post-secondary non-tertiary education ISCED 4 (completed post-secondary non tertiary school level education) 6 <input type="checkbox"/> short-cycle tertiary education ISCED 5 (completed education at a level of Nauczycielskie Kolegium Językowe [Teacher Training College of Foreign Languages], Kolegium Pracowników Służb Społecznych [College of Social Workers]) 7 <input type="checkbox"/> Bachelor's or equivalent level ISCED 6 (completed undergraduate level education) 8 <input type="checkbox"/> Master's or equivalent level ISCED 7 (completed graduate level education) 9 <input type="checkbox"/> Doctoral or equivalent level ISCED 8 (completed doctoral level education)
IV. RESPONDENT'S CONTACT DETAILS ³	
Voivodeship (Province)	
Powiat (District)	

¹ Specify: Field of study / year of study / semester; select appropriate: master's degree (graduate) or bachelor's degree (undergraduate)

² If you do not have a PESEL no., please provide the exact date and place of birth.

³ Please indicate the same address which was given when submitting enrollment documents to the University.



Gmina (Municipality)	
Town/City	
Street	
Building number	
Apartment number	
Postcode	
5. Contact phone number	
6. E-mail address	

V. SUPPORT DETAILS		
Labor market status of the person at the time of joining the project	<input type="checkbox"/> Unemployed, not registered with the labor office	<input type="checkbox"/> Long-term unemployed <input type="checkbox"/> Other
	<input type="checkbox"/> Unemployed, registered with the labor office	<input type="checkbox"/> Long-term unemployed <input type="checkbox"/> Other
	<input type="checkbox"/> Professionally inactive	<input type="checkbox"/> Not actively participating in education or trainings <input type="checkbox"/> Person in education <input type="checkbox"/> Other
	<input type="checkbox"/> Employed	<input type="checkbox"/> Employed in government administration <input type="checkbox"/> Employed in local government <input type="checkbox"/> Employed in a SME <input type="checkbox"/> Employed in a non-governmental organization <input type="checkbox"/> Self-employed <input type="checkbox"/> Employed in a large enterprise
In the case of employed persons	Occupation	<input type="checkbox"/> Other <input type="checkbox"/> Practical vocational training instructor <input type="checkbox"/> General education teacher <input type="checkbox"/> Preschool teacher <input type="checkbox"/> Vocational training teacher <input type="checkbox"/> Health care worker <input type="checkbox"/> Key personnel in a social assistance and integration institution <input type="checkbox"/> Employee of a labor market institution <input type="checkbox"/> Employee in a higher education institution <input type="checkbox"/> Family support and foster care worker <input type="checkbox"/> Employee of a social economy support center <input type="checkbox"/> Employee of a psychological and pedagogical clinic <input type="checkbox"/> Farmer/agriculturist
	Employed at... <i>please enter the name of the institution/company and the name of the occupation</i>	



VI. STATUS OF THE PARTICIPANT AT THE TIME OF JOINING THE PROJECT	
National or ethnic minority; migrant, foreigner	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Refusal to provide information
Homeless or affected by exclusion from access to housing	<input type="checkbox"/> No <input type="checkbox"/> Yes
Person with disabilities	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Refusal to provide information
At a social disadvantage (other than those listed above)	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Refusal to provide information
VI. ADDITIONAL INFORMATION	
Number of developmental activities in the last calendar year (<i>training courses, conferences, scientific competitions, clubs, etc.</i>)	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
I have used similar support, with similar scope, in the past	<input type="checkbox"/> No <input type="checkbox"/> Yes, (indicate under which project(s), along with the date(s))
VII. GRADE AVERAGE IN THE LAST COMPLETED YEAR OF STUDIES	
VIII . I ASSESS MY MOTIVATION TO PARTICIPATE IN THE PROJECT AS:	
<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH	

.....
Legible signature (first and last name)

Attachments to the Personal Data of the Participant

- 1) Appendix No. 1A - Data Protection Information
- 2) Appendix No. 1B - Pre-participation Competency Questionnaire
- 3) Appendix No. 1C - Post-participation Competency Questionnaire



DECLARATION OF THE CANDIDATE

First and last name _____

I hereby declare that I have read the terms and conditions of participation in the project “Vizja Przyszłości” (Vision of the Future) POWR03.05.00-00-Z036/18 contained in *the Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2* and according to the requirements I am allowed to participate. At the same time, I accept the Terms and Conditions and I am aware of the obligation to participate in the planned support path for the implementation of the above mentioned project under the Operational Programme Knowledge Education Development, Axis III. Higher education for economy and development, Action 3.5 *Comprehensive higher education programmes*

Warsaw, on _____
_____ (candidate's signature)

In addition:

- I consent to the processing of my personal data by the Project Promoter, thus I agree to further recruitment proceedings involving myself.
- I have been informed that the Project is co-financed by the European Union under the European Social Fund and by the state budget.
- I have been informed about the possibility of refusing to provide sensitive data, i.e. race and ethnic data, as well as health-related data.
- I am aware that submitting *the Application Form (...)* does not constitute qualification to participate in the Project.
- I agree to participate in surveys/tests/competency assessments that will take place during and after my participation in the Project.
- I agree to attend the courses consistently and actively participate in the planned support path in Psychology studies.
- I agree to obtaining credit in the form provided for a given course within the modernized curriculum planned in the Project.
- I agree to inform the University of Economics and Human Sciences in Warsaw of any changes in the above-mentioned information by submitting a written update⁴ to this document within a maximum of 7 days after the change has occurred.

I hereby declare that the above data are true and accurate, and I am aware of the criminal liability under art. 297 § 1 of the Penal Code for making false statements or concealing the truth.

Warsaw, on _____
_____ (candidate's signature)

⁴A written update shall be submitted on the *Application Form (...)* which constitutes Appendix No. 1 to these *Terms and Conditions*.

„Vizja przyszłości” (Vision of the Future)

Project offices: University of Economics and Human Sciences in Warsaw
Okopowa 59, 01 - 043 Warsaw, 6th floor, room 615 (European Projects Department)

www.vizjaprzyszlosci.vizja.pl, zadanie2vizja@vizja.pl



Appendix No. 1A to the Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2, under the project "Vizja przyszłości" POWR03.05.00-00-Z036/18

Data Processing Information

From 25 May 2018 the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation - hereinafter "the Regulation") are in force, therefore, in accordance with the text of art. 13 sec. 1 and 2 of the Regulation, please read the following information.

Who is the personal data controller?

The controller of personal data shall be the The University of Economics and Human Sciences in Warsaw ("AEH" or "UEHS"), ul. Okopowa, 01-043 Warsaw, e-mail address: zgloszenia@vizja.pl.

What is the purpose and legal basis for personal data processing?

Your personal data will be processed only to the extent and for the purpose necessary to conduct the enrollment process under the project "Vizja przyszłości" (Vision of the Future) co-financed by the European Union, under the European Social Fund Operational Programme Knowledge Education Development, Priority Axis III Higher Education for Economy and Development, Action 3.5 Comprehensive programmes of higher education institutions, within the extent of your consent under art. 6, sec. 1, letter a) of the Regulation.

Do you have to give us your personal data?

Providing personal data is voluntary, but necessary to take part in the enrolment process.

What are the categories of recipients?

The categories of recipients of your data include the staff of the European Projects Department authorized by the Data Controller and other persons authorized by law.

What rights do you have?

You have the right to access the content of your data and the possibility to obtain a copy of your data, as well as the right to correct, delete, request a restriction of processing or object to the processing of the data, and the right to transfer data and withdraw this consent at any time. The consent may be withdrawn via a written or electronic request form sent to the Data Controller.

Is it possible to lodge a complaint concerning data processing and if so - where?

You have the right to lodge a complaint regarding the processing of your data with the Supervisory Authority if you believe that the processing of your data violates the Regulation.

How long will your data be processed and stored?

Your personal data will be processed and stored for the time indicated in the agreement for funding under the "Vizja przyszłości" (Vision of the Future) project, and after that time the data can be processed and stored for the period of limitation of possible claims.

Will the data be processed in an automated way?



These data will be processed in an automated way and will be profiled. The processing of the data will be used, among others, for assessing information which is or will be held by the Data Controller.

DECLARATION OF CONSENT

I declare that I have read the above information and I agree to the processing by the University of Economics and Human Sciences in Warsaw of my personal data necessary to carry out the enrollment process announced under the project *„Vizja przyszłości” (Vision of the Future)*.

.....
(candidate's signature)



Appendix No. 2 to the Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2, under the project "Vizja przyszłości" POWR03.05.00-00-Z036/18

DECLARATION OF PARTICIPATION IN THE PROJECT

„Vizja przyszłości” (Vision of the Future)

First and last name:

PESEL no⁵:

Field of study / year of study / Master's degree / Bachelor's degree⁶.....

Semester:.....

I, the undersigned, hereby declare that:

- I agree to participate in the project entitled.: **"Vizja przyszłości"** No. POWR.03.05.00-00-Z036/18 realized by the **University of Economics and Human Sciences in Warsaw**,

- I have been informed that the project **"Vizja przyszłości"** (Vision of the Future) , project no. POWR.03.05.00-00-Z036/18 is financed by the European Union, under the European Social Fund, and implemented under the Operational Programme Knowledge Education Development, Priority Axis III *Higher education for economy and development*, Action 3.5 *Comprehensive higher education programmes*,

- I have familiarized myself with the **Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2 and its Appendices**, I understand its provisions and I accept all the Terms and Conditions contained therein,

- I declare that I belong to the group of people entitled to benefit from the support specified in § 1 section 7 **Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2**, and at the time of joining the project, I am a student with the status of "active" at the University of Economics and Humanities in Warsaw.

- I agree to systematic and active participation in the offered support within the projectand to complete the courses / trainings / workshops to which I will be qualified as a Participant in accordance with the path of support planned for me.

- I agree to fill in the *Competencies of the Participant* form (both before and after participating in the granted support), pre- and post-tests, and evaluation surveys,

- I agree to participate in survey research related to the implementation and reporting of the Project,

- I agree to take part in a study monitoring the fate of graduates on the labour market, examining their further educational trajectory or employment taken up within a period of up to 6 months after completing their education (including within 4 weeks from the end of their participation in the project),

⁵If you do not have a PESEL no., please provide the exact date and place of birth.

⁶ Specify: Field of study / year of study / semester; select appropriate: master's degree (graduate) or bachelor's degree (undergraduate)



- I agree to deliver or send via e-mail a statement regarding my status on the labor market/continuing education to the Project Office of the University of Economics and Human Sciences in Warsaw,

- I agree, voluntarily, to the processing by the University of Economics and Human Sciences in Warsaw of my personal data necessary to carry out the enrollment process announced under the project “*Vizja przyszłości*” (*Vision of the Future*) co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020,

I have been informed of my responsibility for making false statements and I hereby confirm that the data and statements contained herein are true and correct. Thus, I agree to inform the University of Economics and Human Sciences in Warsaw of any changes in the above data by submitting a written update to this document within a maximum of 7 days from the occurrence of the change.

.....
Place and date

.....
*Legible signature of the
Participant*

(first and last name)



*Appendix No. 3 to the Terms and Conditions of Enrollment and Participation in Competency Improvement Training –
Module 2, under the project "Vizja przyszłości" POWR.03.05.00-00-Z036/18*

DECLARATION OF THE PROJECT PARTICIPANT ON PERSONAL DATA PROCESSING

(disclosure obligation in connection with art. 13 and art. 14 of the Regulation [EU] 2016/679 of the European Parliament and of the Council)

In connection with the participation in the project "**Vizja przyszłości**" (**Vision of the Future**) **POWR.03.05.00-00-Z036/18** I acknowledge that:

1. The administrator of my personal data is the competent minister for regional development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, established at ul. Wspólna 2/4, 00-926 Warsaw.
2. The processing of my personal data is consistent with the law and meets the conditions of art. 6, sec. 1, letter c and art. 9, sec. 2, letter g of Regulation (EU) 2016/679 of the European Parliament and of the Council – personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (PO WER [OP KED]) on the basis of:
 - 1) with reference to the set "Operational Programme Knowledge Education Development":
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 20.12.2013, p. 320, as amended),
 - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No. 1081/2006 (OJ L 347, 20.12.2013, p. 470, as amended),
 - c) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. U. z 2017 r. poz. 1460, z późn. zm. [Journal of Laws of 2017, item 1460, as amended])
 - 2) with reference to the set "Central IT system supporting the implementation of operational programmes":
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
 - b) Regulation (EU) No. 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
 - c) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. U. z 2017 r. poz. 1460, z późn. zm. [Journal of Laws of 2017, item 1460, as amended])
 - d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies (OJ L 286, 30.09.2014, p. 1).
3. My personal data will be processed solely for the purpose of the project "**Vizja przyszłości**" (**Vision of the Future**) **POWR.03.05.00-00-Z036/18** in particular confirmation of eligibility of expenditure, provision of support, monitoring, evaluation, control, audit and reporting as well as information and promotion activities under PO WER (OP KED).
4. My personal data has been entrusted to an Intermediate Body – National Centre for Research and Development, ul. Chmielna 69, 00-801 Warszawa, to the beneficiary implementing the project University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw (formerly the University of Finance and Management in Warsaw), and to entities, at the request of the beneficiary, participate in the implementation of the project. My personal data may be transferred to entities carrying out evaluation surveys on behalf of the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies which carry out controls and audits in the OP WER (OP KED) framework on behalf of the Managing Authority, Intermediate Body and beneficiary.



5. Providing data is a prerequisite for receiving support, and the refusal to provide it is tantamount to the inability to provide support under the project.
6. Within 4 weeks after completing participation in the project, I shall provide the beneficiary with data regarding my status on the labor market and information on participation in education or training and obtaining qualifications or acquisition of competences.
7. Within three months after the conclusion of participation in the project, I shall provide data on my status on the labor market.
8. In order to confirm the eligibility of expenditure in the project, my personal data such as first name (names), surname, PESEL no., project no., start date of participation in the project, end date of participation in the project, insurance entitlement code, amount of health insurance premium, amount of accident insurance premium may be processed in the "ZUS Personal Data Collection", whose administrator is the competent Minister of Regional Development. The processing of my personal data is consistent with the law and meets the conditions of art. 6, sec. 1, letter c and art. 9, sec. 2, letter g of Regulation (EU) 2016/679 of the European Parliament and of the Council – personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014-2020 (PO WER [OP KED]) on the basis of⁷:
 - 1) Regulation (EU) No. 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006
 - 2) Regulation (EU) No. 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006
 - 3) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. U. z 2017 r. poz. 1460, z późn. zm. [Journal of Laws of 2017, item 1460, as amended])
 - 4) Act of 13 October 1998 on the social insurance system (Dz. U. z 2017 r. poz. 1778, z późn. zm. [Journal of Laws of 2017, item 1778, as amended]).My personal data has been entrusted to an Intermediate Body - National Centre for Research and Development, ul. Chmielna 69, 00-801 Warszawa, to the beneficiary implementing the project University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw (formerly the University of Finance and Management in Warsaw), and to entities, at the request of the beneficiary, participate in the implementation of the project. My personal data may be transferred to entities carrying out evaluation surveys on behalf of the Managing Authority, Intermediate Body or beneficiary. My personal data may be transferred to entities carrying out evaluation surveys on behalf of the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies which carry out controls and audits in the OP WER (OP KED) framework on behalf of the Managing Authority, Intermediate Body and beneficiary.
9. My personal data will not be transferred to a third countries or international organizations.
10. My personal data will not be subject to automated decision making.
11. My personal data will be stored until the settlement of the Operational Programme Knowledge Education Development 2014 -2020 and the archiving of documentation are completed.
12. I can contact the Inspector of Personal Data Protection via e-mail iod@miir.gov.pl or zgloszenia@vizja.pl.
13. I have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.
14. I have the right to access, correct, delete or limit my data.

Warszawa, dn.

.....
*LEGIBLE SIGNATURE OF THE PARTICIPANT**

⁷ Processing of personal data in the ZUS Personal Data Collection refers to a situation in which an agreement on project financing was concluded with the Beneficiary by the Ministry of Family, Labor and Social Policy or the Voivodeship Labor Office.

*In case of the declaration concerns a minor, the declaration should be signed by their legal guardian.



Appendix No. 5 to the Terms and Conditions of Enrollment and Participation in Competency Improvement Training – Module 2, under the project “Vizja przyszłości” POWR.03.05.00-00-Z036/18

QUESTIONNAIRE ON THE NEEDS OF PARTICIPANTS WITH DISABILITIES
„Vizja przyszłości POWR.03.05.00-00-Z036/18”

Dear Participant,

In view of your qualification for the “*Vizja przyszłości*” project, we would like to explore your particular needs in order to facilitate your participation support within the framework the project.

Please answer all questions honestly. The following questionnaire is designed to identify the real needs of Participants with disabilities.

Name and surname:

1. Do you have a disability certificate?

- YES
 NO

2. What kind of issues, obstacles, resulting from your disability do you perceive in relation to your participation in the Project?

.....
.....
.....
.....
.....
.....

3. Which needs related to your disability could be met to facilitate your participation in the support offered within the framework of this Project?

.....
.....
.....
.....

Thank you for completing the questionnaire.