|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *(unit stamp)* | | | | | | Krakow, on | | | | |
| **EXIT REQUEST**  *(to be completed in block capitals)* | | | | | | | | | | |
| employee *, doctoral student* **,** student , person from outside UKEN who is a party to a civil contract | | | | | | | | | | |
| **Name:** | |  | | | | | | | | |
| **Degree/title:** | |  | | | **Contact tel:** | | |  | | |
| **Scientific discipline:** | |  | | | **Email address:** | | |  | | |
| **Series and number of identity card or passport:** | |  | | | **No. of civil contract or research project:**  *(applicable to persons outside UKEN)* | | |  | | |
| **UKEN unit:** | |  | | | | | | | | |
| **Registered address:** | |  | | | | | | | | |
| **Country, city,**  **Host institution:** | |  | | | | | | | | |
| **Date of departure:** | | | | **Return date:** | | | | | **Number of days1 :** | |
| **Research topic**: | | | | | | | | | | |
| **Type of benefits**  *in the correct currency* | | | **Cost**  *in the correct currency* | | | | **Source**  **Funding2** | | | **Signature of the authorising officer, stamp** |
| **Travel 3**  plane , train , coach , car | | |  | | | |  | | |  |
| **Visa:** | yes , no | |  | | | |  | | |  |
| **Commuting allowance:**  **Local accesses:** | 1. x         x | |  | | | |  | | |  |
| **Residence allowances:**  *(number x daily rate)* | x | |  | | | |  | | |  |
| **Hotel limits:**  *(number x price/day)*  **Lump sum:**  *(number x ¼ limit/day)* | x        x | |  | | | |  | | |  |
|  | **Estimated cost :** | | | | | | **Payment**: PLN currency | | | |

**Purpose of the trip**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| research | conference | lectures | consultations | query | training | research trip |
| partial studies | internships | course | official/organisational | | other what? ......................................................... | |

**I undertake to settle the advance payment received within 14 days of my return home.** At the same time. after the settlement deadline, I authorise the University to deduct the unsettled advance from my salary or stipend in accordance with Article 87 of the Labour Code.

|  |  |
| --- | --- |
| **Signature of the person leaving**: |  |

|  |  |  |
| --- | --- | --- |
| Consent of the Director of the Institute/  Head of Unit/Chancellor/  Director of the Doctoral School  I conclude that the employee's departure will not disrupt the teaching, research and organisational activities of the unit.  *(signature and stamp)* | mission order  referral abroad | Consent of the Vice-Chancellor for Learning and Development  I approve the trip under the above conditions  *(signature and stamp)* |

**Additional explanations on last page**

**INFORMATION ON PROCESSING OF PERSONAL DATA**

*Pursuant to Article 13 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 (General Data Protection Regulation) (Official Journal of the EU L 119, p.1) - hereinafter referred to as "****RODO"*** *representing the Data Controller: University of the National Education Commission, Krakow informs that:*

1. The administrator of your personal data is the University of the National Education Commission, Krakow, Podchorążych 2, 30-084 Krakow.
2. A Data Protection Officer has been appointed at the University of the National Education Commission, Krakow, 2 Podchorążych Street, room 48a, tel: 692425884 e-mail: iod@up.krakow.pl.
3. Your personal data will be processed for the purpose of preparing and carrying out international trips together with the related technical and administrative activities on the basis of your consent.
4. Your personal data will only be processed for the duration of the employment relationship   
   and then for archival purposes for a period of 50 years.
5. Your personal data will be shared with other recipients such as:

* Ministry of Science and Higher Education (e.g. POLon system),
* National Agency for Academic Exchange,
* Embassies and Consular Units,
* Polish Accreditation Commission,
* Insurance companies, banks, travel agents,
* Partner universities.

1. Your provision of personal data is voluntary, but its processing is a necessary condition for taking part in the trip.
2. You have the right to: access to and rectification of your data,   
   as well as the right to erasure, restriction of processing, portability, to object to processing -.   
   in the cases and under the conditions set out in the RODO.
3. You also have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of your consent prior to its withdrawal. The withdrawal of consent for the processing of personal data can be sent by e-mail to: bwm@up.krakow.pl, by post to: International Cooperation Office, 2 Podchorążych Street, 30-084 Kraków, or withdraw in person by appearing at the Office.
4. You have the right to lodge a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data violates the provisions of the RODO.
5. Your personal data is not subject to automated decision-making, including profiling.

**I confirm that I have read and acknowledge the above information.**

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

*Place, date, legible signature*

**CONSENT TO THE PROCESSING OF PERSONAL DATA**

I consent to the processing of my personal data for the preparation and implementation (by the International Cooperation Office) of trips abroad, together with the related technical and administrative activities, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC and in accordance with the information clause attached to my consent.

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

*Place, date, legible signature*

**Additional explanations and instructions :**

|  |  |
| --- | --- |
| **1.** | **Training (study) leave:**  Up to 30 days of stay abroad is granted as paid leave, above this period, as unpaid leave. A request for a leave of more than 30 days must be duly justified and approved by the head of the unit, while a paid training leave of more than 90 days must also be approved by the Faculty Council. |
| **2.** | **Sources of funding**:  Disciplines Research Fund - No.  European Union project (name, no.)  International project (name, no.)  Research project - no.  Erasmus+  Own cost  Other; insert which (inviting party, etc.). |
| **3.** | **Journey:**  An employee travelling in **their own car,** upon written request, is entitled to reimbursement with the approval of the Pro Vice Chancellor for Learning and Development:   * up to the amount of the product of the kilometres travelled and the rate per 1 km of mileage as stated on the vehicle mileage log sheet (the rate is set by the employer on the basis of the relevant regulations). |
|  |  |
| **4.** | **It is compulsory to attach to the** exit application:   * an invitation letter (letter, fax, e-mail) stating the scope of benefits provided by the host party, or   the programme of the conference/congress, together with the title of the submitted paper/poster, or  a brief description of the research being carried out (in the case of field research, library searches, research as part of international research projects).  Staff members going on direct exchange, intergovernmental agreements and the Erasmus programme are exempt from the obligation to submit invitations. |
|  |  |
| **5.** | A condition of the application is that the employee has accounted for the previous trip. |
|  |  |
| **6.** | **Settlement of** business travel expenses must be made **within 14 days** of return from the foreign mission |
|  |  |
| **7.** | The completed and signed "Application for Departure" must be submitted to the International Cooperation Office **at least 14 days before the** planned date of departure. If the deadline is not met, only a refund of the funds to which you are entitled is possible. |
|  |  |
| **8.** | Employees and students of the University of the National Education Commission, Krakow in the case of business trips abroad, are obliged to purchase insurance valid in the country of destination. In addition, it is possible to obtain the European Health Insurance Card (EHIC) at the NFZ, 24 Batorego Street, which gives the right to free health care in the countries of the European Union. |
|  |  |

**NOTES:**

**The application can be downloaded from:** [**https:**](https://intranet.up.krakow.pl/administracja_centralna/biuro_WM/Shared%20Documents/Forms/AllItems.aspx)**//intranet.up.krakow.pl/administracja\_centralna/biuro\_WM/Shared%20Documents/Forms/AllItems.aspx. It should be completed on a computer or in a printed letter. A list of the applicable residence allowances and hotel limits in each country can be found at** https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20220002302/O/D20222302.pdf.

**I authorise a UP employee to collect the currency due .............................................................................**

**holding identity card/passport no. ..................................................................................**

**.........................................**

**Signature of the authorising officer (delegate)**