Annex 2 to the Grant Agreement (will be filled in by the External Relations Department): STA 2024-.…



**APPLICATION FOR THE TEACHING STAY WITHIN THE ERASMUS+ PROGRAMME**

|  |  |
| --- | --- |
| **Name(s) and surname(s)** |  |
| **Receiving faculty, department** |  |
| **Gender** *(Male/Female/Undefined)* |  |
| **Date of birth** |  |
| **Nationality** |  |
| **Seniority** *(number of years worked in the field of teaching)* |  |
| **Permanent address** |  |
| **Phone** |  |
| **E-mail** |  |
| **Sending institution** |  |
| **Dates of mobility** *(month and year at least)* |  |
| **Duration of teaching stay** *(number of working days without travel days)* |  |
| **Duration of mobility** *(including travel days)* |  |

**Consent to the personal data processing and privacy policy**

in accordance with Regulation (EU) 679/2016 of the European Parliament and of the European Council (General Data Protection Regulation, hereinafter **„Regulation“**)

1. The data controller is **Jan Evangelista Purkyně University in Ústí nad Labem**, Pasteurova 3544/1, 400 96 Ústí nad Labem (**hereinafter „Controller“**). The data protection officer can be contacted by e-mail address [poverenec@ujep.cz](mailto:poverenec@ujep.cz) or telephone numbers +420 475 286 350.
2. The Controller **processes the above mentioned personal data and the number of a bank account for the purpose of the conclusion of the mobility contract, its realization and accounting for the period of realization** of the mobility and 10 years after finishing the relevant project.
3. Above mentioned personal data will be processed manually and automatically and can be processed by the **following processors**:
   1. software provider for mobilities in the Erasmus+ programme,
   2. Ministry of Education, Youth and Sports, Centre for International Cooperation in Education, European Commission,
4. Depending on the chosen destination, personal data may be transferred to countries **outside the European Union**. In this case, the protection of the personal data is ensured by a contractual clause with a foreign institution or other legal instrument in accordance with the Regulation.
5. **I understand that under the Regulation I have the right** to request the Controller what personal data the Controller is processing, require a copy of such data, access to such data and right to rectification or erasure (right to be forgotten), right to demand restrictions of processing of such data, right to data portability and in case of doubt the lawful processing of personal data, I have the right to file a complaint with the Office of Personal Data Protection.
6. **I also grant the Controller my consent to process photographs and videos of me taken during realisation of my mobility for marketing purposes such as promotion of the Erasmus+ programme in the press or using them for promotion items for period of realization of my mobility and 10 years after finishing the mobility. I understand that my consent is voluntary and I can withdraw it anytime**.
7. Further information about the personal data processing is available on the website of the Controller.
8. I hereby declare that all provided personal data mentioned above are accurate and true and I undertake to promptly report any changes in the data.

**Statutory declaration to the teaching stay within the Erasmus+ Programme**

I declare that:

* I am aware of all issues regarding the health insurance abroad and obliged to arrange an insurance of medical costs valid for the Czech Republic for the whole period of my teaching stay;
* In case I do not realize or compress the teaching stay after as agreed in the grant agreement, I am immediately to inform the External Relations Department of UJEP.

I consider that:

* I am obliged to cover all medical and repatriation expenses incurred in connection with the stay abroad, that are not covered by my insurance;
* If necessary, I will arrange the appropriate residence permit valid for the host country;
* In case, that teaching stay will not be able to be realized or will be terminated prematurely, due to possible restrictions, it is necessary to have all pre-arranged services related to the stay abroad and travel cancellable or insured against cancellation; uncancellable costs will have to be duly substantiated, otherwise they will not be reimbursed to me.

**By signing this form, I give UJEP my consent to the processing of the above personal data and I also solemnly declare and acknowledge the above statements.**

Date:       Applicant’s signature:

Acceptance of the application by the faculty coordinator

Date:       Faculty coordinator’s signature:

Acceptance of the application by the institutional coordinator

Date:       Institutional coordinator’s signature: