**The Karkonosze University of Applied Sciences in Jelenia Góra**

**Application for the place in the Student’s Halls of Residence (Student’s House)**

**\*incoming Erasmus+ student**

**From: \_\_\_\_\_\_\_\_\_\_\_(day-month-year) to \_\_\_\_\_\_\_(day-month-year)
Academic year 2022/2023**

Karkonoska Akademia Nauk Stosowanych w Jeleniej Górze: Wniosek o przyznanie miejsca w Domu Studenckim dla studenta zagranicznego przyjeżdżającego w ramach Programu Erasmus +

Od ............. (dzień – miesiąc rok) – do ............ (dzień – miesiąc – rok)

Rok akademicki 2022/2023

**PLEASE DOWNLOAD THIS FORM, SAVE IT ON YOUR COMPUTER, FILL IN ELECTRONICALLY AND SEND BACK THE SCAN AND LATER THE ORIGINAL WITH YOUR APPLICATION**

Please mark the appropriate/zaznacz odpowiednio:

□ I apply for a place in the student Halls of Residence in a double-room/ Wnoszę o przyznanie miejsca w Domu Studenta w pokoju dwuosobowym.

□ I apply for a place in the student Halls of Residence in a single-room/Wnoszę o przyznanie miejsca w Domu Studenta w pokoju jednoosobowym

□ I apply for a place in the student Halls of Residence with a spouse or a child/ Wnoszę o przyznanie miejsca w Domu Studenta z małżonkiem lub dzieckiem

NAME OF THE HOME UNIVERSITY/Nazwa uczelni

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First name and surname of the student/Imię i nazwisko studenta:

…………………………….…………………………………………………………………………………………

Permanent Address/Adres stałego miejsca zamieszkania…………….…………………………………………………….

……………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………….

Country and nationality /Kraj i narodowość…...…………..……………………………………………………………

Country evidence/Tax number/numer podatkowy/ewidencyjny w kraju pochodzenia

…..……………………………………………………………………………….......................................................

Type and number of the document confirming the identity (preferably passport) – if you do not have it yet at the time of the application – you can give your ID number here/rodzaj i numer dokumentu potwierdzającego tożsamość (najlepiej paszportu)

……………………………………………………………………………………………………………………….

Who/where was the document issued by?/wydany przez/w……………………………………………….......…..…...

Faculty/department/Wydział…….…………………………………………………………………………………….

Course of studies/Kierunek studiów…………………………………………………………………………………….

Year of studies in home institution/rok studiów w instutucji wysyłającej..…………………..……………….....................

Student telephone contact number/numer kontaktowy……….…………………………………………….…………….

Telephone number of parents (caregivers) Nr telefonu rodziców ( opiekunów )…………...................................................

Names of the parents/ Imiona rodziców……………………………………………..…………………………………

Mother’s maiden name/ Nazwisko rodowe matki..………………………………..………………………………………...

E-mail address/adres e-mail………………………………………………………………………………………........

Additional information – such as - who do you want to stay with?/ Dodatkowe informacje, uwagi ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Annexe No. 1 to the Regulations of a Resident of a Student’s House

INFORMATION CLAUSE FOR A RESIDENT OF A STUDENT’S HOUSE

I.

1. The administrator of Personal Data of a resident of a Student’s House is The Karkonosze University of Applied Sciences in Jelenia Góra, 18 Lwówecka Street, telephone number: 756453300, email: rektorat@kans.pl
2. Jerzy Szelinger performs the function of the Data Protection Supervisor at The Karkonosze University of Applied Sciences in Jelenia Góra. Contact details: telephone number: 756453321, email: jerzy.szelinger@kans.pl
3. Personal data are processed based on voluntary consent and will not be made available to other recipients.
4. Providing personal data by a student is a prerequisite for participation in the procedure of granting a place in a Student’s House of The Karkonosze University of Applied Sciences in Jelenia Góra
5. Personal data are processed for a student place allocation procedure in a Student’s House and for the whole period of residence based on Regulation No. 39/2011 of the Rector of The Karkonosze University of Applied Sciences in Jelenia Góra of 16 June 2011 on the introduction of the Regulations of a Resident of a Student’s House for students of The Karkonosze University of Applied Sciences in Jelenia Góra
6. Personal data will be stored until the end of the procedure of allocating a place in a Student’s House and within one month from the date of the decision regarding not allocating a place and are returned to the owner of the data or destroyed. In the case of a place in a Student’s House, personal data are processed throughout the residence. After the end of the residence period, personal data are processed for 5 years for archival purposes based on Regulation No. 35/2009 of the Rector of The Karkonosze University of Applied Sciences in Jelenia Góra of 10 September 2009 on the introduction of the Office Instructions of The Karkonosze University of Applied Sciences in Jelenia Góra, the Uniform Material List of Acts and the Instructions for Organisation and Operation of the Archives of The Karkonosze University of Applied Sciences in Jelenia Góra in Jelenia Góra.
7. To ensure the safety of residents and to protect the property of a Student’s House, according to art. 222 of the Act of 26 June 1974, Labor Code, supervision over the area of a Student’s House is introduced in the form of technical means enabling image registration (monitoring). Monitoring covers corridors at residential levels, basement corridors, kitchen and club rooms, and the area around a Student’s House. The monitoring cameras save only the image that can be searched according to the time and place criteria.
8. Image recordings are processed only for the purposes for which they were collected and are stored for up to 10 days, after these days the recordings are permanently deleted.
9. In the case where the image recordings are evidence in proceedings conducted under the law or the Head of a Student’s House was informed that they may constitute evidence in the proceedings, the date specified in point. 8 is extended until the conclusion of the proceedings.
10. Personal data will be processed by university employees or by persons employed by The Karkonosze University of Applied Sciences in Jelenia Góra based on civil-legal contracts - based on personal data authorization granted by the Administrator of Personal Data.
11. A Resident of a Student’s House has the right to demand from the Administrator of Personal Data access to his/her personal data, their rectification, removal, or limitation of processing - within the limits allowed by law. A resident also has the right to receive, in a structured, commonly used machine-readable format, his/her personal data about him/her that he/she provided to the administrator.
12. In relation to the personal data of residents of a Student’s House, there is no automated decision-making, including profiling.
13. Every data subject has the right to complain to the supervisory body, which is the President of the Office for Personal Data Protection, if he/she considers that the processing of personal data violates the provisions of the Regulation 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 on the free movement of such data (general regulation on data protection)

II.

1. I agree to the processing of my personal data by The Karkonosze University of Applied Sciences in Jelenia Góra at 18 Lwówecka Street according to Article 6 intent 1 point a) of the Regulation 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 on the free movement of such data and the waiving of the Directive 95/46/WE called further GDPR, connected with the procedure for the allocation of a place and accommodation in a Student’s House in Jelenia Góra.
2. I provide my personal data voluntarily and I declare that they are consistent with the facts.
3. I have familiarized myself with the content of the information clause included in point I of this statement, including information about the purpose and methods of personal data processing and about the right to access my data, and the right to correct it.

………………………………….. ………………………………..

 *place and date signature of the student*

 miejscowość i data podpis studenta

Date of registration of the application……………… Signature of a person receiving the application

Data złożenia wniosku………………… Podpis osoby przyjmującej wniosek