

Warsaw, date.....

.....
(first name and surname of applicant)

.....
(correspondence address)

.....
(contact details: telephone No., e-mail address¹)

Rector of
SGH Warsaw School of Economics

**APPLICATION FOR CONFIRMATION OF COMPLETION OF STUDY ON
GIVEN LEVEL**

I hereby apply for initiation of the procedure of confirmation of completion of

.....
(first cycle study programme, second cycle study programme, long cycle study programme)

The following documents are attached to this application²:

- 1)
-
- 2)
- ..
- 3)
- ..
- 4)
-
- 5)
-

¹ Provision of contact details (telephone No., e-mail address) is voluntary.

² The application is to be supplemented by:

1) documents certifying:

- a) completion of study;
- b) credited classes and grades received;
- c) examinations passed;
- d) qualifications or professional certificates received;
- e) completed internship or employment;
- f) receipt of the status of refugee or supplementary protection or holding a permit for temporary residence granted in relation to the circumstances referred to in Art. 159(1)(1)(c) or (d) of the Act on Foreigners of 12 December 2013 (Polish Journal of Laws [Dz.U.] of 2020, item 35);

2) declaration on:

- a) completion of study the confirmation of which is requested by the applicant;
- b) date and place of birth.

- 6)
.....
7)
.....
8)
.....

.....
(applicant's signature)

INFORMATION ABOUT PERSONAL DATA PROCESSING

1. Data Controller The Data Controller of personal data is the SGH Warsaw School of Economics with its registered office at Al. Niepodległości 162, 02-554 Warsaw, Poland, hereinafter referred to as the SGH Warsaw School of Economics or the Data Controller.

2. Data Protection Officer A Data Protection Officer was designated in the SGH Warsaw School of Economics who can be contacted via e-mail at the following address: iod@sgh.waw.pl.

3. Purpose and Legal Basis for Personal Data Processing The personal data provided by you are going to be processed in order to review the application. The legal basis for the processing of personal data is:

- Art. 6(1)(c) of the GDPR³ (i.e. processing is necessary for compliance with a legal obligation) and the Law on Higher Education and Science of 20 July 2018 (Polish Journal of Laws [Dz.U.] of 2020, item 85, 374 and 695), regulation of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of higher education diplomas obtained abroad and on confirmation of completion of higher education studies at a given level of education (Polish Journal of Laws [Dz.U.] item 1881), Administrative Procedure Code Act of 14 June 1960 (Polish Journal of Laws [Dz.U.] of 2020, No. item 256 and 695);
- Art. 6(1)(a) of the GDPR (consent for the processing of personal data, expressed by provision of data in the application): refers to contact details, including e-mail address and telephone number.

4. Obligation to Provide Personal Data Provision of personal data is a condition necessary for review of the application. If personal data have not been provided, performance of the procedure and review of the application will not be possible.

³ Regulation 2016/679 of the European Parliament and of the Council (EU) 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 European Union L 119 of 21.02.2014, p. 1 as amended).

Provision of data encompassing e-mail address and telephone number is voluntary and does not affect the outcome of the procedure, yet it may facilitate contact in the case.

5. Term of Processing Personal data provided by you in relation to submission of the application will be processed during the review procedure, and subsequently for archival purposes in line with the applicable provisions.

6. Recipients of Data Personal data will not be disclosed to other entities with the exception of entities authorised pursuant to legal provisions and entities which were entrusted by the data controller with the processing of personal data based on the concluded agreements.

7. Rights Related to Processing You are vested with the right to access the contents of your data, right to rectify your data or limit the processing of your data.

Within the scope where the basis of processing is your consent, you have the right to remove your personal data. You can withdraw your consent at any moment, which will not affect compliance with the law of the processing that was performed prior to the withdrawal.

The personal data provided by you will not be subject to profiling and no automated decisions will be made on the basis of such data.

8. Information on the Right to File a Complaint You have the right to file a complaint to the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the GDPR.