**Lower Saxony – Scotland Tandem Fellowship Programme**

**Application Form**

1. **Personal Information**

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| First Name: |  |
| Last Name: |  |
| Place and Date of Birth: |  |
| Nationality: |  |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |
| Tandem Partner: |  |
| Home Higher Education Institution: |  |
| Host Higher Education Institution: |  |
| PhD Awarding University, Date of PhD: |  |
| Current Position, Employer: |  |

**Where did you hear of this fellowship programme?**

Place, Date, Signature

1. **Confirmation of Employment**

*(Please provide the signature of the Dean / Head of School / Head of Faculty / the Line Manager of your home institution:)*

We hereby confirm as home institution of the applicant that

an employment contract with the applicant covers the entire period of the planned stay abroad and we herewith declare the exemption from work for the entire period of the stay abroad

*(The execution of any lecturing assignments is not affected by this declaration and the individual agreement lies within the responsibility of home institution and the applicant.)*

we are pleased to host the above-mentioned tandem partner of the applicant in our institution and to offer the assistance described in the Letter of Intent to the Lower Saxony – Scotland Tandem Fellowship Programme.

*Please leave the respective checkbox above empty if no stay abroad is planned for one of the tandem partners (the first checkbox refers to the applicant’s stay abroad, the second checkbox refers to the stay abroad of the tandem partner) and confirm by checking the following boxes:*

No stay abroad is planned for the applicant.

No stay abroad is planned for the tandem partner.

*(Please leave the checkboxes empty if both tandem partners plan a stay abroad.)*

We hereby confirm our support for the planned project.

*(This declaration is mandatory!)*

Place, Date, Signature

*Insert name of the Dean / Head of School / Head of Facility / the Line Manager*

Higher Education Institution

*Insert name of institution*

**Annexes**

Annex 1: CV of the Applicant

Annex 2: PhD Certificate of the Applicant

Annex 3: List of the most important Publications of the Applicant

Annex 4: Joint Project Proposal of the Tandem Partners

*(it is obligatory to use the attached form for Annex 4)*

Annex 5: Privacy Statement

*(it is obligatory to use the attached form for Annex 5)*

*(Please attach all annexes as well as this application form in English and as a pdf document.)*

**Annex 4**

**Subject Area**

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**Research Proposal Title**

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**Abstract**

*(Summarise your proposed research for an informed general audience. 150 words max.)*

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**Involved Institutions (Home and Host Institutions)**

*(Note that a relevant authority in these institutions have to sign your application (see application form) as part of the application process. Without such authorization, the application will not be eligible for consideration.)*

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**Reasons for the Choice of the Host Institution and Tandem Partner**

*(Brief paragraph setting out the main reason(s) for the choice of host institution. 150 words max.)*

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**Proposed Project**

*(Please give a detailed description of the proposed joint research project, including methodology as well as state of research in the relevant field, in layman’s terms. Applicants should be aware of the importance that the assessors place on the criteria: Impact on both regions, Relevance, Feasibility and Sustainability. 4 pages max.)*

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**Planned Research Outputs** *(150 words max.)*

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**Timetable**

*(Please describe in detail 1) whether both partners are applying for the fellowship and thus planning a stay abroad, 2) when these stays abroad are to take place - also whether they are to be split – and 3) when the project phase to which this application relates is to be completed. Please bear in mind, that the maximum time frame of the stay abroad is until the end of October 2022.)*

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| 1)  2)  3) |

**Proposed Academic Collaborator**

*(By a Scottish university)*

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**Annex 5**

**Data protection information according to Article 13 General Data Protection Regulation (GDPR) with declaration of consent**

Data protection is a special concern for us. We process your personal data (hereinafter referred to as “data”) in accordance with the legal requirements and would like to do this in a transparent manner. Therefore, we would like to briefly explain to you in the following data protection information which data we process, for what purposes and on what legal basis this is done. In addition, you will receive information about contact persons and your rights in connection with data processing.

**Name and contact details of the person responsible:**

European Centre for Advanced Studies (ECAS) gGmbH

Represented by the Managing Director Christoph Kleineberg

Universitätsallee 1

21335 Lüneburg

[kleineberg@ecas-academia.org](mailto:kleineberg@ecas-academia.org)

Phone 0049 – 4131 677 1983

**Purposes and legal bases of data processing:**

1. We use your application data (information in the application form and data on all attachments to the Lower Saxony – Scotland Tandem Fellowship Programme application) as part of the activities related to the application and selection process for the Lower Saxony – Scotland Tandem Fellowship Programme. This data processing is carried out for the purpose of reviewing the application documents for completeness, providing information to the Selection Committee (composed of academics from Lower Saxonian and Scottish higher education institutions) and on the basis of your voluntarily declared consent. The legal basis is therefore Article 6 (1) (a) of the General Data Protection Regulation (GDPR).
2. Furthermore, in the event of a positive selection decision, we will use your submitted application data for the purpose of reporting on your acceptance as a Fellow Tandem and on your research project on the ECAS website, in newsletters and other publications. This also takes place on the basis of your voluntarily declared consent in accordance with Art. 6 (1) (1) (a) GDPR.

**General information:**

Even if you do not make use of your rights below, your data will only be stored by us for as long as it is necessary for the above-mentioned purposes. This does not apply if, in deviation from this, a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. If data is only retained for the aforementioned purposes, data access is limited to the extend necessary for this purpose.

As a matter of principle, we keep your data to ourselves and only make it available to those persons who need it for their work within the scope of fulfilling their tasks. This does not apply if we are legally obliged to disclose it. In addition, we reserve the right to have some of these activities carried out by third-party providers, provided that they offer sufficient guarantees that appropriate technical and organisational measures are implemented in such a way that the data processing is carried out in accordance with legal requirements and ensures the protection of your rights. In particular, we would like to point out that the selection committee is composed of academics from Lower Saxony and Scotland and that your data, insofar as it is necessary for the selection decision, will be also transferred to the United Kingdom.

We would like to inform you that the provision of your data is neither legally nor contractually required. If you do not consent to the processing of your data, the only consequence for you is that you will not be able to participate in the selection process and your application will therefore be eliminated.

Automated decision-making including profiling within the meaning of Art. 22 (1) and (4) GDPR does not take place.

**Your right to withdraw your declaration of consent:**

You have the right to revoke your consent at any time with effect for the future. This means that the lawfulness of the processing that took place on the basis of consent until the revocation is not affected. The declaration of revocation can be made informally and does not require any justification. If you revoke your consent, the only consequence for you is that you will not be able to participate in the selection process and your application will therefore be eliminated.

**Your other rights:**

You have the right to request information form us about the processing of data concerning you. In addition to a copy of the data, this right to information also includes the purposes of the data processing, the data recipients and the storage period.

If incorrect data is processed, you can demand that we correct this data without delay. If the legal requirements according to Art. 17 or 18 GDPR are met, you also have the right to immediate deletion or restriction of the processing of the data. Please note that restricted processing of the data may not be possible.

Furthermore, you can make use of your right to data portability under the conditions of Art. 20 GDPR.

**To exercise your above rights, please contact:**

European Centre for Advanced Studies (ECAS)

Christoph Kleineberg

Universitätsallee 1

21335 Lüneburg

[kleineberg@ecas-academia.org](mailto:kleineberg@ecas-academia.org)

Phone 0049 – 4131 677 1983

If you have a data protection complaint, please contact the data protection authority of your choice.

I hereby consent to the processing of my personal data in accordance with the above notice of data processing and in awareness of my rights as set out above. I understand that I can withdraw my consent at any time.

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| Place, date |  | Signature |
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|  |  | Name of the signatory in block letters |