

REGULATIONS OF THE
WILHELMINA IWANOWSKA SCHOLARSHIP PROGRAMME
FOR MID-TERM MOBILITIES OF DOCTORAL STUDENTS

SECOND EDITION – OCTOBER 2019

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1. GENERAL INFORMATION ABOUT THE PROGRAM

1.1. Objective of the Programme

The aim of the Programme is to support international mobility of doctoral students by enabling them to gain scientific experience in foreign research and academic centres, to establish international scientific cooperation and to realize part of the education process in foreign units.

Mobilities under the Programme may last from 3 to 12 months. The Programme provides funding for the scholarship covering the Scholarship Holder's expenses related to his/her stay in a foreign Hosting Institution (in the form of a lump sum) as well as the mobility allowance¹. The amount of the scholarship may be increased if the Scholarship Holder's spouse or his/her minor children participate in the mobility and in the case of the Scholarship Holder with a severe or moderate disability – if he/she needs a guardian.

Applicants under the Programme may be **natural persons** who meet the requirements referred to in chapter 2.1. of the Regulations.

1.2. Detailed objectives

Under the Programme, mobilities are eligible which may be:

- 1) completing part of the education related to the preparation of the doctoral dissertation in a foreign Hosting Institution;
- 2) conducting scientific research related to the preparation of the doctoral dissertation;
- 3) obtaining materials for doctoral dissertation or scientific publication;
- 4) completion of part of the "Implementation doctorate" programme in accordance with the rules announced by the minister of science and higher education;
- 5) conducting didactic classes in the Hosting Institution as a supplement to the above mentioned objectives;
- 6) other forms of scientific or academic activity related to the preparation of the doctoral dissertation as a supplement to the above mentioned objectives.

In the Application, the Applicant shall present the project covering one or more of the above-mentioned activities, which he/she intends to implement in a foreign Hosting Institution, indicating their objectives, importance for the development of his/her scientific career and justifying the selection of the Hosting Institution for planned activities. The Applicant shall enclose an invitation from the Hosting Institution confirming its willingness to host the Applicant for the requested period, and in the case of a planned realization of a part of education - the Hosting Institution's studies curriculum.

¹ See chapter 6 of The Regulations.

1.3. Basic terms and abbreviations

- **Applicant** - natural person who meets the requirements set out in chapter 2.1. of the Regulations, who has submitted or plans to submit an application for participation in the Programme
- **Agency, NAWA** – the Polish National Agency for Academic Exchange
- **Director** – General Director of the Polish National Agency for Academic Exchange
- **Evaluation Team** - a team of external experts, appointed by the Director to carry out a substantive assessment of applications within the scope indicated in the regulations
- **External Expert** - person residing in Poland or abroad carrying out at NAWA's request substantive assessments of applications submitted under a call for proposals for participation in the Programme. The External Expert may carry out individual substantive evaluation of applications as a reviewer or be a member of the Evaluation Team
- **Hosting institution** - a foreign scientific or academic centre, and in the case of persons participating in the "Implementation doctorate" programme, also a foreign enterprise in which the applicant intends to be hosted
- **NAEA** – the Act of July 7, 2017 on the Polish National Agency for Academic Exchange (Polish Journal of Laws of 2019, item 1582, as amended)
- **NAWA ICT system** – the system in which the recruitment as well as the evaluation of applications and reports submitted by the Scholarship Holder are conducted
- **Programme** – Wilhelmina Iwanowska Scholarship Programme – mid-term doctoral students mobilities
- **Project** – project implemented under the NAWA scholarship, covering the activities listed in chapter 1.2, implemented at the Hosting Institution
- **Reviewer** - External Expert who carries out individual substantive evaluation of applications for participation in the Programme submitted under a call for proposals
- **Regulations** – Programme Regulations
- **Scholarship** - funds granted by the Director's decision under the Programme
- **Scholarship Holder** - Applicant to whom the Director granted a scholarship under the Programme

1.4. Indicative Programme schedule



2. APPLICATION PROCEDURE

2.1. Eligible Applicants

Natural persons preparing their doctoral dissertation who are allowed to apply for participation in the Programme:

- 1) participants of doctoral schools referred to in art. 198 of the act of July 20, 2018 – the Higher Education and Science Law, or
- 2) doctoral students referred to in art. 2 section 1 point 18 of the act of July 27, 2005.
- the Higher Education Law², in connection with art. 279 section 1 of the act of July 3, 2018
- Regulations Introducing the Higher Education and Science Law³, in Polish universities, referred to in art. 7 section 1 point 1 of the act of 20 July 2018 – the Higher Education and

² Journal of Laws of 2017, item. 2183, as amended: Journal of Laws of 2017, item 1321, item 1428, item 1530 and item 2201 as well as Journal of Laws of 2018 item 138, item 650, item 912, item 1000, item 1115, item 1669 and item 1693.

³ Journal of Laws of 2018 item 1669, Journal of Laws of 2019 item 39 and item 534.

Science Law⁴, at the scientific institutes of the Polish Academy of Sciences, referred to in art. 42 of the Act of April 30, 2010 on the Polish Academy of Sciences⁵, in research institutes referred to in art. 1 section 1 of the Act of April 30, 2010 on Research Institutes⁶ or international scientific institutes established on the basis of separate acts operating on the territory of the Republic of Poland, or,

- 3) persons at the time of submitting the Application employed at Polish universities or other units of the higher education and science system and in the course of doctoral studies (no longer than 3 years on the day of submitting the Application), or
- 4) persons participating in the "Implementation doctorate" programme

and:

having **at least one original publication in a foreign language with international scope** (scientific article, reviewed monograph, chapter in the reviewed monograph, publication in reviewed materials from an international conference), published or accepted for publication after 1 January 2017, and in the case of representatives of art - persons who have made at least one presentation of their work in a foreign cultural institution or academic centre, or received an award/prize in an international competition.

Persons with doctoral degree are excluded from participating in the recruitment procedure.

The Programme is open to Applicants representing all fields of science. There are no restrictions on the countries in which the Hosting Institutions are located.

One Applicant may submit only one Application for funding in a given call for proposals under the Programme, including mobility to one Hosting Institution. If more than one Application is submitted by the same Applicant, only the last Application shall be considered.

2.2. Application deadline and form of applying

The call for proposals under the Programme shall be conducted from **8 October to 18 December 2019 until 3:00 PM** according to the official time in Poland, only in electronic form in the NAWA ICT system. Submission of Applications under the Programme after this date shall not be possible.

Sending the Application in the system shall change the status of the Application to "submitted", and the Applicant shall receive an e-mail. **By submitting the Application, the Applicant accepts the Programme regulations.**

⁴ Journal of Laws of 2018 item 1668 as amended, Journal of Laws of 2018, item 2024 and item 2245 as well as Journal of Laws of 2019, item 276, item 447, item 534, item 577, item 730 and item 823.

⁵ I.e. Journal of Laws of 2019, item 1183.

⁶ I.e. Journal of Laws of 2018, item 736, as amended; as well as Journal of Laws of 2018, item 1669 and Journal of Laws of 2019, item 534.

The Application shall be drafted in Polish, with the exception of the description of the project planned for implementation in the Hosting Institution, which shall be drafted in English. Annexes to the Application may be drafted in Polish or English.

The application form is available at: www.nawa.gov.pl.

2.3. List of required annexes to the Application

The Application should be accompanied by:

Students of doctoral schools / doctoral students / persons participating in the "Implementation doctorate" programme:	Persons employed in Polish universities or other units of the higher education and science system and have the conferment procedure for a doctoral degree formally open:
1) Applicant's curriculum vitae, including, among others: education, course of study/research work in the home country and abroad, internships, awards, patents, additional scientific activity (membership in societies and scientific organizations) - not more than 3 pages.	
2) If applicable - the list of research projects implemented and in the course of implementation, with indication of international projects and the source of financing, implementation period and the Applicant's role in a project.	
3) List of publications (scientific articles, reviewed monographs, chapters in the reviewed monographs, publications in reviewed materials from international conferences), including up to 5 of the most important items, including at least one original publication in a foreign language on international scale, published or accepted for publication after 1 January 2017, with the description of the Applicant's detailed, substantive contribution to the elaboration of each publication. In the case of Applicants in the field of art: copies of catalogues bearing the ISBN number or other documents confirming the presentation of at least one work in a foreign cultural institution or academic centre, or a copy of the distinction/prize in an international competition.	
4) Copy of the foreign language publication referred to in chapter 2.1 of these Regulations. In the case of monographs, please attach a file containing the title and title page, information on reviewing of the publication, table of contents and selection of fragments containing the author's most important theses.	
5) Scan of the invitation from the Hosting Institution with the current date (not earlier than the date of announcement of the call for proposals), confirming the willingness of hosting the NAWA Scholarship Holder for the requested period of time. The invitation should be issued on the Hosting Institution's letterhead, with the current date and signed by the technical supervisor or another person performing managerial function in the Hosting Institution. The invitation should contain the	

following information: Applicant's data, contact details of the Hosting Institution, data of the organizational unit in which the project is planned to be carried out, data of the substantive supervisor, period of stay, indicative plan of activities and scope of support by the Hosting Institution.	
6) Opinion of the tutor or supervisor from the Polish unit about the candidate and planned project / programme.	
7) If applicable - a declaration of holding a severe or moderate disability certificate - for persons planning to implement the mobility with a guardian.	
8) Scan of a document confirming the status of a doctoral school student or doctoral student issued with the current date (not earlier than the day of announcement of the call for proposals)	8) Scan of a resolution of the faculty/ college council regarding the admission to the doctoral dissertation program or a scan of a letter from the university informing about the have the conferment procedure for a doctoral degree formally open .
9) Study curriculum of the Hosting Institution in the event of a mobility related to the planned part of education at a doctoral school or part of doctoral studies (with the indication of the proposed doctoral supervisor at the Hosting Institution)	9) Certificate confirming employment and its form issued on the current date (not earlier than the day of announcement of the call for proposals).
10) If applicable - document confirming participation in the "Implementation doctorate" programme.	

PLEASE NOTE THAT:

If the attached documents exceed the indicated limits - only the items within the limit which are listed first will be taken into account in the course of the substantive assessment. For example, in the case of the list of publications - only the first 5 publications.

Each annex shall be placed in the system as a PDF file not larger than 2 MB.

When attaching a scan of a document the Applicant should veil the photo. Attaching a document with a visible photo shall be tantamount to the consent to the processing of personal data in this regard.

2.4. Submission of applications in the system

In order to submit the Application:

- 1) register the Application in the NAWA ICT system available at: <https://programs.nawa.gov.pl>;

- 2) send electronically via the NAWA ICT system the completed Application with the required annexes.

It is the Applicant's responsibility to check whether the operation of sending the Application has been completed correctly.

3. PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS

3.1 Applications assessment process

Applications are subject to formal and substantive assessment. Only complete Applications shall be submitted for substantive assessment.

3.2 Formal assessment

The purpose of the formal assessment is to verify the Application in terms of meeting the formal criteria set out in these Regulations. During the formal assessment, the completeness of the Application is checked. As complete, shall be considered the Application, in which all fields have been completed in accordance with these Regulations and to which all required annexes have been attached. Annexes have to meet the requirements of Chapter 2.3 of this Regulations.

Note - it is not possible to send the Application without annexes in the system.

If an incomplete Application is submitted, the Applicant is requested **to complete the deficiencies** within 14 days from the date of receipt of the request, with the instruction that failure to complete shall result in the application not being considered.

It is only possible **to complete the Application once**, within the time limit and to the extent indicated in the notification sent in the NAWA ICT system to the Applicant's email address. If the Application is not corrected or incorrectly corrected, it will be left without consideration.

In case of doubts as to the status of the Applicant, NAWA may request the Applicant to provide additional documents or explanations. Information on the need to supplement/provide explanations to the Application shall be sent electronically as a notification from the NAWA ICT system to the Applicant's email address.

In order to communicate with the Applicant on the subject of completing/correcting the Application, NAWA determines that the form of communication shall be **correspondence carried out via the NAWA ICT system**. After submitting the application, the Applicant is obliged to regularly check correspondence in the NAWA ICT system.

The following applications also shall not be considered:

- 1) submitted after the deadline specified in the call for proposals;
- 2) not meeting the formal requirements set out in the call for proposals.

Formal assessment of applications is carried out by NAWA. After completing the formal assessment of all Applications, the list of Applications that have been submitted for substantive evaluation and the list of applications left without consideration are prepared. The Application may be rejected for formal reasons at a later stage of the assessment, after completing the formal assessment.

The Applicants are informed via the Agency's ICT system of the result of the formal assessment. In case of leaving the application without consideration, the Applicant may submit the request for reconsideration of the case, pursuant to art. 25 paragraph 2 of the NAEA.

3.3 Substantive assessment

Substantive assessment is carried out by the Evaluation Team appointed by the NAWA Director and leads to the establishment of the ranking list of Applications. Substantive assessment is carried out for Applications that had met formal requirements.

The Evaluation Team evaluates the Applications based on the criteria referred to in chapter 3.3. and 3.4, taking into account the scoring of two reviewers.

1) Pre-selection

The assessment team in the first stage of the substantive assessment pre-selects Applications based on the following criteria:

- a) "The past scientific or academic career and the Applicant's scientific achievements"
- and
- b) "Reputation and scientific level of the Hosting Institution"

As a result of the pre-selection, the Evaluation Team recommends for the next stage of the substantive assessment no more than 70% of the Applications that received the highest number of points, with the proviso that in order for the Application to be recommended it has to obtain a minimum of 16 points out of 30 points possible to obtain for the above-mentioned criteria.

Applicants whose applications will be included in the group of Applications not recommended by the Evaluation Team for the next stage of the evaluation shall receive a notification via the NAWA ICT system. Their Applications are not submitted for further evaluation.

2) Assessment by Reviewers

The Applications that were included in the group recommended for the next stage of assessment are directed to the assessment by two reviewers. The reviewers are indicated by the Evaluation Team using the NAWA reviewer database, taking into account the field of science in which the Application was submitted. Reviewers evaluate the Application according to the point scale from 0 to 40 points, based on the criteria referred to in chapter 3.4. For each evaluation criterion, the reviewer presents his/her score and descriptive assessment. The reviewer also presents the weaknesses and strengths of the project and general commentary on the assessment.

3) Final evaluation by the assessment team

After taking into account the arithmetic average of the points awarded by two reviewers and after making their own assessment, the Evaluation Team prepares the ranking list of substantively evaluated applications. The team, taking into account the preselection stage, may award a maximum of 60 points in total.

The team, having a decisive impact on the final evaluation of the Application and its rank on the ranking list, takes into account primarily the quality of the Application in relation to other evaluated Applications, thus objectifying the final evaluation.

Data of external experts conducting substantive evaluation are not disclosed. NAWA annually publishes the alphabetical list of external experts participating in the evaluation of Applications in a given calendar year, jointly for all programmes.

3.4 Criteria for substantive assessment

Criterion	Maximal score			Sum of individual assessment criteria
	Preselection (Evaluation Team)	Scoring by the two reviewers (the arithmetic mean of both scores is taken into account)	Scoring by the Evaluation Team	
1. The past course of the scientific or academic career together with scientific achievements of the Applicant. <i>In the case of the representatives of art, the</i>	20	10	-	30

	<i>artistic achievements shall be considered</i>				
2.	The reputation and the scientific level of the hosting institution. <i>Hosting Institution shall be assessed, including its international recognition and relevance to a given discipline, the team in which the applicant plans to implement the project, the scientific position of the substantive supervisor (his/her international recognition in the practiced discipline), the justification for the selection of the centre in the context of activities planned in the project</i>	10	5	-	15
3.	The scope and method of implementation of the planned activities of scientific or didactic nature including among others: scientific value and innovativeness of the project, planned research or didactic methods, planned results, adequacy of the project duration to the planned activities	-	20	15	35
4.	Impact of participation in the Programme on further scientific/academic development of the Applicant as well as on the development of the scientific discipline within which the project is implemented	-	5	15	20
	Maximal score	30	40	30	

	Sum	100	
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In justified cases, the Evaluation Team may recommend reducing the amount of funding requested.

3.5 Application process results and information on the results

1. The Evaluation Team draws up the ranking list of Applications and sets the minimal point threshold for Applications recommended for funding, which may not be lower than 60 points, and then submits the list for approval by the Agency's Director.
2. The team may draw up the reserve list of Applications with the rating of not lower than 60 points that can receive funding if the agreement with the Applicant qualified for funding is not signed.
3. On the basis of the ranking list, the Director makes the final decision on whether or not to approve Applications submitted within the call for financing.
4. The NAWA Director may decide not to award funding to Applications recommended for funding. The reasons for refusing funding may be, among others:
 - 1) the Applicant's default in his/her obligations towards NAWA;
 - 2) obtaining by NAWA information having impact on the process of granting funds for the scholarship;
 - 3) lack of financial resources.
5. The decision to grant or to refuse granting a scholarship under the Programme shall be delivered to the Applicant in the NAWA ICT system. The list of Scholarship Holders containing their names and surnames is published on the dedicated NAWA webpage in the Polish Public Information Bulletin.

3.6 Appeal procedure

1. The Applicant, after receiving information on leaving the Application without consideration or the decision of the NAWA Director to refuse to grant funds, may request the Director to reconsider the case in the event of formal violations that have taken place in the process granting funds.
2. The request for reconsideration of a case may only include reservations regarding formal issues in the process of awarding financial resources, and not regarding the merits of a substantive assessment. Submission of the request for reconsideration of a case for another reason shall result in issuing the decision stating inadmissibility of submitting the request for reconsideration of the case.
3. The request for reconsideration of a case shall be submitted in writing to the Director within 14 days from the date of receipt of relevant Director's decision or receipt of information on leaving

the Application without consideration, to the following address: *Narodowa Agencja Wymiany Akademickiej, ul. Polna 40, 00-635 Warszawa*, or electronically to the NAWA's contact e-mail address in the form of electronic document bearing a qualified electronic signature (trusted signature or personal signature, or signature authenticated in a way that ensures the possibility of confirming the origin and integrity of the verified data in electronic form).

4. In the case of:

- 1) issuance of the decision stating inadmissibility of submitting the request for reconsideration of the case;
- 2) issuance of the decision of the NAWA Director to refuse to grant funds after positive consideration of the request for reconsideration of the case;
- 3) issuance of the decision of the NAWA Director to refuse granting funds or the decision upholding the NAWA Director's decision to refuse granting funds,

The Applicant may file a lawsuit with the Voivodship Administrative Court in Warsaw (*Wojewódzki Sąd Administracyjny w Warszawie*) at: ul. Jasna 2/4, 00-013 Warszawa. The lawsuit shall be submitted via the Director of the National Agency for Academic Exchange located under the address: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the above mentioned decision or ruling.

Persons who participated in the original assessment shall not be involved in examining the request for reconsideration of the case. Director, at considering of the abovementioned applications, may employ external experts.

4. SCHOLARSHIP AGREEMENT

In the decision awarding the scholarship, the Director shall specify the activities and deadlines in which the Applicant should perform them under the pain of resignation from the conclusion of the financial agreement ("the scholarship agreement").

The scholarship agreement shall be signed with the Scholarship Holder based on the final decision of the Director on the allocation of funds under the Programme, following the positive completion of formal and substantive assessment.

5. SCHOLARSHIP HOLDER OBLIGATIONS

The Scholarship Holder shall be responsible for:

- 1) implementation, in accordance with the Application, of the studies curriculum, scientific, didactic or other activities indicated in the Application in the mode of continuous funding during the project implementation period, whereas the period of stay outside the Hosting Institution may not be longer than 1/10 of the total length of the stay (including conferences, leaves, occasional trips, other absences);
- 2) having at least basic health insurance for all participants of the mobility, including in particular insurance covering costs of treatment and transport to hospital, including stay

in the Hosting Institution as well as the travel to the institution and the return travel to Poland. A candidate who is a citizen of one of the European Union member states, if insured there, is required to possess at least the European Health Insurance Card if the Hosting Institution is located in a member state of the European Union or the European Free Trade Association;

- 3) timely submission of required reports;
- 4) informing NAWA about changes in the project implementation, including starting employment by the Scholarship Holder's spouse, if he/she is covered by the scholarship;
- 5) informing NAWA about his/her scientific or didactic successes - both during the project as well as at the reporting and evaluation stage;
- 6) participation in the evaluation of the Programme consisting in completing two evaluation questionnaires and participation in other evaluation activities conducted by NAWA, in accordance with chapter 8 of these Regulations;
- 7) placing on all publications, and if possible on other results of the implementation of the project, the full name of the Programme and of the Polish National Agency for Academic Exchange in Polish or English. Publications and other project results which do not indicate the Agency as the institution financing the project shall not be treated as the results of project implementation and shall not be taken into account at its financial settlement;
- 8) correct performance of the scholarship agreement, in particular settlement of the allocated funds.

After signing the scholarship agreement, the Scholarship Holder may be (partially) employed in the Hosting Institution, if required by relevant regulations.

6. FINANCING RULES

6.1 Project implementation period

The project may be implemented for a period of 3 to 12 months, whereas **the mobility may not start earlier than on 1 September 2020 or later than 1 March 2021.**

In justified cases, it is possible to suspend the implementation of the project for a period of no more than 3 months, if there occurred factors preventing its implementation. For the period of suspension, the scholarship is not granted.

Random situations shall be considered by the Director individually, after the Scholarship Holder presents a reasoned request.

In accordance with art. 21 section 1 point 39a of the Act of July 26, 1991 on Personal Income Tax (i.e. Journal of Laws of 2018, item 1509, as amended); scholarships granted by the decision of the Director of the Polish National Agency for Academic Exchange are free of income tax on the basis of the provisions of the NAWA Act.

6.2 Project budget

When calculating the scholarship amount the following amounts shall be included:

- 1) maintenance costs in the amount of PLN 9 000 per month (in the case of travelling to OECD countries, as well as cities in non-OECD countries included in the top 50 of the MERCER report⁷) or PLN 6 000 per month (in the case of other countries) - **for each full month of the stay of the Scholarship Holder in a foreign Hosting Institution**. The length of the stay shall be specified in the Application, giving the number of full months of the stay, the stay starting from the first day of the month. The amount of the Scholarship Holder's maintenance costs may be increased if his/her spouse participates in the mobility - by PLN 2 000 per month for each full month of the spouse's stay in the locality, in or near which the Hosting Institution is located, unless the spouse undertakes employment in the country of the scholarship mobility. This amount may also be increased if the minor children of the Scholarship Holder participate in the mobility - by PLN 1 000 per month for each full month of stay of each minor child of the Scholarship Holder in the locality, in or near which the Hosting Institution is located. Financing the mobility of family members is only possible if their stay in the Hosting Institution lasts at least 30 days;
- 2) one-off mobility allowance, by which the amount referred to in point 1 is increased, amounting to:
 - a) in the case of mobilities to **European** Hosting Institutions, PLN 7 000, if only the Scholarship Holder is participating in the mobility and additional 2 000 PLN for each person, if the spouse and minor children of the Scholarship Holder participate in the mobility;
 - b) in the case of mobilities to **non-European** Hosting Institutions PLN 12 000, if only the Scholarship Holder is participating in the mobility and additional 5 000 PLN for each person, if the spouse and minor children of the Scholarship Holder participate in the mobility;
- 3) if the Scholarship Holder has a severe or moderate disability certificate and the spouse is not accompanying him/her, the amounts referred to in points 1 and 2 may be increased if the Scholarship Holder's guardian participates in the mobility – on the same terms as if the Scholarship Holder's spouse was participating in it.

In addition, the Scholarship Holders may request (when submitting the final report) for the additional amount of up to PLN 5 000 for the dissemination of project results. Such requests shall be subject to analysis by the Evaluation Team, based on the results obtained during the implementation of the project and the substantiation given by the Scholarship Holders. The Evaluation Team recommends that the Director grants the abovementioned additional funds to the Scholarship Holder who has implemented the project in a distinctive way. The amount is specified by the Director after receiving the recommendation of the Evaluation Team. If the Scholarship Holder's request is consented, the Director

⁷<https://mobilityexchange.mercer.com/Insights/cost-of-living-rankings>

shall issue the decision in this regard and the parties shall conclude additional agreement for the purposes indicated above.

6.3 Rules of making payments

Under the project, payments shall be made as follows:

- 1) for projects lasting less than 8 months:
 - a) advance payment - in the amount of 40% of the total amount of funding, transferred to the Scholarship Holder's bank account after signing the scholarship agreement within the time limit specified in the agreement, but not earlier than 3 months before the start of the Project;
 - b) interim payment - in the amount of 50% of the total amount of funding, transferred to the Scholarship Holder's bank account indicated in the scholarship agreement after submitting by the Scholarship Holder within 2 months from the start of project implementation the certificate from the Hosting Institution confirming the start of implementation of the project by the Scholarship Holder in this institution; payment shall be transferred within 14 days from submission to NAWA of the abovementioned certificate;
 - c) final payment - up to 10% of the total amount of funding, transferred up to 14 days from the date of approval of the final report.
- 2) For projects lasting 8 months and longer:
 - a) advance payment - in the amount of 60% of the total amount of funding, transferred to the Scholarship Holder's bank account after signing the scholarship agreement within the time limit specified in the agreement, but not earlier than 3 months before the start of the Project;
 - b) interim payment - in the amount of 30% of the total amount of funding, transferred within 14 days from the date of acceptance of the interim report;
 - c) final payment - up to 10% of the total amount of funding, transferred up to 14 days from the date of approval of the final report.
- 3) Additional amount of the scholarship for the dissemination of the project results referred to in chapter 6.2 disbursed within the deadline indicated in the additional agreement.

NAWA reserves the right to change the date of the payments. Such change shall depend on the availability of funds for financing the Projects.

6.4 Documenting expenses

The scholarship referred to in chapter 6.2, which constitutes a sum of lump sum amounts, shall be treated as expenditure incurred. For the lump sum amounts under the project, the Scholarship Holder shall not be obliged to collect and present accounting documents in order to confirm expenses. However, NAWA obliges the Scholarship Holder to present in the scholarship agreement:

- 1) the opinion of the Hosting Institution's representative on the project implementation, the results achieved and the possibilities of further cooperation with the Scholarship Holder. The opinion has to contain confirmation of the project implementation dates in Hosting Institution, including confirmation of the Scholarship Holder's stay outside Hosting Institution for a period longer than 1/10 of the total length of his full stay;
- 2) in the case of participation of the spouse, children or the guardian in the mobility - statements regarding their stay and its duration in the place where Hosting Institution is located or nearby, as well as the scan of a ticket or other confirmation of the travel,

and additionally, at NAWA's request, documentation confirming the implementation of activities and achievement of the assumed results and products in accordance with the approved Application - under pain of considering the scholarship as ineligible.

The verification of expenditure in the case of lump sum amounts shall consist in checking whether the assumed results and products have been achieved and the declared activities have been implemented.

6.5 Suspending the scholarship

The suspension of the scholarship may take place in the cases specified in the scholarship agreement, in particular in the event of NAWA becoming aware of the interruption of project implementation, conflict with Hosting Institution or gross irregularities in the project implementation. After requesting to the Scholarship Holder for clarifications and receiving satisfactory information, project financing may be resumed.

6.6 Termination of the scholarship agreement

Termination of the scholarship agreement may take place in justified cases by mutual agreement of the parties, or solely by NAWA in the cases specified in the scholarship agreement (in particular, gross violation of the provisions of the scholarship agreement), or when the Scholarship Holder has been convicted by a final and binding court judgment for a crime committed intentionally or intentional tax offense.

7. SUBMISSION OF REPORTS AND THEIR VERIFICATION

Reports on projects implementation shall be submitted in the NAWA ICT system.

For ongoing projects:

- 1) shorter than 8 months - the Scholarship Holder shall submit:
 - a) within 2 months from the start of the project - a certificate from the Hosting Institution on starting by the Scholarship Holder implementation of the project in that institution and - in the event of the spouse, children or guardian participating in the visit - a statement regarding their stay in the locality, in or near which the Hosting Institution is located and the scan of a ticket or another confirmation of the travel;

- b) final report - within 30 days from the project completion date indicated in the scholarship agreement;
 - c) additional report (if applicable) - only the Scholarship Holders who have received the additional amount of scholarship for the dissemination of project results, immediately after using it, but no later than within 12 months from the receipt of such amount.
- 2) 8 months or longer - the Scholarship Holder is obliged to submit:
- a) interim report on the implementation of the project after half of the period for which the scholarship has been granted - within 14 days from the end of the reporting period to which it relates. The interim report should be accompanied by a certificate from the Hosting Institution on the commencement by the Scholarship Holder of the implementation of the project in the institution;
 - b) final report - within 30 days from the project completion date indicated in the scholarship agreement;
 - c) additional report (if applicable) - only the Scholarship Holders who have received the additional amount of scholarship for the dissemination of project results, immediately after using it, but no later than within 12 months from the receipt of such amount.

The Scholarship Holder shall attach to **the final report the opinion of the Hosting Institution's representative on the project implementation, the results achieved and the possibilities of further cooperation with the Scholarship Holder. The opinion has to contain confirmation of the project implementation dates in Hosting Institution, including confirmation of the Scholarship Holder's stay outside Hosting Institution for a period longer than 1/10 of the total length of his full stay.**

The Scholarship Holder - in the event of the spouse, children or guardian participating in the mobility – shall attach to the interim and final reports a statement about their stay and the duration of such stay in the locality, in or near which the Hosting Institution is located, as well as a ticket or other confirmation of the travel.

If the amount of funds transferred to the Scholarship Holder exceeds the amount due according to the final report (e.g. due to shortening the stay indicated in the application), the Scholarship Holder shall be obliged to refund the difference between the amount paid and the amount due.

In the event of submitting the incorrectly prepared or incomplete report, the Scholarship Holder is obliged to correct or complete the report within 14 days from the date of receiving in the Agency's ICT system the information about the need to correct or complete it.

Failure to submit the interim report or to complete or correct it within the indicated time limit shall constitute the basis for withholding further funding and may constitute the basis for summoning the Scholarship Holder to return the funds received.

Failure to submit the final report within the indicated time limit, as well as submission of a report that does not meet the requirements set out in its template, may constitute the basis for not admitting the Scholarship Holder to the next call for proposals under the Programme announced by NAWA and for requesting the refund of the received amounts.

The templates of the interim and final reports constitute annexes to the scholarship agreement and are its integral part.

Failure to submit the additional report within the indicated time limit, submission of a report that does not meet the requirements set out in its template may constitute the basis for not admitting the Scholarship Holder to the next call for proposals under the Programme announced by NAWA and for requesting the refund of the received amounts.

8. EVALUATION

Scholarship Holders are required to participate in the evaluation of the Programme by NAWA. Participation in the evaluation shall include, firstly, sending evaluation questionnaires to NAWA, along with the final report, as well as 12 months after the end of the project. The list of questions included in the questionnaires shall be attached to the scholarship agreement. In addition, participation in the evaluation shall also include the Scholarship Holder's participation in separate evaluation study commissioned by NAWA, in accordance with the adopted methodology. It is assumed that the Scholarship Holder may be invited to participate in the study once during the project and once within 2 years from the end of the project.

NAWA guarantees full confidentiality of opinions and information provided by the Scholarship Holder as part of the Programme evaluation and that the data obtained from the Scholarship Holder as part of the evaluation will not have any impact on the terms of payment of the scholarship awarded to him.

9. CHANGES TO THE REGULATIONS

NAWA reserves the right to change these Regulations also during the recruitment process, except for changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from generally applicable provisions of law. The changes introduced shall be effective from the time of their publication, made in the same way in which the call for proposals was announced. The applications submitted before the publication of changes to these Regulations shall require re-submission by the Applicant if their content does not comply with the introduced changes. NAWA shall notify Applicants who have submitted applications before the publication of changes to the Regulations of the changes made by sending information in the Agency's ICT system. At the same time, NAWA

reserves the right to make changes in the Regulations which may be of orderly, clarifying character, as well as to correct obvious mistakes in the Regulations, without separate notification of the changes introduced, subject to the publication of the content of these Regulations, taking into account the changes made, which shall also be the moment from which they will apply.

NAWA reserves the right to cancel the recruitment, in particular in the event of significant changes in the provisions of law affecting the recruitment conditions, occurrence of force majeure or in other justified cases.

NAWA shall publish all information necessary for the proper implementation of recruitment at: www.nawa.gov.pl. It is recommended that entities interested in applying for funds under this recruitment regularly read the information published on the abovementioned website.

10. PERSONAL DATA PROTECTION

The personal data Controller for the Applicants, Scholarship Holders, External Experts, Reviewers and contact persons shall be the Agency.

The data shall be used to:

- 1) conduct the procedure of selection and evaluation of applications under the Programme,
- 2) select Scholarship Holders and conclude scholarship agreements with them,
- 3) implement the concluded scholarship agreements,
- 4) for NAWA's cooperation with Project participants after the project's implementation, including cooperation to promote the Programme.

Personal data may be transferred to NAWA employees, Experts, Reviewers or representatives of the Hosting Institutions in connection with the implementation of the above purposes.

Transfer of personal data to foreign academic centres located outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) shall be based on standard data protection clauses adopted or approved by the European Commission. The data subject shall have the right to receive a copy of the data transferred to foreign academic centres.

The legal basis for processing personal data is Art. 6 point 1 letter b and e of the General Data Protection Regulation (GDPR). Data submission is voluntary, but necessary to participate in the implementation of the Programme and Application. Refusal to provide data shall result in leaving the application without consideration or the inability of relevant person to participate in the implementation of the Programme and Application.

Personal data of the above mentioned persons involved in the implementation of the Project shall be used at the stage of consideration of applications, within the period of project implementation and for 5 years from the date of completion of the Project for settlement purposes.

Personal data of persons whose applications were not approved shall be stored for the period of consideration of applications or until they are removed from the NAWA ICT system, through which applications were submitted, by persons submitting the application.

The data subject shall have the right to:

- 1) demand from the Agency access to personal data,
- 2) rectify, delete or limit the use of his/her personal data,
- 3) object to the use of his/her personal data,
- 4) transfer his/her personal data,
- 5) lodge a complaint to the supervisory body (the President of the Personal Data Protection Authority under the address: ul. Stawki 2, 00-193 Warszawa).

Contact details of the data protection officer: odo@nawa.gov.pl.

11. CONTACT WITH NAWA

The contact person for the Programme is:

Mr Piotr Serafin

tel.: +48 22 390 35 46

e-mail: piotr.serafin@nawa.gov.pl

Annexes:

- 1) Application Form
- 2) Model Agreement