

NAWA FOREIGN DOCTORAL FELLOWSHIP

PRELUDIUM BIS 1

PROGRAMME REGULATIONS

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Programme objective

The objective of the Programme is to support international mobility of doctoral students by enabling them to complete fellowships related to participation in research projects under the National Science Center PRELUDIUM BIS 1 call for proposals.

Foreign fellowships enable doctoral students to gain scientific experience in European and non-European academic or research centers as well as to establish international scientific cooperation. They will constitute synergic activities with the PRELUDIUM BIS 1 projects of the National Science Center.

Stays under the Programme may last from 3 to 6 months. Funding under the Programme shall cover the costs of the Scholarship Holder's subsistence related to his/her stay in a foreign Host Centre and a mobility allowance. In the case of a Scholarship Holder with a severe or moderate disability level, the amount of the Scholarship may be increased if the Scholarship Holder's guardian participates in the stay.

1.2. Basic terms and abbreviations

- 1) **Act on NSC** – the Act of 30 April 2010 on the National Science Centre (i.e. Journal of Laws of 2019, item 1384)
- 2) **Agency, NAWA** - the Polish National Agency for Academic Exchange
- 3) **the Agency's ICT system** - the system in which selection and assessment of Applications is conducted, together with assessment of reports submitted by Scholarship Holders; the system is used for communication and updating the Application status during the assessment
- 4) **Applicant** – natural person submitting application under the Programme
- 5) **Application** - application submitted under the Programme for financing of foreign fellowship
- 6) **Assessment Team** - team composed of NAWA and NSC external experts, appointed by the Director to conduct substantive assessment of Applications within the scope specified in the Regulations
- 7) **Director** – the Director of the Polish National Agency for Academic Exchange
- 8) **Foreign fellowship** - activities planned in the Application, implemented in the Host Centre
- 9) **HESL** – the Act of 20 July 2018, Higher Education and Science Law (i.e. Journal of Laws of 2020, item 85, as amended)
- 10) **Host Centre** - foreign research or academic center in which the foreign fellowship is implemented
- 11) **NSC** – National Science Centre
- 12) **PNAAE** – the Act of July 7, 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2019, item 1582)
- 13) **PRELUDIUM BIS 1** – call for proposals announced by NSC on 16 September 2019

- 14) **Programme** – NAWA FOREIGN DOCTORAL FELLOWSHIP PRELUDIUM BIS 1 PROGRAMME
- 15) **Regulations** - these Programme Regulations
- 16) **Scholarship** - funds awarded based on the decision of NAWA Director under the Programme
- 17) **Scholarship Holder** - Applicant who has been awarded by the Director funds under the Programme

2. APPLICATION PROCEDURE

1. The Application for financing of a foreign fellowship may be submitted by a doctoral student implementing a research project, who has received funding under the PRELUDIUM BIS 1 call for proposals. The Application shall be submitted on the basis of the delivered individual research plan referred to in Art. 202 item 1 of HESL.
2. The Application should be submitted no later than 3 months before the planned commencement of the Foreign fellowship.
3. One Applicant may submit only one Application for financing, subject to Chapter 4.2 item 4 of the Regulations.
4. The foreign fellowship should be planned to be implemented as one stay in one Host Centre.
5. The call for proposals under the Programme shall be conducted continuously **from 2 January 2021 till 10 December 2024, by 15:00**, according to the official time in the territory of Poland, or until the funds allocated to the Programme are exhausted. If necessary, the deadline for closing the call for proposal may be extended.
6. In order to submit the Application one shall:
 - 1) register in the Agency's ICT system available at: <https://programs.nawa.gov.pl>;
 - 2) send the completed Application with the required annexes electronically via the Agency's ICT system.
7. Sending a completed Application in the system shall change the Application's status to "submitted" and the Applicant shall receive an e-mail confirming that the Application has been submitted. It shall be the responsibility of the Applicant to check whether the operation of sending the Application has been completed correctly.
8. The Application shall be made in Polish, with the exception of the invitation from the Host Centre, which shall be made in English.
9. By submitting the Application, the Applicant accepts the Regulations.

3. LIST OF REQUIRED ANNEXES TO THE APPLICATION

1. The Applicant's curriculum vitae, in accordance with the model provided in the Application form.
2. Individual research plan referred to in Art. 202 item 1 of HESL.

3. Description of the foreign fellowship together with the schedule and justification for the selection of the Host Centre and the foreign scientific supervisor; in the event of a change in relation to the fellowship planned in the application submitted to the NSC under the PRELUDIUM BIS 1 call for proposals, also the justification for such change.
4. Scan of the invitation from the Host Centre confirming the possibility of admission of the Scholarship Holder for the requested period. The invitation should be issued in English, on the headed paper of the Host Centre, with the current date (no earlier than three months before submitting the Application) and signed by the scientific supervisor. The invitation should contain the following information: Applicant's data, contact details of the Host Centre, details of the organizational unit where the fellowship is planned, data of the scientific supervisor, period of stay, indicative activity plan and scope of support from the Host Centre. Model invitation is attached as Annex 2 to the Regulations.
5. Opinion of the supervisor from the Polish unit about the candidate and the planned programme of the foreign fellowship.
6. Scan of the document confirming the status of a doctoral school student, issued with the current date (not earlier than three months before submitting the Application).
7. If applicable - declaration of having a severe or moderate disability certificate - in the case of persons planning to implement the foreign stay with a guardian.

4. PROCEDURE OF ASSESSMENT

4.1 Formal assessment

1. Formal assessment of applications shall be performed by NAWA employees and shall include verification of the Application in terms of meeting the formal criteria specified in the Regulations as well as checking the completeness of the Application. Only formally correct Applications shall be eligible for substantive assessment.
2. If an incomplete Application is submitted, NAWA shall request the Applicant to supplement it within 14 days from the date of receipt of the request, with the instruction that failure to complete the Application shall result in leaving the Application without consideration. NAWA may also request the Applicant to provide additional documents or explanations. Information on the need to supplement the Application or provide additional explanations shall be sent electronically as a notification in the Agency's ICT system to the Applicant's e-mail address provided in the Agency's ICT system.
3. The form of communication with the Applicant shall be the Agency's ICT system as well as e-mail correspondence in the working mode. The Applicant is obliged to check the correspondence regularly.
4. Applications which do not meet the formal requirements specified in the Regulations shall not be considered.

5. If the Applicant submits several Applications, only the first submitted Application shall be considered, subject to item 4.

4.2 Substantive assessment

1. The pool of Applications qualified as formally correct in a given calendar month shall be sent for substantive assessment.
2. Substantive assessment shall be a single-stage process and shall be carried out by the Assessment Team appointed by the NAWA Director, composed of experts appointed by the NSC and NAWA.
3. The Assessment Team shall prepare a ranking list of Applications recommended for funding. A positive substantive assessment and financing recommendation shall be granted Applications which have received at least 60 points out of 100 possible.
4. The Applicant who has received less than 60 points shall have the possibility to submit another, corrected Application, which should take into account the comments provided by the Assessment Team in the assessment sheet.
5. Data of external experts who perform substantive assessment shall not be made available. NAWA shall publish annually an alphabetical list of external experts participating in the assessment of Applications in a given calendar year, jointly for all Programmes.

4.3 Substantive assessment criteria

The Assessment Team shall assess the Application on the basis of the following criteria:

Criterion name	Maximum score
<p>1. The rank and scientific level of the Host Centre as well as the achievements of the scientific supervisor</p> <p>The Host Centre shall be assessed, including its international recognition and importance for a given discipline, the achievements of the team in which the Applicant plans to implement the fellowship, the scientific position of the substantive supervisor (international recognition in the discipline practiced by him/her), justification of the foreign fellowship at the selected Host Centre in the context of activities planned in the Application.</p> <p>In the event of a change in relation to the fellowship planned in the application submitted to NSC under the PRELUDIUM BIS 1 call for proposals, justification for the change shall also be subject to assessment.</p>	30
<p>2. The scope and manner of implementation of the planned activities</p> <p>The assessment shall cover scientific value of the activities planned in the Application, research methods, planned results, the adequacy of the</p>	40

duration of the stay to the planned activities and the link with the individual research plan.	
3. The impact of participation in the fellowship abroad on the further scientific development of the Applicant The impact of the foreign fellowship on the implementation of the Applicant's scientific plans shall be assessed	30
Maximum total score	100

4.4 Conclusion of the call for proposals and information about the results

1. On the basis of the ranking list, the Director shall make the final decision whether or not to accept the Application for financing.
2. The NAWA Director may decide not to grant financing to the Applications recommended for funding. The grounds for the refusal to grant funding shall be in particular:
 - 1) the Applicant being in arrears with his/her obligations towards NAWA;
 - 2) acquiring by NAWA information affecting the process of granting funds under the Programme;
 - 3) lack of funds.
3. The decision on granting or refusing to grant a Scholarship under the Programme shall be sent to the Applicant in the Agency's ICT system.
4. The list of Beneficiaries including their names and surnames shall be published on the NAWA's proprietary page in the Public Information Bulletin (BIP) after the completion of assessment of the pool of Applications referred to in chapter 4.2 item 1 of the Regulations.

4.5 Appeal procedure

1. In the event of formal infringements in the process of awarding funds, the Applicant may request the NAWA Director to reconsider the case.
2. The request for reconsideration of the case may include reservations only as to formal issues in the process of granting funds, and not to the merits of the substantive assessment. Submitting the request for reconsideration of the case for another reason may result in issuing a ruling stating the inadmissibility of submitting the request for reconsideration of the case.
3. The request for reconsideration of the case should be submitted in writing to the NAWA Director within 14 days from the date of receipt of the decision, to the following address: the Polish National Agency for Academic Exchange, ul. Polna 40, 00-635 Warszawa, or by e-mail to the address of the NAWA incoming e-mail box in the form of an electronic document bearing a qualified electronic signature (a trusted signature, a personal signature, or a signature authenticated in a manner ensuring the possibility of confirming the origin and integrity of the verified data in electronic form).

4. Persons who at any stage performed activities related to a specific Application, including those involved in its assessment, may not participate in considering the request for reconsideration of the case. NAWA Director, at considering the above-mentioned requests, may be consulted by external experts.
5. The Applicant may submit a complaint to the Provincial Administrative Court in Warsaw at: ul. Jasna 2/4, 00-013 Warszawa. The complaint shall be submitted through the Director of the Polish National Agency for Academic Exchange at: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the above-mentioned decision or ruling.

5. SCHOLARSHIP AGREEMENT

In the decision granting the Scholarship, the Director shall specify the activities that the Applicant should perform and deadlines he/she should meet under the pain of cancelling the decision and resigning from signing the financial agreement ("the scholarship agreement"), model of which is attached as Annex 3 to the Regulations.

Obligations of the Beneficiary resulting from the scholarship agreement:

- 1) implementation, in accordance with the Application, of the planned Fellowship abroad on a continuous basis, whereas the period of stay outside the Host Centre may not be longer than 1/10 of the total duration of the stay (including holidays, occasional trips, other absences not related to the implementation of activities as part of the fellowship abroad);
- 2) having at least basic health insurance, including, in particular, insurance covering the costs of treatment and transport to the hospital, including the stay in the Host Centre as well as travel to the centre and return travel to Poland. The Scholarship Holder who is a citizen of one of the European Union member states, provided that he/she is subject to insurance in such state, shall have at least the European Health Insurance Card, if the Host Centre is located in a member state of the European Union or the European Free Trade Association;
- 3) timely submission of the final report;
- 4) informing NAWA about changes in the implementation of the foreign Fellowship;
- 5) informing NAWA about his/her scientific successes - both during the fellowship abroad and at the stage of reporting and evaluation;
- 6) participation in the Programme evaluation, in accordance with chapter 8 of the Regulations;
- 7) placing information about financing by the Polish National Agency for Academic Exchange (in Polish or in English) on all publications resulting from the implementation of the fellowship abroad;
- 8) correct performance of the scholarship agreement, in particular settlement of the allocated funds.

After signing the scholarship agreement, the Scholarship Holder may be part time or full time employed in the Host Centre, if it is required by the regulations in force in a given centre.

In justified cases, it is possible to suspend the Project implementation for a period not longer than 3 months, if there occur factors preventing the Project implementation. Random situations shall be considered by the Director individually, upon submitting by the Scholarship Holder a justified request.

6. RULES OF FINANCING

6.1 Scholarship budget

When calculating the amount of the Scholarship, the following items shall be taken into account:

- 1) The lump sum for subsistence costs in the amount of PLN 9,000 per month (in the case of a stay in OECD countries and cities from non-OECD countries ranked in the top 50 of the MERCER report¹) or PLN 6,000 per month (for other countries) - **for each full month of the Scholarship Holder's stay in a foreign Host Centre**. The length of the stay shall be precised by the Applicant in the Application, specifying the number of full months of the stay, while the stay may begin on the first day of a month.
- 2) the lump sum for travel costs - a one-off mobility allowance in the amount of:
 - a) in the case of a travel to European Host Centres – PLN 7,000;
 - b) in the case of a travel to non-European Host Centres - PLN 10,000;
- 3) if the Scholarship Holder has a severe or moderate disability certificate, the amounts referred to in items 1 and 2 may be increased in the event that the Scholarship Holder's guardian participates in the stay by:
 - a) the lump sum of PLN 2,000 per month as the costs of the guardian's subsistence;
 - b) the lump sum for travel costs - a one-off mobility allowance in the amount of PLN 2,000 for travels to **European** Host Centres, or PLN 5,000 for travels to **non-European** Host Centres.

According to Art. 21 item 1 point 39a of the Act of 26 July 1991 on personal income tax (i.e. Journal of Laws of 2018, item 1509, as amended), scholarships awarded by the decision of the Director of the Polish National Agency for Academic Exchange issued on the basis of provisions of PNAAE are **exempt from income tax**.

6.2 Payment rules

Within the Scholarship, payments shall be made as follows:

- 1) advance payment - in the amount of 90% of the total amount of financing, transferred to the Scholarship Holder's bank account after signing the scholarship agreement within the

¹ <https://www.mercer.com/newsroom/2020-cost-of-living.html>

time limit specified in the agreement, but not earlier than 3 months before the start of the foreign fellowship;

- 2) balance payment - up to 10% of the total amount of financing, transferred within 30 days from the approval of the final report..

NAWA reserves the right to change the date of advance payments. This change shall depend on the availability of funds allocated for the Programme financing.

6.3 Documenting expenditures

The Scholarship, being a totality of lump sums, shall be treated as incurred expenditure. For the lump sums, the Scholarship Holder shall not be obliged to collect and present accounting evidence to confirm expenses.

Verification of expenditure in the case of lump sums shall consist in confirming the period of stay and checking whether the assumed results and outputs have been achieved, and the declared activities have been implemented.

The Scholarship Holder shall be obliged to:

- 1) upload in the NAWA ICT System, within 30 days from the commencement of the Foreign Fellowship, confirmation by the Host Centre of starting the fellowship. The confirmation should be drafted in English, on the headed paper of the Host Centre and signed by the scientific supervisor.
- 2) keep documents confirming travel to and from the place where the Host Centre is located as well as attach scans of these documents to the final report.

Additionally, at NAWA's request, the Scholarship Holder shall be obliged to present documentation confirming the implementation of activities and the achievement of the assumed results and outcomes in accordance with the approved Application - under the pain of considering the Scholarship as ineligible.

6.4 Termination of the scholarship agreement

Termination of the scholarship agreement may take place in justified cases by mutual agreement of the parties or unilaterally by NAWA in the cases specified in the scholarship agreement.

7. SETTLEMENT OF THE SCHOLARSHIP

1. The final report on the implementation of the Scholarship shall be submitted in the NAWA ICT system.

2. The Scholarship Holder shall submit the final report within 30 days from the end of the foreign Fellowship.
3. To the final report, the Scholarship Holder shall attach the opinion of the representative of the Host Centre on the course of the Foreign Fellowship, the results achieved and the possibilities of further cooperation with the Scholarship Holder. The opinion has to contain confirmation of the dates of the foreign Fellowship at the Host Centre, including confirmation that the Scholarship Holder has not stayed outside the Host Centre for a period longer than 1/10 of the total duration of the stay.
4. The Scholarship Holder shall attach to the final report scans of the travel documents referred to in chapter 6.3 of the Regulations and, in the event of a disabled person accompanied by a guardian, the guardian's declaration and travel documents.
5. If the amount of funds transferred to the Scholarship Holder exceeds the amount due on the basis of the final report (in particular due to the shortening of the period of stay indicated in the Application), the Scholarship Holder shall be obliged to return the amount constituting the difference between the amount paid and the amount due.
6. In the final report, the Beneficiary shall take into account any deviations which have occurred during the Project implementation affecting the amount of granted financing, in particular those related to the shortening of the Project. In the event that incomplete months of stay under the project are indicated in the final report, funds shall be granted in the following way: up to 15 days inclusive - half of the lump sum for costs of subsistence shall be granted, and above 15 days - full monthly amount shall be granted.
7. In the event of submitting an incorrect or incomplete final report, the Scholarship Holder shall be obliged to correct or supplement the report within 14 days from the date of receiving information about the need of correction or supplementing the report in the Agency's ICT system.
8. Failure to submit the final report within the specified time limit or failure to correct the report at NAWA's request may constitute the basis for a request to return the received funds.

8. EVALUATION

1. Scholarship Holders shall be obliged to participate in the evaluation of the Programme carried out by NAWA. Participation in the evaluation shall include:
 - 1) completing the evaluation questionnaire provided online by NAWA within 30 days from the end of the Foreign Fellowship.
 - 2) participation in separate evaluation studies carried out on behalf of or with the consent of NAWA.
2. NAWA shall guarantee full confidentiality of opinions and information provided by the Scholarship Holder as part of the Programme evaluation. It shall also guarantee that the data obtained from

the Scholarship Holder as part of the evaluation shall not have any impact on the terms of payment of the Scholarship awarded to him/her.

3. The Scholarship Holder shall also be obliged to participate in evaluation studies conducted by the Ministry of Education and Science on the terms specified by ministry.

9. CHANGES TO THE REGULATIONS

NAWA reserves the right to introduce changes to these Regulations also during the call for proposals, except for changes resulting in unequal treatment of Applicants, unless the need to introduce such changes results from the generally applicable provisions of law. The introduced changes shall apply from the moment of their publication, made in the same way as the announcement of the call for proposals. Applications submitted before the publication of the changes to the Regulations have to be resubmitted by the Applicant if their provisions are inconsistent with the introduced changes. NAWA shall notify of the changes all Applicants who submitted Applications before their publication by sending information in the Agency's ICT system. At the same time, NAWA reserves the right to introduce to the Regulations changes of ordering and clarifying character, and to correct obvious mistakes, without separately informing about the introduced changes, subject to the publication of the content of the Regulations including the changes made, which shall constitute at the same time the moment from which they shall apply.

NAWA reserves the right to cancel the call for proposals, in particular in the event of introducing significant changes to legal regulations affecting the terms of the call for proposals, occurrence of force majeure or in other justified cases.

All information necessary for the proper conducting of the call for proposals shall be published by NAWA at: www.nawa.gov.pl. It is recommended that persons interested in applying for funds under this call for proposals familiarize themselves with the information available on the above-mentioned website on an ongoing basis.

10. PERSONAL DATA PROTECTION

1. The controller of personal data (within the meaning of the GDPR) of the representatives of the Host Centers, Scholarship Holders, Applicants, members of the Assessment Team and other persons involved in the implementation of the Programme shall be the Agency.
2. The data shall be used for the following purposes:
 - a. implementation of the Programme (legal basis - Article 6 (1) (e) of the GDPR) - "tasks carried out in the public interest";
 - b. implementation of scholarship contracts (legal basis - Article 6 (1) (b) of the GDPR) - "contract performance";

- c. fulfillment of the Agency's legal obligations related to the Programme, e.g. keeping accounting records (legal basis - Article 6 (1) (c) of the GDPR) - "legal obligation");
 - d. investigating or defending against possible claims related to the Programme or in connection with the need to prove specific facts which are significant in this regard for the Agency (legal basis - Article 6 (1) (f) of the GDPR) - "legitimate interest"; the deadlines for pursuing claims under the agreement are specified in detail in the Civil Code.
3. The provision of the data shall be voluntary, but necessary for participation in the Programme and implementation of other above-mentioned objectives of the Agency. Refusal to provide the data may result in the inability to participate in the Programme and the inability to implement other above-mentioned objectives of the Agency.
4. The data shall not be used to make decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 GDPR.
5. The data shall be used for the period necessary to implement the above-mentioned purposes, i.e. in particular:
 - a. at the stage of considering the Applications, for the duration of the Programme and 5 years from the date of its completion - for settlement purposes (data of the Scholarship Holders),
 - b. for the period of considering the Applications or until they are removed from the NAWA ICT System by the persons submitting the Application (data of persons whose Applications were not approved),
 - c. for the period resulting from the provisions of law (data which the Agency has to store in accordance with the applicable provisions of law, e.g. accounting data),
 - d. for the period of making any other necessary settlements (data of all persons involved in the implementation of the Programme).
6. The data subject may submit to the Agency the request for:
 - a. access to his/her personal data (information about the personal data being processed and a copy of the data),
 - b. rectification of his/her personal data (if they are incorrect), data transfer (in cases specified in the GDPR),
 - c. deletion or limitation of processing of his/her personal data
– on the terms set out in the GDPR.
7. Notwithstanding the rights listed above, the data subject may at any time object to the processing of his/her data, if the legal basis for the use of the data constitutes:
 - a. legitimate interest (Article 6 (1)(f) of the GDPR) or
 - b. a task carried out in the public interest (Article 6 (1)(e) of the GDPR).
8. The data subject shall also have the right to lodge a complaint with the Head of the Personal Data Protection Office, if it is detected that the personal data processing violates the law.

9. Subject to all data security guarantees, the data may be transferred - apart from persons authorized by the Controller - to other entities, including:
 - a. entities involved in the project implementation,
 - b. entities authorized to receive it in accordance with the provisions of law,
 - c. entities processing it on behalf of the Agency (e.g. technical service providers and entities providing advisory services) and
 - d. other controllers (e.g. notarial or legal offices).
10. In the event of transferring personal data outside the European Economic Area, the transfer of the data shall take place in accordance with the requirements set out in Chapter V of the GDPR.
11. In matters related to personal data protection, please contact the Agency's Data Protection Officer (DPO): odo@nawa.gov.pl.

11. CONTACT WITH NAWA

The contact person for matters related to the Programme is:

Mr Piotr Serafin

tel.: (+48) 22 390 35 46

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

12. LIST OF ANNEXES

No. 1. Model Application

No. 2. Model invitation from the Host Centre

No. 3. Model scholarship agreement