

REGULATIONS OF  
THE BEKKER SCHOLARSHIP PROGRAMME  
SECOND EDITION – APRIL 2019

Warsaw, April 16th, 2019

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## 1. GENERAL INFORMATION ABOUT THE PROGRAM

### 1.1. Basic terms and abbreviations

- 1) **Agency, NAWA** –the Polish National Agency for Academic Exchange
- 2) **Director** – General Director (CEO) of the Polish National Agency for Academic Exchange
- 3) **External Expert** - person resided in Poland or abroad carrying out at NAWA's request substantive assessments of applications submitted under a call for proposals for participation in the Program. The External Expert may carry out individual substantive evaluation of applications as a reviewer or be a member of the Evaluation Team
- 4) **Young Scientist** –under the Bekker Programme is assumed to be a person who has doctoral degree (PhD) obtained not earlier than within 7 last years (as of the day of submission of the application, subject to point 2.1.5)
- 5) **Guardian** - in the case of a Scholarship Holder with the certificate confirming significant or moderate disability - a person who, during the stay in the host institution, is taking care of the Scholarship Holder
- 6) **Host Institution**- foreign scientific or academic institution at which the Applicant plans to stay
- 7) **Program** – the Bekker Scholarship Programme
- 8) **Project** –project of scientific or scientific and didactic nature implemented under NAWA scholarship in the host institution
- 9) **Reviewer** - External Expert who carries out individual substantive evaluation of applications for participation in the Program submitted under a call for proposals
- 10) **Agency's IT system**–the system in which the recruitment as well as the evaluation of applications and reports submitted by the Scholarship Holder are conducted, available at: <https://programs.nawa.gov.pl>
- 11) **Scholarship** - funds granted by the Director's decision under the Program
- 12) **Scholarship Holder** - person who has been awarded funds under the Program
- 13) **RI** – the Act of 30 April 2010 on the Research Institutes (uniform text: Polish Journal of Laws of 2018, item 736, as amended)
- 14) **HES** – the Act of 20 July 2018 on the Higher Education and Science (Polish Journal of Laws, item 1668, as amended)
- 15) **PAS** – the Act of 30 April 2010 on the Polish Academy of Sciences (uniform text: Polish Journal of Laws of 2018, item 1475, as amended)

- 16) **NAEA** – the Act of 7 July 2017 on the National Agency for Academic Exchange (Polish Journal of Laws, item 1530, as amended)
- 17) **the Applicant** - a scientist or academic teacher holding at least a doctoral degree (PhD) employed in the Polish or foreign higher education or scientific institution under a contract of employment or a civil law contract who has submitted or intends to submit the application for participation in the Program
- 18) **Evaluation team** - a team consisting of external experts, appointed by the Director to carry out a substantive assessment of applications within the scope indicated in the regulations.

## 1.2. The main objective of the Program

The aim of the Program is to support scientists and academic teachers employed at Polish universities and scientific institutions in pursuit of scientific excellence by enabling them to hold a postdoctoral internship, conduct scientific research or acquire materials for scientific work in renowned foreign institutions around the world. The visits allow them to stay in recognized research centres, to implement projects together with eminent foreign scientists and scientific teams and establish long-term relationships.

The duration of stay in the Host Institution ranges:

- 1) between 3 and 24 months in the case of a Young Scientist,
- 2) between 3 and 12 months for other Applicants.

NAWA also provides for the possibility of additional financing in the form of "National component" for Scholarship Holders whose stay will last 18 months or more, if following their return to Poland they will undertake to establish a new, independent research team (see point 8).

The Program provides funding for scholarships which is covering the maintenance costs of a Scholarship Holder related to his/her stay in a foreign host institution and the mobility allowance. The amount of the scholarship may be increased if the spouse of the Scholarship Holder and/or his/her underage children participate in the visit as well as in the case of a Scholarship Holder with certificate confirming significant or moderate disability – if his/her Guardian participates in the visit.

Applicants under the Program are **individual scientists and academic teachers holding at least a doctorate degree (PhD)**, employed in the Polish higher education or scientific institution under a contract of employment or a civil law contract, meeting the conditions set out in point 2.1.

### 1.3. Detailed objectives

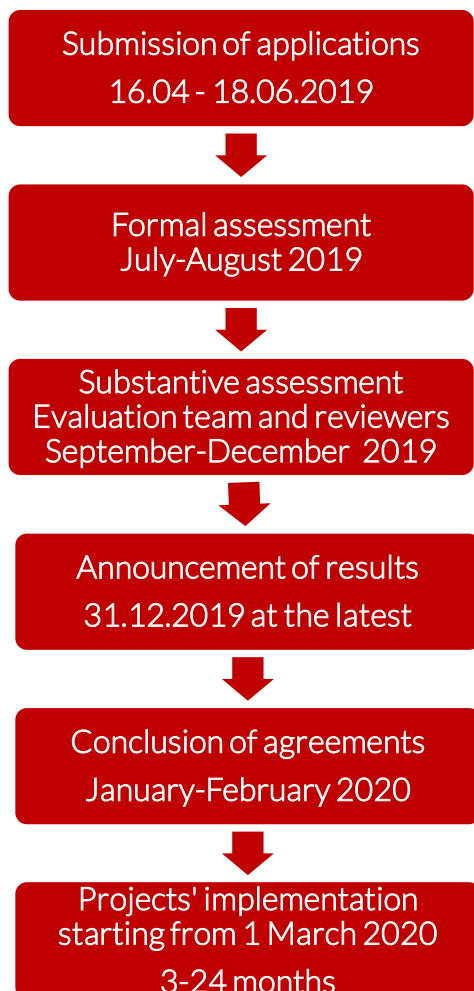
Under the Program, the scientific and research-didactic visits are eligible aimed at:

- 1) holding a postdoctoral internship
- 2) conducting scientific research or development activities;
- 3) obtaining materials for scientific work;

and additionally - only as a supplement to the above-mentioned objectives - other forms of scientific or academic activity, including conducting didactic classes.

In the application, the Applicant shall present a project covering one or more of the above-mentioned activities which he/she intends to implement at a foreign host institution, indicating their objectives, importance for the development of his/her scientific career and scientific discipline, benefits for the home institution (the unit in which the Applicant is employed at the time of submitting the application) and justifying the choice of the host institution for the planned activities. The Applicant shall attach the invitation from the host institution, confirming the possibility of accepting the NAWA Scholarship Holder for the requested period of time.

#### 1.4. Indicative recruitment schedule



#### 1.5. Recruitment Regulations

NAWA reserves the right to introduce modifications to these Regulations during the recruitment procedure, however, excluding modifications resulting in unequal treatment of Applicants, unless the need for such modifications is the result of generally applicable provisions of law. The introduced modifications shall be effective from the moment they are published, in a manner analogous to the announcement of the call for proposal. Applications submitted before the publication of the modifications of the Regulations will have to be submitted again by the Applicant if their provisions are inconsistent with the introduced modifications. NAWA shall notify all Applicants who have submitted their applications of the introduced modifications before their publication by sending information via the Agency's IT system.

NAWA reserves the right to cancel the recruitment, in particular in the event of significant changes in legal regulations which affect the terms of conducting the recruitment, occurrence of force majeure or in other justified cases.

All information necessary for the proper conduct of the recruitment are made available by NAWA at: <http://www.nawa.gov.pl>. It is recommended that persons interested in applying should get acquainted with the above information.

## 2. APPLICATION PROCEDURE

### 2.1. Eligible Applicants

2.1.1. The Program is designated for scientists representing all fields of science. There are no restrictions regarding the age of Applicants. There are also no restrictions regarding countries in which host institutions are located.

2.1.2. One Applicant may submit only one application for financing in a given call of the Program which covers the trip to one host institution.

2.1.3. For participation in the Program may apply scientists and academic teachers holding at least a doctoral degree, at the time of submitting the application, who are employed under a contract of employment or a civil law contract in an institution of the Polish system of higher education and science belonging to one of the following categories:

- 1) universities referred to in art. 7 section 1 point 1 of the HES;
- 2) scientific institutes of the Polish Academy of Sciences whose functioning is regulated by the PAS;
- 3) research institutes, whose functioning is regulated by the RI;
- 4) international scientific institutes established on the basis of other legal acts operating on the territory of the Republic of Poland;
- 5) the Polish Academy of Skills (Polska Akademia Umiejętności);
- 6) other entities conducting mainly scientific activity in an independent and continuous manner, having a scientific category.

2.1.4. The condition for participation in the recruitment process is demonstrating by the Applicant at least:

- 1) 2 achievements from among those indicated in items a-e below in the case of the Young Scientist,
- 2) 5 achievements from among those indicated in items a-e below for other Applicants:
  - a) publication which has been published or accepted for print within the last 10 years (counted from the beginning of 2009) in journals listed in one of the international databases: Scopus, Science Citation Index Expanded, Social Sciences Citation Index, Arts & Humanities Citation Index or on the list of the Polish Ministry of Science and Higher Education,
  - b) a reviewed scientific monograph published within the last 10 years (counted from the beginning of 2009),
  - c) publication within the last 5 years (counted from the beginning of 2014) in reviewed materials from an international conference included in The Computing Research and Education Association of Australasia (CORE) which was indexed in the international DBLP Computer Science Bibliography database or in the Web of Science Core Collection or Scopus or IEEE Xplore databases,
  - d) managing a research project selected under the competition procedure within the last 5 years (counted from the beginning of 2014),
  - e) in the case of the representatives of art - documented presentation of works in a foreign cultural institution or academic centre or receiving a prize or distinction in an international competition - within the last 5 years (counted from the beginning of 2014).

The Applicant may present all achievements under the same point (a, b, c, d or e) as well as present the achievements qualifying under various points a-e. **The entries should be confirmed in the annexes specified in point 2.4 of the Regulations.**

2.1.5. When determining the period of time for which the achievements are presented in the course of establishing the status of the Young Researcher, the period of maternity leave, leave under the rules of maternity leave, paternity leave, parental leave, which were granted under the Act of 26 June 1974 –the Labour Code (i.e. Polish Journal of Laws of 2018, item 917, as amended) shall not be included similarly as the periods of obtaining maternity benefit or parental allowance, or periods of obtaining sickness benefit and rehabilitation allowance in connection with inability to work, including that caused by a disease requiring medical



rehabilitation. If any of the above situations is the case, the Applicant should inform about it in the application.

## 2.2. Time and form of submission of applications

The call for proposals under the Program will be conducted between **16 April 2019 and 18 June 2019, until 3:00 PM, local time in Warsaw** only in electronic form in the Agency's IT system. Submission of applications to the Program after this date shall not be possible. Submission of application is possible after registration in the system available at: <https://programs.nawa.gov.pl> Sending an application in the system changes the status of the application to "submitted" and the Applicant receives the e-mail message. It is the Applicant's responsibility to check if the process of submission of the application has been completed correctly.

**Submission of the application means that the Applicant accepts the Program regulations.**

## 2.3. Information about the application

The template of the application is available at: [www.nawa.gov.pl](http://www.nawa.gov.pl). The application has to be completed in Polish, with the exception of Part III *Information about the project planned for implementation in the host centre* which should be completed in English. Part II Host institution may be filled in Polish or in English. Copies of the most important publications should be presented in the original language. The document confirming the possession of the academic degree or the academic title may be presented in Polish, English or Latin. Other annexes should be in Polish or in English.

## 2.4. List of required annexes to the application

The application should be accompanied by:

- 1) the curriculum vitae of the Applicant including his/her education, the course of scientific work in home country and abroad, scientific internships, awards, additional scientific activity, membership in societies and scientific organizations - with the maximum of 5 pages;

- 2) the list of completed and ongoing research projects, with the indication of: international projects, the source of financing, the implementation period and the role of the Applicant in the project;
- 3) the list of publications covering up to 10 most important works published or accepted for print within the last 10 years (counted from the beginning of 2009; in the case of publications accepted for print the confirmation of the acceptance should be attached), with the specification and explanation of the Applicant's contribution;
- 4) copies of the three most important publications of the Applicant (in the original language), however, in the case of monographs, a file containing information about their reviewing, their title pages, editorial pages, table of contents and selection of fragments containing the most important thesis by the author should be attached;
- 5) in the case of the representatives of art - copies of catalogues with ISBN number confirming presentation of works in a foreign cultural institution or academic centre or copies of awards/distinctions in an international competition with the explanation/information about the work or the competition;
- 6) the scan of the invitation from the host institution confirming its intention to accept the NAWA scholarship holder for the requested period of time. The invitation should be issued on the official paper of the host institution with the current date and signed by the substantive supervisor or other person holding the managerial function in the host institution. The invitation should contain the following information: the Applicant's data, contact details of the host institution, data of the organizational unit in which the project is to be implemented, data of the substantive supervisor, duration of stay, indicative activity plan and the scope of support ensured by the host institution;
- 7) the scan of the document confirming possession of the academic degree or the academic title;
- 8) the certificate confirming employment and its form in the institution of the Polish system of higher education and science;
- 9) if applicable – the certificate confirming significant or moderate disability - in the case of persons planning the visit with the guardian.

The attached lists of publications and projects should include those that meet the requirements set forth in point 2.1.4 of the Regulations.

In the case the attached academic curriculum vitae exceeds the 5 page limit, only the first 5 pages will be taken into account in the substantive assessment.

In the case the attached list of publications exceeds the limit of 10 works - only the first 10 works will be taken into account in the substantive assessment. In the case the list of publications includes earlier publications than those from the last 10 years - only publications from the last 10 years will be taken into account in the substantive assessment.

Attachments should be delivered to the system as PDF files of no more than 2 MB of size.

### 3. PROCEDURE OF EVALUATION AND SELECTION OF APPLICATIONS

#### 3.1 Applications assessment process

Applications are subject to formal and substantive assessment.

#### 3.2 Formal assessment

3.2.1. Formal assessment of applications is carried out by NAWA employees.

3.2.2. Formal assessment includes verification of the application in terms of meeting the formal criteria set out in these Regulations, assessment of the budget in terms of compliance with the Regulations and checking the completeness of the application. Only complete applications which meet all formal requirements are eligible for substantive assessment.

3.2.3. If an incomplete application is submitted, NAWA summons the Applicant to fill in the missing items within 14 days from the date of receipt of the information, with the instruction that the lack of completion of the application within the above deadline will render it being not considered. NAWA may also request from the Applicant additional documents or explanations. Information on the need to supplement the application or provide additional explanations will be sent by e-mail as a notification from the Agency's IT system to the Applicant's e-mail address entered into the system or directly via e-mail.

3.2.4. It is possible to supplement the application only once.

3.2.5. Applications submitted after the deadline specified in the call for proposals or failing to meet the formal criteria will not be considered.

3.2.6. The form of communication with the Applicant shall be the Agency's IT system, and the Applicant is obliged to check his/her correspondence on a regular basis.

3.2.7. Applicants will be informed by the Agency's IT system of the result of formal assessment.

3.2.8. The application may be rejected for formal reasons also at a later stage of the assessment, after the completion of the formal assessment.

After the completion of the formal assessment of all applications, the list of applications is prepared which were conveyed for substantive assessment as well as the list of applications which were not considered.

### 3.3 Substantive assessment

Substantive assessment is performed by the evaluation team appointed by the Director, composed of external experts representing particular scientific fields and leads to the preparation of the ranking list of applications. Substantive assessment is carried out for applications that have met the formal requirements.

The evaluation team evaluates applications based on the criteria referred to in point 3.4, taking into account the score by two reviewers.

#### 3.3.1. Preselection

In the first stage of the substantive assessment, the team performs the pre-selection of applications based on the criterion:

"The to date course of the scientific or academic career together with scientific achievements of the Applicant and with consideration of the stage of the scientific career".

As a result of the review, evaluation team shall recommend no more than 70% of the applications which have received the highest score for the next stage of the substantive assessment. After analyzing all the applications, the team sets a scoring threshold above which the applications shall be conveyed to the next stage of the substantive assessment.

Applicants whose applications are included in the group of applications not recommended for the next stage of the assessment will receive notification via the Agency's IT system. Their applications will not be sent for further evaluation.

### 3.3.2. Assessment by the reviewers

Applications that were included in the group of applications recommended for the next stage of the substantive assessment are directed to the evaluation carried out by two reviewers. The reviewers are indicated by the evaluation team using the NAWA reviewers database, taking into account relevant field and discipline of science for the application. The reviewers assess the application using the grading scale from 0 to 45 points, based on the criteria referred to in point 3.4. For each evaluation criterion, the reviewer presents a descriptive assessment and score assessment. As far as the descriptive assessment is concerned, the reviewer indicates how the application meets the quality criteria. The reviewer also presents the strengths and weaknesses of the application as well as provides a general commentary to the assessment.

### 3.3.3. Evaluation by the evaluation team

After taking into account the arithmetic mean of points awarded by the two reviewers and after making its own assessment for all the criteria referred to in point 3.4, the evaluation team prepares the ranking list of applications directed to the substantive assessment. The team, considering the pre-selection stage, may award a maximum of 55 points in total. Awarding by the evaluation 0 points in any of the criteria results in the negative substantive assessment of the application.

The data regarding external experts carrying out the substantive assessment are not made available. NAWA publishes annually the joint alphabetical list of external experts participating in the assessment of applications in a given calendar year, for all programs.

### 3.4 Substantive assessment criteria

Criterion	Maximal score			Sum for 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	
<p>1. The to date course of the scientific or academic career together with scientific achievements of the Applicant <b>with consideration of the stage of the scientific career</b></p> <p><i>In the case of the representatives of art, the achievements indicated in point 2.1.4.a-e are considered and in the case of other Applicants - those indicated in point 2.1.4. a-d</i></p>	20	15	-	35
<p>2. The reputation and the scientific level of the host institution Subject to assessment are:</p> <ul style="list-style-type: none"> <li>• <i>host institution, including its international acknowledgment and relevance for a given discipline</i></li> <li>• <i>achievements of the team in which the Applicant plans to implement the project</i></li> <li>• <i>scientific position of the substantive supervisor (his/her international recognition in the discipline practiced by him/her)</i></li> <li>• <i>justification for the selection of the institution in the context of the activities planned in the project</i></li> </ul>	-	10	10	20

3.	The scope and method of implementation of the planned activities of scientific or scientific and didactic nature in relation to the duration of the project. Subject to assessment are inter alia: <i>scientific value and innovativeness of the project, planned methodology and results, adequacy of the project duration to the planned activities</i>	-	10	15	25
4.	Impact of participation in the program on further scientific/academic development of the Applicant as well as on the development of the scientific discipline to which the project relates	-	10	10	20
	Maximal score	20	45	35	
	Sum	100			

The evaluation team sets the bottom scoring threshold for applications recommended for funding, which may not be lower than 60 points.

In justified cases, the evaluation team may recommend the reduction of the requested amount of financing.

### 3.5 Ranking list and final selection decision

After the evaluation, the evaluation team prepares the ranking list of applications which is submitted for approval by the Director. The ranking list includes:

- 1) applications recommended for financing,
- 2) applications not recommended for financing.

Based on the ranking list, after considering the available allocation, the Director makes the final decision on admission or lack of admission of applications recommended by the evaluation team for financing.

The Director may refuse to grant financing for applications recommended for financing by the evaluation team. The reasons for refusal are:

- 1) default by the Applicant to fulfil his/her obligations/ liabilities towards NAWA;
- 2) obtaining by NAWA the information that affects the process of allocating funds for the implementation of the project.

### 3.6 Method of publishing information on the results about recruitment

The Director issues the decision on granting or refusing to grant the scholarship under the Program. The List of Scholarship Holders containing their full name, the name of the scientific unit or the university employing the Scholarship Holder, the duration of the project, the name of the host institution and the amount of funds awarded, will be posted on NAWA's page in the Public Information Bulletin (*Biuletyn Informacji Publicznej*).

### 3.7 Appeal procedure

1. According to art. 25 of the NAEA, the Applicant, after receiving information on the application being not considered by NAWA or on the decision issued by the Director, may request the Director to review the case in the event of formal deficiencies in the process of granting the funds.
2. The request for reviewing the case may include reservations regarding only formal issues in the process of awarding the funds and not the merits of the substantive assessment. Submitting the request based on another reason will result in the issuance of the decision stating the inadmissibility of submission of such request.
3. The request for reviewing the case shall be submitted to the Director within 14 days from the date of the receipt of the decision or the receipt of information on the application being not considered by NAWA to the following address:

**Narodowa Agencja Wymiany Akademickiej**  
**ul. Polna 40**



00-635 Warszawa.

4. In the case of:

- 1) Issuing the ruling stating the inadmissibility of submission of the request for reviewing the case,
- 2) issuing the Director's decision on refusal to grant the funds if the request for reviewing the case is accepted,
- 3) issuing the Director's decision on the refusal to grant the funds or the decision upholding the Director's decision on refusal to grant the 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 at any stage performed activities related to that application, including those involved in its assessment, shall not participate in considering the request for reviewing the case. The Director, when considering such requests, may use the aid of 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 Program, following the positive completion of formal and substantive assessment.

#### 5. OBLIGATIONS OF THE SCHOLARSHIP HOLDER

Obligations of the Scholarship Holder include:

- 1) having at least a basic health insurance for all participants of the visit, including in particular the insurance covering costs of treatment and transport to the hospital for the period of stay in the host institution and for the travel to the host institution and the return travel to Poland; the Scholarship Holder who is the citizen of one of the European Union member states and is subject to insurance in such state, is obliged to have at least the European Health Insurance Card, if the host institution is located in a EU or EFTA member state;
- 2) implementing, in accordance with the application, the activity specified in the application for funding on a permanent basis during the project implementation period, while the period of staying outside the host institution may not be longer than  $\frac{1}{4}$  of the general duration of the project (including all absences due to professional and private reasons);
- 3) obtaining the project results planned in the application;
- 4) timely submission of the interim report (if required) and the final report as well as all required declarations and certificates;
- 5) informing NAWA of any changes in the implementation of the project, including starting employment by the spouse of the Scholarship Holder, if such spouse is covered by the scholarship;
- 6) informing NAWA of his/her particular scientific or didactic successes;
- 7) participation in the evaluation of the Program consisting in completing two evaluation surveys as well as participation in other evaluation activities carried out by NAWA, in accordance with point 9 of the Regulations;
- 8) placing on all publications constituting the results of the project the information that the project was financed by NAWA as part of the Bekker Scholarship Programme (full name of the program in Polish or English). Publications and other results of the project, in which the Agency has not been identified as the institution financing the project, will not be treated as the results of the project implementation and will not be taken into account at the financial settlement of the project. NAWA recommends publishing at least the original author's version of the publications created as a result of projects financed by the Agency.

The Scholarship Holder may additionally be employed part-time in the host institution, if it is required by the regulations applicable for that institution.

## 6. FINANCING RULES

### 6.1 Project implementation period

The project may be implemented for a period of 3 to 24 months, subject to the third sentence of point 1.2, whereby **the visit may start not later than on 1 March 2020, and no later than on 30 September 2020.**

In justified cases it is possible to suspend the implementation of the project for a period not longer than 3 months, if there occurred any circumstances preventing its implementation. During the suspension period, the scholarship is not awarded.

Random situations will be considered by the Director individually after submission by the Scholarship Holder of the reasoned request.

According to art. 21 section 1 point 39a of the Act of 26 July 1991 on the Personal Income Tax (i.e. Polish Journal of Laws of 2018, item 200); scholarships granted on the basis of the decision of the Director of the National Agency for Academic Exchange issued in accordance with the NAEA are not subject to the personal income tax.

### 6.2 Project budget

The following items are taken into account when calculating the amount of the scholarship:

- 1) maintenance costs in the amount of PLN 12,000 per month (in the case of the visit in OECD countries as well as in the cities in non-OECD countries included in the first 50 places of the MERCER report<sup>1</sup>) or PLN 8000 per month (in the case of other countries) - **for each full month of stay of the Scholarship Holder in the host institution.** The length

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<sup>1</sup><https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.htm>  
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of the stay should be specified by the Applicant in the application, giving the number of the full months of his/her stay. The amount of the maintenance costs may be increased if his/her spouse participates in the visit - PLN 2,000 per month of the Scholarship Holder spouse's stay in the location in which or near which the host institution is located, unless the spouse takes up employment in the country of stay during the scholarship (which means both employment under a contract of employment and under a civil law contract). This amount may be increased also if minor children participate in the visit - PLN 1000 per month of each minor child's stay in the location in which or near which the host institution is located;

- 2) one-off mobility allowance by which the amount referred to in item 1 is increased, amounting to:
  - a) in the case of visits in **European** centres - PLN 7 000, if only the Scholarship Holder participates in the visit and additionally PLN 2000 zlotys per person, if his/her spouse and/or minor children participate in the visit;
  - b) in the case of visits in **non-European** host institutions - PLN 12000, if only the Scholarship Holder participates in the visit and additionally PLN 5000 per person, if his/her spouse and/or minor children participate in the visit;
- 3) if the scholarship holder has a certificate confirming significant or moderate disability, in the absence of the spouse's participation, the amounts referred to in item 1 and 2 may be increased - as if the spouse participated in the visit - in the case of participation of the Guardian in the visit.

#### Documenting expenses

The scholarship referred to above, constituting a sum of lump sum amounts, will be treated as the expenditure incurred. In relation to the lump sums within the project, the Scholarship Holder is not required to collect and present accounting documents in order to confirm his/her expenses. NAWA, however, obliges the Scholarship Holder to submit:

- 1) the opinion of the representative of the host institution (substantive supervisor or the leader of the team in which the project was implemented) on the progress of the project implementation, achieved results and opportunities for further cooperation with the Scholarship Holder; the opinion must include confirmation of the project

implementation dates in the host institution and the confirmation that the Scholarship Holder was not absent in the host institution for a period longer than  $\frac{1}{4}$  of the general implementation period;

- 2) in the case of participation in the visit of the spouse, the children or the guardian - statements on their stay in the location in which or near which the host institution is located together with the scan of travel documents;

and additionally, at the request of NAWA, documentation confirming implementation of activities, achievement of the assumed results and creation of the assumed products in accordance with the approved application - under the pain of recognition of the scholarship as ineligible.

Verification of expenses in the case of lump sums will consist in checking whether the assumed results have been achieved and assumed products have been created as well as the declared activities have been implemented.

### 6.3 Payment rules

The payment within the projects shall be made as follows:

- 1) For projects lasting less than 8 months:
  - a) the advance payment - in the amount of 40% of the total amount of financing, transferred to the Scholarship's bank account indicated in the scholarship agreement, not earlier than 3 months before the start of the project;
  - b) the interim payment - 50% of the total amount of financing, transferred to the Scholarship Holder's bank account indicated in the scholarship agreement following submission by him/her - after the first month at the earliest and after 2 months at the latest, counting from the start of the project - of the certificate from the host institution confirming the start of project's implementation by the Scholarship Holder; payment shall be transferred within 14 days from submission of the certificate to NAWA;
  - c) the final payment (balancing payment) - 10% of the total amount of financing, transferred within 14 days from the date of the approval of the final report.
- 2) For projects lasting 8 months and longer:

- a) the advance payment - in the amount of 60% of the total amount of financing, transferred to the Scholarship's bank account indicated in the scholarship agreement, not earlier than 3 months before the start of the project;
- b) the interim payment - 30% of the total amount of financing, transferred within 14 days from the date of the approval of the interim report;
- c) the final payment (balancing payment) - 10% of the total amount of financing, transferred within 14 days from the date of the approval of the final report.

#### 6.4 Suspending the scholarship

The scholarship may be suspended in cases specified in the scholarship agreement, in particular, in the case of receiving by NAWA information on the discontinuance of the project implementation, conflict with the host institutions or gross irregularities in the project implementation. After requesting the Scholarship Holder for clarification and receiving satisfactory information, the financing of the project may be resumed.

#### 6.5 Termination of the scholarship agreement

The scholarship agreement may be terminated in justified cases by the agreement of the parties or in cases specified in the scholarship agreement (in particular gross default in meeting the provisions of the scholarship agreement) as well as in the event that the Scholarship Holder has been subject to disciplinary sanctions or convicted by a final and binding court decision for an offense committed intentionally or an intentional tax offense.

### 7. SUBMITTING REPORTS AND THEIR VERIFICATION

Reports on the implementation of the projects shall be submitted in the Agency's IT system.

For projects lasting:

- 1) less than 8 months - the Scholarship Holder shall submit:
  - a) within 2 months from the start of the project implementation but not earlier than after 1 month - the certificate from the host institution confirming the start of

- the Project in that institution and - in the case of the spouse, children or guardian taking part in the stay - the declaration on their stay in the location in which or near which the host institution is located;
- b) the final report - within 30 days from the date of completion of the project implementation indicated in the scholarship agreement;
- 2) 8 months or longer - the Scholarship Holder is obliged to submit the interim report on the progress of the project after the half of the period for which the scholarship was granted - within 14 days from the end of the reporting period to which the report applies, as well as the final report within 30 days from the date of completion of the project implementation indicated in the scholarship agreement. The interim report should be accompanied by the certificate from the host institution confirming starting the implementation of the project in the institution by the Scholarship Holder.

To the final report the Scholarship Holder shall attach the opinion of the representative of the host institution - the substantive supervisor or the leader of the team in which the project was implemented - on the progress of the project implementation, achieved results and opportunities for further cooperation with the Scholarship Holder; the opinion has to include confirmation of the project implementation dates in the host institution and the confirmation that the Scholarship Holder was not absent in the host institution for a period longer than  $\frac{1}{4}$  of the general implementation period.

To the interim report and to the final report the Scholarship Holder shall attach - in the case of the spouse's, children's or guardian's participation - the statement on their stay in the location in which or near which the host institution is located.

In the case of submission of an incorrect interim or final report or an incomplete report, the Scholarship Holder is obliged to correct or supplement the report within 14 days from the date of the receipt via the Agency's IT system of the information on the need to correct or supplement the report.

Failure to submit the interim report within the indicated deadline or failure to supplement or correct it within the indicated deadline constitutes the basis for withholding further financing and may constitute the basis for summoning the Scholarship Holder to return the received funds.

Failure to submit the final report within the specified deadline, submission of the report not meeting the requirements set out in its template may constitute the basis for not admitting the

Scholarship Holder to the next call for proposals announced by NAWA and for summoning him/her to return the received funds.

The templates of the interim and final reports constitute the part of the scholarship agreement.

## 8. NATIONAL COMPONENT

NAWA plans to launch a separate, complementary call for proposals for the "National component" of the Bekker Scholarship Programme which would cover the financing of remuneration (along with the employer's costs) for the period of 6 months after returning to the Polish scientific or higher education institution. The "National component" will be designated for beneficiaries of the program returning to Poland after a scholarship lasting at least 18 months, who are planning to establish a new, independent research team and undertake to prepare and submit within the above period a grant application for the establishment of the team. **The call for proposals is planned to start from the second quarter of 2021.** The application will be submitted jointly by the Scholarship Holder and the Polish scientific or higher education institution (home institution or a new one) 3 months before the end of the visit.

The substantive assessment carried out by the evaluation team will primarily include: the results of the foreign stay under the program, the scientific potential of the unit submitting the application under the "National component" together with the Scholarship Holder and the action plan for the 6 months covered by the remuneration under the "National component".

The "national component" will include the funding of monthly remuneration of PLN 10260 (including the costs of the employer), while the employer may increase the amount of remuneration from employer's own funds.

The condition for the financial settlement of the "National component" will be the submission by the Scholarship Holder of the grant's application for establishment of the research team to the Polish or foreign research financing agency. Applications for the "National component" are also allowed if the type or scope of conducted research does not require the establishment of the research team. In such a case, the condition for the financial settlement of the "National component" will be the submission of another grant application by the Scholarship Holder.



## 9. EVALUATION

Scholarship Holders are required to participate in the evaluation of the Program carried out by NAWA. Participation in the evaluation includes sending to NAWA evaluation surveys together with the final report as well as 12 months after the completion of the project. In addition, participation in the evaluation includes also participation of Scholarship Holders in separate evaluation studies conducted at NAWA's request in accordance with their adopted methodology. It is assumed that the Scholarship Holder may be invited to participate in the studies once during the project and once within 2 years from the completion of the project.

NAWA guarantees the confidentiality of the opinions and information provided by the Scholarship Holder as part of the Program's evaluation and that the data obtained from the Scholarship Holder as part of the evaluation will have no impact on the terms of payment under the awarded scholarship.

## 10. PERSONAL DATA PROTECTION

The personal data controller with regard to the data of Applicants, Scholars, External Experts, Reviewers and contact persons shall be the Agency.

The data will be used to:

- 1) carry out the recruitment procedure and the assessment of applications,
- 2) select Scholarship Holders and conclude scholarship agreements with them,
- 3) implement the concluded scholarship agreements,
- 4) continue the cooperation between NAWA and Project participants after the completion of the project, including cooperation to promote the Program.

Personal data may be provided to NAWA employees, Experts or representatives of host institutions in connection with the pursuance of the above objectives.

The transfer of personal data to foreign academic centres located outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) will be carried out on

the basis of standard data protection clauses adopted or approved by the European Commission. The data subject has the right to obtain a copy of the data transferred to foreign academic centres.

The legal basis for the processing of personal data shall be art. 6 section 1 letter b and e of the General Data Protection Regulation (the GDPR). The transfer of the data shall be voluntary, but necessary to participate in the implementation of the Program or Application. Refusal to submit the data will result in dismissing the application without its consideration or the inability of a specific person to participate in the implementation of the Program or Application.

Personal data of the above mentioned persons involved in the implementation of the Project will be used at the stage of applications' assessment as well as for the period necessary for archival purposes. Personal data of persons whose applications were considered positively will be kept during the period of applications' assessment and for the period necessary for archival purposes.

Each and every data subject has the right to submit to the Agency the request for:

- 1) access to his/her personal data;
- 2) rectification, removal or restriction of use of his/her personal data;
- 3) including the objection to the use of his/her personal data;

- according to the rules set out in the GDPR.

Moreover, each person has the right to file 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 NAWA Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl.

## **11. CONTACT WITH NAWA**

The contact person in matters regarding the Program is:

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