NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

REGULATIONS OF

THE BEKKER SCHOLARSHIP PROGRAMME

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NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

Table of contents:

1. GENERAL INFORMATION ABOUT THE PROGRAMME 3
   1.1. Basic terms and abbreviations 3
   1.2. The main objective of the Programme 4
   1.3. Detailed objectives 4
   1.4. Indicative recruitment schedule 5
   1.5. Recruitment Regulations 6
2. APPLICATION PROCEDURE 6
   2.1. Eligible Applicants 6
   2.2. Time and form of submission of applications 8
   2.3. Information about the application 8
   2.4. List of information and annexes required in the application 8
3. PROCEDURE OF EVALUATION AND SELECTION OF APPLICATIONS 10
   3.1 Applications assessment process 10
   3.2 Formal assessment 10
   3.3 Substantive assessment 11
   3.4 Substantive assessment criteria 13
   3.5 Ranking list and final selection decision 15
   3.6 Method of publishing information on the results of recruitment 15
   3.7 Appeal procedure 15
4. SCHOLARSHIP AGREEMENT 16
5. RIGHTS AND OBLIGATIONS OF THE SCHOLARSHIP HOLDER 16
6. FINANCING RULES 17
   6.1 Project implementation period 17
   6.2 Project budget 18
   6.3 Payment rules 18
   6.4 Suspending the Scholarship 20
   6.5 Termination of the Scholarship Agreement 19
7. SUBMITTING REPORTS AND THEIR VERIFICATION 19
8. NATIONAL COMPONENT 21
9. EVALUATION 21
10. PERSONAL DATA PROTECTION 22
11. CONTACT WITH THE AGENCY 24

NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Basic terms and abbreviations

1) **Agency** – 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 substantive assessments of applications submitted under a call for proposals for participation in the Programme. The External Expert may carry out individual substantive assessment 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 a doctoral degree (PhD) obtained not earlier than within the last 7 last years (as of the day of submission of the application, subject to point 2.1.6)
5) **Guardian** - in the case of the 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) **Programme** – the Bekker Scholarship Programme
8) **Project** – project of scientific or scientific and didactic nature implemented under the Agency's Programme in the Host Institution
9) **Reviewer** - External Expert who carries out individual substantive assessment of the application
10) **Regulations** – the Programme Regulations
11) **Agency's IT system** – the system in which the recruitment as well as the assessment of applications and reports submitted by the Scholarship Holder are conducted, available at: https://programs.nawa.gov.pl
12) **Scholarship -** funds granted by the Director's decision under the Programme
13) **Scholarship Holder** - person who has been awarded funds under the Programme and who has concluded the Scholarship Agreement
14) **RI** – the Act of 30 April 2010 on the Research Institutes (i.e. uniform text: Polish Journal of Laws of 2019, item 1350, as amended)
15) **Scholarship Agreement** – agreement on transferring funds under the Programme referred to in art. 26 of PNAAE
16) **HES** – the Act of 20 July 2018 on the Higher Education and Science (i.e. Polish Journal of Laws of 2020, item 85, as amended)
17) **PAS** – the Act of 30 April 2010 on the Polish Academy of Sciences (i.e. Polish Journal of Laws of 2019, item 1183, as amended)
18) **ŁRN** - the Act of 21 February 2019 on the Łukasiewicz Research Network (Polish Journal of Laws, item 534, as amended)
19) **PNAA E** – the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (i.e. Polish Journal of Laws of 2019, item 1582, as amended)

20) **Applicant** - a scientist or academic teacher holding at least a doctoral degree (PhD)employed in a Polish 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 Programme
21) **Evaluation Team** - a team consisting of External Experts, appointed by the Director to carry out the substantive assessment of applications within the scope indicated in the Regulations.

1.2. The main objective of the Programme

The aim of the Programme 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 shall allow them to stay in recognized research centres, to implement Projects together with eminent foreign scientists and scientific teams and establish long-term relationship with foreign scientific teams.

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.

The Agency also provides for the possibility of additional financing (financial resources) 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[1].

The Programme provides financing (financial resources) covering the maintenance costs of the 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 the Scholarship Holder with certificate confirming significant or moderate disability, if his/her Guardian participates in the visit.

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

[1] See point 8 of the Regulations.

The Programme is open for scientists at any stage of their scientific careers, however, priority will be given to the mobility of Young Scientists being their first long-term scientific stay.

1.3. Detailed objectives

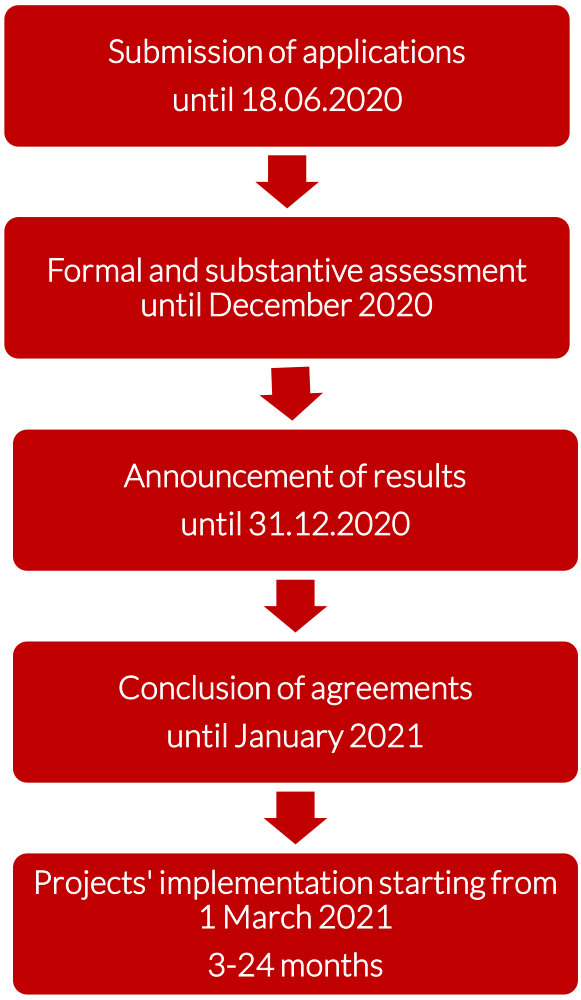
Under the Programme, the scientific and scientific -didactic visits shall be eligible aimed at:

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 hosting the Scholarship Holder for the requested period of time.

1.4. Indicative recruitment schedule



1.5. Recruitment Regulations

The Agency reserves the right to introduce modifications to these Regulations during the recruitment procedure, however, excluding modifications resulting in unequal treatment of the 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 proposals. 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. The Agency shall notify all Applicants who have submitted their applications of the introduced modifications before their publication by sending information in the Agency's IT system.

The Agency 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 shall be made available by the Agency 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 Programme is designated for scientists representing all fields and disciplines of science as well as artistic disciplines. There are no restrictions regarding the age of Applicants. There are also no restrictions regarding countries in which the Host Institutions are located.

2.1.2. One Applicant may submit only one application for financing in a given call for proposals under the Programme which covers the visit in one Host Institution. If the Applicant submits several applications, only the last submitted application shall be considered.

2.1.3. Scholarship Holders of previous editions of the Bekker Scholarship Programme may reapply after the lapse of the waiting period lasting 2 subsequent editions after the completion of implementation of the previous Project under the Programme.

2.1.4. For participation in the Programme 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 higher education and science system 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) institutes of the Łukasiewicz Research Network referred to in art. 7 point 1 (6b) of the HES
7) other entities conducting mainly scientific activity in an independent and continuous manner, having a scientific category.

2.1.5. 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 2010) 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

scientific periodicals in accordance with the current communiqué of the Ministry of Science and Higher Education,

b) reviewed scientific monograph published by a publishing house listed in the list of publishers of reviewed scientific monographs, in accordance with the current communiqué of the Ministry of Science and Higher Education, issued within the last 10 years (counted from the beginning of 2010). NOTE: chapter in an edited multi-author monograph shall not be regarded as the achievement meeting this requirement,

c) publication within the last 5 years (counted from the beginning of 2015) 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 within the last 5 years (counted from the beginning of 2015) a research project selected under a Polish or foreign competition procedure financed from external sources in relation to the institution in which the Applicant is employed,

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 or festival - within the last 10 years (counted from the beginning of 2010).
NOTE: representatives of art should pay attention that the objectives of the Project are consistent with the objectives of the Program specified in point 1.3 of the Regulations

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.

2.1.6. When determining the period of time for which the achievements are presented in the course of establishing the status of the Young Scientist, 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 Programme shall be conducted **until 18 June 2020, until 3:00 PM, local time in Warsaw** only in electronic form in the Agency's IT system. Submission of applications to the Programme after this date shall not be possible. Submission of application is possible after registration in the Agency's IT system available at: https://programs.nawa.gov.pl.

Sending the 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 shall mean that the Applicant accepts the Programme Regulations.

2.3. Information about the application

The template of the application is available at: 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 drafted in Polish or in English.

2.4. List of information and annexes required in the application

1. The application should include the Applicant's CV comprising the following elements:
   1) his/her education, the course of scientific or artistic work in home country and abroad, scientific or artistic internships, awards, patents, additional scientific activity, membership in societies and scientific or artistic organizations, works in collections, participation in expert and competition teams, and other important achievements;
   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 2010; 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) total number of citations of all previous publications and H-index (Hirsch Index) according to the Web of Science Core Collection or Scopus databases;
   5) in the case of the representatives of art - information on artistic achievements meeting the requirement set out in point 2.1.5 of the Regulations.

2. The application should be accompanied by the following documents attached in the form of pdf files:
   1) copies of maximally three most important publications of the Applicant (in the original language) compliant with the provisions of point 2.1.5. of the Regulations, 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 of the author, should be attached;
   2) in the case of the representatives of art - copies of catalogues with ISBN number or other formal confirmations of presentation of works in a foreign cultural institutions or academic centres or copies of awards/distinctions in an international competition or festival – within the last 10 years (counted from the beginning of 2010);
   3) the scan of the invitation from the Host Institution confirming its intention to accept the 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;
   4) the scan of the document confirming possession of the academic degree or the academic title, (the diploma or - if the doctoral degree was obtained no earlier than within 12 months before the date of announcement of the call for proposals - resolution of the council of the competent institution on awarding the doctoral degree);
   5) the certificate confirming employment and its form in the institution of the Polish higher education and science system;
   6) if applicable – the certificate confirming significant or moderate disability - in the case of persons planning the visit with the Guardian.

In the case the list of publications includes earlier publications than those from the last 10 years - only publications from the last 10 years shall be taken into account in the substantive assessment. Attachments should be delivered to the Agency's IT 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

Formal assessment of applications is carried out by the Agency.
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 shall be eligible for substantive assessment.
If an incomplete application is submitted, the Agency shall summon the Applicant to fill in the missing items within 14 days from the date of receipt of the summon, with the instruction that the lack of completion of the application within the above deadline shall render it being not considered. The Agency may also request from the Applicant additional documents or explanations. Information on the need to supplement the application or provide additional explanations shall be sent by e-mail as a notification from the Agency's IT system.
It is possible to supplement the application only once within a specified scope.
Applications submitted after the deadline specified in the call for proposals or failing to meet the formal criteria shall not be considered.
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. The Agency shall not be responsible for the Applicant's failure to read the information summoning him/her to complete the application
The application may be rejected for formal reasons also at a later stage of the assessment, after the completion of the formal assessment.

3.3 Substantive assessment

Substantive assessment shall be performed by the Evaluation Team appointed by the Director, composed of External Experts representing particular scientific fields and shall lead to the preparation of the ranking list of applications. Substantive assessment shall be carried out for applications that have met the formal requirements.
The Evaluation Team shall evaluate 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 shall perform 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 his/her scientific career".
As a result of the preselection, the 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 shall set a scoring threshold above which the applications shall be conveyed to the next stage of the substantive assessment.
The Applicants whose applications are included in the group of applications not recommended for the next stage of the assessment shall receive the decision refusing to grant financing via the Agency's IT system.

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 shall be directed to the assessment carried out by two Reviewers. The Reviewers shall be indicated by the Evaluation Team using the Agency's Reviewers database, taking into account the field and discipline of science relevant for the application. The Reviewers shall assess the application using the grading scale from 0 to 45 points, based on the criteria referred to in point 3.4.

3.3.3. Assessment 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 shall prepare 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.

If it is found out that the Applicant has violated ethical principles or has been unreliable in preparing the application, or if the application is found to be inconsistent with the Programme objectives set out in point 1.3 of the Regulations, at each stage of the assessment, the Evaluation Team may give the application the 0 score (zero), justifying such decision in relevant section of the application assessment card. In this case, the application shall not be eligible for funding.
The data regarding External Experts carrying out the substantive assessment shall not be made available. The Agency shall publish annually the joint alphabetical list of External Experts participating in the assessment of applications in a given calendar year for all programmes.

3.4 Substantive assessment criteria

Criterion		Maximal score			Sum for specific 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 to date course of the scientific or academic career together with scientific achievements of the Applicant **and with consideration of the stage of his/her scientific career** *In the case of the representatives of art, the achievements indicated in point 2.1.5 a-e and 2.4 shall be considered and in the case of other Applicants – those indicated in point 2.1.5 a-d and 2.4.*	20	15	-	35
2.	The reputation and the scientific level of the Host Institution Subject to assessment shall be: • *Host Institution, including its international acknowledgment and relevance for a given discipline* • *achievements of the team in which the Applicant plans to implement the Project* • *scientific position of the substantive supervisor (his/her international recognition in the discipline*	-	10	10	20

	practiced by him/her) *• justification for the selection of the Host Institution in the context of the activities planned in the Project*				
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: *scientific value and innovativeness of the Project, planned methodology and results, adequacy of the Project duration to the planned activities*	-	10	15	25
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 to which the Project relates. *The maximum score may be awarded when the Project concerns the mobility of the Young Scientist for his/her first long-term scientific stay*	-	10	10	20
	Maximal score	20	45	35	
	Sum	100			

In justified cases, the Evaluation Team may recommend the reduction of the requested amount of financing.

3.5 Ranking list and final selection decision

1. The Evaluation Team shall prepare the ranking list of applications and the minimal scoring threshold for applications recommended for funding, which may not be lower than 60 points
2. The ranking list shall include:
   1) applications recommended for financing,
   2) applications not recommended for financing.

The Team may decide to prepare a reserve list for applications which have received at least the minimum scoring threshold but have not been granted funding. An application from the reserve list may receive funding, if the Scholarship Agreement will not be signed with the Applicant whose application has been recommended for financing.

3. Based on the ranking list, the Director shall make the decision on granting or refusal to grant financing for the applications submitted under the call for proposals. The Director may refuse to grant financing for applications recommended for financing. The reasons for the refusal may be in particular:
   1) default by the Applicant to fulfil his/her obligations/ liabilities towards the Agency;
   2) obtaining by Agency the information that affects the process of allocating funds for the implementation of the Project;
   3) lack of financial resources.
4. The decision granting or refusing to grant funds under the Programme shall be sent to the Applicants in the Agency's IT System.

3.6 Method of publishing information on the results of recruitment

The list of the Scholarship Holders shall be posted on the Agency's page in the Public Information Bulletin (*Biuletyn Informacji Publicznej*).

3.7 Appeal procedure

1. The Applicant, after receiving information on the application being not considered by the Agency 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 shall 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 in writing 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 to the following address: Narodowa Agencja Wymiany Akademickiej,

ul. Polna 40, 00-635 Warszawa or electronically to the address of the Electronic Incoming Mail Box of the Agency in the form of an electronic document bearing a qualified electronic signature (a trusted signature, a personal signature, or a signature authenticated in a way that ensures the possibility of confirming the origin and integrity of verified data in electronic form)

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 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 to the address: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the above mentioned decision or ruling.
5. 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 Scholarship Agreement.

The conclusion of the Scholarship Agreement shall be effected based on the final decision of the Director.

5. RIGHTS AND 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; if the Host Institution is located in an EU or EFTA member state, **also** the EHIC (European Health Insurance Card) or any other policy covering the indicated scope of protection shall be recognized as confirmation of health insurance,
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

$^{1}/_{10}$ of the general duration of the Project (including all absences due to professional and private reasons). The period of staying outside the Host Institution may not be used in whole or for mostly at the beginning or at the end of the Project implementation period (it may not be used to shorten the Project implementation period) ;

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 the Agency of any changes in the implementation of the Project, including starting employment by the spouse of the Scholarship Holder in the nearest report, if such spouse is covered by the Scholarship;
6) informing the Agency of his/her particular scientific, didactic or other successes;
7) participation in the evaluation of the Programme consisting in completing two evaluation surveys as well as participation in other evaluation activities carried out by the Agency, 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 the Agency as part of the Programme (full name of the Programme 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, shall not be treated as the results of the Project implementation and shall not be taken into account at the financial settlement of the Project. The Agency recommends publishing with open access 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.
The Scholarship Holder shall be obliged to immediately inform the Agency of any problems or irregularities in the implementation of the Project, including any dispute with the Host Institution which threatens or may threaten the proper performance of the Scholarship Agreement

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 earlier than on 1 March 2021, and no later than on 1 October 2021.**

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 shall not awarded.

Random situations shall 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 2019, item 1387, as amended); scholarships granted on the basis of the decision of the Director issued in accordance with the PNAAE shall not be subject to personal income tax.

6.2 Project budget

The following items shall be taken into account when calculating the amount of the financing:

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[2]) 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 of the stay should be specified by the Applicant in the application, giving the number of the full months of his/her stay, whereas the stay always starts on the first day of a month. The amount of the Scholarship Holder's maintenance costs may be increased if his/her spouse participates in the visit - by PLN 2,000 per month for each month of the Scholarship Holder's 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 Project duration (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 – by PLN 1000 per month for each month of the Scholarship Holder's 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 shall be increased, amounting to:
   a) in the case of visits in **European** Host Institutions - PLN 7 000, if only the Scholarship Holder participates in the visit and additionally PLN 2000 per each person, if the Scholarship Holder's spouse and/or minor children participate in the visit;
   b) in the case of visits in **non-European** Host Institutions - PLN 12 000, if only the Scholarship Holder participates in the visit and additionally PLN 5000 per person, if the Scholarship Holder's 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

[2] https://mobilityexchange.mercer.com/insights/cost-of-living-rankings.

1 and 2 may be increased - as if the spouse participated in the visit - in the case of the Guardian's participation in the visit.

In the event that after the submission of the application the Applicant's family situation changes (e.g. birth of a child, marriage), he/she may apply for an increase in the amount of funding applied for in connection with the participation of family members not included in the application. Such applications shall be considered on an individual basis taking into account the available funds.
The financing referred to above, constituting a sum of lump sum amounts, shall be treated as the expenditure incurred. In relation to the lump sums within the Project, the Scholarship Holder shall not be required to collect and present accounting documents in order to confirm his/her expenses. The Agency, 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 $^{1}/_{10}$ 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 situated together with the scan of travel documents containing dates of journeys as well as information about taking up or not taking up by the spouse employment in the country of stay during the Project;

and additionally, at the request of the Agency, 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 shall consist in checking the Project implementation period and verification whether the assumed results and products have been achieved 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 Holder's bank account indicated in the Scholarship Agreement, not earlier than 3 months before the start of the Project;

b) the interim payment - in the amount of 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 – within 2 months from the start of the Project implementation – of the certificate from the Host Institution confirming the start of Project's implementation by the Scholarship Holder; the payment shall be transferred within 30 days from submission of the correctly completed certificate;
c) the balancing payment - 10% of the total amount of financing, transferred within 30 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 30 days from the date of the approval of the interim report;
   c) the balancing payment - 10% of the total amount of financing, transferred within 30 days from the date of the approval of the final report.

The condition for the disbursement of funds shall be possession by the Agency of the funds allocated for the implementation of the Program. The Agency shall not be responsible for delays in transferring to it the funds by the Ministry of Science and Higher Education under a specific subsidy.

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 the Agency information on the discontinuance of the Project implementation, conflict with the Host Institution 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 in Polish, with the exception of the indicated fragments.

For Projects lasting:

1) less than 8 months - the Scholarship Holder shall submit:
   a) within 2 months from the start of the Project implementation - the certificate from the Host Institution confirming the start of the Project implementation in that institution by the Scholarship Holder 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 situated;
   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 shall be obliged to submit the interim report on the Project implementation after the lapse of 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 by the Scholarship Holder the Project implementation in the institution.

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 $^{1}/_{10}$ 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 the Guardian's participation - the statement on their stay in the location in which or near which the Host Institution is situated, scan of travel documents containing travel dates and additionally the information about taking up or not taking up by the spouse employment in the country of stay during the Project

In the case of submission of an incorrect interim or final report or an incomplete report, the Scholarship Holder shall be obliged to correct or supplement the report within 14 days from the date of receipt in the Agency's IT system 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, shall constitute 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 or 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 the Agency 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

The Agency plans to launch a separate, complementary call for proposals for the "National component" of the 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" shall be designated for the Scholarship Holders of the Programme 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 II quarter of 2022. The application shall be submitted jointly by the Scholarship Holder and a Polish higher education and science institution (home institution or a new one) 3 months before the end of the visit.
The substantive assessment carried out by the Evaluation Team shall primarily include: the results of the foreign stay under the Programme, 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" shall include financing of monthly remuneration of PLN 10 260 (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" shall be submission by the Scholarship Holder of the grant application for establishment of the research team to the Polish or foreign research financing agency. Applications for the "National component" shall also be 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" shall be submission of another grant application by the Scholarship Holder.

9. EVALUATION

Scholarship Holders shall be required to participate in the evaluation of the Programme carried out by the Agency. Participation in the evaluation includes sending to the Agency evaluation surveys together with the final report, after 12 months and after 24 months after the completion of the Project implementation. In addition, participation in the evaluation shall include also participation of the Scholarship Holders in separate evaluation studies conducted at the Agency 's request in accordance with its 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.

The Agency guarantees the confidentiality of the opinions and information provided by the Scholarship Holder as part of the Programme's evaluation and that the data obtained from the Scholarship Holder as part of the evaluation shall have no impact on the terms of payment of the awarded scholarship. The Beneficiary shall also be obliged to participate in evaluation studies conducted by the Ministry of Science and Higher Education on the principles set out by the Ministry of Science and Higher Education

10. PERSONAL DATA PROTECTION

The personal data controller with regard to the data of Applicants, Scholarships Holders, External Experts, Reviewers and contact persons shall be the Agency.
The data shall 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) the cooperation between the Agency and Projects participants after the completion of the Projects implementation, including cooperation to promote the Programme.

Personal data may be provided to the Agency's employees, External Experts, Reviewers or the representatives of the 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) shall be carried out on the basis of standard data protection clauses adopted or approved by the European Commission. The data subject shall have 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 Programme or Application. Refusal to submit the data shall result in dismissing the application without its consideration or the inability of a specific person to participate in the implementation of the Programme or Application. The

data shall not be used to make decisions based solely on the automated personal data processing, including profiling within the meaning of art. 22 of GDPR

Personal data of the above mentioned persons involved in the implementation of the Project shall 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 shall be kept during the period of applications' assessment and for the period necessary for archival purposes.

Each and every data subject shall have 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 shall have 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 the Agency's Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl.

11. CONTACT WITH THE AGENCY

The contact person in matters regarding the Programme is:
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