

## CALL FOR APPLICATIONS TO PARTICIPATE IN THE PROGRAMME

No. 12 /2024 of 26 February 2024

### I. SCOPE OF RECRUITMENT

Pursuant to Article 19(1) of the Act on the National Academic Exchange Agency of 7 July 2017. (i.e. Journal of Laws of 2019, item 1582, as amended), the Director of the National Academic Exchange Agency announces a call for applications for participation in the **Scholarship Programme for Students and Researchers - NAWA Polonist**  
- **recruitment for researchers** (hereinafter "the Programme").

### II. PROGRAMME DESCRIPTION

#### 2.1. Objective of the Programme

The aim of the Programme is to popularise the Polish language, to popularise Polish studies and research in the world and to strengthen and support the development of foreign and Polish academic centres that carry out such studies and research. The Programme supports academic staff - researchers and academic teachers, specialists in the Polish language, Polish culture, literature, history and art.

#### 2.2. Deadline and other conditions for submitting an application

Deadline for submission application	The call for applications will run <b>until 26 April 2024</b> by <b>15:00:00</b> local time (Warsaw)
Method of submission application	Only in electronic form in the Agency's ICT System, <b>//COMPLETE APPLICATION FORM//</b>
Language to be used make a request	The application must be drawn up in Polish or English
The maximum number of applications that can Submit the Applicant	1 application.
Additional information	The National Agency for Academic Exchange stresses that the Applicant should read the call documents, especially the programme's merit assessment criteria, before preparing the application and the required annexes. It is up to the Applicant to present the project (scientific output, Host Centre and description of planned research) in such a way as to allow both the evaluation team and the reviewers to adequately assess the proposal.

#### 2.3. Thematic scope of the Programme activities

##### 1. Inbound offer

The programme enables researchers from overseas academic and scientific centres to the realisation of mobility lasting from 3 to 12 months, in which research or research and didactic projects may be carried out in Polish universities and scientific institutions. The following activities, among others, are possible within the framework of mobility: conducting scientific research (including in cooperation with Polish scientists), acquiring

research materials, preparation of scientific publications, post-doctoral training, teaching in the host centre, intensive learning of the Polish language.

The POLONISTA Programme scholarship is open to applicants who, as part of their mobility, will carry out research projects on topics related to the Polish language, Polish language glottodidactics, literary studies, comparative studies, Polish culture, art or Polish history.

Applicants in the course of recruitment must provide a certificate from the Host Centre confirming their willingness to host a NAWA scholarship holder.

## **2. Travel offer**

The programme also enables Polish scholars and academic teachers to undertake mobility, which may include research, teaching or collaborative projects to prepare grant applications in foreign academic centres that offer Polish studies, Polish studies or Slavonic studies with Polish at least at Bachelor's level. Applicants may apply for a scholarship for projects lasting between 3 and 12 months.

The Programme is open to projects aimed at strengthening the and expanding the activities of academic centres offering Polish studies, Polish studies and Slavonic studies in Polish.

## **2.4. Eligible applicants**

### **1. Inbound offer**

Eligible to apply for a scholarship from the National Agency for Academic Exchange are Applicants who meet the following criteria together:

- 1) are scholars whose field of study is the Polish language, Polish literature, art, culture or history;
- 2) hold a minimum of a doctoral degree at the time of application, or an equivalent degree obtained abroad;
- 3) are employed w foreign university or in a foreign centre scientific/research;
- 4) have a certificate/request from the Host Centre, which is an institution of the Polish system of science and higher education belonging to one of the following categories:
  - a) higher education institutions referred to in Article 7(1)(1) of the Act of 20 July 2018. Law on Higher Education and Science;
  - b) scientific institutes of the Polish Academy of Sciences, acting on the basis of the Act of 30 April 2010 on the Polish Academy of Sciences;
  - c) research institutes, operating on the basis of the Act of 30 April 2010 on research institutes;
  - d) Polish Academy of Arts and Sciences,
- 5) can demonstrate at least one achievement among those indicated below:
  - 1) authorship or co-authorship of a scientific article published within the last 5 years (counting from the beginning of 2019 in a reputable international scientific journal),

- 2) authorship or co-authorship of a scientific article published within the last 5 years (calculated from the beginning of 2019) in peer-reviewed international conference proceedings,
- 3) authorship or co-authorship of a scientific monograph or a chapter in a scientific monograph published within the last 10 years (counted from the beginning of 2014),
- 6) are foreigners (do not have Polish citizenship and have not applied for Polish citizenship) or have Polish citizenship but conduct their research and teaching activities outside Poland and have been employed in a foreign university or research centre for at least 3 years from the closing date of the recruitment process,
- 7) have not been NAWA grantees within two years of the closing date of the call.

#### **Travel offer**

Eligible to apply for a scholarship from the National Agency for Academic Exchange are Applicants who meet the following criteria together:

- 1) are researchers or academic teachers whose research or teaching focus is the Polish language, Polish literature, art, culture or history;
- 2) hold a minimum of a doctoral degree at the time of application, or an equivalent degree obtained abroad;
- 3) their primary place of employment (at the time of application) is an institution of Polish or foreign higher education and science that conducts research or teaching activities in the field of teaching Polish language, Polish culture, art, literature, history;
- 4) have an invitation from the host establishment, which may be a foreign university pursuing a degree in Polish Studies or Polish Studies;
- 5) can demonstrate at least one achievement among those indicated below:
  - a) authorship or co-authorship of a scientific article published within the last 5 years (counting from the beginning of 2019 in a reputable international scientific journal),
  - b) authorship or co-authorship of a scientific article published within the last 5 years (calculated from the beginning of 2019) in peer-reviewed international conference proceedings,
  - c) authorship or co-authorship of a scientific monograph or a chapter in a scientific monograph published within the last 10 years (counted from the beginning of 2014),
- 6) have Polish citizenship;
- 7) have not been NAWA grantees within two years of the closing date of the call.

#### **2.5. Timeframe for project implementation**

Implementation period Programme	From 1 September 2024 to 31 December 2025.
Implementation period project (period validity contracts)	The implementation period of the Project includes the period of mobility (period of stay in the Host Centre) plus 3 months. The project must be carried out during the Programme period. <b>NOTES:</b>

	<b>Projects cannot start in January.</b>
Length of mobility	Between 3 and 12 months. The mobility must be carried out within a period of project implementation (contract duration).
Implementation of mobility	<ol style="list-style-type: none"> <li>1) Implementation must be continuous with the exception of 2) and 3).</li> <li>2) A period of stay outside the Host Centre of no more than 10% of the total duration of the stay is allowed. The period of stay away from the Host Centre cannot be used at the beginning or end of the mobility period (it cannot serve to shorten the mobility period).</li> <li>3) It is possible to suspend mobility for a cumulative period of up to 3 months, subject to the agreement of the Host Centre and the Agency beforehand, and only during the period of validity of the contract. During the period of suspension the mobility is not eligible.</li> </ol>

## 2.6. Inference

### List of annexes to the proposal:

- 1) a scientific curriculum vitae of no more than 3 pages (page size - A4, font size at least 11 points), including, among others:
  - a) education, course of studies/career academic and academic career, including the applicant's subsequent places of employment;
  - b) information on internships, awards, membership of scientific societies and organisations and other important achievements;
  - c) information completed ongoing research projects research projects, highlighting international projects.
- 2) A scan of the doctoral diploma or confirmation of the award of the doctoral degree, together with an officially certified translation into English if the original language is a language other than Polish, English or Latin;
- 3) a scan of the confirmation of employment issued not more than 3 months before the date of the call for applications under the Programme;
- 4) list of publications including up to 10 major works published or accepted to print in the last 10 years (calculated from the beginning of 2014);
- 5) scans of two scientific publications of the Applicant's choice; in the case of a monograph, a file containing information on its review, title page, editorial page, table of contents and a selection of excerpts containing the author's key theses should be attached; publications in a language other than Polish or English should be accompanied by a translation;
- 6) a scan of a certificate (Appendix 3) from the Host Centre confirming their willingness to accept the NAWA scholarship holder for the period applied for. The certificate should be issued no earlier than 3 months prior to the announcement of the vacancy and signed by the academic supervisor and another person holding a managerial position at the Host Centre (e.g. dean, rector) in accordance with the rules in force at

the given Centre (the document should be signed by two persons). The document should contain the following information: details of the Applicant, contact details of the H o s t Centre, details of the

the organisational unit where the project is planned, the details of the supervisor, the duration of the stay, the indicative activity plan and the extent of support from the host centre;

7) a scan of a document proving citizenship, e.g. passport.

**NOTE!**

Annexes in a language other than Polish or English must be translated into Polish or English (a translation certified by a sworn translator - or a translation certified by a Polish diplomatic mission or host centre - is acceptable).

When attaching a scan of a document, the photograph must be obscured, and attaching a document with a photograph means

consent to the processing of personal data in this regard.

**2.7. Procedure for evaluating and selecting proposals for funding**

General assumptions	Applications are subject to a formal assessment and a substantive evaluation.
Formal assessment	The purpose of the formal assessment is to verify that applications meet formal criteria as indicated in this Announcement and in the Regulations of NAWA Programmes for Individuals.
Substantive evaluation	<p>The purpose of the substantive assessment is to verify applications against the quality criteria indicated in this Announcement.</p> <p>The substantive assessment of researchers' applications consists of three stages:</p> <ol style="list-style-type: none"> <li>1) pre-selection - initial assessment of applications carried out by the Evaluation Team with regard to compliance with the Programme's objectives and the quality of the submitted projects; after reviewing the applications, the Evaluation Team recommends selected applications for further substantive assessment. Applicants whose applications are not recommended to the next stage of assessment receive a decision on refusal to grant funds;</li> <li>2) evaluation of proposals by two reviewers from the NAWA expert database;</li> <li>3) assessment by the Evaluation Team.</li> </ol> <p>In justified cases, the Evaluation Team may recommend a reduction in the amount of funding requested and a reduction in the duration of the scholarship, e.g. where the length of stay proposed in the application is not justified.</p> <p>An application which is given a score of zero by the Evaluation Panel in any of the substantive assessment criteria cannot be selected for funding.</p> <p>Proposals which, as a result of the final assessment, will be awarded less</p>

	<p>than 60 points, they receive a negative merit evaluation.</p>
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The following criteria shall be taken into account when assessing the applications of **researchers applying for a scholarship**:

	Criterion	Reviewers	Evaluation Team	Possible number of points to be obtained
1.	The applicant's scientific or teaching achievements and academic record in relation to the stage of his/her career and objectives of the Programme	0-10	0-20	0-30
2.	Justification of the choice of the hosting centre and the benefits of the Applicant's stay for the hosting centre (e.g. the impact of the project on the development of Polish studies and Polish studies) in the host centre)	0-5	0-10	0-15
3.	The scientific level of the research or tasks to be carried out as part of the project, including, inter alia, their scientific value and novelty, impact on the development of the scientific discipline, new research or teaching methods, planned results and how they will be made public, adequacy of the duration of the grant to the planned activities, feasibility and usability of the project,	0-20	0-20	0-40
4.	Anticipated impact arrival of to Poland an academic institution or a trip to a foreign university for the applicant's research career	0-5	0-10	0-15
	SUMA	40	60	100

## 2.8. Project budget

At the application preparation stage, the Applicant shall, when calculating the amount of funding takes into account:

1. A stipend of PLN 7,500 for each month of the Scholarship Holder's stay at the Host Centre. The length of stay is specified by the Applicant in the application form.

The rules for the settlement of scholarships are set out in the Rules of Procedure of the National Academic Exchange Agency Programmes for Individuals - Chapter V, point 2.1, with the qualifying condition being the implementation of an international mobility project as referred to in point 2.3.

2. Lump sum for living and accommodation costs:

GROUP OF COUNTRIES	COUNTRIES	RATE MONTHLY IN PLN.
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I	Countries with lower costs maintenance	Bosnia and Herzegovina, Brazil, Bulgaria, Egypt, Georgia, India, Lithuania Latvia, Morocco, Moldova, Poland, Romania,	4 000
	and accommodation	Turkey, Ukraine, Vietnam and others countries of the world <sup>1</sup> .	
II	Countries with an average cost of living and accommodation	Andorra, Austria, Azerbaijan, Belgium, Croatia, the Czech Republic, Cyprus, France, Germany, Greece, Indonesia, Jordan, Kazakhstan, Kyrgyzstan, Northern Macedonia, Malta, the Netherlands, Portugal and Spain, Monaco, the Vatican City State, San Marino, Serbia, Slovakia, Slovenia, Thailand, Hungary, Italy, Uzbekistan,	6 000
III	Countries with a higher cost of living and accommodation	Saudi Arabia, Australia, Bahrain, Brunei, China, Denmark, Estonia, Finland, Iceland, Ireland, Hong Kong, Japan, Canada, Qatar, Korea, Kuwait, Liechtenstein, Luxembourg, Macau, Mexico, Norway, New Zealand, Oman, Singapore, Sweden, Switzerland, Taiwan, Faroe Islands, United Kingdom, United Arab Emirates	8 000
IV	Countries of highest cost of living and accommodation	United States of America, Israel,	12 000

The rules for the settlement of lump sums for accommodation and subsistence costs are defined in the Regulations of the National Agency for Academic Exchange Programmes for Individuals - Chapter V, point 2.1, with the qualifying condition being the implementation of the project within the framework of international mobility referred to in point 2.3.

3. a lump sum for travel costs in accordance with the table below:

State	Rate in PLN
Belarus, Lithuania	1000
Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary	1500

Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, the Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, Macedonia, Malta, Monaco, Norway, Russia, San Marino, Switzerland, Tunisia, Turkey, Vatican City, United Kingdom, Italy	<b>2000</b>
Algeria, Saudi Arabia, Armenia, Azerbaijan, Bahrain, Cyprus, Egypt, Georgia, Spain, Iraq, Iran, Iceland, Israel, Jordan, Qatar, Kazakhstan, Kuwait, Lebanon, Libya, Morocco, Palestine, Portugal, Syria, Tajikistan, Turkmenistan, Uzbekistan	<b>3000</b>

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<sup>1</sup> Excluding Group II and III countries.

<p>Afghanistan, Benin, Bhutan, Burkina Faso, Burundi, Chad, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, India, Yemen, Cameroon, Kenya, Kyrgyzstan, Congo, Liberia, Mali, Mauritania, Mongolia, Nepal, Niger, Nigeria, Oman, Pakistan, Central African Republic, Cape Verde, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, South Sudan, Togo, Uganda, Côte d'Ivoire, Islands of São Tomé and Príncipe, United Arab Emirates</p>	<p><b>4500</b></p>
<p>Angola, Antigua and Barbuda, Argentina, Australia, Bahamas, Bangladesh, Barbados, Belize Bolivia, Botswana, Brazil, Brunei, Chile, China, Dominica, Dominican Republic, Ecuador, Eswatini, Fiji, Philippines, Grenada, Guyana, Guatemala, Haiti, Honduras, Indonesia, Jamaica, Japan, Cambodia, Canada, Kiribati, Colombia, Comoros, South Korea, North Korea, Costa Rica, Cuba, Laos, Lesotho, Madagascar, Malawi, Maldives, Malaysia, Mauritius, Mexico, Micronesia, Myanmar, Mozambique, Namibia, Nauru, Nicaragua, New Zealand, Palau, Panama, Papua New Guinea, Paraguay, Peru, South Africa, Saint Kitts Nevis, Saint Lucia, Saint Vincent and the Grenadines, El Salvador, Samoa, Seychelles, Singapore, Sri Lanka, United States, Suriname, Taiwan, Tanzania Tonga, Trinidad and Tobago, Tuvalu, Uruguay, Vanuatu, Venezuela, Vietnam, Islands of Solomon Islands, Marshall Islands, Zambia, Zimbabwe</p>	<p><b>6500</b></p>

The above lump sum represents the total amount for the return trip.

4. Monthly support of PLN 2,000 provided to a scholarship holder who, as at the date of submission of the application, has a dependent minor child or children. The allowance is available to the scholarship holder for the duration of the stay of the children with the scholarship holder in the country of the scholarship implementation. The birth of a child after the application has been submitted does not entitle the holder to apply for an increase in funding.
5. If the scholarship holder has a severe or moderate disability certificate, the lump sum for living and accommodation costs may be increased by PLN 2,000 per month at the scholarship holder's request.
6. The full monthly rate of the stipend, living and accommodation lump sum and support per child/children applies if the Applicant's stay (or children respectively) according to the final report is 15 days or more. For less than 15 days, half the rate applies.

Example calculation of the amount of funding due calculated as part of the verification of the report final:

- 1) if the Applicant planned 7 months of stay in the application and the actual stay lasted 6 months and 14 days, he will receive the amount for 6.5 months,
- 2) if the applicant planned 7 months of stay in the application and the actual stay lasted 6 months and 17 days, he will receive the amount for 7 full months of stay,
- 3) if the applicant planned 7 months of stay in the application and the actual stay lasted 7 months and 2 days, will receive the amount for 7 full months of stay - i.e. the maximum amount indicated in the application

7. Insurance and visa costs, if required, are borne by the Scholarship Holder.
8. The funds under the Programme are understood to be the funds referred to in Art. 18 para. 2 item. 1 u.n.a.w.a. Pursuant to Art. 21 (1) (39a) of the Personal Income Tax Act of 26 July 1991, the aforementioned funds are free of income tax.

(9) The programme does not provide funding for institutions (indirect costs) or research costs (e.g. costs of materials, participation in conferences, publications). Research and other expenses must be covered by other sources.

## 2.9. Payment schemes

Payments will be transferred to the grantee's bank account held in a bank operating on the territory of the Republic of Poland and carried out as follows:

B payment scheme in accordance with *the Rules of Procedure for National Academic Exchange Programmes, Programmes for natural persons*:

- a) advance payment - in the amount of 90% of the total amount of financing, transferred to the grantee's bank account upon its indication, within 30 days from the date of transmission of the correct confirmation of the commencement of the Project;
- b) a balancing payment of up to 10% of the total funding, to be made within 30 days of the date of approval of the final report by the Agency.

## 2.10. Documentation of expenditure

The funding awarded, being a statement of lump sums, will be treated as expenditure incurred. Within the framework of the lump sums, the Grantee is not obliged to collect and present accounting evidence to support the expenditure.

The grantee is required to keep documents confirming travel to and from the host Centre and attach scans of these documents to the final report.

The grantee is obliged to keep proof of travel documents to and from the Host Centre for accompanying children and to make them available when called upon by NAWA.

In addition, at NAWA's request, the Grantee shall be obliged to provide documentation confirming that the activities have been carried out and that the intended results and outputs have been achieved in accordance with the approved Application - under pain of declaring the Grantee ineligible.

## 2.11. Submission and verification of reports

1. The grantee is required to submit a report on the implementation of the Project through the Agency's ICT System and to provide confirmation of the start of the activities at the Host Centre:

- 1) Confirmation of the start of mobility by the Grantee, issued within 1 month of the start of the Project, signed by the Host Centre Representative.
- 2) A final report shall be submitted within 30 days of the end of the mobility in accordance with the report template.

2. a duly drawn up report shall be subject to verification by the Agency and acceptance as to the compliance of the execution of the Project with the Agreement.

The Agency may decide to have the report assessed by a Panel of Experts. The information contained in the report shall be used to assess the reliability and correctness of the execution of the planned

in the Project's activities and funds spent, and the relevance of any changes carried out during the mobility.

3. In the final report, the Grantee shall take into account any deviations occurring during the mobility that affect the amount of funding awarded, in particular those related to the shortening of the mobility.

4. Funds not used or used incorrectly shall be deducted from the balancing payment or shall be repaid to the Agency's bank account within 14 days of the date of the request for repayment if they exceed the amount of the balancing payment.

### **2.12. Responsibilities of the grantee**

The scholarship recipient is obliged to:

- 1) forward to the Host Centre the NAWA Director's decision to award the scholarship within 30 days of receiving it in the NAWA System;
- 2) provide NAWA with a confirmation of the commencement of tasks under the awarded scholarship at the Host Centre within 14 days from the date of commencement of the project (confirmation must be signed by the Scholarship Holder's supervisor);
- 3) have at least basic health insurance covering the period of travel and stay at the host establishment, including in particular insurance for medical expenses and transport to hospital. A scholarship holder who is a national of one of the Member States of the European Union, insofar as he/she is insured there, shall be in possession of at least the European Health Insurance Card;
- 4) timely submission of the Final Report in the Agency's ICT System;
- 5) the realisation of the Project results planned in the application;
- 6) to inform NAWA without delay of changes in the implementation of the scholarship;
- 7) inform NAWA about their academic or teaching successes - both during the payment of the grant, as well as at the reporting and evaluation stage;
- 8) the proper implementation of the scholarship agreement, in particular to settle from the allocated funding.

The grantee may be additionally employed by the Host Centre if the regulations of the Host Centre so require. The Grantee is obliged to inform the Agency immediately of any problems or irregularities that threaten or may threaten the proper implementation of the project, including a possible dispute with the Host Centre.

### **2.13. Amount of funds available in the call**

The total allocation for the call is PLN 1 200 000, although the Agency reserves the right to change the allocation of funds.

### **2.14. Scheduled date of publication of the results of the call**

15 July 2024

### **2.15. Programme funding source**

National resources

### III. ANNEXES

- 1) Model application form
- 2) Regulations of the National Academic Exchange Programmes for Individuals
- 3) Model certificate from the host centre
- 4) Model final report

### IV. CONTACT WITH THE AGENCY

For further information, please contact us (working days, 9 a.m. to 3 p.m.):

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