



# **RULES AND REGULATIONS OF THE NATIONAL AGENCY FOR ACADEMIC EXCHANGE PROGRAMMES**

## ***Programmes for individuals***

Warsaw, 19 December 2024

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## I. GLOSSARY OF TERMS AND ABBREVIATIONS

- 1) **Agency** – National Agency for Academic Exchange;
- 2) **Director** – Director of the Agency;
- 3) **Expert** – a person referred to in Articles 22 and 26a of the Act on the National Agency for Academic Exchange;
- 4) **NAWA Lecturer** – Scholarship holder teaching Polish as a foreign language at a foreign host centre;
- 5) **Recruitment** – recruitment of applications for participation in the Programme;
- 6) **Announcement** – announcement of the call for applications for participation in the Programme referred to in Article 19 of the Act on the National Agency for Foreigners;
- 7) **Carer of a person with a disability** – in the case of a Scholarship Holder with a certified severe or moderate disability – a person who cares for the Scholarship Holder during their stay at the Host Centre;
- 8) **Host centre, Centre** – a foreign or domestic scientific or academic centre to which the Applicant plans to travel;
- 9) **Programme** – a specific programme defined in the Announcement for the implementation of the Agency's tasks;
- 10) **Project** – a set of activities carried out under the Programme;
- 11) **Regulations** – these regulations of the Programmes for natural persons;
- 12) **The Agency's ICT system** – the system referred to in Article 14 of the Act on the National Agency for Education;
- 13) **Scholarship holder** – a person who has been awarded a Scholarship and with whom a Scholarship Agreement has been concluded;
- 14) **Funds** – funds referred to in Article 18(2)(2) of the Act on the National Agency for Academic Exchange;
- 15) **Act on the National Agency for Academic Exchange** – the Act of 7 July 2017 on the National Agency for Academic Exchange;
- 16) **Agreement** – an agreement concluded between the Scholarship Holder and the Agency, referred to in Article 26 of the Act on the National Agency for Academic Exchange;
- 17) **Application** – a form completed by the Applicant and submitted as part of the Call for Proposals via the Agency's ICT system;
- 18) **Applicant** – a person who intends to submit or has submitted an Application as part of the Call for Proposals;
- 19) **Evaluation Team** – a team of Experts appointed by the Director to conduct a substantive evaluation of applications within the scope specified in the Announcement.

## II. GENERAL INFORMATION – ELIGIBLE ENTITIES

An applicant may be a natural person who meets the requirements specified in the Call for Applications for a given Programme, including:

- 1) doctoral students;
- 2) employees of entities referred to in Article 7(1) of the Act on Higher Education and Science, as well as foreign universities and scientific institutions;
- 3) persons holding at least a doctoral degree or an equivalent degree obtained abroad;
- 4) persons sent abroad to teach Polish as a foreign language.

Detailed information on eligible applicants under a given Programme can be found in the Announcement.

**NAWA ensures equal access to the implementation of activities for persons with special needs, including various types of disabilities.**

Upon a justified request from a person with a documented disability, the Director of the Agency may waive the application of selected programme rules in cases where compliance with them would be excessively difficult for that person due to the nature of their disability, and the waiver of the rule in question would contribute to ensuring that person equal conditions for participation in the competition or implementation of the project compared to other beneficiaries of the programme.

## III. SUBMITTING AN APPLICATION FOR FUNDING AND DECISION-MAKING CALL FOR PROPOSALS

### 1. Registration and use of the Agency's ICT system

Pursuant to Article 14 of the Act on the National Agency for Education, the Agency operates an ICT system in which data necessary for issuing decisions on the allocation of funds under the Agency's programmes is processed. The scope, rules and conditions of use of the system are described in the "Regulations for the use of the Agency's ICT system"<sup>(1)</sup>.

Correspondence with the Applicant will be conducted via the Agency's ICT system or in another manner specified by the Agency in the Announcement.

Failure to comply with the specified form of communication may result in the non-acceptance of documents submitted by the Applicant by other means of communication. The Applicant is obliged to regularly check their correspondence in the Agency's ICT System after submitting the Application.

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<sup>1</sup> The Regulations are available at:

[https://nawa.gov.pl/images/users/629/Regulamin\\_st\\_NAWA\\_wazny\\_od\\_09.08.2019.pdf](https://nawa.gov.pl/images/users/629/Regulamin_st_NAWA_wazny_od_09.08.2019.pdf)

## **2. Submitting an application in the Agency's ICT system**

To submit an application for participation in the Programme, you must:

- 1) register an account in the Agency's ICT system available at <https://programs.nawa.gov.pl>;
- 2) send the completed application form together with the necessary attachments electronically via the Agency's ICT system.

It is the applicant's responsibility to check that the application has been sent correctly.

## **3. General rules for submitting applications**

By submitting an application, the Applicant accepts the rules described in the Announcement and in the accompanying attachments.

The Agency reserves the right to cancel the call for applications, in particular in the event of significant changes in the law affecting the conditions of the call, events of force majeure or other justified cases.

All information necessary for the proper conduct of the call for applications is published by the Agency on the website [www.nawa.gov.pl](http://www.nawa.gov.pl). Applicants are advised to keep themselves informed of the information published on the above-mentioned website.

The applicant is required to complete the application correctly in accordance with the instructions contained in the Agency's ICT system, which specify in detail the scope of information to be provided in each of the required fields of the application. The substantive information entered into the Application by the Applicant must be entered in the fields designated for this purpose. Placing descriptions in parts other than those designated or dividing them between different parts may be grounds for lowering the substantive assessment of the application or not awarding points for the relevant substantive assessment criterion.

If more applications are submitted than specified in the rules of a given Programme, the applications submitted last in terms of the time of submission in the Agency's ICT system will be submitted for evaluation, unless the Announcement provides otherwise.

## **4. Formal assessment of the application**

Detailed rules for the assessment of applications are described for each Programme in the Announcement.

### **4.1. Formal assessment of the application**

The subject of the formal evaluation is the verification of the Application in terms of its compliance with the formal criteria specified in the Announcement, taking into account Article 24 of the Act on the National Agency for Education.

Only complete applications, i.e. those containing all the required information and attachments, will be considered. If an incomplete application is submitted, the applicant will be asked to complete it within 14 days of receiving the request, with the instruction that failure to do so will result in the application not being considered.

Applications will also not be considered if:

- 1) submitted after the deadline specified in the call for applications for participation in the programme;
- 2) that do not meet the formal requirements specified in the call for applications for participation in the programme.

#### **4.2. Substantive assessment of the application (if applicable )**

The purpose of the substantive assessment is to verify that applications meet the quality criteria specified in the Announcement.

Only applications that meet the formal criteria are referred for substantive evaluation. The evaluation criteria are specified in the Call for Proposals.

During the substantive assessment stage, an application may receive a maximum of 100 points. An application that receives less than 60 points in total as a result of the evaluation will be considered not to meet the quality requirements, which means a negative substantive evaluation. In such a situation, the application cannot receive funding, even if there are sufficient funds in the Programme.

The substantive assessment is carried out in accordance with the rules set out in the Announcement.

If the substantive assessment is carried out by more than one assessor, in the event of a discrepancy in the score exceeding 30% of the possible points, the Agency reserves the right to appoint additional experts to carry out the assessment.

### **5. e decision on the call for proposals**

As a result of the substantive evaluation, a list of applications recommended for funding is drawn up and a minimum score threshold for applications recommended for funding is set, which cannot be lower than 60 points.

The Director shall decide whether to grant or refuse funding under the Programme, taking into account the list of applications recommended for funding, the objective of the Programme and the effective use of the funds allocated for its implementation.

The grounds for refusing to grant funding include, in particular:

- 1) the Applicant is in arrears with its obligations towards the Agency;
- 2) the Agency obtaining information that affects the process of granting funds for the implementation of the Project;
- 3) lack of financial resources;
- 4) other justified circumstances.

The decision to grant or refuse funding under the Programme is sent to the Applicant via the Agency's ICT system.

## 6. Appeal procedure

In the event of formal violations in the allocation of funds, the Applicant may request the Director to reconsider the case. The request for reconsideration may only concern formal issues in the process of allocating funds, and not the validity of the substantive assessment.

The request for reconsideration of the case should be submitted to the Director within 14 days of receiving the decision, in writing to the following address: National Agency for Academic Exchange, ul. Polna 40, 00-635 Warsaw, or by e-mail to the Agency's Electronic Mailbox (ePUAP mailbox: /NAWA/SkrytkaESP) in the form of an electronic document bearing a qualified electronic signature (a trusted signature or a personal signature or authenticated in a manner ensuring the possibility of confirming the origin and integrity of the verified data in electronic form).

During the proceedings, the Director shall examine:

- the admissibility of the appeal (the possibility of lodging an appeal),
- whether the appeal was lodged within the time limit.

Inadmissibility of the appeal and failure to meet the deadline for appeal. The Director shall issue a decision, which shall be final in this matter.

If the appeal is admissible, i.e. it concerns formal violations in the allocation of funds, the Director shall review the decision issued in the first instance, i.e. he shall re-examine the merits of the case and decide on it. A person who was previously involved in issuing the contested decision may not participate in the proceedings related to the reconsideration of the case.

The applicant may lodge a complaint against a decision declaring the inadmissibility of a request for reconsideration of a case or a decision issued by the Director as a result of reconsideration of a case with the Provincial Administrative Court in Warsaw, at the following address: Provincial Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint shall be lodged through the Director within 30 days of the date of delivery of the above-mentioned decision or ruling.

## IV. AGREEMENTS

In the decision granting financial resources, the Agency specifies the activities to be performed by the Applicant and the deadline for their completion.

The agreement with the Applicant is concluded on the basis of the Agency Director's decision to grant financial resources under the Programme, after the positive completion of the application evaluation procedure.

A model agreement is attached to the Announcement.

The Agreement shall be made available to the Applicant in the Agency's ICT System, of which the Applicant shall be notified by e-mail sent to the e-mail address provided during registration in the Agency's ICT System.

After receiving information about the availability of the Agreement, the Applicant shall be obliged to:

- 1) supplementing and verifying the correctness of the data contained in the Agreement, including address and bank details, and, in the event of any irregularities, reporting them to the Agency;
- 2) concluding the Agreement within the time limit and on the terms specified in the Announcement.

If the Applicant selected in the recruitment process fails to sign the Agreement with the Agency within the deadline, the funding may be awarded to another Applicant who has received a positive substantive assessment.

Funds granted under the Programme are expressed in Polish currency and settled in that currency. If the funds are transferred to an account indicated by the Scholarship Holder other than one maintained in Polish currency, all related costs, including currency conversion costs, shall be borne by the Scholarship Holder.

## 1. me payment schedules

<b>Advance payment scheme</b>	<b>Advance payment</b>	<b>First partial payment</b>	<b>Second partial payment</b>	<b>Balancing payment</b>
<b>A</b>	100%	Not applicable	Not applicable	Not applicable
<b>B</b>	90	Not applicable	Not applicable	10%
<b>C</b>	60	30	Not applicable	10

The Agency reserves the right to specify a different payment schedule in justified cases.

## 2. Termination of the Agreement

The Agreement may be terminated in justified cases by mutual agreement of the parties or in cases specified in the agreement for the allocation of funds, including gross breach of the provisions of the agreement for the allocation of funds, ignoring calls for improvement from the Agency or the Centre, the Beneficiary providing false information in the application for the Programme, which the Agency becomes aware of during the term of the agreement, or behaviour that goes beyond the legal and cultural norms of the country concerned, as a result of information from the host Centre or diplomatic mission, or if the Scholarship Holder has been disciplined or convicted by a final court judgement for an intentional crime or an intentional fiscal offence – also with immediate effect.

## V. REPORTING AND SETTLEMENT RULES PROJECT

### 1. General rules for project

The scholarship holder is responsible for timely settlement of the Project by submitting partial reports (if applicable), final reports and other settlement documents specified in the Announcement to the Agency.

Reports shall be submitted in electronic form via the Agency's ICT system using electronic forms prepared and made available by the Agency, unless the Agency specifies another form of report submission.

Partial reports shall be submitted within 14 days of the end of the reporting period, final reports within 30 days of the end of the Project implementation period specified in the Agreement, and other documents within the deadlines specified in the Announcement.

All amounts stated in the Project implementation reports must be expressed in PLN. Templates for reports and other settlement documents are part of the Announcement.

The information presented in the report is subject to verification and approval in terms of compliance with the Announcement, Agreement and appendices. The report is assessed in accordance with the rules specified in the Announcement or Agreement.

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

Failure to submit the report within the specified time limit or to complete or correct it within the specified time limit shall constitute grounds for suspending further funding and may constitute grounds for requesting the Scholarship Holder to return the funds received.

**Failure to submit the final report within the specified time limit, or submission of a report that does not meet the requirements specified in its template, may constitute grounds for not admitting the Scholarship Holder to the next recruitment announced by the Agency and for requesting the return of the funds received.**

The beneficiary has 14 days to appeal against the result of the verification of the Project implementation report, counting from the date of its receipt via the Agency's ICT system. The Agency reserves the right not to consider appeals submitted after the deadline. An appeal may only be submitted once. In addition to a request for re-evaluation of the report, the appeal should also include a justification together with documents that may influence the Agency's assessment. The signed appeal should be sent by post (the date of the postmark is decisive), by e-mail (to the Agency's address or to the e-mail address of the project supervisor at NAWA), by electronic means to the Agency's Electronic Inbox (ePUAP box: /NAWA/SkrytkaESP) or delivered in person to the NAWA headquarters (the date of receipt is decisive). If sent by post, courier or delivered in person, the appeal against the report assessment should be addressed to the National Agency for Academic Exchange at the address of the NAWA headquarters, i.e. Polna 40, 00-635 Warsaw, with the note "appeal against the settlement of Project No. ....".

## 2. Some eligible costs

Details of individual programmes are described in the Announcement. Under the

programmes, costs may be settled on the basis of:

- flat rates
- actual expenses incurred.

### 2.1. Costs settled on the basis of flat rates

These rates may only be applied to costs specified as lump sums in the Notice.

The use of lump sums in the project means that they will not be settled on the basis of actual expenses incurred. The scholarship holder is not obliged to collect and present accounting evidence to confirm expenses.

Flat rates may apply to the following types of costs:

- 1) Scholarship and lump sum for living and accommodation costs - eligible amounts are calculated by multiplying the number of months for which the scholarship and lump sum for living costs are due by their rates specified in the Announcement,
- 2) Flat rate for travel costs - the rate covers return travel and costs related to travel to the place of mobility by various means of transport. The flat rate is specified in the Announcement.

The full monthly rate of the scholarship, lump sum for living expenses and accommodation is payable if the Scholarship Holder's stay, according to the final report, is 15 days or more. In the case of stays shorter than 15 days, half the rate is applied. An example calculation of the amount of funding due, calculated as part of the verification of the final report:

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

A full month is defined in accordance with Article 112 of the Civil Code: "A period specified in weeks, months or years ends at the end of the day which corresponds in name or date to the initial day of the period, and if there is no such day in the last month, on the last day of that month. [...]". For example, the period from 1 March to 1 April of a given year or from 15 August to 15 September is considered a full month.

Verification of the eligibility of costs in the case of lump sums will consist of checking:

- 1) the Project implementation period,
- 2) the period of mobility of the Scholarship Holder (and accompanying persons, if applicable),
- 3) verification that the planned results have been achieved and the declared activities have been carried out

## 2.2. Costs settled on the basis of actual expenses incurred

- 1) Costs incurred as part of the Project may be considered eligible provided that they are incurred during the Project implementation period:
  - a. start date of eligibility - the start date of the Project implementation specified in the Agreement;
  - b. final eligibility date - the final date of Project implementation specified in the Agreement (it is possible to incur expenses up to a maximum of 30 days from the date of completion of the Project, provided that these expenses were incurred during the Project implementation period and are included in the final report).
- 2) Confirmation of the expenses actually incurred (actual costs) is provided by the relevant accounting evidence (personalised invoice or equivalent document) and confirmation of payment (e.g. bank transfer).
- 3) The costs are settled at the stage of submitting the Report containing a list of source documents confirming the costs incurred.
- 4) Additionally, if indicated in the Announcement, the Scholarship Holder shall attach scans of accounting documents to the settlement, e.g. invoices issued to the Scholarship Holder, receipts, tickets, a copy of the visa from the passport, etc.
- 5) If documents confirming the costs incurred are not provided, NAWA will consider the costs ineligible.

## 3. ineligible costs

### 3.1. Costs settled on a flat-rate basis

Costs settled on a flat-rate basis may be considered ineligible if the scholarship holder fails to fulfil the project objectives, i.e. the planned results are not achieved and the declared activities are not carried out.

### 3.2. Costs settled on the basis of actual expenditure

The following costs are not eligible under the Programme:

- 1) costs incurred outside the period specified in point 2.2 above;
- 2) the same costs financed from two different sources (double financing);
- 3) undocumented costs;
- 4) costs exceeding the limits specified in the Announcement;
- 5) costs that are not in line with the project budget.

## 4. al documentation storage

Documentation related to the implementation of the Programme should be stored by the Scholarship Holder for a period of 5 years from the last day of the year in which the agreement for the allocation of funds was

settled. Within the above-mentioned period, the Agency reserves the right to carry out inspections and audits concerning the implementation of the agreement for the allocation of funds.

## VI. EVALUATION

The Scholarship Holder is obliged to participate in evaluation studies conducted by the Agency or other authorised entities in the period from the date of signing the Agreement to 5 years after the completion of the Beneficiary's Project.

As part of the evaluation studies conducted by the Agency:

- 1) The scholarship holder is required to complete an evaluation survey within the deadline applicable to the final report, i.e. 30 days from the date of completion of the Project specified in the Agreement;
- 2) Scholarship holders who are NAWA Lecturers are additionally required to provide a link to the evaluation survey prepared by the Agency to all participants of the classes they conducted in the second (last) semester of the academic year.

Information on any additional obligations of the Scholarship Holder regarding participation in the evaluation conducted by the Agency is published in the Announcement.

## VII. INFORMATION AND PROMOTION

The Scholarship Holder is obliged to include information on all materials, publications, presentations, etc. resulting from the implementation of the Project that it was financed by the Agency under the Programme (full name in Polish or English).

The Agency encourages open access to scientific articles produced as part of the Project by publishing them in an open journal or making their final author's version (Author's Accepted Manuscript) or published version (Version of Record) available in an open repository of publications. It is recommended to ensure open access to publications by making them available under a Creative Commons Attribution (CC BY) licence or a Creative Commons Attribution-ShareAlike (CC BY-SA) licence.

The Agency also encourages open access to research data generated during the Project by publishing it in an open research data repository, with preference given to making it available under the terms specified in the Creative Commons Zero (CC0) statement.

In order to indicate the source of funding, the Agency's guidelines available at (rules for using the Agency's logo) should be followed:

[Polish version English version](#)

## VIII. CHANGES TO THE ND THE RULES

The Agency reserves the right to amend these Regulations during the call for proposals. The amendments shall take effect upon their publication.

Applications submitted before the publication of changes to the Rules must be resubmitted by the Applicant if their provisions are inconsistent with the changes introduced. The Agency will notify all Applicants who submitted applications before the publication of changes to the Rules of the changes introduced by sending information via the Agency's ICT system or by email to the Applicants' addresses.

Changes of an organisational or clarifying nature, as well as those made to correct obvious errors in the Regulations, do not require separate notification of their introduction, subject to the publication of the content of these changes.

## **IX. CONTACT WITH AGENCY**

### **National Agency for Academic Exchange**

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<https://nawa.gov.pl/kontakt>