



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

# **RULES OF PROCEDURE FOR PROGRAMMES POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE**

*Programmes for individuals*

Warsaw, 19 December 2024.

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## I. GLOSSARY OF TERMS AND ABBREVIATIONS

- 1) **Agency** – Polish National Agency for Academic Exchange;
- 2) **Director** - Director of the Agency;
- 3) **Expert** - a person referred to in Article 22 and Article 26a of the a.n.a.w.a.;
- 4) **NAWA Lecturer** - A scholarship holder teaching Polish as a foreign language in foreign host centre;
- 5) **Recruitment** - Call for applications to participate in the Programme
- 6) **Announcement** - the announcement of the call for applications for participation in the Programme referred to in Article 19 of the a.n.a.w.a.;
- 7) **Carer of a person with a disability** - in the case of a Grantee with a declared severe or moderate disability, a person who cares for the Grantee 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** - the particular programme set out in the Announcement to carry out the Agency's tasks;
- 10) **Project** - a set of activities implemented under the Programme;
- 11) **Terms and Conditions** - these terms and conditions of the Programmes for Individuals;
- 12) **The Agency's ICT system** - the system referred to in Article 14 u.n.a.w.a.;
- 13) **Scholarship recipient** - a person to whom a Scholarship has been awarded and with whom a Scholarship Agreement has been concluded;
- 14) **Funds** - funds referred to in Article 18(2)(2) u.n.a.w.a.;
- 15) **u.n.a.w.a.** - Act of 7 July 2017 on the National Academic Exchange Agency;
- 16) **Agreement** - an agreement concluded between the Scholarship Holder and the Agency, referred to in Article 26 u.n.a.w.a.;
- 17) **Application** - a form completed by the Applicant and submitted as part of the Call through the Agency's ICT System;
- 18) **Applicant** - a person who intends to or has submitted an Application under the Call for Proposals;
- 19) **Evaluation Panel** - a panel of Experts, appointed by the Director to carry out a substantive evaluation of applications within the scope indicated in the Announcement.

## II. GENERAL INFORMATION - ELIGIBLE ENTITIES

An applicant may be an individual who meets the requirements set out in the Call for Proposals for the Programme in question, including:

- 1) PhD students;
- 2) employees of entities referred to in Article 7(1) of the a.p.s.w.n. and foreign universities and scientific institutions;
- 3) persons holding at least a doctoral degree or an equivalent degree obtained abroad;
- 4) persons sent abroad teach Polish as a foreign language.

Please refer to the Announcement for details of eligible applicants under the relevant Scheme.

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

At the reasoned request of a person with a documented disability, the Director of the Agency may waive the application of selected rules of the programme to that person where compliance with those rules would make it unreasonably difficult for that person to comply with them due to the nature of their disability and the waiver of the rule in question will help to ensure that such person is on an equal footing with other beneficiaries of the programme when participating in a competition or implementing a project.

## III. SUBMISSION OF THE APPLICATION FOR FUNDING AND DETERMINATION OF THE CALL FOR PROPOSALS

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

Pursuant to Article 14. of the a.n.a.w.a., the Agency operates an ICT system in which the data necessary to issue a decision on the granting of funds under the Agency's Programmes are processed. The scope, rules and conditions of using the system are described in the "Rules and Regulations for the use of the Agency's ICT System"<sup>1</sup>.

In contacting the Applicant, correspondence will be conducted via the Agency's ICT System or by any other means indicated by the Agency in the Announcement.

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

### 2. Submission of the application in the Agency's Information and Communication System

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<sup>1</sup> Regulations 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)

In order to apply for participation in the Programme call, you must:

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

It is the responsibility of the Applicant to check that the operation of sending the application has been completed correctly.

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

By submitting an application, the Applicant accepts the rules described in the Announcement and its accompanying annexes

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

All information necessary for the proper conduct of the call, the Agency will post on [www.nawa.gov.pl](http://www.nawa.gov.pl). Applicants are advised to keep abreast of the information posted on the abovementioned website.

The Applicant is obliged to correctly complete the Application in accordance with the guidelines included 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. Substantive information entered into the Application by the Applicant must be placed in the fields intended for this purpose. Placing descriptions in other parts than those designated or dividing them between different parts may be a premise for lowering the substantive appraisal of the Application or not awarding points with respect to the relevant substantive appraisal criterion.

In the case of submission of more applications than specified in the rules of a given Programme, the last submitted applications according to their submission time in the Agency's IT System will be forwarded for evaluation, unless otherwise specified in the Announcement

### **4. 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 assessment is the verification of the Application in terms of its compliance with the formal criteria indicated in the Announcement, taking into account Article 24 of the Act.

Only complete applications, i.e. including all required contents and annexes, are submitted for consideration. If an incomplete application is submitted, the applicant is called upon to supplement it within 14 days of receiving the call, with the information that failure to do so will result in leaving the application unprocessed.

Applications are also left without consideration:

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

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

The purpose of the substantive assessment is to verify applications against the quality criteria indicated in the Announcement.

Only applications meeting the formal criteria are submitted to substantive assessment. The evaluation criteria are defined in the Announcement

At the stage of substantive appraisal, an application may obtain a maximum of 100 points. An application which, in total, as a result of the appraisal, is awarded less than 60 points will be deemed not to meet the quality requirements, which means a negative quality appraisal. In such a situation, the application cannot be financed, even with sufficient funds in the Programme.

The substantive assessment is carried out according to the rules set out in the Announcement.

If the substantive assessment is carried out by more than one evaluator, in the case of a discrepancy in the scoring exceeding 30% of the points possible to be awarded, the Agency reserves the right to appoint additional Experts to carry out the assessment.

#### **5. Call closure**

As a result of the substantive appraisal, a list of proposals recommended for funding is drawn up and a lower point threshold for proposals recommended for funding is set, which may not be lower than 60 points.

The Director decides whether or not to grant funds in implementation of the Programme, taking into account the list of proposals recommended for funding, the purpose of the Programme and the effective use of the funds allocated for its implementation.

The grounds for refusal of funding are, in particular:

- 1) the Applicant's arrears to the Agency;
- 2) the Agency's acquisition of information affecting the process of awarding funds for the Project;
- 3) lack of funding;
- 4) other justified circumstances.

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

## 6. Appeal procedure

In the event of formal infringements in the award of funds, the Applicant may request the Director to reconsider the case. A request for reconsideration may include objections only to formal issues in the process of awarding funds, not to the merits of the substantive assessment.

A request for reconsideration should be submitted to the Director within 14 days of receiving the decision, in writing to: Narodowa Agencja Wymiany Akademickiej ul. Polna, 40 00-635 Warszawa or electronically to the Agency's Electronic Submission Box (ePUAP box: /NAWA/SkrytkaESP) in the form of an electronic document bearing a qualified electronic signature (trusted signature or personal signature or authenticated in a way that ensures the possibility of confirming the origin and integrity of the verified data in electronic form).

The Director shall investigate in the course of the proceedings:

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

The inadmissibility of the appeal and the failure to observe the time limit for appeal shall be established by the Director in a decision which shall be final in the matter.

If the appeal is admissible, i.e. relates to formal infringements in the awarding of funds, the Director will review the first instance decision, i.e. review the merits of the case and decide on the merits. No person who has previously been involved in the decision appealed against may take part in the course of the review.

The Applicant may lodge a complaint against the decision stating the inadmissibility of the application for reconsideration or the Director's decision issued as a result of the reconsideration to the Voivodship Administrative Court in Warsaw at the following address: Wojewódzki Sąd Administracyjny w Warszawie ul. Jasna 2/4 00-013 Warszawa. The complaint shall be lodged via the Director within 30 days from the date of delivery of the aforementioned decision or order.

## IV. CONTRACTS

In the decision granting the funding, the Agency shall specify the activities to be performed by the Applicant and the deadline for their performance.

The contract with the Applicant is concluded on the basis of a decision of the Agency's Director to grant funds under the Programme, following a positive application assessment procedure.

A model Agreement is annexed to the Announcement.

The agreement shall be made available to the Applicant in the Agency's ICT System, of which the Applicant will be informed in an e-mail sent to the e-mail address which was provided during registration in the Agency's ICT System.

Once the Applicant has been informed that the Agreement is available, it is the Applicant's responsibility :

- 1) completing and checking the accuracy of the data contained in the Contract, including address and bank details, and if any irregularities are found, reporting them to the Agency;
- 2) to conclude the Agreement at the time and in accordance with the terms indicated in the Announcement.

If the successful Applicant does not sign the Agreement with the Agency within the deadline, funding may be awarded to another Applicant who has received a positive evaluation of the merits.

Funds awarded under the Programme are expressed in the Polish currency and are settled in it. In the case of transferring funds to an account indicated by the Scholarship Holder other than the one maintained in Polish currency, all related costs, including currency conversion costs, shall be borne by the Scholarship Holder.

## 1. Payment schemes under the Programmes

Advance payment scheme	Advance payment	I partial payment	Part II payment	Balancing payment
<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 indicate a different payment scheme 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 grant agreement, including gross non-compliance with the provisions of the agreement, ignoring signals from the Agency or the Centre calling for improvement, false information provided by the Grantee in the application form in the call for proposals for the Programme, the falsehood of which the Agency becomes aware in the course of the agreement, or behaviour outside the legal and cultural norms of the country concerned, as a result of information from the host Centre or diplomatic mission, or if the Grantee has been disciplined or sentenced by a final court judgement for an intentional or deliberate fiscal offence - also with immediate effect.

## V. REPORTING AND PROJECT ACCOUNTING PRINCIPLES

### 1. General principles of project accounting

The Grantee is responsible for timely accounting for the Project by submitting partial reports (if applicable), final reports and other accounting documents to the Agency as indicated in the Announcement.



Reports will be submitted electronically via the Agency's ICT System using electronic forms prepared and made available by the Agency, unless the Agency indicates another form of report submission.

Partial reports are submitted 14 days of the end of the reporting period, final reports within 30 days of the Project completion date indicated in the Contract, other documents within the deadlines indicated in the Announcement.

All amounts reported in the Project Reports must be expressed in PLN currency.  
Model reports and other settlement documents are part of the Announcement.

The information presented in the report is subject to verification and acceptance for compliance with the Announcement, the Agreement and the annexes. The evaluation of the report shall take place in accordance with the rules indicated in the Announcement or the Agreement.

In the case of submission of an incorrectly prepared report or submission of an incomplete report, the Grantee is obliged to correct or complete the report 14 days from the date of receiving information in the Agency's ICT System about the necessity to correct or complete the report

Failure to submit the report by the indicated deadline or failure to complete or correct the report by the indicated deadline is grounds for withholding further funding and may be grounds for calling on the Grantee to repay the funds received.

**Failure to submit the final report by the indicated deadline, submission of a report that does not meet the requirements set out in its template may constitute grounds for not admitting the Grantee to the next call announced by the Agency and for calling for repayment of the funds received.**

The Beneficiary has 14 days to lodge an appeal against the result of the verification of the Project Report, counting from the day of its receipt via the Agency's ICT system. The Agency reserves the right not to consider an appeal submitted after the deadline. An appeal can only be submitted once. In addition to requesting a reassessment of the report, the appeal should also contain a statement of reasons, together with any documents likely to affect the Agency's assessment. Signed appeals should be sent by post (date of postmark), by e-mail (to the address of the Agency or the e-mail of the project supervisor at NAWA), by e-mail to the Agency's Electronic Mailbox (ePUAP box: /NAWA/ESP box) or delivered in person to NAWA (date of receipt). In case of sending by post, courier service or delivering in person, appeals against the report evaluation should be addressed to the Polish National Agency for Academic Exchange to the NAWA Headquarters, i.e. Polna 40, 00-635 Warsaw, with the annotation "Appeal against the Project Clearance No.....".

## 2. Eligible costs

Details of each Programme are described in the Announcement.

Within the programmes, it is possible to account for costs on the basis of:

- flat rates
- expenditure actually incurred.

## 2.1. Costs accounted for on a flat-rate basis

These rates can only be applied to costs that are specified as lump sums in the Announcement.

The use of lump sums in the project means that they will not be accounted for on the basis of actual expenditure incurred. The grantee is not obliged to collect and present accounting evidence to support the expenditure.

Flat rates may apply to the following types of costs:

- 1) Bursary and lump sum for subsistence and accommodation costs - eligible amounts are calculated by multiplying the number of months for which the bursary and lump sum for subsistence costs are payable by their rates specified in the Announcement,
- 2) Lump sum for travel costs - the rate covers the return journey and the costs associated with travelling to the place of mobility by various means of transport. The flat rate is specified in the Announcement.

The full monthly rate of the stipend, subsistence and accommodation lump sum is applicable if the Grantee's stay according to the final report is 15 days or more. In the case of less than 15 days, half of the rate applies. Example calculation of the amount of funding due, calculated as part of the verification of the final report:

- 1) if the Scholarship Holder planned 7 months of stay in the application and the actual stay was 6 months and 14 days, he/she will receive the amount for 6.5 months,
- 2) if the Applicant planned 7 months of stay in the application and the actual stay was 6 months and 17 days, the Applicant 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 was 7 months and 2 days, the Applicant 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 term defined in weeks, months or years shall end with the expiry of the day which, by name or date, corresponds to the initial day of the term, or, if there were no such day in the last month, with 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 as 1 full month.

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

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

## 2.2. Costs accounted for on the basis of actual expenditure incurred

- 1) Costs incurred under the Project may be considered eligible provided they are incurred during the Project implementation period:
  - a. initial eligibility date - the start date of the Project as indicated in the Contract;
  - b. final eligibility date - the final date of the Project's implementation indicated in the Contract (it is possible to incur expenses up to a maximum of 30 days from the date of

the completion of the Project, provided that these expenses have been incurred during the Project's implementation and will be included in the Final Report).

- 2) Proof of expenditure actually incurred (actual costs) shall be provided by means of an appropriate accounting document (named invoice or equivalent document) and proof of payment (e.g. bank transfer).
- 3) Costs are settled at the stage of the submitted Report containing a list of source documents confirming the cost incurred.
- 4) In addition, if indicated in the Announcement, the Scholarship Holder shall attach scans of accounting evidence, e.g. invoices, receipts, tickets, copy of visa from passport, etc. to the account.
- 5) In the event that documentary evidence of the cost is not provided, NAWA will consider the cost ineligible.

### **3. Non-eligible costs**

#### **3.1. Costs accounted for on a flat-rate basis**

Costs settled on the basis of flat rates may be considered ineligible if the grantee fails to achieve the project objectives, i.e. the planned results are not achieved and the declared activities are not realised.

#### **3.2. Costs accounted for on the basis of actual expenditure incurred**

Ineligible costs in the Programme are:

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

### **4. Storage of records**

Documentation related to the implementation of the Programme should be kept by the Grantee for a period of 5 years from the last day of the year in which the grant agreement was settled. Within the aforementioned period, the Agency reserves the right to carry out checks and audits on the implementation of the grant agreement.

## **VI. EVALUATION**

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

As part of the Agency's evaluation studies:

- 1) The grantee is obliged to complete the evaluation questionnaire within the timeframe applicable to the final report, i.e. 30 days from the Project completion date indicated in the Agreement;

- 2) The grantee, who is a NAWA Lecturer, is additionally obliged to provide a link to the evaluation survey prepared by the Agency to all participants of the classes conducted by him/her in the second (last) semester of the academic year.

Information on any additional obligations of the Grantee participate in the evaluation conducted by the Agency is published in the Announcement.

## VII. INFORMATION AND PROMOTION

The grantee is obliged to indicate on all materials, publications, presentations, etc. resulting from the Project that it was financed by the Agency under the Programme (full name Polish or English)

The Agency encourages the provision of open access to scientific articles created as part of the Project by publishing them in an open access journal or making them available in an open access publication repository in their final Author's Accepted Manuscript or publisher's published version (Version of Record). It is recommended to provide open access to the publication resulting in its release under a Creative Commons Attribution (CC BY), Creative Commons Attribution-ShareAlike (CC BY-SA) licence.

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

To identify the source of funding, use the Agency's guidelines available at (rules for the use of the Agency logo):

[Polish version](#)

[English version](#)

## VIII. AMENDMENTS TO THE RULES OF PROCEDURE

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

Applications submitted prior to the publication of the amendments to the Rules and Regulations have to be resubmitted by the Applicant if their provisions are inconsistent with the introduced amendments. The Agency will notify all Applicants who submitted their applications before the publication of the changes to the Rules by sending information in the Agency's IT System or by e-mail to the Applicants.

Amendments of a tidying-up or clarifying nature or to correct obvious mistakes in the Rules of Procedure do not require separate notification of their introduction, subject to publication of the content of such amendments.

## IX. CONTACT WITH THE AGENCY

**National Academic Exchange Agency**

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