



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

Programme for students
of Polish studies
2019

Warsaw, March 2019



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1. GENERAL INFORMATION ON THE PROGRAMME

1.1. Basic terms and abbreviations

- 1) **NAWA, Agency** – Polish National Agency for Academic Exchange
- 2) **The Applicant** – person submitting an application for participation in the Programme
- 3) **Scholarship holder** – person who received funding under the Programme for students of Polish studies
- 4) **Programme** – Programme for students of Polish studies
- 5) **Home HEI** – academic centre where the Applicant studies
- 6) **Host HEI** – HEI which will host the scholarship holder during their studies in Poland
- 7) **LPLO** – Literature and Polish Language Olympiad held outside of Poland

1.2. Aims of the Programme

The aim of the Programme is to popularise the Polish language around the world and to support foreigners enrolled in Polish studies and completing Polish programmes carried out in foreign academic centres by affording them the opportunity of a one- or two-semester stay at their chosen public HEI in Poland.

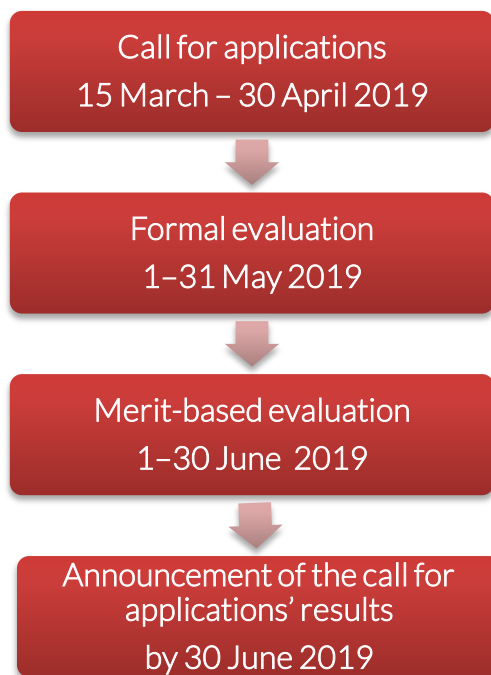
The programme is addressed to foreign students of Polish philology or enrolled in Polish studies or Polish programmes carried out as part of Slavic studies (encompassing the Polish language, culture and knowledge about Poland). During their stay at the Polish HEI, NAWA scholarship holders are free to develop their interests related to Polish studies by improving their command of Polish, participating in lectures and classes in accordance with their chosen studies' curriculum, conducting research, carrying out scientific projects, gathering materials for a scientific publication or a diploma thesis and making use of resources found in HEI libraries and archives.

The Applicants are the ones choosing the HEI where they wish to study. The field of studies chosen by the Applicant should be consistent with the studies curriculum they followed at their home HEI. The Applicant has to obtain the consent of their chosen HEI to take up studies there.

The Programme is also open to laureates and finalists of the Literature and Polish Language Olympiad held outside of Poland, who shall be eligible to receive a NAWA scholarship for the period of their first- or second-cycle Polish studies at their chosen HEI in Poland.

The language of studies shall be Polish.

1.3. Programme schedule



2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

2.1. Authorised Applicants

Only the applicants who meet the following criteria shall be authorised to apply for the scholarship of the Polish National Agency for Academic Exchange:

- 1) are students enrolled in studies of Polish philology, Polish studies or Polish programmes carried out as part of Slavic studies curriculum, first- and second-cycle studies, carried out at foreign academic centres, and have completed at least one year of studies,
- 2) are foreigners (do not hold Polish citizenship) and during the academic year 2018/2019 have not established permanent or temporary residence in Poland,
- 3) know Polish language at least at the B1 level,
- 4) have the consent of their home HEI to enrol in studies in Poland,
- 5) have the consent of their chosen Polish HEI to enrol in one- or two-semester studies

or

- 1) have been awarded the title of laureate or finalist in the LPLO during the current school year or in the two years preceding the year when they submitted their application under the Programme,
- 2) are foreigners (do not hold Polish citizenship)

or

- 1) have been awarded the title of laureate or finalist in the LPLO,
- 2) are students in their final year of first-cycle Polish studies,
- 3) are foreigners (do not hold Polish citizenship)

2.2. Procedure for submitting applications

The call for applications for the Programme shall be held until 30 April 2019, 3 pm Central European Time (local time for Warsaw), solely in an electronic form via NAWA's ICT system, accessed through the www.nawa.gov.pl website. Applications submitted beyond the aforementioned deadline shall not be accepted. Submitting the application via the system will result in the application's status in the system changing to "submitted", and the Applicant will receive an email message containing the application reference number. Only complete applications will be considered. Submitting an application for the Programme is tantamount to accepting the Programme Regulations.

The application has to be submitted with all the required attachments. Attachments in a language other than Polish shall be translated into Polish or English (allowed forms of translation include a sworn translation or a translation certified by a Polish diplomatic post, home HEI or host HEI).

2.3. List of attachments to the application

The following documents shall be attached to the application:

1. For Applicants not being LPLO laureates and finalists:
 - 1) motivational letter in Polish covering, i.a., the Applicants' interests, their reasons for choosing an academic centre in Poland and description of expected impact that studies in Poland will have on the applicants' further academic development,
 - 2) studies curriculum in Poland approved by the host HEI,
 - 3) consent of their home HEI to enrol in studies in Poland,
 - 4) certificate from the home HEI confirming the Applicant's student status, issued not earlier than 30 days before they submitted their application,
 - 5) list of grades achieved for the last completed academic year,
 - 6) opinion of an academic lecturer (supervisor/promoter) from the home HEI (maximum 2 documents),
 - 7) certificate from the Polish host HEI (Attachment 1), which shall include:
 - a) consent to enrol in one- or two-semester studies,

- b) score representation of the Applicant's learning outcomes,
 - c) evaluation of the Applicant's linguistic competence,
 - d) first name and surname of the supervisor from the host HEI,
 - 8) copy of the document confirming citizenship, e.g. passport (page with the photograph),
 - 9) documents confirming the Applicant's special achievements (optional attachments).
2. For LPLO laureates and finalists applying for first-cycle studies scholarship:
 - 1) certificate confirming that the Applicant has been awarded the title of LPLO laureate or finalist,
 - 2) copy of the document confirming citizenship, e.g. passport (page with the photograph),
 - 3) certificate from the LPLO Committee featuring information on the score the Applicant achieved in the LPLO final,
 - 4) recommendation from the teacher who prepared the Applicant for the LPLO concerning their enrolment in Polish studies in Poland,
 - 5) documents confirming the Applicant's special achievements (optional attachments).
3. For LPLO laureates and finalists in their final year of first-cycle Polish studies applying for second-cycle studies scholarship:
 - 1) certificate confirming that the Applicant has been awarded the title of LPLO laureate or finalist,
 - 2) copy of the document confirming citizenship, e.g. passport (page with the photograph),
 - 3) certificate from the LPLO Committee featuring information on the score the Applicant achieved in the LPLO final,
 - 4) certificate from the HEI confirming the Applicant's student status, featuring information on the grade average they achieved in the course of their studies (completed semesters),
 - 5) documents confirming the Applicant's special achievements (optional attachments).

3. THE PROCEDURE FOR THE EVALUATION OF APPLICATIONS

Applications shall be subject to formal and merit-based evaluation.

3.1. Formal evaluation

The objective of the formal evaluation is to verify the application for the compliance with the formal criteria indicated in these Rules. In case an incomplete application is submitted, the Applicant shall be requested to supplement missing documents (attachments) within 14 days from the date of the request, and shall be informed that a failure to supplement shall result in application being not considered. In that case it shall be possible to supplement the application once within the time limit and to the extent indicated in the notification sent to the Applicant's e-mail address via the ICT system of the Agency. If the application is either not corrected or corrected erroneously, it will be left without consideration.

The form of communication shall be correspondence exchanged exclusively via NAWA's ICT system.

Applications shall not be given consideration, if:

- 1) submitted after the deadline designated in the announcement of the call for proposals,
- 2) they fail to meet the formal requirements specified in the announcement of the call for proposals to participate in the Programme.

The formal evaluation of the applications is conducted by NAWA employees. Upon completion of the formal evaluation, a list of applications which have been submitted for merit-based evaluation shall be drawn up, as well as a list of applications left out of consideration.

Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation. Should an application be left out of consideration, the Applicant may submit an application for reconsideration, pursuant to Article 25(2) of the Act on NAWA.

3.2. Merit-based evaluation

Only applications that receive a positive formal evaluation shall be eligible for merit-based evaluation. Merit-based evaluation shall be carried out by the evaluation team on the basis of the submitted application and the required attachments. The evaluation team shall consist of NAWA staff members and external experts.

The Applicant's score in the merit-based evaluation can range between 0 and 100 points.

The following criteria shall be considered when evaluating the applications of students applying for scholarship for one- or two-semester studies in Poland:

	Criterion	Number of points that can be obtained
1.	The Applicant's goals and how they plan to achieve them, including: - consistency of the subject matter covered in the studies curriculum in Poland, - reasons informing the choice of the host HEI, - expected impact of the studies in Poland on further academic development	0-50
2.	Opinion of an academic lecturer (supervisor, promoter) from the home HEI (the opinion should cover i.a. assessment of the student's achievements, their potential, assessment of the curriculum of their studies in Poland and the benefits they can expect from studying in Poland)	0-15
3.	Learning outcomes (evaluated by the host HEI)	0-20
4.	Special achievements (e.g. academic achievements, awards, publications, involvement in activities promoting the Polish language and culture)	0-15
	TOTAL	100

The applications whose final evaluation yields less than 50 points or that scored less than half of the maximum number of points available under criteria 1 and 3, shall receive a negative merit-based evaluation.

The following criteria shall be considered when evaluating the applications of LPLO laureates and finalists applying for a scholarship for first-cycle Polish studies in Poland:

	Criterion	Number of points that can be obtained
1.	Score achieved in the LPLO final	0-60*
2.	Title of LPLO laureate	0-20
3.	Special achievements (other than participation in the LPLO)	0-20
	TOTAL	100

* 0-25% = 30 points, 26-50% = 40 points, 51-75% = 50 points, 76-100% = 60 points

The applications whose final evaluation yields less than 50 points shall receive a negative merit-based evaluation.

The following criteria shall be considered when evaluating the applications of LPLO laureates and finalists applying for a scholarship for second-cycle Polish studies in Poland:

	Criterion	Number of points that can be obtained
1.	Score achieved in the LPLO final	0-30*
2.	Title of LPLO laureate	0-20
3.	Special achievements (other than participation in the LPLO)	0-20
4.	Grade average achieved in the course of first-cycle studies (completed semesters)	0-30**
	TOTAL	100

* 0-25% = 15 points, 26-50% = 20 points, 51-75% = 25 points, 76-100% = 30 points

** 3.0-3.4 = 10 points, 3.5-3.9 = 15 points, 4.0-4.4 = 20 points, 4.5 - 4.9 = 25 points, 5.0 = 30 points

The applications whose final evaluation yields less than 50 points shall receive a negative merit-based evaluation.

3.3. Information on the results of the call for applications

Based on its agreed upon evaluation, the evaluation team prepares a ranking list of applications and submits it to the NAWA Director.

The ranking list shall include:

- 1) applications that received a positive merit-based evaluation and were recommended for financing;
- 2) applications on a reserve list – with a positive merit-based evaluation, which shall receive financing in the absence of a signed agreement with an Applicant whose application was considered eligible for financing;
- 3) applications that receive a negative merit-based evaluation (applications whose final evaluation yields less than 50 points or that scored less than half of the maximum number of points available under criteria 1 and 3; these applications cannot receive financing).

The Applicants shall be notified about the results of the call for applications and about the decision on granting or refusing them the NAWA scholarship, via e-mail or via NAWA's ICT system. The list of Applicants who received financing will be published in NAWA's Public Information Bulletin.

Director Polish National Agency for Academic Exchange decides on granting or refusing financing to the Applicants, based on the ranking list within the pool of places allocated to particular groups of Applicants:

- 1) students of Polish philology, Polish studies or Polish programmes abroad;
- 2) LPLO laureates and finalists applying for scholarship for the first- or second-cycle Polish studies:

The Applicant who was granted a NAWA scholarship shall sign a contract with the Polish National Agency for Academic Exchange.

Once they sign the agreement with NAWA, the Applicant shall gain scholarship holder status.

Should the Applicant selected under the call for applications fail to sign an agreement with NAWA, financing may be granted to the Applicant who received a positive merit-based evaluation and was placed on the reserve list. If such circumstances occur, persons ranked further on the ranking list shall be recommended for financing, accounting for their score in the merit-based evaluation;

In order to begin their studies, the persons whose applications were considered eligible for financing shall be obliged to complete all the formalities required by the host HEI.

3.4. Information regarding the appeal procedure

The Applicant, having received information about their application being left out of consideration or the NAWA Director's decision refusing to grant funding, may request the Director to reconsider in the case of any formal infringements occurring in the course of granting funds.

The request to reconsider the case shall only cover reservations related to formal issues in the process of granting funds, and not to the validity of the merit-based evaluation. Submitting the request for reconsideration for other reasons shall result in a decision stating the inadmissibility of the request for reconsideration.

The request for reconsideration should be submitted to the Director within 14 days from the date of the decision or information about the request having been left without consideration, to the following address:

Polish National Agency for Academic Exchange

ul. Polna 40

00-635 Warsaw

When:

- 1) a decision is issued stating the inadmissibility of the request for reconsideration;
- 2) the NAWA Director issues a decision refusing to grant funds in the case the request for reconsideration has been accepted;
- 3) the NAWA Director issues a decision refusing to grant funds or upholding the decision of the Director of NAWA refusing to grant funds;

the Applicant may lodge a complaint with the Regional Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange located at ul. Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.

4. SCHOLARSHIP AGREEMENT

Signing the scholarship agreement with the scholarship holder takes place based on the decision of the Director on granting funds under the Programme, once the procedure of formal and merit-based evaluation of the application is brought to a positive conclusion.

In the decision on granting the funds, the Director shall define activities and dates within which the Applicant should perform these activities, under the pain of resignation from signing the scholarship agreement.

A template of the agreement constitutes Attachment 2 to these Regulations.

5. OBLIGATIONS OF THE SCHOLARSHIP HOLDER

1. The scholarship holder shall be obliged to legalise their stay in Poland for a definite period of time. Information regarding this matter can be obtained e.g. from diplomatic and consular posts or relevant organizational units of the HEIs. The scholarship holder shall be obliged to provide the host HEI with a confirmation of legalising their stay on the territory of the Republic of Poland within up to 30 days from commencing their studies in Poland.
2. The scholarship holder shall be obliged to hold health insurance and accident insurance, and provide the host HEI with a confirmation of holding health insurance within up to 30 days from commencing their studies in Poland. Persons being citizens of EU Member States, provided they hold insurance in their country, shall hold the European Health Insurance Card.

3. The scholarship holder shall be obliged to regularly attend classes in accordance with their studies schedule arranged with the host HEI and obtain credits in courses being part of their studies curriculum.
4. In the course of their studies at a Polish HEI, the scholarship holder shall be obliged to take part in events dedicated to scholarship holders under the Programme, organized by the Polish National Agency for Academic Exchange.
5. The scholarship holder shall be obliged to take part in the Programme evaluation.
6. The scholarship holder shall be obliged to observe all regulations in force at the host HEI.
7. The scholarship holder shall be obliged to submit a final report, and in the case of LPLO laureates and finalists – an annual report with a student course record – within 30 days from completing their studies in Poland (for LPLO laureates and finalists – by 15 October of the following year of their first- and second-cycle studies).
8. The scholarship holder's publications which resulted from their studies in Poland should include information on having been developed under the NAWA Programme.
9. Changing HEIs while enrolled in the studies shall require the scholarship holder to submit an application to NAWA, along with their reasoning, opinion of the host HEI, as well as a promise of admission to their chosen HEI.

6. RULES GOVERNING THE PAYMENT OF THE NAWA SCHOLARSHIP UNDER THE PROGRAMME

1. The scholarship of the Polish National Agency for Academic Exchange shall be granted for the period of one or two semesters (except for LPLO laureates and finalists), i.e. for the maximum of 10 months during an academic year, starting from the first month of classes.
2. LPLO laureates and finalists collect the NAWA scholarship for their statutory period of studies, i.e. for the number of semesters provided for in the regulations of the first- and second-cycle studies chosen by the scholarship holder, subject to the fact that the scholarship shall be paid for the maximum of 10 months during an academic year.
3. The NAWA scholarship shall be paid through the HEI.
4. In the case of incomplete months of stay under the Programme, the funds shall be granted as follows: up to and including 15 days – half of the scholarship amount, more than 15 days – the full monthly amount.
5. The scholarship of the Polish National Agency For Academic Exchange shall be awarded in the following amounts:
 - 1) PLN 1,250 a month for students enrolled in first-cycle studies or

- 2) PLN 1,500 a month for students enrolled in second-cycle studies.

7. REPORTING

The scholarship holder shall be obliged to submit a Final report containing a summary of their stay at the host HEI, along with their student course record (issued by the host HEI) within 30 days from completing their studies in Poland.

The scholarship holder who is an LPLO laureate or finalist shall be obliged to submit Annual reports, along with their student course record, by 15 October of each year of their studies.

In the case of submitting a Report that was prepared incorrectly or had information missing, the scholarship holder shall be obliged to correct or supplement it within 14 days from being informed about the need for correcting or supplementing the report via NAWA's ICT system.

The scholarship holder who fails to submit the Final report within the specified period shall forfeit the right to apply for scholarships under NAWA programmes for the period of three years after the deadline for submitting the Report. In the case of LPLO laureates and finalists, scholarship payments in the following academic year shall be contingent on them submitting an Annual report.

8. EVALUATION

NAWA scholarship holders shall be obliged to take part in the Programme evaluation carried out by NAWA. Participation in the evaluation shall entail filling in a survey within 30 days from completing studies in Poland. The list of questions included in the survey shall constitute an attachment to the scholarship agreement. The survey shall be published online.

Taking part in the evaluation shall also entail the Scholarship holder's participation in separate evaluation studies conducted by NAWA, in line with its adopted study methodology. It is assumed that the Scholarship holder may be invited to participate in the study once during their studies in Poland and once within 2 years following their studies' completion.

NAWA ensures full confidentiality of the opinions and information provided by the Scholarship holder under Programme evaluation and guarantees that the data obtained from the Scholarship holder in the course of the evaluation shall have no effect on the conditions according to which his scholarship is paid out.

9. AMENDMENTS TO THE REGULATIONS

NAWA reserves the right to introduce amendments to these Regulations in the course of a call for proposals, with the exclusion of amendments resulting in unequal treatment of Applicants, unless the introduction of such amendments follows from the provisions of generally applicable law.

The introduced amendments shall apply from the moment of their publication, effected in the way analogous to the announcement of the call for proposals. If the application submitted prior to the introduction of the amendments fails to meet the requirements introduced by said amendments, the Applicant shall be obliged to submit a new application or supplement the existing one.

NAWA reserves the right to cancel a call for applications, particularly when substantial changes are made to provisions of law affecting the conditions for carrying out a call for applications, instances of force majeure, in cases where there is a risk of ineffective expenditure of funds allocated towards the call for applications, or in other justified cases.

10. PERSONAL DATA PROTECTION

NAWA shall be the controller of the personal data of Applicants, scholarship holders and contact persons (in particular those at the Home HEI and the Host HEI).

The data will be used for:

- 1) carrying out the call for applications under the Programme,
- 2) selecting Scholarship holders and concluding scholarship agreements with them,
- 3) execution of concluded scholarship agreements,
- 4) sending invitations, including invitations to participate in the evaluation.

In connection with the execution of the aforementioned objectives, personal data may be transferred to NAWA staff members, representatives of the Home HEI or the Host HEI and members of the evaluation team.

Transfer of personal data to centres with registered offices outside of the European Economic Area (Member States of the European Union, Iceland, Norway and Liechtenstein) shall proceed in adherence to the standard protection clauses adopted or approved by the European Commission.

The data subject shall be entitled to receive a copy of the data transferred to the host HEI.

Article 6(1)(b) and (e) of the General Data Protection Regulation (GDPR) shall constitute the legal basis for the processing of personal data. The data is provided voluntarily, however, it is necessary to participate in the call for applications or to execute the concluded agreements. Refusal to provide data shall be tantamount to the application being left out of consideration.

Personal data:

- 1) of the Applicants – will be used for up to two years after the completion of the call for applications;
- 2) of the Scholarship holders – will be used for up to 25 years after the completion of the Programme;
- 3) of the contact persons – will be used for the duration of the Programme.

The data subjects shall be entitled to:

- 1) demand that the Agency gives them access to their personal data,
- 2) correct, remove or limit the use of their personal data,
- 3) object to the use of their personal data,
- 4) lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.

Contact details of the Data Protection Officer: Adam Klimowski, odo@nawa.gov.pl

11. ATTACHMENTS

Attachment 1 – Template of a certificate from the host HEI

Attachment 2 – Agreement with the scholarship holder