



## REGULATIONS OF THE POLAND MY FIRST CHOICE SCHOLARSHIP PROGRAMME

second-cycle studies

Warsaw, 19 March 2019

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# 1. GENERAL INFORMATION ABOUT THE POLAND MY FIRST CHOICE SCHOLARSHIP PROGRAMME – SECOND-CYCLE STUDIES (MASTER’S DEGREE STUDIES)

## 1.1. Basic terms and abbreviations

- **NAWA, Agency** – Polish National Agency for Academic Exchange,
- **Director** – Director of the Polish National Agency for Academic Exchange,
- **Act on NAWA** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws (Dziennik Ustaw) of 2017, item 1530, as amended),
- **Programme** – Poland my first choice scholarship programme,
- **Project** – project entitled “Poland my first choice” planned to be co-financed from the European Social Fund under the Operational Programme Knowledge Education Development
- **the Regulations** – these Regulations made available on [nawa.gov.pl](http://nawa.gov.pl) website,
- **Scholarship** – funds granted under the Programme pursuant to the decision of the NAWA Director,
- **Scholarship agreement, agreement** – agreement signed between the Applicant and NAWA once the application receives a positive evaluation and the NAWA Director decides to finance the scholarship under the Programme,
- **Scholarship holder** – a person who was granted funding under the Programme and signed a scholarship agreement with NAWA,
- **ICT system of the Agency** – system referred to in Article 14 of the Act on NAWA which handles collection and evaluation of applications, potentially other activities under the programme, as well as evaluation of reports submitted by the Scholarship holders,
- **SL2014 system** - central ICT system supporting the implementation of operational programs implemented under the European Funds 2014-2020, including the European Social Fund
- **Applicant** – a natural person who has met the requirements indicated in point 2.2 of the Regulations and who has submitted or is planning to submit an application for participation in the Programme,
- **Application** – a form filled in by the Applicant, made available in the Agency’s ICT system, submitted under the call for applications for participation in the Programme via the Agency’s ICT system, along with all the required attachments,
- **External expert** – person, a Polish citizen or a foreigner, who, on behalf of NAWA, carries out merit-based evaluations of applications submitted as part of a call for applications for participation in the Programme. An external expert may carry out independent merit-based evaluations of applications acting in the capacity of the Selection Committee member,
- **Selection Committee** – a team consisting of external experts acting in the capacity of the Chair of the Committee and Committee members, appointed by the Director for the purpose of conducting merit-based evaluation of applications in the form of interviews with Applicants under the Programme.

## 1.2. Aim of the Programme

The Poland My First Choice scholarship programme aims to encourage young talented people from the countries listed below to pursue studies at the best Polish HEIs.

The Programme offers an opportunity to pursue full-time second-cycle studies at public and private HEIs on all fields of study offered by institutions offering education at highest level – i.e. those classified to the A and A+ category under the latest parametric evaluation – subordinate to the Minister of Science and Higher Education, with a **monthly NAWA scholarship** amounting to PLN 2,000 (ca. EUR 460) to cover the living allowance during the period of education in Poland specified in the Regulations. **In the case of public HEIs, the Programme also offers an exemption from education fees.** The Programme provides the participants with an opportunity to study in Polish or in another language. The Applicants select HEIs and fields of study in which they want to enrol based on the educational offer of Polish higher education institutions and apply for the curriculum of their choice. Final decisions regarding admissions of Applicants and financial conditions of education shall be made by HEIs.

The scholarship offer is addressed to foreigners – the citizens of the following countries:

|                    |                   |                    |
|--------------------|-------------------|--------------------|
| Australia          | the Netherlands   | New Zealand        |
| Austria            | Ireland           | Portugal           |
| Belgium            | Iceland           | Romania            |
| Bulgaria           | Israel            | Singapore          |
| Croatia            | Japan             | Slovakia           |
| Chile              | Canada            | Slovenia           |
| Cyprus             | Republic of Korea | Switzerland        |
| the Czech Republic | Liechtenstein     | Sweden             |
| Denmark            | Lithuania         | Uruguay            |
| Estonia            | Luxembourg        | USA                |
| Finland            | Latvia            | Hungary            |
| France             | Malta             | Italy              |
| Greece             | Germany           | the United Kingdom |
| Spain              | Norway            |                    |

as well as to Chinese citizens residing in Hong Kong, Macau and Taiwan.

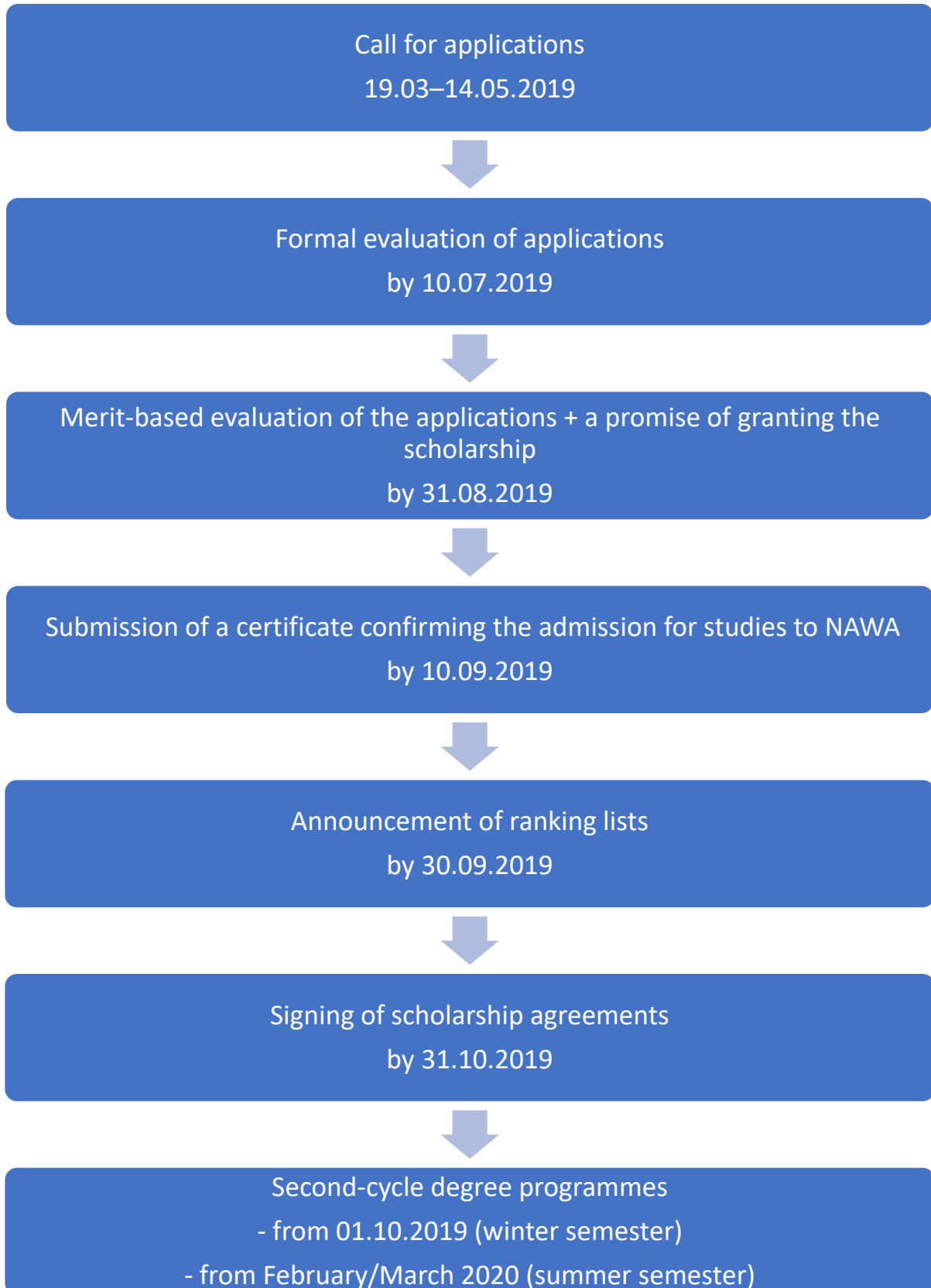
The Programme does not provide for a call for applications for fields of study offered by HEIs supervised by other ministries.

The Programme is planned to be implemented as part of a non-competition project under the Operational Programme Knowledge Education Development, co-financed from the European Social Fund.

NAWA reserves the right to cancel the recruitment covered by these Regulations in the case of failure to obtain funding from the European Social Fund under the Operational Programme Knowledge Education Development.

## 2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

### 2.1. Programme schedule



## 2.2. Eligible Applicants

The NAWA scholarship for second-degree studies in Poland under the call for applications for the Programme in 2019 may be pursued by foreigners who meet all of the following criteria at the time of the call for applications:

1. are citizens of one of the following countries: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Israel, Japan, Canada, the Republic of Korea, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Sweden, Uruguay, USA, Hungary, Italy, the United Kingdom, Switzerland, Singapore or the Chinese citizens residing in Hong Kong, Macau and Taiwan;
2. did not apply for Polish citizenship;
3. do not have a permanent residence permit on the territory of the Republic of Poland and have not applied for a permanent residence permit;
4. obtained a first-degree diploma in their country of origin or in Poland not earlier than in 2017 or, at the time of submitting their application to the Programme, they are in their last year of first-cycle studies;
5. have not previously obtained a diploma certifying graduation from master's degree studies (second-degree studies or uniform master's degree studies). If the country of origin of the Applicant does not have a generally recognised two-stage system of study, Applicants who hold a master's degree or equivalent degree obtained not earlier than 2017 and Applicants who are students in their final year of such studies shall be admissible;
6. are not students of second-degree studies at the time of applying for the Programme;
7. apply for admission to fields of study offered by institutions classified to the A+ or A category under the latest parametric evaluation. Applicants participating in the call for applications under the Programme are obliged to submit **a confirmation of admittance or a promise of admittance to the study curriculum in such an institution;**
8. have at least B2-level linguistic competence in Polish or English.

Their linguistic competence has to be certified by a document indicated in part 2.5 of these Regulations.

## 2.3. Thematic scope of the call for applications

Under the Programme, the Applicants may apply to be admitted on all second-cycle studies offered by the institutions classified to the A and A+ category under the latest parametric evaluation at public and private HEIs subordinate to the Minister of Science and Higher Education, announced in the Communication of the Minister of Science and Higher Education of 28 September 2018 on scientific categories granted to scientific units and HEIs, in which – in line with their statutes – no basic organisational units were established. A template of the agreement constitutes Attachment no. 1 to these Regulations.

The full list of HEIs, fields of study, levels and forms of education and awarded professional titles is available in the Pol-on system on the [www.polon.nauka.gov.pl](http://www.polon.nauka.gov.pl) website, while the full list of HEIs is

available on the <http://www.go-poland.pl/pl/system-szkolnictwa-wy-szego> website. We suggest that Applicants become acquainted with the offer of Polish HEIs before submitting their application in the Agency's ICT system.

The Programme shall enable students to take up studies in Polish or in a different language at public HEIs on conditions applicable to the exemption from education fees and at non-public higher education institutions under the financial conditions laid down by those institutions. Final decisions regarding admissions of the Applicants shall be made by the HEIs.

## 2.4. Deadline and procedure for submitting applications

The call for applications under the Programme shall be held from 19 March until 14 May 2019, 3 pm of Central European Time (Warsaw local time), solely in an electronic form via Agency's ICT system, available via the [www.nawa.gov.pl](http://www.nawa.gov.pl) website. Applications shall not be accepted beyond this deadline.

Submitting an application via the system will result in the status of the application in the system changing to "submitted", and the Applicant receiving a message via email containing the application reference number.

One Applicant may submit only one application. If more than one NAWA application is submitted for evaluation, the application submitted first will be directed for evaluation, leaving the others out of consideration. Only complete applications will be considered.

The Applicant shall be obliged to submit an application solely with regard to one chosen field of study. Submitting the application shall be tantamount to the Applicant accepting the Programme Regulations.

## 2.5. List of required attachments to the application

- 1) scan of the passport page containing a photograph and confirming the Applicant's citizenship;
- 2) overview of the planned master's thesis – description of the topic and concept for the thesis, the research problem and the chosen research method;
- 3) a scan of the first-degree diploma with a supplement (list of completed courses), obtained not earlier than in 2017; in the absence of a diploma, a scan of the first-degree diploma certified by the HEI (not earlier than in 2017).

For Applicants who submit their application while being in the final year of first-cycle studies – scan of a certificate from the HEI confirming the Applicant's student status, together with information about the planned date of graduation.

If the country of origin's education system does not offer any form of two-stage studies – a copy of the diploma certifying graduation from master's degree studies or equivalent studies, obtained not earlier than in 2017, together with a supplement; for Applicants who are students in the final year of those studies – a certificate from a higher education institution confirming the Applicant's student status, together with information on the planned date of graduation;



- 4) Applicant's declaration of not having completed master's degree studies before (second-cycle studies or uniform master's degree studies) – does not apply to Applicants from countries with no universal two-stage study system;
- 5) Applicant's declaration of not having been a student of second-cycle studies during the call for applications;
- 6) current (issued no earlier than 1 January 2019) medical certificate declaring the absence of any contraindications against undertaking studies in a given field (attachment no. 2 to the Regulations);
- 7) scan of a document confirming at least B2 level linguistic competence in Polish or English, e.g. a certificate of linguistic competence, certificate/diploma or other documents that confirm graduation from a secondary school where the language of instruction was Polish or English, certificate of graduating from a language school or language courses. The list of accepted English language certificates constitutes Attachment No. 3 to these Regulations.

In addition, the Applicants who successfully complete the first stage of merit-based evaluation (see part 3.2.3 of these Regulations for more information) shall be obliged to submit to NAWA the certificate confirming their admission to fields of study offered by the faculty classified to category A or A+ during parametric evaluation.

If the attachments are issued in a language other than Polish or English, attaching a translation from that language into Polish shall also be required. The only allowed forms of translation include a sworn translation or a translation certified by the Polish diplomatic and consular post.

### 3. THE PROCEDURE FOR EVALUATING AND SELECTING APPLICATIONS FOR FINANCING

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. It is 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.

NAWA may also request the Applicant to provide further documents or clarifications. Information on the necessity to supplement the application or provide further clarifications shall be sent electronically as a notification from Agency's ICT system to the Applicant's e-mail address found in the system or directly via e-mail. The form of communication with the Applicant used for the purpose of supplementing the application/providing clarifications, shall be correspondence via the

Agency's ICT system and correspondence via e-mail. The Applicant is obliged to regularly check their correspondence in the Agency's ICT system as well as their e-mail inbox.

Applications shall not be given consideration, if:

- they were submitted after the deadline designated in the announcement of the call for applications,
- they fail to meet the formal requirements specified in the announcement of the call for applications for participation in the Programme, including being submitted without all the required attachments.

The formal evaluation of the applications is conducted by NAWA employees. Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation. Positive result of the formal evaluation of submitted application (and its required attachments) is a prerequisite for the Applicant to proceed to the stage of merit-based evaluation under the Programme. 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. The Applicants who successfully complete the first stage of merit-based evaluation (see part 3.2.3 of these Regulations for more information) shall be obliged to submit to NAWA the certificate confirming their admission to studies. Evaluation of the process of submitting these documents constitutes one of the components of the formal evaluation of the Applicant and is carried out by NAWA employees.

## 3.2. Merit-based evaluation

### 3.2.1. General information

Merit-based evaluation of applications shall be carried out by the Examination Committee appointed by the NAWA Director, based on the results of interviews with the Applicants. The interviews are conducted based on the overview of the planned topic of the master's thesis submitted in the application (description of the topic and concept for the thesis, its research problem and methodology); they also refer to the scientific activity of the Applicant in the field related to his/her field of study (previous activity of the Applicant, his/her interests and plans).

The Examination Committee consists of the chairperson and committee members – external experts in the field of scientific disciplines covered by the interview pursuant to the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of studies as well as scientific and artistic disciplines (Journal of Laws of 2018, item 1818).

The interviews shall be held in Warsaw as well as other cities or countries depending on the number of Applicants. NAWA Director may decide on a different mode for holding the interview (e.g. in the form of a video conference) in the case of Applicants for whom arriving to the interview would entail significant difficulties and costs. The Applicants whose applications advanced to the merit-based evaluation stage shall be informed about the time and place of the interview via e-mail. Information regarding this topic shall also be made available on the website [www.nawa.gov.pl](http://www.nawa.gov.pl).

Information on external experts carrying out the merit-based evaluation for the application shall be confidential and shall not be made publicly available. Every year, NAWA shall publish an

alphabetical list of external experts participating in the evaluation of applications in the given calendar year, collectively for all Programmes.

### 3.2.2. Detailed rules governing the merit-based evaluation

Merit-based evaluation of Applicants shall be carried out by the Examination Committee in the form of interviews based on the following criteria:

| Item          | Description of the criterion  | Person carrying out the evaluation | Score |
|---------------|---|------------------------------------|-------|
| 1.            | Knowledge of the scientific discipline related to the Applicant's field of study carried out on the basis of the overview of the proposed diploma thesis (topic and concept of the thesis, description of the research problem and research methodology), as well as assessment of the chosen field of study based on the evaluation by the Polish Accreditation Committee.   | Examination Committee              | 0-60  |
| 2.            | The Applicant's scientific activity based on:<br>- his/her previous activity related to the planned field of study and the proposed topic of the diploma thesis, e.g. publications, participation in conferences (as speaker, poster), participation in research projects (0-15 points);<br>- his/her previous activity related to another scientific discipline, e.g. publications, participation in conferences, participation in workshops (0-10 points);<br>- his/her other previous scientific activity, e.g. received distinctions, awards (0-10 points);<br>- his/her scientific plans, e.g. plans to take part in conferences, seminars (0-5 points). | Examination Committee              | 0-40  |
| <b>Total:</b> |   |                                    | 0-100 |

The Applicant has to score at least 40 points in total, including no less than 30 points for criterion No. 1 – Knowledge of the scientific discipline related to the Applicant's field of study carried out on the basis of the overview of the proposed diploma thesis.

In justified cases, NAWA Director may extend the deadline for carrying out merit-based evaluation.

### 3.2.3. Closing the call for applications and informing about its results

The call for applications shall be carried out in two stages:

- stage 1: based on the results of merit-based evaluation, a ranking list of applications recommended for financing is drafted, and the Applicants receive a **promise** to be granted NAWA scholarship,
- stage 2: **authorisation of the decision to grant funding under the Programme** to Applicants who submit the certificate confirming that they have been enrolled at studies on the faculty classified to category A or A+ approved by HEIs within the deadline specified by NAWA.

The Chairperson of the Examination Committee shall create a ranking list of Applicants based on the results of interviews. This list shall then be submitted for approval to the Agency's Director, along with recommendations for granting scholarships to particular Applicants.

The ranking list shall include:

1. applications which received a positive merit-based evaluation and which were recommended for the scholarship;
2. applications with a positive merit-based evaluation placed on the reserve list, which shall receive financing in the absence of a signed agreement with another Applicant eligible for financing or if funding for scholarships shall be freed following the first semester due to the fact that some Scholarship holders lost their right to receive the scholarship. 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;
3. applications with a negative merit-based evaluation, i.e. applications which scored less than 40 points in total, or less than 30 points for criterion No. 1 – Knowledge of the scientific discipline related to the Applicant's field of study carried out on the basis of the overview of the proposed diploma thesis. These applications shall be considered as failing to meet the quality criteria and the Applicant shall not receive financing, even in the case of sufficient funds in the Programme.

The NAWA Director gives the Applicants included on the list of applications recommended to be covered by the scholarship a **promise** to be granted funding within the limit of vacancies under the Programme. Such Applicants shall be obliged to fulfil all formal requirements related to enrolment on studies at the faculty of HEI classified to category A or A+ under the latest parametric evaluation and to submit the certificate confirming this fact to NAWA **by 10 September 2019**. Certificates submitted after this deadline shall not be accepted, and the vacancy under the Programme will be offered to the next Applicant from the ranking list. We suggest that the Applicants from the reserve list also submit the certificates confirming their enrolment at studies offered by the institution compliant with the requirements of the Programme by 10 September.

By 30 September, the NAWA Director shall issue a decision on granting or refusing to grant Applicants funds under the Programme, based on the total number of points they scored in the merit-based evaluation and submitted certificates confirming their enrolment on HEIs.

The NAWA Director may decide not to grant funding to applications which were recommend for financing. The reasons for a refusal of financing include:

- 1) the Applicant being in arrears with liabilities towards NAWA;
- 2) NAWA becoming aware of information affecting the process of allocating funds for the implementation of the Programme;

- 3) lack of funds;
- 4) other circumstances that prevent the Applicant from participating in the Programme.

Decision of the NAWA Director awarding the right to enrol in and pursue studies (a preparatory course), granting a scholarship and waiving education fees (only for public HEIs) or refusing to grant a scholarship under the Programme, shall be sent to the Applicant via the Agency's ICT system. The list of Scholarship holders shall be published on NAWA's page in the Public Information Bulletin. The aforementioned decision of the NAWA Director covers the entire period of studies.

### 3.3. Candidates' approval by higher education institutions in Poland

In order to obtain a decision on having been granted the scholarship, the persons who received a promise to be granted the scholarship and were declared to be eligible for taking part in the Programme shall be obliged to meet all formal requirements indicated by HEI, including presenting the original of the certificate of completion of first-degree studies, legalised or stamped with an apostille by the institution authorised to do so in the country of issue.

HEIs may conduct examinations as part of the enrolment procedure for certain fields of study. In particular, HEIs may organise additional proceedings for enrolment at sports- or architecture-related fields of study in order to test the candidate's skills and predispositions.

Polish HEIs operate under a system of electronic registration of candidates. Persons applying to study in line with the conditions of the scholarship should register via an HEI's internet system within the deadlines specified by the HEI and in adherence to rules governing foreigner registration, on conditions of a NAWA scholarship.

**Final decisions regarding admissions of the Applicants shall be made by the HEIs.** Non-public HEIs shall also specify the financial conditions of education. NAWA does not reimburse registration fees.

### 3.4. Appeal procedure

1. The Applicant, having received information either 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.
2. 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.
3. 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
4. When:

- a decision is issued stating the inadmissibility of the request for reconsideration,
- the NAWA Director issues a decision refusing to grant funds in the case the request for reconsideration has been accepted,
- 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.

5. No person who at any stage was performing any activities related to the application or was involved in its evaluation is allowed to participate in the examination of the request for reconsideration. When considering the aforementioned requests, the Director may consult external experts.

## 4. SCHOLARSHIP AGREEMENT

The Applicant shall gain the Scholarship holder status upon signing the agreement under the Programme.

The Scholarship agreement with the Scholarship holder shall be signed on the basis of the Director's decision on granting funds under the Programme. Based on the decision of the NAWA Director, Scholarship holders undertake and complete studies in Poland.

The agreement shall be concluded between the Polish National Agency for Academic Exchange and the Scholarship holder through the institution carrying out the course or the HEI, respectively, by 31 October of a given year when the Scholarship holder began the course, actual course of studies, or continued with previous studies, or by 31 March in the case of persons beginning their studies in the summer semester of a given academic year.

The Scholarship holder shall sign the agreement in two copies. The HEI shall send signed copies of the agreement to the Polish National Agency for Academic Exchange.

The model agreement form constitutes Attachment no 4 to these Regulations.

## 5. RIGHTS AND OBLIGATIONS OF THE SCHOLARSHIP HOLDER

1. Under the Agreement, the Scholarship holder shall, in particular, undertake the following:
  - legalise their stay in Poland for a definite period of time and present at the HEI a document certifying the legality of the stay by 30 November of each year;

Information regarding this matter can be obtained e.g. from diplomatic and consular posts or relevant organizational units of the HEIs; regularly attend the classes provided for in the curriculum of studies;

- observe the provisions of these Regulations, the Scholarship agreement and the documents referred to therein, as well as the rules governing the completion of studies, pursuant to the provisions in force at the HEI offering such studies;

- submit certificates after the first semester of studies during a given academic year and yearly reports in due time;
- participate in events organised by the Agency;
- participate in Programme evaluation – fill in the evaluation questionnaire and participate in other evaluation activities carried out by NAWA;
- have health insurance and provide the HEI with a confirmation of having health insurance by 30 November of each year. A Scholarship holder originating from the EU Member States is obliged to have the European Health Insurance Card, provided he/she is covered by insurance in their country. The Scholarship holder who is not holding the European Health Insurance Card may insure himself/herself voluntarily by signing an agreement with the National Health Fund;
- inform the NAWA about any events and situations that may affect the Scholarship holder's performance under the Programme, including being granted a student leave.

In addition, the Scholarship holder shall be obliged to submit to NAWA originals of the following documents related to personal data, which NAWA needs for the purposes of reporting under the SL2014 system: Declaration of the Project participant and Personal data form of the Project participant – templates of both these documents constitute attachments to the Agreement with the Scholarship holder, which constitutes Attachment No. 4 to these Regulations.

2. The Scholarship holder has the right to:

- receive scholarship pursuant to the Programme Regulations;
- change their field of studies in the following manner:

In order to change the field of study, the Scholarship holder has to submit to NAWA the relevant application along with justification and the promise of admission to the chosen field of study. The application shall be submitted through the HEI. Changing the field of studies prior to the Scholarship holder's enrolment in the studies shall not be possible.

- change the HEI where the Scholarship holder plans to enrol or is already enrolled in studies, in the following manner:

Changing HEIs shall require the Scholarship holder to submit an application to NAWA, along with their reasoning and the promise of admission to the faculty of the target HEI classified to A or A+ category under the latest parametric evaluation. The application shall be submitted through the HEI where the Scholarship holder is studying. Changing the HEI prior to the Scholarship holder's enrolment in the studies shall not be possible.

Decisions regarding the possibility of changing the HEI, changing the fields of study, as well as the financial conditions of these changes, are made by the NAWA Director based on the opinions of the Team for Students' Programmes (the opinions of the Team are not required for changing the field of studies within the same scientific discipline, as defined in the Regulations).

## 6. RULES GOVERNING SCHOLARSHIP PAYMENT

1. NAWA Director's scholarship shall be granted for the duration of the period of studies specified in the Regulations, i.e. for the number of semesters indicated in the regulations applicable to given studies.
2. NAWA Director's scholarship shall be paid out by NAWA once a month to the individual account of the Scholarship holder kept in a bank located in Poland.
3. The Scholarship is planned to be co-financed by the European Social Fund under the Operational Programme Knowledge Education Development.
4. NAWA's Scholarship holder shall be obliged to collect a living allowance scholarship from a single source only, i.e. exclusively from the funds granted to them in view of the fact that they are Scholarship holders under the Programme. The living allowance scholarship can be collected by Scholarship holders found eligible for scholarship exchanges abroad or for study exchanges under inter-HEI exchange they were directed to by their home HEI, provided that they respect the principle of single funding. The Scholarship holder applying to have his scholarship maintained during their visit co-financed from other funds shall be obliged to file an application to NAWA for the continued pay out of the scholarship along with the relevant justification, opinion of the home HEI and confirmation of the source of financing clearly indicating that there is no risk of double financing of activities from the financing provided under at least one fund, programme, instrument or initiative supported by the Union budget.
5. In the case of students of second-degree studies, the scholarship shall amount to PLN 2,000 per month (ca. EUR 460).
6. The scholarship shall be granted for a single form of education, as well as for one field of studies. The Scholarship holder's simultaneous undertaking of another form of education or parallel fields of study shall proceed with the consent and on conditions set by the HEI, however, without the option to collect scholarship and additional financing from NAWA.
7. The scholarship shall be paid out for the maximum of 12 months, in a given academic year starting from the first month of classes during studies; in particular in the case of issuing a decision on financing during a given academic year, the scholarship shall be granted for a period shorter than 12 months in that academic year.
8. In order to continue to receive the scholarship during the second semester of a given year, the Scholarship holder has to submit a certificate from the HEI referred to in part 7 of these Regulations, confirming that the Scholarship holder has been enrolled at the second semester of the studies.
9. In order to continue to receive the scholarship in the following academic year, the Beneficiary is required to submit a correct and complete Report referred to in part 7 of these Regulations.
10. The scholarship payment shall be suspended (temporarily withheld), if the Scholarship holder:
  - fails to submit the certificate referred to in part 10 of the Regulations after every first semester during a given year of studies,
  - fails to obtain credit for completing the first semester of each year of studies,
  - is on a dean's leave (or other similar justified leave of absence),
  - stays outside of Poland for more than 30 days – except for making a visit with the HEI's approval and which is in line with the principle of single financing indicated in part 6(4).

Once the reasons for suspending the scholarship cease to apply, the Scholarship holder may request the Agency, through the HEI, to reinstate the scholarship.



11. The NAWA Director establishes the conditions of financing education, i.e. exemption from study fees for the duration of the period of scholarship suspension, with regard to public HEIs; in the case of private HEIs, such conditions are determined by the HEI in which the Scholarship holder receives his/her education.
12. The scholarship shall be withdrawn (deprivation of the right to collect the scholarship) and the agreement with the Scholarship holder terminated, if the Scholarship holder:
  - fails to obtain credit for completing a year of studies;
  - was removed from the student list by the HEI;
  - provided incorrect information on the basis of which funds have been granted to the Beneficiary;
  - in the course of education they obtained a permanent residence permit or Polish citizenship;
  - has been subject to a disciplinary penalty or convicted by a valid court judgment for an offence committed intentionally or for an intentional tax offense;
  - has been staying in Poland illegally or failed to present a document confirming the legality of their stay;
  - does not hold health insurance or failed to submit a document certifying that they hold health insurance;
  - failed to submit or did not correct their annual report;
  - violates the relevant provisions of the Agreement or the Programme Regulations, other than those mentioned above.
13. Should the scholarship be withdrawn on account of the Scholarship holder re-taking a year under the Programme, specifying the financial conditions for allowing the Scholarship holder to continue studies at the public and private HEI shall fall under the purview of the relevant HEI. The Scholarship holder may continue their studies without a scholarship from NAWA, provided that they have the consent of the relevant HEI.

Participation in the Programme shall not entitle the Scholarship holders to receive any other benefits in addition to those mentioned above.

## 7. REPORTING

1. For the duration of studies, NAWA Scholarship holders shall be obliged to submit certificates after every first semester of a given year of studies confirming that they are entitled to begin the next semester of studies and presenting their grade average obtained in the previous semester by:
  - 15 March of a given year in the case of the winter semester, or
  - 15 October of a given year in the case of the summer semester.
2. In the course of their education, NAWA's Scholarship holders shall be obliged to submit annual reports for the past academic year by:
  - 15 October of a given year (if their studies start from the winter semester) or
  - 15 March of a given year (if their studies start from the summer semester)

- which shall contain in particular information about their progress in completing the studies curriculum and their other academic and scientific activity during the past academic year, receiving credit for the past academic year and the achieved grade average during this year.
3. The first certificate has to be submitted following the completion of the first semester of studies.
  4. The first report has to be submitted following the completion of the first year of studies.
  5. The certificate has to be submitted to NAWA by e-mail, traditional mail or in person.
  6. Scholarship holders shall be informed about the means of submitting the report via NAWA's website or by e-mail.
  7. The report shall be subject to verification conducted by the Agency's employees. The Agency may decide to submit the Report for evaluation by external experts appointed by the Agency Director.
  8. Submission of the certificate confirming that the Scholarship holder received the credit for the first semester of a given year of studies shall constitute a prerequisite for paying out the scholarship in a given academic year. The Scholarship holder who fails to submit the certificate confirming that he/she received the credit for the previous semester in due time shall be deprived of the right to receive scholarship from NAWA during the next semester. Should they receive scholarship they were not entitled to, the Scholarship holder may be called to return the funds received.
  9. Sending a correctly filled in and complete report as well as receiving the credit for the given academic year shall be the condition for commencing scholarship payments in the following academic year.
  10. If an incorrect or incomplete report was submitted, the Scholarship holder shall be obliged to correct or supplement the report within 14 days from the date of receiving the information about the need for correcting or supplementing the report.
  11. The Scholarship holder who fails to submit the report from the course of his studies which confirms that he/she received credit for the last academic year in due time shall be deprived of the right to receive scholarship from NAWA in the coming academic year. Should they receive scholarship they were not entitled to, the Scholarship holder may be called to return the funds received.

## 8. EVALUATION

Scholarship holders shall be obliged to take part in the Programme evaluation carried out by NAWA. Taking part in the evaluation entails filling in annual evaluation surveys in which the Scholarship holder offers his opinion on various aspects of participating in the Programme during the last academic year. The survey shall be submitted following the completion of each academic year, along with the report referred to in part 7. Submission of the questionnaire shall constitute a prerequisite for paying out the scholarship in a given academic year. Taking part in the evaluation shall also entail the Scholarship holder's participation in separate evaluation surveys commissioned by NAWA and carried out in line with the adopted survey methodology. It is assumed that the Scholarship holder who is taking part in the Programme may be invited to participate in the survey once within 2 years from the date on which he ceased to collect the scholarship. NAWA intends to

carry out an online survey among all of the Programme's alumni in order to identify their patterns of professional development and education since their participation in the Programme ended. 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. INFORMATION AND PROMOTION

1. The Scholarship holder shall be obligated to mark all informational and promotional materials and self-made elaborations related to study programme, which are made publicly available, with the European Funds sign featuring the name of the Operational Programme Knowledge Education Development, the flag of the Republic of Poland, sign of the European Union with the name of the European Social Fund and NAWA logotype.
2. The set of logotypes shall be available for download from the [www.nawa.gov.pl](http://www.nawa.gov.pl) website.
3. All of the Scholarship holder's informational and promotional activities and each document which is made publicly available or is used by the Scholarship holder, should contain information on the receipt of financing from the European Union, including the European Social Fund. In audio products, information about the scholarship support financing from the European Union by NAWA must be read during the recording.
4. If a given scientific article or scientific material shall be published in a foreign magazine thanks to the funding received under the Programme, the author or co-author of this publication who is the Scholarship holder under the Programme shall be obliged to include a note informing that the article/material has been financed from NAWA's funds in its text (e.g. "This article/material has been supported by the Polish National Agency for Academic Exchange").
5. If a given scientific article or scientific material shall be published in a foreign magazine thanks to the funding received under the Programme, the Polish National Agency for Academic Exchange recommends the Applicant to immediately make this publication available to the public under a free licence (e.g. Creative Commons Attribution CC BY), at least in the version submitted by the author (preprint), if the publisher's licence does not allow for making the final version of the published text openly available to the public.
6. Detailed requirements and solutions related to copyright and the process of granting licences to NAWA are included in the Agreement, whose template constitutes the Attachment No. 4 to these Regulations, and may be modified depending on the needs of the Scholarship holder after obtaining NAWA's consent.

## 10. AMENDMENTS TO THE REGULATIONS

NAWA reserves the right to amend these Regulations, except for amendments resulting in unequal treatment of the Applicants, unless a necessity to introduce such amendments arises from the 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 applications. Applications filed prior to publishing the amendments to the Regulations shall be resubmitted or

supplemented by the Applicant if their provisions are not in line with amendments introduced. NAWA shall notify all Applicants who submitted their applications prior to the publication of amendments to the Regulations about the introduced changes by sending relevant information via the Agency's ICT system or by e-mail to the e-mail address indicated in the application. At the same time NAWA reserves the right to introduce changes to the Regulations, which are of organising and clarifying nature, as well as in order to rectify obvious mistakes in the Regulations, without separately informing about modifications introduced, subject to publication of the contents of the Regulations taking into account modifications made, which at the same time is the moment, from which they shall be in force.

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 proposals, instances of force majeure or in other justified cases.

All information necessary for the proper conduct of the call of proposals is placed by NAWA on the website [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that the Applicants keep themselves up to date with the information published on this website.

## 11. PERSONAL DATA PROTECTION

1. Personal data of the Applicants, Scholarship holders, external experts and other participants are processed in the following sets:
  - 1) "Operational Programme Knowledge Education Development" and "Central ICT system supporting the implementation of operational programmes" – SL2014; the Minister competent for regional development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014–2020 fulfils the role of data sets controller.
  - 2) The Polish National Agency for Academic Exchange, represented by the Agency's Director, acts as the data set controller.
2. Personal data contained in sets referred to in paragraph 1 point 1 above shall be processed solely for the purpose of implementing the Project, in particular for the purpose of confirming eligibility of expenditure, providing support, monitoring, evaluation, control, audit and reporting, as well as for the purpose of carrying out information and promotion activities under OP KED.
3. Personal data contained in sets referred to in paragraph 1 point 2 above shall be processed for the following purposes:
  - carrying out the call for applications under the Programme,
  - selecting Scholarship holders and concluding scholarship agreements concerning the implementation of the Programme with them,
  - execution of concluded scholarship agreements,
  - cooperation of NAWA with the Scholarship holders under the Programme following its implementation, including the cooperation for the purpose of Programme evaluation, inspection and monitoring, as well as informing about NAWA's programmes and activities.

4. Personal data are gathered in the Agency's ICT system referred to in Article 14(1) of the Act of 7 July 2017 on NAWA.
5. The personal data of the persons referred to in paragraph 1 above may be provided to the Agency employees or external experts in connection with the implementation of the aims indicated above. Personal data shall be transferred to the aforementioned persons or entities outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) in line with the standard data protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transferred outside of the EEA.
6. The legal basis for the processing of personal data is:
  - in the case of "Operational Programme Knowledge Education Development" and "Central ICT system supporting the implementation of operational programmes" sets – Article 6(1)(b)(e) and Article 9(2) of the General Data Protection Regulation (GDPR).
  - in the case of the Polish National Agency for Academic Exchange set – Article 6(1)(b, c, e) of the General Data Protection Regulation (GDPR).
7. The data is provided voluntarily, however, it is necessary for participating in the call for applications or to sign scholarship agreements. Refusal to transfer the data shall result in the application being left out of consideration and shall make it impossible for a specific person to take part in the implementation of NAWA Project and Programme.

9. Personal data:

- of the Applicants – shall be used for the period of 5 years from the date of announcing the results of the call for applications and for the period necessary for archiving purposes, in line with the office instruction,
- of the Scholarship holders, other Project participants– shall be used for the period of 5 years from the expiry of the scholarship agreement and for the period necessary for archiving purposes (in line with the office instruction) or for the period necessary for making the required settlements.

The personal data of persons whose applications were rejected shall be stored for the duration of the stage of processing applications and for the period necessary for archiving purposes, indicated in the office instruction.

Each data subject shall be entitled to file an application to NAWA or the minister competent for regional development to:

- 1) request 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;
- in line with the rules specified in the GDPR.

Furthermore, every person is entitled to file a complaint to the supervisory authority (the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

Contact details of the Data Protection Officer at the OP KED Managing Authority, [iod@miir.gov.pl](mailto:iod@miir.gov.pl).

Contact details of NAWA's Data Protection Officer: Adam Klimowski, [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 12. CONTACT WITH NAWA

Contact person, Department of Programmes for Students

Monika Ociesa

e-mail: [monika.ociesa@nawa.gov.pl](mailto:monika.ociesa@nawa.gov.pl)

telephone number: 0048 (22) 390 35 73

## 13. ATTACHMENTS

Attachment No 1: List of units which received an A and A+ score during the parametric evaluation

Attachment No 2: Template of the medical certificate

Attachment No 3: List of accepted certificates

Attachment No 4: Template of the agreement with the Scholarship holder

Attachment No 1: List of units which received an A and A+ score during the parametric evaluation

| Name of the HEI  | Name of the unit  | Scientific category | Supervisory body |
|--|---|---------------------|------------------|
| Vistula University   | Business and International Relations Faculty  | A                   | MSHE             |
| AGH University of Science and Technology                     | Academic Centre of Materials and Nanotechnology   | A                   | MSHE             |
|  | Electrical Engineering, Automatics, Computer Science and Biomedical Engineering Faculty | A                   | MSHE             |
|  | Power Engineering and Fuels Faculty   | A                   | MSHE             |
|  | Physics and Applied Computer Science Faculty  | A+                  | MSHE             |
|  | Geology, Geophysics and Environmental Protection Faculty                                | A                   | MSHE             |
|  | Computer Science, Electronic Engineering and Telecommunications Faculty                 | A+                  | MSHE             |
|  | Material Engineering and Ceramics Faculty   | A+                  | MSHE             |
|  | Mechanical Engineering and Robotics Faculty   | A+                  | MSHE             |
|  | Metal Engineering and Industrial Computer Science Faculty                               | A                   | MSHE             |
|  | Applied Mathematics Faculty   | A                   | MSHE             |
|  | Non-Ferrous Metals Faculty  | A                   | MSHE             |
|  | Drilling, Paraffin Oil and Gas Faculty  | A                   | MSHE             |
|  | Management Faculty  | A                   | MSHE             |
| Jesuit University of Philosophy and Education Ignatianum     | Philosophy Faculty  | A                   | MSHE             |
| Kozminski University   |   | A                   | MSHE             |
| Gdańsk University of Physical Education and Sport            | Physical Education Faculty  | A                   | MSHE             |
| The Jerzy Kukuczka Academy of Physical Education in Katowice | Physiotherapy Faculty   | A                   | MSHE             |
|  | Physical Education Faculty  | A                   | MSHE             |

|  |   |    |      |
|--|---|----|------|
| Józef Piłsudski University of Physical Education in Warsaw           | Rehabilitation Faculty  | A  | MSHE |
| University of Physical Education in Wrocław                          | Physiotherapy Faculty   | A  | MSHE |
|  | Physical Education Faculty  | A  | MSHE |
| Ateneum-University in Gdańsk   | European Studies, Political Science and Journalism Faculty              | A  | MSHE |
| John Paul II Catholic University of Lublin                           | Philosophy Faculty  | A  | MSHE |
|  | Humanities Faculty  | A  | MSHE |
|  | Social Sciences Faculty   | A  | MSHE |
|  | Theology Faculty  | A  | MSHE |
| Public Higher Medical Professional School in Opole                   | Physiotherapy Faculty   | A  | MSHE |
| Pope John Paul II State School of Higher Education in Biała Podlaska | Economic and Technical Sciences Faculty                                 | A  | MSHE |
| Białystok University of Technology                                   | Construction and Environmental Engineering Faculty                      | A  | MSHE |
|  | Mechanical Faculty  | A  | MSHE |
| Częstochowa University of Technology                                 | Electrical Faculty  | A  | MSHE |
|  | Infrastructure and Environment Faculty                                  | A  | MSHE |
|  | Management Faculty  | A  | MSHE |
| Gdańsk University of Technology                                      | Architecture Faculty  | A  | MSHE |
|  | Chemical Faculty  | A+ | MSHE |
|  | Electronic Engineering, Telecommunications and Computer Science Faculty | A+ | MSHE |
|  | Electrical Engineering and Automatics Faculty                           | A  | MSHE |
|  | Civil and Environmental Engineering Faculty                             | A  | MSHE |
|  | Mechanical Faculty  | A  | MSHE |
|  | Management and Economy Faculty  | A  | MSHE |
| Tadeusz Kościuszko University of Technology                          | Mechanical Faculty  | A  | MSHE |
| Lublin University of Technology                                      | Construction and Architecture Faculty                                   | A  | MSHE |
|  | Electrical Engineering and Computer Sciences Faculty                    | A  | MSHE |
|  | Environmental Engineering Faculty                                       | A  | MSHE |
|  | Mechanical Faculty  | A+ | MSHE |



|                                   |   |      |      |
|-----------------------------------|---|------|------|
| Łódź University of Technology     | Biotechnology and Food Sciences Faculty                                       | A    | MSHE |
|                                   | Construction, Architecture and Environmental Engineering Faculty              | A    | MSHE |
|                                   | Chemical Faculty  | A    | MSHE |
|                                   | Electrical Engineering, Electronics, Computer Sciences and Automatics Faculty | A    | MSHE |
|                                   | Technical Physics, Computer Sciences and Applied Mathematics Faculty          | A    | MSHE |
|                                   | Mechanical Faculty  | A    | MSHE |
|                                   | Material Technologies and Textile Design Faculty                              | A    | MSHE |
|                                   | Management and Production Engineering Faculty                                 | A    | MSHE |
| Poznań University of Technology   | Architecture Faculty  | A    | MSHE |
|                                   | Machine Building and Management Faculty                                       | A    | MSHE |
|                                   | Electronics and Telecommunications Faculty                                    | A    | MSHE |
|                                   | Computer Sciences Faculty   | A    | MSHE |
|                                   | Management Engineering Faculty  | A    | MSHE |
|                                   | Chemical Technology Faculty   | A    | MSHE |
| Rzeszów University of Technology  | Machine Building and Aviation Faculty   | A    | MSHE |
| Silesian University of Technology | Architecture Faculty  | A    | MSHE |
|                                   | Automatics, Electronics and Computer Sciences Faculty                         | A    | MSHE |
|                                   | Chemical Faculty  | A    | MSHE |
|                                   | Mining and Geology Faculty  | A    | MSHE |
|                                   | Biomedical Engineering Faculty  | A    | MSHE |
|                                   | Material Engineering and Metallurgy Faculty                                   | A    | MSHE |
|                                   | Environmental Engineering and Power Engineering Faculty                       | A+   | MSHE |
|                                   | Applied Mathematics Faculty   | A    | MSHE |
|                                   | Mechanical and Technological Faculty  | A    | MSHE |
|                                   | Organisation and Management Faculty   | A    | MSHE |
| Transport Faculty                 | A   | MSHE |      |

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|---|--|---------------------------|------|
| Kielce University of Technology                             | Mechatronics and Machine Building Faculty            | A                         | MSHE |
| Warsaw University of Technology                             | Architecture Faculty                                 | A                         | MSHE |
|   | Chemical Faculty                                     | A+                        | MSHE |
|   | Electronics and Information Technology Faculty       | A                         | MSHE |
|   | Physics Faculty                                      | A                         | MSHE |
|   | Civil Engineering Faculty                            | A                         | MSHE |
|   | Material Engineering Faculty                         | A+                        | MSHE |
|   | Mathematics and Information Sciences Faculty         | A                         | MSHE |
|   | Mechanical Faculty of Power Engineering and Aviation | A                         | MSHE |
|   | Mechatronics Faculty                                 | A                         | MSHE |
|   | Transport Faculty                                    | A                         | MSHE |
| Wrocław University of Science and Technology                | Civil Engineering Faculty                            | A                         | MSHE |
|   | Chemical Faculty                                     | A+                        | MSHE |
|   | Electronics Faculty                                  | A                         | MSHE |
|   | Microsystems Electronics and Photonics Faculty       | A                         | MSHE |
|   | Geoengineering, Mining and Geology Faculty           | A                         | MSHE |
|   | Computer Sciences and Management Faculty             | A                         | MSHE |
|   | Environmental Engineering Faculty                    | A                         | MSHE |
|   | Mathematics Faculty                                  | A                         | MSHE |
|   | Mechanical and Energy Faculty                        | A                         | MSHE |
|   | Mechanical Faculty                                   | A                         | MSHE |
|   | Fundamental Technical Problems Faculty               | A                         | MSHE |
|   | Polish-Japanese Academy of Information Technology    | Computer Sciences Faculty | A    |
| SWPS University of Social Sciences and Humanities in Warsaw | Wrocław branch, 2 <sup>nd</sup> Psychology Faculty   | A+                        | MSHE |
|   | Humanities and Social Sciences Faculty               | A                         | MSHE |
|   | Psychology Faculty                                   | A+                        | MSHE |
|   | Branch Faculty in Katowice                           | A                         | MSHE |
|   | Branch Faculty in Poznań                             | A                         | MSHE |
|   | Branch Faculty in Sopot                              | A                         | MSHE |
|   | Veterinary Medicine Faculty                          | A                         | MSHE |

|   |   |    |      |
|---|---|----|------|
| Warsaw University of Life Sciences          | Human Nutrition Sciences and Consumption Faculty  | A  | MSHE |
|   | Food Sciences Faculty   | A  | MSHE |
|   | Horticulture, Biotechnology and Landscape Architecture Faculty  | A  | MSHE |
|   | Agriculture and Biology Faculty   | A  | MSHE |
| Warsaw School of Economics                  | Economic Analyses College   | A+ | MSHE |
|   | Socio-Economic College  | A  | MSHE |
|   | World Economy College   | A  | MSHE |
|   | Enterprise Sciences College   | A  | MSHE |
|   | Management and Finance College  | A  | MSHE |
| Lazarski University                         | Law and Administration Faculty  | A  | MSHE |
| University of Economics in Katowice         | Economy Faculty   | A  | MSHE |
|   | Finances and Insurance Faculty  | A  | MSHE |
|   | Management Faculty  | A  | MSHE |
| Kraków University of Economics              | Economy and International Relations Faculty   | A  | MSHE |
|   | Finances and Law Faculty  | A  | MSHE |
| Poznań University of Economics and Business | Economy Faculty   | A  | MSHE |
|   | International Economy Faculty   | A  | MSHE |
|   | Computer Sciences and Digital Economy Faculty   | A  | MSHE |
|   | Commodities Sciences Faculty  | A  | MSHE |
|   | Management Faculty  | A  | MSHE |
| Wrocław University of Economics             | Management, Computer Sciences and Finances Faculty  | A  | MSHE |
| University of Gdańsk                        | Intercollegiate Faculty of Biotechnology of the University of Gdańsk and the Medical University of Gdańsk | A+ | MSHE |
|   | Chemistry Faculty   | A  | MSHE |
|   | History Faculty   | A  | MSHE |
|   | Social Sciences Faculty   | A  | MSHE |
|   | Oceanography and Geography Faculty  | A  | MSHE |
|   | Law and Administration Faculty  | A  | MSHE |
| Adam Mickiewicz University in Poznań        | English Studies Faculty   | A+ | MSHE |
|   | Biology Faculty   | A+ | MSHE |
|   | Chemistry Faculty   | A  | MSHE |
|   | Polish and Classical Philology Faculty  | A  | MSHE |

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|--|--|----|------|
|  | History Faculty  | A  | MSHE |
|  | Mathematics and Computer Sciences Faculty                        | A  | MSHE |
|  | Geographic and Geological Sciences Faculty                       | A  | MSHE |
|  | Political Sciences and Journalism Faculty                        | A  | MSHE |
|  | Social Sciences Faculty  | A  | MSHE |
|  | Modern Languages Faculty   | A  | MSHE |
|  | Law and Administration Faculty                                   | A+ | MSHE |
|  | Educational Studies Faculty                                      | A  | MSHE |
| Jagiellonian University                        | Biochemistry, Biophysics and Biotechnology Faculty               | A+ | MSHE |
|  | Biology Faculty  | A  | MSHE |
|  | Chemistry Faculty  | A+ | MSHE |
|  | Philological Faculty   | A  | MSHE |
|  | Philosophy Faculty   | A+ | MSHE |
|  | Physics, Astronomy and Applied Computer Sciences Faculty         | A+ | MSHE |
|  | Geography and Geology Faculty                                    | A  | MSHE |
|  | History Faculty  | A  | MSHE |
|  | Mathematics and Computer Sciences Faculty                        | A+ | MSHE |
|  | Polish Studies Faculty   | A  | MSHE |
|  | Law and Administration Faculty                                   | A  | MSHE |
|  | International and Political Studies Faculty                      | A  | MSHE |
|  | Management and Social Communication Faculty                      | A  | MSHE |
|  | Jagiellonian University Medical College, Pharmaceutical Faculty  | A+ | MSHE |
|  | <b>Jagiellonian University Medical College, Medical Faculty</b>  | A  | MSHE |
|  | Jagiellonian University Medical College, Health Sciences Faculty | A  | MSHE |
| Jan Kochanowski University                     | Humanities Faculty   | A  | MSHE |
| Cardinal Stefan Wyszyński University in Warsaw | Christian Philosophy Faculty                                     | A  | MSHE |
|  | Humanities Faculty   | A  | MSHE |
|  | Canon Law Faculty  | A  | MSHE |
|  | Theological Faculty  | A  | MSHE |
| Kazimierz Wielki University in Bydgoszcz       | Humanities Faculty   | A  | MSHE |
|  | Pedagogy and Psychology Faculty                                  | A  | MSHE |

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|---|--|--------------------|------|
| University of Łódź                      | Biology and Environmental Protection Faculty                           | A                  | MSHE |
|   | Economic and Sociological Faculty                                      | A                  | MSHE |
|   | Philological Faculty   | A                  | MSHE |
|   | Philosophical and History Faculty                                      | A                  | MSHE |
|   | Physics and Applied Computer Science Faculty                           | A                  | MSHE |
|   | Law and Administration Faculty   | A                  | MSHE |
|   | International and Political Sciences Faculty                           | A                  | MSHE |
|   | Management Faculty   | A                  | MSHE |
| Maria Curie-Skłodowska University       | Artistic Faculty   | A                  | MSHE |
|   | Chemistry Faculty  | A                  | MSHE |
| Nicolaus Copernicus University in Toruń | Chemistry Faculty  | A                  | MSHE |
|   | Philological Faculty   | A                  | MSHE |
|   | Physics, Astronomy and Applied Computer Sciences Faculty               | A                  | MSHE |
|   | Humanities Faculty   | A                  | MSHE |
|   | Mathematics and Computer Sciences Faculty                              | A                  | MSHE |
|   | Historical Sciences Faculty  | A+                 | MSHE |
|   | Earth Science Faculty  | A                  | MSHE |
|   | Political Sciences and International Studies Faculty                   | A                  | MSHE |
|   | Law and Administration Faculty   | A                  | MSHE |
|   | Fine Arts Faculty  | A+                 | MSHE |
|   | Theological Faculty  | A                  | MSHE |
|   | Ludwik Rydygier Collegium Medicum in Bydgoszcz, Pharmaceutical Faculty | A                  | MSHE |
|   | Ludwik Rydygier Collegium Medicum in Bydgoszcz, Medical Faculty        | A                  | MSHE |
|   | Pontifical University of John Paul II                                  | Philosophy Faculty | A    |
| Theological Faculty                     |  | A                  | MSHE |
| Pedagogical University of Kraków        | Philological Faculty   | A                  | MSHE |
|   | Geography and Biology Faculty  | A                  | MSHE |
|   | Humanities Faculty   | A                  | MSHE |
|   | Mathematics, Physics and Technical Sciences Faculty                    | A                  | MSHE |
|   | Arts Faculty   | A                  | MSHE |

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|---|---|----|------|
| University of Life Sciences in Lublin                 | Agrobioengineering Faculty                        | A  | MSHE |
|   | Food Sciences and Biotechnology Faculty           | A  | MSHE |
| University of Life Sciences in Poznań                 | Forestry Faculty                                  | A  | MSHE |
|   | Veterinary Medicine and Animal Sciences Faculty   | A  | MSHE |
|   | Food and Nutrition Sciences Faculty               | A  | MSHE |
| Wrocław University of Environmental and Life Sciences | Biology and Animal Husbandry Faculty              | A  | MSHE |
|   | Biotechnology and Food Sciences Faculty           | A+ | MSHE |
|   | Veterinary Medicine Faculty                       | A+ | MSHE |
| Agricultural University of Kraków                     | Forestry Faculty                                  | A  | MSHE |
|   | Food Technology Faculty                           | A  | MSHE |
| University of Rzeszów                                 | Biotechnology Faculty                             | A  | MSHE |
|   | Philological Faculty                              | A  | MSHE |
|   | Sociological and History Faculty                  | A  | MSHE |
|   | Physical Culture and Health Promotion Faculty     | A  | MSHE |
|   | Economic Sciences and Management Faculty          | A  | MSHE |
| University of Silesia in Katowice                     | Philological Faculty                              | A  | MSHE |
|   | Computer and Material Sciences Faculty            | A  | MSHE |
|   | Mathematics, Physics and Chemistry Faculty        | A  | MSHE |
|   | Earth Science Faculty                             | A  | MSHE |
|   | Law and Administration Faculty                    | A  | MSHE |
|   | Krzysztof Kieślowski Radio and Television Faculty | A  | MSHE |
|   | Theological Faculty                               | A  | MSHE |
| University of Białystok                               | Philological Faculty                              | A  | MSHE |
|   | Physics Faculty                                   | A  | MSHE |
|   | History and Sociological Faculty                  | A  | MSHE |
|   | Law Faculty                                       | A  | MSHE |
| University of Warmia and Mazury in Olsztyn            | Animal Bioengineering Faculty                     | A  | MSHE |
|   | Humanities Faculty                                | A  | MSHE |
|   | Environmental Development and Agriculture Faculty | A  | MSHE |
|   | Veterinary Medicine Faculty                       | A  | MSHE |
|   | Food Sciences Faculty                             | A  | MSHE |

|   |   |      |      |
|---|---|------|------|
|   | Theology Faculty  | A    | MSHE |
| University of Warsaw                                | Centre of New Technologies at the University of Warsaw                | A    | MSHE |
|   | The Robert Zajonc Institute for Social Studies                        | A    | MSHE |
|   | Interdisciplinary Centre for Mathematical and Computational Modelling | A    | MSHE |
|   | Antiquity of Southeastern Europe Research Centre                      | A    | MSHE |
|   | Centre of Migration Research  | A+   | MSHE |
|   | “Artes Liberales” Faculty   | A+   | MSHE |
|   | Biology Faculty   | A    | MSHE |
|   | Chemistry Faculty   | A+   | MSHE |
|   | Philosophy and Sociology Faculty                                      | A+   | MSHE |
|   | Physics Faculty   | A+   | MSHE |
|   | Geology Faculty   | A    | MSHE |
|   | History Faculty   | A    | MSHE |
|   | Mathematics, Computer Sciences and Mechanics Faculty                  | A+   | MSHE |
|   | Economic Sciences Faculty   | A+   | MSHE |
|   | Political Sciences and International Relations Faculty                | A    | MSHE |
|   | Modern Languages Faculty  | A    | MSHE |
|   | Oriental Studies Faculty  | A    | MSHE |
|   | Polish Studies Faculty  | A    | MSHE |
|   | Law and Administration Faculty  | A    | MSHE |
|   | Psychology Faculty  | A+   | MSHE |
| Applied Social Sciences and Resocialization Faculty | A   | MSHE |      |
| Management Faculty                                  | A   | MSHE |      |
| University of Wrocław                               | Biotechnology Faculty   | A    | MSHE |
|   | Chemistry Faculty   | A    | MSHE |
|   | Physics and Astronomy Faculty   | A    | MSHE |
|   | Mathematics and Computer Sciences Faculty                             | A    | MSHE |
|   | Historical and Pedagogical Sciences Faculty                           | A    | MSHE |
|   | Earth Science and Environmental Development Faculty                   | A    | MSHE |
|   | Law, Administration and Economy Faculty                               | A    | MSHE |

|   |   |   |      |
|---|---|---|------|
| University of Zielona Góra  | Physics and Astronomy Faculty               | A | MSHE |
| University of Economics and Human Science in Warsaw<br>[previously: University of Finance and Management in Warsaw] | Psychology Faculty                          | A | MSHE |
| West Pomeranian University of Technology  | Technology and Chemical Engineering Faculty | A | MSHE |



.....

official stamp of the institution

## Medical certificate

stating that there are no contraindications to undertake education in a chosen field of studies and form of education

Name and Surname:

.....

Date of birth:

.....

Field of studies:

.....

- This is to confirm the absence of contradictions to commence education in a given field of studies
- This is to confirm that there are contraindications to commence education in a given field of studies

Recommendations: .....

.....

Date, Doctor's stamp and signature

Attachment No 3: List of accepted certificates

**ENGLISH LANGUAGE PROFICIENCY**

List of certificates confirming the knowledge of the English language at least at B2 level issued by the following institutions / examination boards:

University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia, in particular the following certificates:

- International English Language Testing System (Academic) IELTS – at least 5.5 points.

Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular the following certificates:

- First Certificate in English (FCE)
- Certificate in Advanced English (CAE)
- Certificate of Proficiency in English (CPE)
- Business English Certificate (BEC) Vantage – at least a “Pass” mark
- Business English Certificate (BEC) Higher
- Certificate in English for International Business and Trade (CEIBT)

Educational Testing Service (ETS) – in particular the following certificates:

- Test of English as a Foreign Language (TOEFL iBT) – at least 87 points in the Internet-Based Test (iBT)
- TOEFL ITP Assessment Series – at least 543 points (TOEFL ITP)
- Test of English as a Foreign Language (TOEFL CBT) – at least 180 points in the Computer-Based Test (CBT), and at least 50 points in the Test of Spoken English (TSE)
- Test of English as a Foreign Language (TOEFL PBT) – at least 510 points in the Paper-Based Test (PBT), at least 3.5 points in the Test of Written English (TWE) and at least 50 points in the Test of Spoken English (TSE)
- Test of English for International Communication (TOEIC) – at least 700 points
- European Consortium for the Certificate of Attainment in Modern Languages (ECL)

City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute:

- English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level
- International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level, “Mastery” level
- City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening), Communicator level (B2) 500/1765/2
- City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening), Expert (C1) 500/1766/4
- City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening), Mastery (C2) 500/1767/6
- Spoken English Test (SET) for Business – Stage A: “Communicator” level, Stage B: “Expert” level, Stage C: “Mastery” level
- English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2

Edexcel, Pearson Language Tests, Pearson Language Assessments (PTE):

- London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International)
- London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International)
- London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International)

Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board:

- London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4
- London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE)
- London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – „Pass with Credit” level, „Pass with Distinction” level

telc GmbH, WBT Weiterbildungs-Testsysteme GmbH certificates:

- B2 Certificate in English
- B2 Certificate in English for Business Purposes
- Certificate in English for Technical Purposes (B2)
- telc English B2
- telc English B2 Business
- telc English B2 Technical
- telc English C1

Attachment No 4: Template of the agreement with the Scholarship holder

## IDENTIFICATION CARD OF THE AGREEMENT WITH THE SCHOLARSHIP HOLDER

| DETAILS OF THE AGREEMENT               |  |                   |
|--|--|-------------------|
| NAWA's decision number                 | [number]   |                   |
| NAWA's agreement number                | [number]   |                   |
| Starting date                          | [date]   |                   |
| Completion date                        | [date]   |                   |
| SCHOLARSHIP HOLDER'S DATA              |  |                   |
| SCHOLARSHIP HOLDER                     | [first name and surname]   |                   |
| Address                                | [street, building number, apartment number / place / number, postal code, place] |                   |
| ID card or passport number             | [if applicable]  |                   |
| PESEL (Personal Identification Number) | [if applicable]  |                   |
| BANK DETAILS                           |  |                   |
| Account holder                         | [name]   |                   |
| Bank name                              | [name]   |                   |
| IBAN (account number)                  | [number]   |                   |
| FINANCING                              |  |                   |
| Allocated funds                        | [amount]   | [currency symbol] |

## DECLARATION OF THE SCHOLARSHIP HOLDER

I hereby confirm that the above data corresponds to the factual and legal situation and I acknowledge that this page of the agreement constitutes its integral part.

.....

*Place, date*

.....

*Scholarship holder's signature*

## AGREEMENT NO .../...

Concluded in Warsaw (hereinafter referred to as the “Agreement”), between:

The Polish National Agency for Academic Exchange established in Warsaw, ul. Polna 40, 00-635 Warszawa, NIP: 5272820369, REGON (statistical identification number): 368205180, hereinafter referred to also as the “Agency”,

represented by its legal representative for the purpose of concluding this Agreement,

and

[Name and surname], citizen of [name], residing at ul. [residence address], identity card / passport no.: [number], using the following e-mail address: [e-mail address], hereinafter referred to as the “Scholarship holder”,

hereinafter jointly referred to as the “Parties”,

reading as follows:

### §1

#### Subject of the Agreement

1. The subject of the Agreement is the implementation of the Poland my first choice scholarship Programme (hereinafter referred to as the “Programme”), co-financed by the Agency in line with the Decision No. [number] of [date], by the Scholarship Holder.
2. The programme will be carried out in accordance with the rules provided for in this Agreement.
3. The programme covers the completion of the studies by the Scholarship holder within the time period specified in the Regulations.
4. The Agency Director awarded the Scholarship holder funds which are meant to allow him to complete the Programme, whose maximum amount totals PLN [amount] (say: [value] PLN .../100).
5. The funds referred to in paragraph 4 have been awarded for completing the second-cycle studies: for the period of [number] months from [date] until [date] the maximum amount of PLN [amount] (say: [value] PLN .../100).

### §2

#### Terms and conditions of the Agreement

1. The Agency and the Scholarship holder undertake to execute the Agreement on the basis of:

- 1) generally applicable provisions of the law,
  - 2) provisions of the Agreement;
  - 3) the Scholarship holder's application submitted in the call for applications under the Programme,
  - 4) the Regulations of the Programme applicable as at the date of the conclusion of the Agreement.
2. Declarations submitted in the call for applications under the Programme shall be binding for the duration of the Agreement.
  3. The Agency shall not be liable for any damages incurred by the Scholarship holder or third parties arising from the performance of the Agreement.

### §3

#### Obligations of the Scholarship holder

Under the Agreement, the Scholarship holder shall, in particular, undertake the following:

- 1) legalise their stay in Poland for a definite period of time and present at the HEI a document certifying the legality of the stay by 30 November of each year;
- 2) attend regularly the classes provided for in the studies' curriculum;
- 3) observe the provisions of these Regulations, the scholarship agreement and the documents referred to therein, as well as the rules governing the completion of studies, pursuant to the provisions in force at the HEI offering such studies;
- 4) submit certificates after the first semester of studies during a given academic year and yearly reports in due time;
- 5) participate in events organised by the Agency;
- 6) participate in Programme evaluation – fill in the evaluation questionnaire and participate in other evaluation activities conducted by the Agency;
- 7) have health insurance and provide the HEI with a confirmation of having health insurance by 30 November of each year. A Scholarship holder originating from the EU Member States is obliged to have the European Health Insurance Card, provided he/she is covered by insurance in their country. The Scholarship holder who is not holding the European Health Insurance Card may insure himself/herself voluntarily by signing an agreement with the National Health Fund;
- 8) inform the Agency about any events and situations that may affect the Scholarship holder's performance under the Programme, including being granted a student leave.

### §4

#### Manner and procedure for overseeing the performance of the Agreement by the Agency

1. The Agency shall supervise the appropriate execution of the Agreement.
2. The supervision shall cover in particular:
  - 1) *ad-hoc* supervision, in particular the Agency's right to request from the Scholarship holder explanations, information, requests for any documentation related to the Programme, within a period set by the Agency of not less than 7 days from the date of the request;

- 2) evaluation of the reports;
  - 3) the Agency Director's right to suspend financing under the Programme in line with §5 of the Agreement;
  - 4) authorisation of the Agency Director to terminate the Agreement, in accordance with §9 of the Agreement.
3. The Scholarship holder shall immediately inform the Agency of any problems or irregularities in the execution of the Agreement that threaten or may threaten the proper performance of the Agreement.

## §5

### Rules of financing. Rules for suspending financing

1. The Agency Director's scholarship shall be granted for the duration of the period of studies specified in the Regulations, i.e. for the number of semesters indicated in the regulations applicable to given studies.
2. The Agency Director's scholarship shall be paid out once a month to the individual account of the Scholarship holder kept in a bank located in Poland.

|                                  |
|----------------------------------|
| Bank account holder: .....       |
| .....                            |
| Bank name: .....                 |
| .....                            |
| IBAN – full account number ..... |

3. The Scholarship is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development.
4. The Agency's Scholarship holder shall be obliged to collect a living allowance scholarship from a single source only, i.e. exclusively from the funds granted to them in view of the fact that they are Scholarship holders under the Programme. The living allowance scholarship can be collected by Scholarship holders found eligible for scholarship exchanges abroad or for study exchanges under inter-HEI exchange they were directed to by their home HEI, provided that they respect the principle of single funding. The Scholarship holder applying to have his scholarship maintained during their visit co-financed from other funds shall be obliged to file an application to NAWA for the continued pay out of the scholarship along with the relevant justification, opinion of the home HEI and confirmation of the source of financing clearly indicating that there is no risk of double financing of activities from the financing provided under at least one fund, programme, instrument or initiative supported by the Union budget.
5. Pursuant to the Agreement, the Scholarship holder is entitled to receive scholarship in the amount of PLN 2,000 (say: two thousand PLN 00/100) per month of being enrolled in second-cycle studies.
6. The scholarship shall be granted for a single form of education, as well as for one field of studies. The Scholarship holder's simultaneous undertaking of another form of education or

- parallel fields of study shall proceed with the consent and on conditions set by the HEI, however, without the option to collect scholarship and additional financing from the Agency.
7. The Scholarship shall be paid out for the maximum of 12 months, in a given academic year starting from the first month of classes during studies; in particular in the case of issuing a decision on granting financing during a given academic year, the scholarship shall be granted for a period shorter than 12 months in that academic year.
  8. In order to continue to receive the scholarship during the second semester of a given year, the Scholarship holder has to submit a certificate received from the HEI referred to in §7(1).
  9. In order to continue to receive the scholarship in the following academic year, the Beneficiary is required to submit a correct and complete report referred to in §7(2).
  10. The condition for payout of the funds granted under the Agreement is that the Agency must have financial resources allocated to the implementation of the Poland my first choice scholarship Programme. The Agency shall not be held responsible for the actions or neglect of the HEI.
  11. The payout of the scholarship shall be suspended if the Scholarship holder:
    - i. fails to submit the certificate after every first semester during a given year of studies,
    - ii. fails to obtain credit for completing the first semester of each year of studies,
    - iii. is on a student leave (or a similar justified leave of absence),
    - iv. stays outside of Poland for more than 30 days – except for making a visit with the HEI's approval and which is in line with the principle of single financing indicated in part 6(4) of the Programme Regulations.Once the reasons for suspending the scholarship cease to apply, the Scholarship holder may request the Agency, through the HEI, to reinstate the scholarship.
  12. The NAWA Director establishes the conditions of financing education, i.e. exemption from study fees for the duration of the period of scholarship suspension, with regard to public HEIs; in the case of private HEIs, such conditions are determined by the HEI in which the Scholarship holder receives his/her education.

## §6

### Insurance

1. The Scholarship holder starting his/her education in Poland shall be obliged to hold the following health insurance:
  - 1) Scholarship holder being a citizen of a European Union Member State, shall be obliged to hold the European Health Insurance Card, provided he/she is insured in that Member State;
  - 2) Scholarship holder not holding the European Health Insurance Card may insure himself/herself voluntarily by signing an agreement with the National Health Fund.
2. By 30 November of each year, the Scholarship holder shall be obliged to provide the HEI with a confirmation of holding health insurance.

## §7

### Scholarship holder's reports



1. For the duration of studies, NAWA Scholarship holders shall be obliged to submit certificates after every first semester of a given year of studies confirming that they have been admitted to the next semester of studies and presenting their grade average obtained in the previous semester by:
  - 1) 15 March of a given year in the case of the winter semester, or
  - 2) 15 October of a given year in the case of the summer semester.
2. In the course of their education, NAWA's Scholarship holders shall be obliged to submit annual reports for the past academic year by:
  - 1) 15 October of a given year (if their studies start from the winter semester) or
  - 2) 15 March of a given year (if their studies start from the summer semester)which shall contain in particular information about their progress in completing the studies curriculum and their other academic and scientific activity during the past academic year, receiving credit for the past academic year and the achieved grade average during this year.
3. The first certificate has to be submitted following the completion of the first semester of studies.
4. The first report has to be submitted following the completion of the first year of studies.
5. The certificate has to be submitted to NAWA by e-mail, traditional mail or in person.
6. Scholarship holders shall be informed about the means of submitting the report via NAWA's website or by e-mail.
7. The report shall be subject to verification conducted by the Agency's employees. The Agency may decide to submit the Report for evaluation by external experts appointed by the Agency Director.
8. Submission of the certificate confirming that the Scholarship holder received the credit for the first semester of a given year of studies shall constitute a prerequisite for paying out the scholarship in a given academic year. The Scholarship holder who fails to submit the certificate confirming that he/she received the credit for the previous semester in due time shall be deprived of the right to receive scholarship from NAWA during the next semester. Should they receive scholarship they were not entitled to, the Scholarship holder may be called to return the funds received.
9. Sending a correctly filled in and complete report as well as receiving the credit for the given academic year shall be the condition for commencing scholarship payments in the following academic year.
10. If an incorrect or incomplete report was submitted, the Scholarship holder shall be obliged to correct or supplement the report within 14 days from the date of receiving the information about the need for correcting or supplementing the report.
11. The Scholarship holder who fails to submit the report from the course of his studies which confirms that he/she received credit for the last academic year in due time shall be deprived of the right to receive scholarship from the Agency in the coming academic year. Should they receive scholarship they were not entitled to, the Scholarship holder may be called to return the funds received.

1. The Scholarship holder shall be obliged to participate in the Programme's evaluation studies conducted or commissioned by the Agency.
2. Once a year the Scholarship holder shall be obliged to complete an online evaluation survey which the Agency conducts when it drafts the report after the end of every academic year.
3. The Scholarship holder shall undertake to complete an online survey which the Agency may conduct within 2 years from the scholarship collection period running its course, with the aim of identifying patterns of professional development and education since the Programme's completion.
4. The Agency 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

### Rules of Agreement termination, force majeure

1. The Agency may terminate the Agreement and suspend the right to collect scholarship with immediate effect if the Scholarship holder:
  - 1) fails to obtain credit for completing a year of studies,
  - 2) was removed from the student list by the HEI,
  - 3) provided incorrect information on the basis of which funds have been granted to the Beneficiary,
  - 4) in the course of education they obtained a permanent residence permit or Polish citizenship,
  - 5) has been subject to a disciplinary penalty or convicted by a valid court judgment for an offence committed intentionally or for an intentional tax offense,
  - 6) has been staying in Poland illegally or failed to present a document confirming the legality of their stay,
  - 7) does not hold health insurance or failed to submit a document certifying that they hold health insurance,
  - 8) failed to submit or did not correct their annual report,
  - 9) violates the relevant provisions of the Agreement or the Programme Regulations, other than those mentioned above.
2. The termination of the Agreement requires a written form under pain of nullity.
3. Specifying the financial conditions for allowing the Scholarship holder whose scholarship was withdrawn on account of the fact that he/she had to re-take a year of studies to continue studies at the public and private HEI shall fall under the purview of the relevant HEI. The Scholarship holder may continue their education on conditions that do not entail incurring any education fees and without a scholarship from the Agency, provided that they have the consent of the relevant HEI.
4. The Parties shall be exempted from liability for failure to fulfil their obligations under the Agreement for reasons of force majeure.

5. By force majeure, the Parties shall understand, in particular: external events beyond the Parties' control, affecting the performance of the Agreement and being of extraordinary, unforeseeable and unavoidable nature, which occurred after the conclusion of the Agreement.
6. A Party may invoke the occurrence of the circumstances of force majeure only if it informs the other Party, via email, of the occurrence of force majeure without delay, but no later than within 3 days, and presents a description of the situation or event, expected duration of force majeure and the foreseeable effects of the occurrence of force majeure.
7. The Parties shall take the necessary measures to reduce the damage caused by force majeure and make every effort to resume the performance of the Agreement as soon as possible.

## §10

### Promotion

The Scholarship holder shall be obliged to mark all the prepared works, materials and documents created under or in connection with the Programme, which are made publicly available or intended for a target group, by:

1. by placing on them the following elements in a visible place:
  - 1) the logotypes available for download from the [www.nawa.gov.pl](http://www.nawa.gov.pl) website;
  - 2) information referred to in part 9 paragraphs 1–3 of the Programme Regulations in English;
2. in the case of audio products, the note about the source of financing has be read aloud during the recording.

## §11

### Copyright

1. The Scholarship holder declares that:
  - 1) all works within the meaning of the Act of 4 February 1994 on copyrights and related rights (Journal of Laws of 2018, item 1191, as amended) that the Scholarship holder will use in the course of performance of the Agreement, as well as those created during its performance or as a result of its performance, shall be original, without unauthorised borrowings from third parties' works, and shall not infringe upon the rights of third parties, in particular copyrights and personality rights of such persons;
  - 2) he/she shall acquire rights, including proprietary copyrights and all authorisations to exercise dependent rights and moral rights, from the persons within whom the Scholarship holder will cooperate in the implementation of the Programme, and shall obtain irrevocable permits from those persons to perform dependent copyrights, moral rights and to introduce changes to works without the need to agree them with persons who are entitled to moral rights;
  - 3) he/she shall not dispose of the rights, including proprietary copyrights to materials, to the extent that would prevent the Agency to use them and dispose of them in the fields of exploitation specified in paragraph 3;
  - 4) in the event that third parties submit any claims concerning the Agency's use of works for which the Scholarship holder granted a license pursuant to paragraph 3, the

Scholarship holder shall take all legal steps at his/her expense and risk to ensure adequate protection of the Agency against such third party claims, and in particular shall replace the Agency or, in the absence of such possibility, accede to the Agency in any proceedings pending against the Agency, and shall compensate the Agency for any costs that the Agency may incur or will be obliged to pay to third person as a result of a claim or court action regarding the threat to or infringement of copyright, license, patent, registered design or trademark rights that the person submits in connection with exploitation of those works by the Agency.

2. On the day on which the work within the meaning of the Act on copyrights and related rights is created, the Scholarship Holder – as part of the implementation of the Programme – shall grant to the Agency a free of charge, non-exclusive licence for unlimited use of works created in connection with or as a result of the Programme implementation and for their disposal, for an indefinite period, without any territorial restrictions, for the statutory purposes of the Agency, conducting promotional or marketing activities, promoting the Programme and other programmes and activities of the Agency, in the fields of exploitation including:
  - 1) in terms of preservation and reproduction – production of copies of works by any technique including printing, reprography, magnetic, optical, analogue or digital technique; in any system or format; on any carriers, including audio or video media, paper or similar, photosensitive, magnetic, optical disks, memory chips, computer media or other recording or storage media;
  - 2) in terms of trade of the original or produced copies of works – placing on the market, rental, lending;
  - 3) in terms of disseminating the original or the produced copy in a different way than the one specified in point 1:
    - a) all broadcasting and rebroadcasting, including by means of wired or wireless vision or sound, by terrestrial stations, via satellite, in cable, telecommunications, multimedia or other transmission systems, in a non-coded or encoded manner, in an open or closed circuit; in any technique (including analogue or digital), system or format, with or without the possibility of recording, including text, multimedia, Internet, telephone or telecommunications services;
    - b) all public access to the produced works (including audiovisual works) in such a way that everyone can have access to it in a place and time chosen by them, including via terrestrial stations, via satellite, cable, telecommunications or multimedia networks, databases, servers or other devices and/or systems, including third parties, in an open or closed circuit, in any technique, system or format, with or without the possibility of recording, including also the websites mentioned in point (a);
    - c) all public broadcast, display, performance, including in particular during conferences, presentations, training sessions, meetings;
  - 4) making compilations or alternations;
  - 5) using in other works;
  - 6) translating to foreign languages;
  - 7) distributing the work online and making it available for everyone on the Internet without restrictions;

- 8) using in information and promotional materials;
  - 9) using in public presentations;
  - 10) using in press publications, television programmes;
- and also allows the Agency to exercise dependent copyright and make available to third parties for the purpose of performing activities/actions for the Agency, referred to in points 1-10.
3. If after the conclusion of the Agreement the Agency will find it necessary to use the works referred to in paragraph 2 in a manner not provided for in the Agreement, the Scholarship holder – by virtue of funding received under the Programme – shall undertake to extend the licence to fields of exploitation requested by the Agency free of charge. The extension of the fields of exploitation shall take place by concluding an annex to this Agreement.
  4. The license referred to in paragraph 2 shall include the right to sub-licensing, which means that the Agency may authorise other persons to use the works within the scope of the obtained license and to exercise dependent rights free of charge.
  5. The Scholarship holder shall not terminate the license agreement during the term of the Programme financing and within 5 years from the date of completion of the Programme.
  6. The Agency will publish on [www.nawa.gov.pl](http://www.nawa.gov.pl) in the description of the work the information about the owner of proprietary copyrights and the following information: “Publication was made available with the consent of the author / heirs of the author. The publication nor any of its parts cannot be processed nor used for commercial purposes.”

## §12

### Final provisions

1. The rights and obligations of the Parties under the Agreement shall not be transferred to any third parties.
2. In matters not covered by the Agreement the provisions of the Act on the Polish National Agency for Academic Exchange, the Civil Code or other relevant legislation in force shall apply.
3. Any disputes resulting from the performance of the Agreement shall be resolved by a common court competent for the registered office of the Agency.
4. Any amendment to the Agreement shall be null and void unless made in writing, unless the provisions of the Agreement stipulate otherwise.
5. The Agreement shall enter into force on the date on which it is signed by the latter of both Parties.
6. The Agreement has been drawn up in two identical copies, one for each Party.

Agency:

Scholarship holder:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Warsaw, \_\_\_\_\_

*(Place, date)*

*(Place, date)*

Annexes:

Attachment No. 1 – Declaration of the OP KED project participant

Attachment No. 2 – Personal data form of the OP KED project participant

Attachment No 1 to the Agreement with the Scholarship holder – Declaration of the Project participant

### DECLARATION OF THE PROJECT PARTICIPANT

(information obligation implemented in relation to Articles 13 and 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679)

Due to the fact that I join the **Poland my first choice** project, I hereby acknowledge that:

1. The controller of my personal data is the minister competent for regional development acting as the Managing Authority for Knowledge, Education, Development Operational Programme 2014-2020, having its headquarters at ul. Wspólna 2/4, 00-926 Warsaw.
2. The processing of my personal data is legal and fulfils the conditions referred to in Article 6(1)(c) and Article 9(2)(g) Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Knowledge, Education, Development Operational Programme 2014-2020 (OP KED) on the basis of:
  - 1) with reference to the set “Knowledge-Education-Development Operational Programme”:
    - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common rules on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund as well as repealing Council Regulation (EC) No. 1083/2006 (Official Journal EU L 347 of 20 December 2013, p. 320, as amended),
    - b) Regulation (EC) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No 1081/2006 (Official Journal of the EU L 347 of 20 December 2013, p. 470, as amended),
    - c) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. [Journal of Laws] U. of 2017, item 1460, as amended);
  - 2) with reference to the set “Central IT system supporting the implementation of operational programmes”:
    - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common rules on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and establishing general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund as well as repealing Council Regulation (EC) No 1083/2006,
    - b) Regulation (EC) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No 1081/2006

- c) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. [Journal of Laws] U. of 2017, item 1460, as amended);
  - d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 establishing detailed rules for the implementation of Regulation (EU) No 1303/2013 of the European Parliament and of the Council with reference to the templates for the transmission of certain information to the Commission and detailed rules for the exchange of information between the beneficiaries and managing, certifying, audit and intermediary institutions (Official Journal of the EU L 286 of 30 September 2014, p. 1).
3. My personal data shall be processed solely for the purpose of the implementation of “**Poland my first choice**” project, in particular for the purpose of confirming eligibility of expenditure, provision of support, monitoring, evaluation, control, audit and reporting as well as for the purpose of information and promotional activities carried out under OP KED.
  4. My personal data have been entrusted to the Managing Authority – the **Ministry of Investment and Economic Development, ul. Wspólna 2/4, 00-926 Warsaw**, to the beneficiary implementing the project – **Polish National Agency for Academic Exchange, Warsaw, ul. Polna 40**, and to entities commissioned by the beneficiary to participate in the implementation of the project:

name and address of the institution

.....  
.....

My personal data may be transferred to entities implementing evaluation studies commissioned by the Managing Authority, Intermediate Body or Beneficiary. My personal data may also be entrusted to specialist companies implementing, at the request of the Managing Authority, the Intermediate Body and the Scholarship holder, inspections and audits under OP KED.

5. Providing data is a prerequisite for receiving support, and refusal to provide it is tantamount to inability of providing support under the project.
6. Within 4 weeks after completing participation in the project, I will provide the beneficiary with data regarding my status on the labour market and information on participation in education or training and obtaining qualifications or acquisition of competences.
7. Within three months after completing participation in the project, I will provide data on my status on the labour market.
8. In order to confirm the eligibility of expenditure in the project, my personal data such as first name (names), surname, PESEL number, project number, project start date, project end date, insurance title code, premium for health insurance, premium amount accident insurance can be processed in the set “Social Insurance Institution personal data set”, which is administered by the minister competent for regional development. The processing of my personal data is legal and fulfils the conditions referred to in Article 6(1)(c) and Article 9(2)(g) Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Knowledge, Education, Development Operational Programme 2014-2020 (OP KED) on the basis of<sup>1</sup>:

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<sup>1</sup> Processing of personal data in the Personal data set of the Social Insurance Institution refers to the situation in which the contract for co-financing the project was concluded with the beneficiary by the Ministry of Family, Labour and Social Policy or the Voivodeship Labour Office.

- 1) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common rules on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and establishing general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund as well as repealing Council Regulation (EC) No 1083/2006,
- 2) Regulation (EC) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No 1081/2006
- 3) the Act of 11 July 2014 on principles of implementation of programmes in the area of cohesion policy financed in 2014–2020 financial perspective (Dz. [Journal of Laws] of 2017, item 1460, as amended);
- 4) the Act of 13 October 1998 on social insurance system (Dz. U. of 2017, item 1778, as amended).

My personal data have been entrusted to the Managing Authority – ....., to the beneficiary implementing the project – ....., and to entities commissioned by the beneficiary to participate in the implementation of the project – .....

My personal data may be transferred to entities implementing evaluation studies commissioned by the Managing Authority, Intermediate Body or Beneficiary. My personal data may also be entrusted to specialist companies implementing, at the request of the Managing Authority, the Intermediate Body and the beneficiary, inspections and audits under OP KED.

9. My personal data will not be transferred to a third country or an international organisation.
10. My personal data will not be subjected to automated decision making.
11. My personal data will be stored until the Knowledge-Education-Development Operational Programme 2014–2020 is settled and the process of archiving documentation is completed.
12. I can contact the Data Protection Officer by sending a message to the following e-mail address: [iod@miir.gov.pl](mailto:iod@miir.gov.pl) or [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl)
13. I have the right to lodge a complaint with the supervisory body, which is the President of the Office for Personal Data Protection.
14. I have the right to access my data and correct, delete or otherwise limit its processing.

.....  
*PLACE AND DATE*

.....  
*LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT\**

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\* In the case of a minor's declaration of participation, the declaration should be signed by their legal guardian.



Attachment No. 2 to the Agreement with the Scholarship holder – Form of the participant's personal data to be entered into the Agency's ICT system for the purpose of monitoring project participants

## APPLICATION FORM OF THE PROJECT PARTICIPANT

Data of project participants

|  |  |  |
|--|--|--|
| Country  | Type of participant                    | The name of institution                |
|  |  |  |
| First name   | Surname                                | PESEL (PERSONAL IDENTIFICATION NUMBER) |
|  |  |  |
| No PESEL   |  |  |
| Sex  | Age at the time of joining the project | Education                              |
|  |  |  |
| Voivodeship  | Powiat                                 | Gmina                                  |
|  |  |  |
| City   | Street                                 |  |
|  |  |  |
| Building number  | Apartment number                       | Postal code                            |
|  |  |  |
| Area according to the degree of urbanization (DEGURBA) | Contact phone number                   | E-mail address                         |
|  |  |  |

Status of the project participant at the time of joining the project

|  |  |
|--|--|
| Person belonging to a national or ethnic minority, a migrant, a person of foreign origin |  |
| Homeless person or person affected by exclusion from access to housing                   |  |
| Person with disabilities   |  |
| Person in a different unfavourable social situation                                      |  |

|                                    |  |
|------------------------------------|--|
| <p>.....</p> <p>PLACE AND DATE</p> | <p>.....</p> <p>LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT</p> |
|------------------------------------|--|