

Annex 4b to the Contract – Template of the final report

FINAL REPORT<sup>1</sup>  
for the Beneficiaries of the Polish National Agency for Academic Exchange Programme

STER Programme – *Doctoral Scholarships for Foreigners*

I. INFORMATION ABOUT THE PROJECT

Project No	
Title of the Project	
Name of the Beneficiary	
Name of Partner 1 ....	
Name of Partner ....	
Amount of financing	
Project implementation period	

Report No	
Purpose of the form	<input type="checkbox"/> Submission of a Final Report <input type="checkbox"/> Correction of a Final Report following the comments of NAWA
Report for the period	
Date of the final report	
Costs incurred as shown in the Final Report	
Amount of the balancing payment / return requested	
Amount of interest generated by the end of the Project	

<sup>1</sup> The Beneficiary fills in the white boxes only.

## II. COURSE OF THE PROJECT IMPLEMENTATION

1. Please describe the results of activities related to recruitment of foreign doctoral students that were carried out under the Project:

1.1. Planned number of foreign doctoral students declared by the Beneficiary in the application for financing:

1.2. Number of foreign doctoral students recruited by the Beneficiary under the Project:

2. Please present information on participation of foreign doctoral students in the Project:

2.1. Information on foreign doctoral students recruited by the Beneficiary who began and continued education at a doctoral school:

No.	Number of doctoral students participating in the Project	Total <sup>2</sup>	including:	
			women	men
(a)	(b)	(c)	(d)	(e)
1	Number of foreign doctoral students who began their education in the 2019/2020 academic year			
2	Number of foreign doctoral students who continued their education in the academic year 2020/2021			
3	Number of foreign doctoral students who continued their education in the academic year 2021/2022			
4	Number of foreign doctoral students who continued their education in the academic year 2022/2023			
<b>Total:</b>				

<sup>2</sup> Number of foreign doctoral students who began their education in the academic year 2019/2020 must be equal to the number of recruited foreign doctoral students.

## 2.2. Information on scholarships paid to foreign doctoral students participating in the Project:

No.	Number of doctoral students participating in the Project	Total	including:	
			women	men
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>
1	Number of foreign doctoral students who received scholarship in the 2019/2020 academic year			
2	Number of foreign doctoral students who received scholarship in the 2020/2021 academic year			
3	Number of foreign doctoral students who received scholarship in the 2021/2022 academic year			
4	Number of foreign doctoral students who received scholarship in the 2022/2023 academic year			
<b>Total:</b>				

## 2.3. List of foreign doctoral students who received scholarships under the Project:

No.	Surname	First name	Sex	Country of origin	Number of months in which scholarship was paid out
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>
1					
2					
3					
....n					

## 2.4. Project results – summary:

No	Name of the indicator	Value of the indicator
1	Planned number of foreign doctoral students to be recruited declared by the Beneficiary in the application for financing: _____	
2	Number of recruited foreign doctoral students who began their education in the academic year 2019/2020	
3	Number of foreign doctoral students who received scholarship in the 2019/2020 academic year	
4	Number of foreign doctoral students who pursued their education in the academic year 2020/2021	
5	Number of foreign doctoral students who received scholarship in the 2020/2021 academic year	
6	Number of foreign doctoral students who pursued their education in the academic year 2021/2022	
7	Number of foreign doctoral students who received scholarship in the 2021/2022 academic year	
8	Number of foreign doctoral students who pursued their education in the academic year 2022/2023	
9	Number of foreign doctoral students who received scholarship in the 2022/2023 academic year	
10	Number of foreign doctoral students at the end of the Project	
11	Number of foreign doctoral students who have fully completed their education programme	

3. Please describe modifications and delays in the Project implementation along with justification and information on whether they affected the correct and timely implementation of the Project.

4. Please describe the Project management method, including the application of the principles of equal opportunities and non-discrimination.

5. Please describe how the cooperation between the Partners took place, including the benefits it brought and whether it is planned to continue the cooperation after the completion of the Project<sup>3</sup>.

6. Please describe the monitoring and evaluation activities undertaken in the framework of the Project.

7. Please refer to the risks identified in the application and determine their impact on the Project implementation.

8. Additional information and comments:

Please provide below other important information that could not be provided in the other fields of the Report due to the lack of space. In this part you can also provide your comments and recommendations to improve future activities, administrative procedures, financing method, etc. related to the Programme.

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<sup>3</sup> Applies only to projects carried out with participation of the Partner(s).

9. Please fill in, for statistical purposes, the following product and result indicators obtained as a result of the Project implementation.	
Name of the indicator created as a result of the Project implementation (drop-down list)	Please indicate the numerical value of the indicator
International programme for the education of doctoral students	
Book publication in international circulation	
Article in a journal with an indication to which group of scientific journals it belongs according to the list available on the website of the Ministry of Science and Higher Education	
Handbooks/guidebooks in foreign languages for foreign doctoral students or candidates for doctoral studies intending to study at doctoral schools run by Polish universities	
Adjusting the Beneficiary's website to the needs of foreign doctoral students or candidates for doctoral students	
Adjusting the Beneficiary's IT applications to the needs of foreign doctoral students or candidates for doctoral students	
Conference/seminars/workshops of international nature	
New didactic materials developed in the Project	
Internal procedures/regulations/instructions etc. of the Beneficiary developed during the implementation of the Project	
Other (please specify):.....	

### III. FINANCIAL REPORT

#### 3.1. Summary of expenditure under the Project incurred in the reporting period

No.	Symbol of the Beneficiary/ Partner	Type and number of the accounting document	Number of the accounting records	Date of issue	Date of payment	Name of product or service	Amount of the accounting document	Cost category	Eligible amount
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)
1									
2									
3									
....n									
<b>Total incurred expenditure:</b>									

#### 3.2. Financial progress in the Project implementation

No.	Cost category	Amount of the Project budget in the approved application	Amounts settled by this report	Cumulative amounts since the beginning of the Project implementation	% of implementation
(a)	(b)	(c)	(d)	(e)	(f)
<b>Part A – Cost of scholarships for foreign doctoral students</b>					
1					
<b>Part B – Costs of activities related to recruitment of foreign doctoral students</b>					
2					
3					
....n					
<b>Total:</b>					

3.3. Settlement of advance payments		
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>
1	Amount of the Project financing	
2	Amounts settled by this report	
3	Amount of eligible expenditure since the beginning of the Project implementation (including the expenditure covered by this Report)	
4	Amount of the funds received (since the beginning of the Project implementation)	
5	Percentage value of the settlement of the funds received	
6	Balancing payment to pay out / return	
7	Interest accrued from the beginning of the Project implementation	

3.4. Summary of the Project implementation costs	
Part A – Cost of scholarships for foreign doctoral students	
Part B – Costs of activities related to recruitment of foreign doctoral students	
<b>Total:</b>	



#### IV. STATEMENT OF THE BENEFICIARY

I declare that:

1. All data provided in this report are consistent with the current legal and factual situation;
2. All amounts mentioned in the statement of expenditure incurred in the reporting period have been actually incurred;
3. All accounting documents related to the Project implementation were described in accordance with the requirements set out in the Program Regulations;
4. All presented costs have been included in separate financial and accounting records of financial resources received for the Project implementation, in accordance with the Accounting Act, in a way enabling identification of individual accounting operations;
5. Financial operations related to the Project implementation from the funds received are carried out on a bank account dedicated to the Project;
6. None of the presented expenditure has been financed twice;
7. The financing granted from NAWA funds was not be used to generate profit;
8. I am aware of criminal liability resulting from Article 271 of the Penal Code, concerning the attestation of untruth regarding the circumstances of legal significance.