

REGULATIONS
OF THE STER PROGRAMME
DOCTORAL SCHOLARSHIPS FOR FOREIGNERS

Warsaw, 15 October 2018

Table of contents

1.	GENERAL INFORMATION ON THE PROGRAMME	4
1.1	Objectives of the Programme.....	4
1.2	Basic terms and abbreviations.....	5
1.3	Programme schedule.....	6
2.	THE PROCEDURE FOR SUBMITTING APPLICATIONS.....	7
2.1.	Authorised Applicants.....	7
2.2.	Authorised activities.....	8
2.3.	Project implementation timeline	10
2.4.	The time and form of submitting applications	10
2.5.	Persons authorised to submit applications	11
2.6.	Filing the application in the system	11
3.	THE PROCEDURE FOR THE EVALUATION AND SELECTION OF APPLICATIONS	13
3.1.	The course of the application evaluation procedure	13
3.2.	Formal evaluation.....	13
3.3.	Substantive evaluation	13
3.4.	The criteria for substantive evaluation	14
3.5.	Ranking list and results of the call for proposals	16
3.6.	Mode of publishing information on the results of the call for proposals	16
3.7.	Appeal procedure	17
4.	AGREEMENT WITH THE APPLICANT.....	17
5.	PRINCIPLES FOR FINANCING	18
5.1.	The period of expenditure eligibility	18
5.2.	Project budget	18
5.3.	Eligible costs	19
5.4.	Ineligible costs	20
5.5.	Expenditure actually incurred	21
5.6.	The principles of making payments	21
5.7.	Documenting expenditure	22
5.8.	Storage of documents	23
5.9.	Value added tax (VAT).....	23
5.10.	State aid.....	23
5.11.	Bank accounts and interest.....	23

5.12. Subcontracting.....	24
6. REPORTING	24
6.1. Mid-term Report	24
6.2. Final Report	26
6.3. Verification of the Beneficiary's reports	27
7. EVALUATION.....	28
8. INSPECTION OF BENEFICIARIES IN THE NAWA PROGRAMMES.....	28
9. SUSPENSION OF FINANCING AND TERMINATION OF THE AGREEMENT	31
9.1. Suspension of financing.....	31
9.2. Termination of the Agreement and return of funds.....	31
10. INFORMATION AND PROMOTION.....	32
11. PERSONAL DATA PROTECTION	32
12. INVESTIGATING THE APPLICANT'S FINANCIAL CAPACITY	34
13. AMENDMENTS TO THE PROGRAMME REGULATIONS	35
14. CONTACT WITH NAWA	35

1. GENERAL INFORMATION ON THE PROGRAMME

1.1 Objectives of the Programme

The **main objective** of the Programme is to internationalise doctoral schools by raising the attractiveness of the offer addressed to foreign candidates for doctoral schools run by Polish institutions.

Specific objectives of the Programme include:

- 1) increasing the number of foreign doctoral students studying in Poland,
- 2) raising the attractiveness of the offer of Polish institutions among foreign doctoral candidates,
- 3) acquiring foreign doctoral students on account of the scholarship programme.

The programme is addressed to Polish institutions, which provide doctoral education, have experience in enrolling foreigners for studies and coordinate or participate in international exchange programmes for students or doctoral students.

The Polish National Agency for Academic Exchange will finance selected, top-evaluated projects that offer scholarships based on best results / scientific achievements to max. 50% of foreign doctoral students participating in the selected educational programme as well as activities meant to acquire foreign doctoral students who will begin their studies within the framework of the selected programme.

The Programme is implemented as part of the project *"Supporting the institutional capacity of Polish HEIs through the creation and implementation of international study programmes"* within the Operational Programme Knowledge Education Development, co-financed from the European Social Fund.

The allocation of funds in the call for proposals amounts to PLN 6,250,000.00. NAWA concurrently stipulates that the allocation of funds in the call for proposals may be increased.

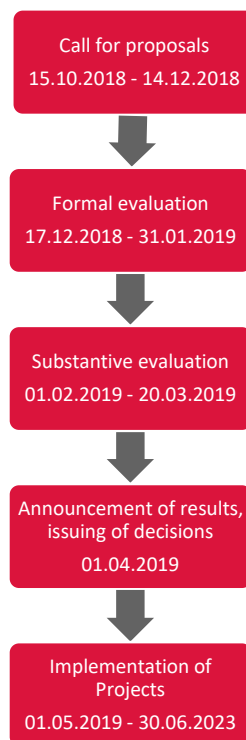
The budget for a single project may amount to a maximum of PLN 1,250,000.00.

1.2 Basic terms and abbreviations

- 1) **NAWA** - Polish National Agency for Academic Exchange;
- 2) **Beneficiary** - an institution which received financing under the STER Programme - *Doctoral Scholarships for foreigners* and signed an agreement with NAWA for the implementation and financing of the Project;
- 3) **External expert** - a person commissioned by NAWA to carry out the substantive evaluation of applications submitted in the call for proposals to participate in the STER Programme - *Doctoral Scholarships for foreigners*. An external expert may carry out the independent substantive evaluation of applications as a Reviewer or a member of the Evaluation Team;
- 4) **Substantive Evaluation Chart** - a form NAWA provides to the reviewers, containing a description of the criteria and scale of substantive evaluation, used to carry out the first stage of substantive evaluation of applications submitted in the call for proposals to participate in the STER Programme - *Doctoral Scholarships for foreigners*;
- 5) **Team Evaluation Chart** - a form NAWA provides to the Evaluation Team, containing a description of the criteria and scale of substantive evaluation, used to carry out the second stage of substantive evaluation of applications submitted in the call for proposals to participate in the STER Programme - *Doctoral Scholarships for foreigners*;
- 6) **Partner** - an authorised entity which signed a letter of intent with the Applicant and plans on joint implementation of a Project should it receive financing from NAWA. Unless the Regulations state otherwise, the Partner shall abide by the same requirements and obligations as the Applicant and the Beneficiary;
- 7) **PAC** - Polish Accreditation Committee;
- 8) **Programme** - STER Programme - *Doctoral Scholarships for foreigners*;
- 9) **Education programme** - the education programme for doctoral students implemented in a doctoral school referred to in Article 201 of the Act of 20 July 2018 - Law on Higher Education and Science (Dz.U. of 2018, item 1668);
- 10) **Project** - a set of activities financed under the STER Programme - *Doctoral Scholarships for foreigners*;
- 11) **NAWA's ICT system** - system, which handles processing and evaluation of applications submitted by the Applicants in the call for proposals, as well as evaluation of reports submitted by the Beneficiaries;
- 12) **Project participant** - a person, i.e. a foreign doctoral student participating in the Project, within the understanding of *the Guidelines for monitoring material progress in the implementation of Operational Programmes for 2014-2020*;

- 13) **Applicant** – an entity entitled to submit applications, which submitted an application to participate in the Programme;
- 14) **Application** - a form filled in by the Applicant, made available in NAWA's ICT system, submitted in the call for proposals to the Programme via NAWA's ICT system, containing information on the Project prepared by the Applicant;
- 15) **Evaluation Team** - a team composed of external experts, appointed by the NAWA Director to carry out a substantive evaluation of applications, to the extent specified in the Regulations;
- 16) **Agreement** - agreement signed by the Applicant and NAWA, once the application receives a positive evaluation and the NAWA Director decides on Project implementation and financing.

1.3 Programme schedule



2. THE PROCEDURE FOR SUBMITTING APPLICATIONS

2.1. Authorised Applicants

Applications for financing under the Programme may be submitted by entities, which are classified in one of the categories listed below:

- 1) state and private universities, referred to in the Act of 20 July 2018 – Law on Higher Education and Science (Dz.U. of 2018, item 1668) holding an Erasmus Charter for Higher Education or
- 2) scientific units of the Polish Academy of Sciences within the understanding of the Act of 30 April 2010 on the Polish Academy of Sciences (*i.e.* Dz. U. of 2018, item 1475) or
- 3) research institutes within the understanding of the Act of 30 April 2010 on research institutes (*i.e.* Dz. U. of 2018, item 736) or
- 4) international scientific institutes established on the basis of separate provisions, operating on the territory of the Republic of Poland

and meet all of the following criteria:

- 1) they provide education to doctoral students/are an entity managing a doctoral school referred to in Article 198 of the Act of 20 July 2018 - Law on Higher Education and Science (Dz.U. of 2018, item 1668);
- 2) they are experienced in the education of doctoral students involving foreigners;
- 3) they are experienced in enrolling foreigners for studies of the second and third cycle;
- 4) they coordinate or participate in international exchange programmes for students or doctoral students.
- 5) they are not placed in liquidation at the moment of filing the application;
- 6) they are not the subjects of a negative evaluation from the Polish Accreditation Committee at the moment of filing the application;
- 7) they have fulfilled their obligations to NAWA following from agreements signed in relation to other programmes.

The Programme allows for the implementation of Projects to involve a Partner/s. A Partner in the Project may be a Polish or foreign institution providing education to doctoral students or a Polish institution from the Applicant's social environment (e.g. a non-governmental organisation, a public administration unit or a representative of the private

sector). The Applicant has to justify the need for Project implementation involving a Partner/s as well as its choice of partner institution/s.

The Applicant is required to prove its experience in providing education to doctoral students involving foreigners, as well as it having coordinated or participated in international programmes of exchange for students or doctoral students, while such experience is not required of the Partner/s. The Applicant supervises the Project and is responsible for its correct substantive, organisational and financial implementation.

2.2. Authorised activities

Authorised activities under the Programme include:

- 1) **payment of scholarships based on best results/scientific achievements to max. 50%** of foreign doctoral students pursuing their doctoral studies under the Project
- 2) **activities related to the acquisition of foreign doctoral students**, including the following in particular:
 - a) organisation of networking opportunities, as well as lectures, conferences, summer schools and other events involving the target group;
 - b) preparing informational materials in foreign languages, including guidebooks for foreigners on the education of doctoral students in Poland, Polish scientific institutions, everyday life in Poland - all addressed to the target group;
 - c) adapting websites or IT tools (e.g. a virtual university or dedicated applications) to the needs of foreign doctoral students.

Supplementary information.

- 1) Education of doctoral students carried out under the Project may be based on the Applicant's existing curriculum or a new curriculum altogether.
- 2) Scholarships will be paid based on regulations developed by the Applicant, specifying how candidates become eligible for scholarships, *i.e.* the mode, criteria and frequency applied to the evaluation of the doctoral students' progress/scientific achievements.
- 3) The purpose of the evaluation mentioned in point 2 above is to verify the progress/scientific achievements of foreign doctoral students based on the adopted criteria. The results of the evaluation shall allow for choosing max. 50% of the best foreign doctoral students that will become eligible for scholarships.

- 4) The regulations mentioned in point 2 above, have to account for the principle of a level-playing field and non-discrimination, including accessibility to people with disabilities, as well as the principle of a level-playing field for women and men within the meaning of *the Guidelines for the implementation of the level-playing field and non-discrimination principle, including accessibility to people with disabilities, as well as the principle of a level-playing field for women and men under the EU funds for 2014-2020*.
- 5) The scholarship payments to foreign doctoral students must commence in the academic year 2019/2020 and must be made directly by the Applicant.
- 6) The scholarships paid under the Project may completely replace or partially supplement scholarships for doctoral students referred to in Article 209 of the Act of 20 July 2018 – Law on higher education and science (Dz.U. of 2018, item 1668).
- 7) The scholarship payments to foreign doctoral students beginning education in a doctoral school must commence from the 2nd semester.
- 8) The monthly scholarship amount per person amounts to PLN 5,000.00.
- 9) In the following academic year foreign doctoral students will be eligible to receive scholarships for 12 months, with the reservation that in the academic year 2022/2023 scholarships cannot be paid beyond 30 June 2023. Scholarships for June 2023 have to be paid in June 2023.
- 10) The Project allows for the Applicant to finance activities related to the acquisition of foreign doctoral students. The Applicant may plan example tasks within a given category, that are different than those provided for in the Regulations. However, it will be obligated to justify the reasons for this choice and its adequacy in regard to the target group (*i.e.* foreign doctoral students).
- 11) An acquired foreign doctoral student is a doctoral student, who meets all of the following conditions:
 - a) is not a graduate of 1st or 2nd cycle studies or uniform Master's degree studies completed in a Polish institution;
 - b) is not a doctoral student enrolled in full-time or part-time doctoral programmes and is not pursuing the academic degree of doctor in an extramural mode in a Polish institution.
- 12) Activities related to acquiring doctoral students have to end by 30 September 2019.
- 13) The Applicant is obligated to acquire at least 5 foreign doctoral students, and to have at least 5 foreign doctoral students enrolled in the doctoral school covered by the Project during each year of education.
- 14) Should the Applicant fail to acquire at least 5 foreign doctoral students, NAWA will not grant financing for scholarship payments, and the Agreement between the Beneficiary and NAWA shall be terminated.

- 15) Should the Applicant fail to acquire at least 5 foreign doctoral students, all or part of the costs related to acquiring doctoral students may be declared ineligible. NAWA stipulates that, should the number of acquired foreign doctoral students be less than 5, the feasibility and amount of financing allocated to activities related to acquiring foreign doctoral students will be decided individually for a given Beneficiary, whereby the amount of funds for acquiring 1 foreign doctoral student paid in this case to the Beneficiary cannot exceed PLN 20,000.00.
- 16) If the Beneficiary acquires 5 to 10 foreign doctoral students, it will be eligible for funds amounting up to PLN 100,000.00. If the Beneficiary acquires more than 10 foreign doctoral students, it will be eligible for funds amounting up to PLN 250,000.00.
- 17) If, in each academic year, the Beneficiary fails to prove that at least 5 foreign doctoral students participated in its doctoral education, the Beneficiary shall be obligated to proportionally reimburse the funds paid by NAWA and further financing of the Project shall be suspended.

2.3. Project implementation timeline

Individual Project implementation may last **between 2 to 4 years and 2 months, i.e. from 24 to 50 months**, during the period between **1 May 2019** and **30 June 2023**.

2.4. The time and form of submitting applications

Call for proposals in the STER Programme - *Doctoral Scholarships for foreigners* shall be conducted during the period from **15 October 2018 until 14 December 2018, 3:00 p.m.** local time (CEST), exclusively in an electronic form via NAWA's ICT system. Applications will not be accepted beyond this deadline.

The Applicant cannot submit more than 3 applications in the call for proposals, with the reservation that each of the applications pertains to a different field of doctoral student education. Should more than one application be filed for a single field, the one submitted first shall be transferred for evaluation, determined according to the time of being submitted in NAWA's ICT system.

The application shall be subject to formal and substantive evaluation and in case of receiving financing, it shall be the subject of a single agreement for Project implementation and financing.

The Applicant shall be obligated to correctly fill in the application, in adherence to the guidelines included in NAWA's ICT system, which provide a detailed description of information necessary for each of the application's required fields. Substantive information included in the application by the Applicant shall be entered into relevant fields. Placing descriptions in parts other than designated or splitting them between different parts will be a prerequisite for the application receiving a lower substantive evaluation or not receiving points in the substantive evaluation's relevant criterion.

Sending an application via NAWA's ICT system shall result in the status of that application in the system changing to "submitted", and the Applicant receiving an e-mail with a reference number assigned to the application.

In this call for proposals applications shall be submitted in Polish only.

Submitting the application signifies the Applicant's consent to the rules described in the Regulations and Annexes.

2.5. Persons authorised to submit applications

An application should be submitted and filled in by a person authorised to represent the Applicant, whose scope of representation is specified in the registration documents (or other relevant documents). If the application is submitted via NAWA's ICT system by a person not specified in the registration documents (or other relevant documents), the Applicant shall attach a scan of a power of attorney for such a person, consistent with the template constituting Annex no. 1 to these Regulations.

2.6. Filing the application in the system

Submitting the application requires the following:

- 1) registering the application in NAWA's ICT system available at www.nawa.gov.pl;
- 2) sending the correctly filled in application electronically via NAWA's ICT system, with required annexes.

Consideration shall only be given to applications that are complete and meet the requirements specified in the call for proposals of applications to participate in the Programme, and these Regulations. Should an application be filed incomplete, the Applicant shall be requested, via NAWA's ICT system, to supplement the application **within**

14 days from the date of sending the request (counted from the day following the day of the request being sent via NAWA's ICT system), and shall be informed that failure to comply shall result in the application not being considered.

The application shall be considered incomplete if it is not accompanied by required annexes or if the contents of the said annexes are incomplete. An attached document, which is not an Annex required by the Regulations, shall not be supplemented.

The application must be accompanied by scans of the following documents:

- 1) The Applicant's registration document or another relevant document (unless it is available in a relevant publicly accessible register kept in an electronic form);
- 2) power of attorney to represent the Applicant and to act in its name and for its benefit, as well as to stand in for the Principal before NAWA in the proceedings initiated with the application (if the application is submitted by a person other than the one authorised to represent the Applicant indicated in the registration document or any other relevant document) - a template of a power of attorney constitutes Annex no. 1 to these Regulations¹;
- 3) letter or letters of intent from the Partner/s (if the Project implementation involves a Partner/s) - a template of the letter of intent constitutes Annex no. to these Regulations².

The Applicant is obligated to verify whether the application was successfully sent.

The Applicant is obligated to prepare the Application carefully, reliably and exhaustively.

¹ The Applicant may use its own power of attorney template, as long as it provides a clear authorisation to represent the Applicant and act in its name and for its benefit, as well as to stand in for the Principal before NAWA in the proceedings initiated with the application submitted under the STER Programme - *Doctoral Scholarships for foreigners* and stand in for the Principal in the proceedings initiated with the aforementioned application.

² A letter of intent constituting an Annex to these Regulations functions as a template and an example Letter, which the Applicant should sign and submit via NAWA's ICT system along with the Application. It is also possible to attach a version of the Letter proposed by the Applicant and Partner/s, however, it has to include the required information, *i.e.*: designation of the Parties signing the Letter of Intent along with signatures, name of the Programme and declaration/obligation of the Partner to carry out the activities listed in the submitted application.

3. THE PROCEDURE FOR THE EVALUATION AND SELECTION OF APPLICATIONS

3.1. The course of the application evaluation procedure

Applications shall be subject to formal and substantive evaluation. Only applications that are correctly filled in and meet the formal criteria listed in the Regulations shall be transferred for substantive evaluation.

3.2. Formal evaluation

The purpose of the formal evaluation is to verify the applications in terms of their adherence to the formal criteria listed in the Regulations.

Should any doubts arise regarding the status of the Applicant, NAWA may request such Applicant to provide further documents or clarifications. Information on the necessity to supplement/give further clarification to an application shall be sent electronically as a notification from NAWA's ICT system to the Applicant's e-mail address.

NAWA determines that correspondence exchanged via NAWA's ICT system shall be the form of communication used for the purpose of communicating with the Applicant in regard to supplementing the Application. After submitting the application, the Applicant is obligated to regularly check its correspondence in NAWA's ICT system.

Applications shall not be given consideration, if:

- 1) they were submitted after the deadline specified in the announcement of the call for proposals of applications to participate in the Programme;
- 2) they fail to meet the formal requirements specified in the announcement of the call for proposals of applications to participate in the Programme;

Formal evaluation shall be carried out by NAWA employees. Applicants shall be informed about the result of formal evaluation via NAWA's ICT system.

3.3. Substantive evaluation

At the stage of substantive evaluation, an application may score max. 100 points. The evaluation includes the following components:

- 1) scores from two reviewers, each of whom may award the maximum of 40 points, whereby the evaluation takes into account the arithmetic mean average value of both scores (*i.e.* max. 40 points);
- 2) a score from the Evaluation Team, which may award the maximum of 60 points.

The Evaluation Team shall appoint reviewers, to whom applications shall be transferred for evaluation.

The results of the reviewers' evaluation shall be presented to the Evaluation Team. The task of the Team is first to assess the applications based on opinions expressed by reviewers, then conduct its own analysis and formulate the final explanatory statement for each application. The Team, having a decisive influence on the Application's final evaluation and its position on the ranking list, shall take into account the evaluation criteria specified in the Regulations, as well as the quality of the Application in relation to other applications under evaluation. All applications, which passed formal evaluation shall be presented to the Team for evaluation, regardless of how they scored with reviewers.

The Team shall consist of the Chair and Team Members, experts in the field relevant to the Programme.

An application, which scores less than 60 points in the evaluation, shall be deemed as not meeting the quality requirements, which translates to a negative substantive evaluation. Then it cannot receive financing, even with funds available in the Programme.

The names and surnames of external experts carrying out the substantive evaluation shall remain confidential and not be disclosed publicly. Each year NAWA shall publish an alphabetical list of external experts participating in the evaluation of applications in a given calendar year, jointly for all Programmes and competitions.

3.4. The criteria for substantive evaluation

The following criteria shall be taken into account when evaluating applications:

Item	Description of the criterion	Score awarded by the reviewer	Score awarded by the Evaluation Team
1.	The Applicant's experience in the education of doctoral students involving foreign doctoral students;	0-12	0-12
2.	Scientific merit of the unit implementing the Project (faculty, institute of the Polish Academy of Sciences) expressed through the evaluation of individual parameters and PAC evaluation.	-	0-16
3.	The mode for evaluating foreign doctoral students for the purpose of determining their eligibility for scholarships, criteria/rules for suspending scholarship payments in the next period, ways to give educational guidance to the scholarship holders and monitor their results.	0-10	0-10
4.	Compliance of the Applicant's activities with the development goals of the state policy regarding science, science and technology, innovation and social matters.	0-3	0-3
5.	Compliance of the Applicant's activities with its development policy in regard to strengthening the potential in the area of international academic cooperation	0-3	0-3
6.	Ways to reach foreign candidates for doctoral students accounting for the specific nature of the target group	0-6	0-8
7.	Project management, monitoring and evaluation as well as project related risk.	0-2	0-2
8.	Feasibility and cost-effectiveness of activities related to the acquisition of foreign doctoral students	0-4	0-6
Total:		0-40	0-60

3.5. Ranking list and results of the call for proposals

Having given its evaluation, the Evaluation Team shall draft a ranking list of applications together with a recommended financing amount and present it to the NAWA Director. The ranking list shall include:

- 1) applications with a positive substantive evaluation, eligible for financing;
- 2) applications on a reserve list - with a positive substantive evaluation, which shall receive financing in the absence of a signed agreement with an Applicant eligible for financing;
- 3) applications rejected on account of negative substantive evaluation - an application, which scores less than 60 points in the evaluation, shall be deemed as not meeting the quality requirements, which translates to a negative substantive evaluation, making it ineligible for financing.

The NAWA Director shall use the ranking list when taking the final decision on whether to finance or reject applications submitted in the call for proposals. The NAWA Director may decide not to finance applications that are on the ranking list and received positive substantive evaluations. The reasons for a refusal of financing include:

- 1) shortage of funds following from the Applicant's position on the ranking list (applies to a situation where the Application received a positive substantive evaluation, but because its score and position on the ranking list were relatively lower, the Applicant is not granted financing due to a shortage of funds in the Programme);
- 2) changes to the Applicant's organisational and legal structure posing a risk to proper implementation of a Project;
- 3) the Applicant being in arrears with due liabilities towards NAWA;
- 4) NAWA's obtainment of information having an impact on the process of granting funds for implementation of a Project.

3.6. Mode of publishing information on the results of the call for proposals

The Director shall issue a decision granting or refusing funds in the STER Programme - *Doctoral Scholarships for foreigners*. The list of entities, which received financing, including their names and the amount of financing granted, shall be published at NAWA's site in the Public Information Bulletin.

3.7. Appeal procedure

Pursuant to Article 25(2) of the Act on NAWA, the Applicant, having received the NAWA Director's decision rejecting the application, may request the Director to reconsider in case of any formal infringements occurring in the course of granting funds.

The request to reconsider the case may only pertain to reservations related to formal issues in the process of granting funds, and not the feasibility of substantive evaluation carried out on the basis of these Regulations.

The request to reconsider the case should be submitted to the NAWA Director within **14 calendar days** from the receipt of pertinent information or the decision, to the following address:

Polish National Agency for Academic Exchange
ul. Polna 40
00-635 Warsaw

Persons, which took part in the original evaluation shall not process the reconsideration request. The NAWA Director may also turn to external experts for assistance.

Should a reconsideration request be filed in a situation, in which the NAWA Director issued his decision based on Article 24(1) of the Act on NAWA, the Applicant may register a complaint with the Regional Administrative Court in Warsaw, ul. Jasna 2/4, 00-013 Warsaw. The complaint is filed via the Director of the Polish National Agency for Academic Exchange located at ul. Polna 40, 00-635 Warsaw, within 30 days from the receipt of the aforementioned decision.

4. AGREEMENT WITH THE APPLICANT

In his decision to grant funds, the NAWA Director specifies the activities, which the Applicant should carry out, as well as the time period for doing so, under the penalty of withdrawing from the Agreement.

The Agreement with the Applicant shall be signed based on the final decision of the NAWA Director on granting funds under the Programme, following successful completion of formal and substantive evaluation of the Application. A template of the Agreement constitutes Annex no. 3 to the Regulations. NAWA reserves the right to amend the Agreement to the extent allowed by these Regulations.

The Applicant shall sign the Agreement on behalf of the other Partners and be responsible for its execution.

Should the Applicant selected in a call for proposals fail to sign the Agreement, financing may go to the next Applicant from the ranking list.

5. PRINCIPLES FOR FINANCING

5.1. The period of expenditure eligibility

The period of expenditure eligibility shall be defined in the Agreement with the Beneficiary:

- 1) initial eligibility date - the starting date of Project implementation entered into the Agreement;
- 2) final eligibility date - final date of Project implementation entered into the Agreement (it is possible for expenditure to be incurred until the final report is submitted, provided that such expenditure relates to the Project implementation period and are included in the final report).

5.2. Project budget

Financing amount allocated to the implementation of an individual project amounts to max. **PLN 1,250,000**, of which no more than **PLN 1,000,000** may be allocated to scholarships for foreign doctoral students, with no more than **PLN 250,000** going to the implementation of activities related to acquiring foreign doctoral students.

The Applicant may request up to PLN 250,000 for activities related to acquiring foreign doctoral students. The feasibility of expending this amount will be reviewed during substantive evaluation. This amount may be reduced should the Applicant indicate ways of attracting foreign doctoral students that are deemed inadequate for the target group, or are deemed to be excessive, by either the reviewers or the Evaluation Team, in relation to the number of foreign doctoral students planned in the project.

Beneficiaries will not be entitled to collect any payments from doctoral students, which received scholarships.

The total cost of a Project shall consist solely in eligible costs, indicated by the Applicant in a detailed budget draft included in the Application. Expenditure incurred shall be directly

related to Project implementation. Costs directly related to Project implementation are costs of substantive tasks (*i.e.* eligible costs of individual tasks carried out by the Beneficiary under the Project, which are directly tied to these tasks), which are necessary to achieve Project objectives and will be incurred in relation to Project implementation. Project financing will not cover the so-called indirect costs, *i.e.* administrative expenses with no direct ties to the main subject of the Agreement (e.g. coordinator's expenses, costs of managing the project, costs of service staff etc.).

5.3. Eligible costs

Eligible cost categories in the Programme that follow from authorised activities, include:

- 1) costs of scholarships for best results/scientific achievements paid to max. 50% of foreign doctoral students receiving doctoral student education in the Project, whereby the monthly individual scholarship amounts to PLN 5,000 - **total cost of scholarships in the Project cannot exceed PLN 1,000,000**,
- 2) costs of activities related to acquiring foreign doctoral students, including the following in particular:
 - a) costs of organising networking opportunities, as well as lectures, conferences, summer schools and other events involving the target group;
 - b) costs of preparing information materials in foreign languages, including guidebooks for foreigners on education of doctoral students in Poland, Polish scientific institutions, everyday life in Poland - all addressed to the target group;
 - c) costs of adapting websites or IT tools (e.g. a virtual university or dedicated applications) to the needs of foreign doctoral students.
 - **total cost of activities related to acquiring foreign doctoral students in the Project cannot exceed PLN 250,000.**

Costs shall be deemed eligible only if they collectively meet the following conditions:

- 1) are compliant with national law, including the principle of expenditure competitiveness or public procurement law;
- 2) are actually incurred during the period of Project implementation specified in the Agreement;
- 3) are substantiated by accounting documents and shown in the Beneficiary's financial documentation and accounting records;
- 4) are recognised in the financial part of a partial/final report on the course of Project implementation;

- 5) are taken into account at the stage of drafting the Project budget;
- 6) are indispensable for Project implementation and incurred for that purpose;
- 7) are reasonably calculated based on market prices and comply with the requirements of existing tax and social legislation;
- 8) are proportional to planned actions and indispensable for Project implementation;
- 9) are used solely to achieve Project objective/s and its expected result/s in a manner consistent with the principles of sound economic management, effectiveness and efficiency;
- 10) shall only cover VAT where it cannot be refunded or recovered under national VAT regulations.

5.4. Ineligible costs

Ineligible costs in the Programme include:

- 1) costs incurred outside of Project implementation period;
- 2) costs not taken into account at the stage of drafting the Project budget;
- 3) losses resulting from exchange rate differences, commissions related to currency exchange, debit interest charges on financial transactions;
- 4) a loan and its servicing costs;
- 5) VAT and other taxes and levies, which are recoverable under national law;
- 6) the same costs financed from two different sources (double financing);
- 7) undocumented costs;
- 8) fines, tickets, financial penalties, costs of court proceedings, insurance, accrued interest;
- 9) administrative expenses related to Project servicing and management (including coordinator expenses);
- 10) purchase costs of fixed assets and intangible assets.

Expenditure incurred to carry out tasks under the Project cannot be allocated to activities financed from state budget funds or other public funds (prohibition of double financing).

The financing granted from NAWA funds shall not be used to generate profit. Projects shall not be of commercial nature.

Projects involving a Partner/s do not allow the Beneficiary to commission the said Partner/s to purchase goods or services, or vice versa.

Expenditure deemed ineligible by NAWA but related to project implementation shall be incurred by the Beneficiary.

5.5. Expenditure actually incurred

Expenditure actually incurred shall be expenditure incurred in cash, i.e. as disbursement of cash from the cash register or bank account of the Beneficiary.

The following dates are considered to be the dates of incurring expenditure:

- 1) in case of payments made by bank transfer: the account charge date;
- 2) in case of cash payments; the date the expenditure is actually incurred;
- 3) in case of credit card payments: the date of the transaction resulting in the debit of the credit card account.

5.6. The principles of making payments

The Agreement is concluded for the period of Project implementation, which may last **between 2 to 4 years and 2 months, i.e. from 24 to 50 months**, during the period between **1 May 2019 and 30 June 2023**.

Payments related to the Project are handled by NAWA, based on the payment schedule included in the partial report. The payment schedule is prepared by the Applicant based on the projected demand for funding during Project implementation. NAWA stipulates that at least 3 payments shall be made, including:

- 1) **Pre-financing** - 70% of costs following from activities related to acquiring foreign doctoral students, listed in Part B of the Project budget, transferred to the Beneficiary's bank account indicated in the Agreement within 21 working days from signing the Agreement;
- 2) **Partial payment(s)** - in the amount resulting from the payment schedule, transferred to the Beneficiary's bank account indicated in the Agreement within 21 working days from the report being approved;
- 3) **Balancing payment** - 10% of the total financing amount, transferred to the Beneficiary's bank account indicated in the Agreement within 21 working days from the final report being approved.

In case of partnership programmes payments shall be made to a bank account of the Beneficiary responsible for further settlements with Partners.

NAWA reserves the right to change the dates of pre-financing payments. Such changes shall depend on availability of funds allocated to the financing of Projects.

5.7. Documenting expenditure

All expenditure incurred in the Project shall be documented. Documents confirming that the Beneficiary (or Partner) incurred the expenditure shall in particular be invoices or other accounting documents of value equivalent to evidence, together with proofs of payment.

Accounting documents documenting expenditure incurred in the Project must point to a clear connection with the Project. The description of a document should include at least:

- 1) Project title and Agreement number;
- 2) the amount of eligible expenditure incurred under the document;
- 3) the purpose of incurring expenditure;
- 4) item number from the Project budget;
- 5) date of payment.

The description should be made on the original of the accounting document or should be permanently attached to it. Template of an exemplary description of an accounting document shall be made available to Beneficiaries once the Agreement is signed.

When requested in the course of inspections or audits, the Beneficiary shall present the documents mentioned in Chapter 8 Control of Beneficiaries under NAWA Programmes.

Furthermore, the usual accounting practice and internal inspection procedures used by the Beneficiary must provide for the possibility of direct reconciliation of declared amounts with amounts indicated in the Beneficiary's accounting reports and amounts indicated in supporting documents.

Generally binding regulations dictate that expenditure under the Project (public funds) must be incurred in a competitive manner. The Beneficiary is obligated to ensure competitive spending within the Project by applying a procedure compliant with the provisions of the Act of 29 January 2004 – Public Procurement Law (i.e. Dz. U. of 2017, item 1579), regardless of whether the Applicant is exempted from the obligation to apply it.

5.8. Storage of documents

Project documents and accounting documents related to Project implementation shall be kept at the Beneficiary's registered office for a period of 5 years from Project completion. Should this period need to be extended, NAWA shall immediately inform the Beneficiary. All supporting evidence of costs incurred under the Project implemented by the Beneficiary shall be made available to NAWA or institutions commissioned by it for the purpose of inspections and audits.

5.9. Value added tax (VAT)

Expenditure under a Project may include the cost of value added tax (VAT). Such expenditure shall be deemed eligible, when the Beneficiary shall have no legal option for its recovery.

VAT paid shall be considered eligible expenditure only when the Beneficiary, in line with the relevant law, shall not be entitled to pursue recovery of VAT or reduction of the due tax amount by the amount of tax accrued.

If the Beneficiary has the aforementioned right, the expenditure cannot be considered eligible.

5.10. State aid

The Polish National Agency for Academic Exchange hereby informs that it does not provide state aid or *de minimis* assistance. The Applicant is obligated to include a statement on the absence of state aid in the application.

5.11. Bank accounts and interest

For the purpose of Project implementation, the Beneficiary shall be obligated to open a separate bank account dedicated solely to the Project (account or sub-account).

Interest accrued on the bank account shall be fully refunded to NAWA within 30 days from the Project completion date at the latest, to the bank account indicated by NAWA, unless stated otherwise in separate regulations. The date of interest return shall be the moment when the funds are credited to the NAWA's account.

The Beneficiary shall inform NAWA, at its request and on the date specified therein, about the amount of funds remaining on the said Beneficiary's account, as of 31 December of a given calendar year.

5.12. Subcontracting

Project implementation allows for the Beneficiary to contract part of Project related tasks out to subcontractors (except for scholarship payments to foreign doctoral students achieving best results). Only activities, which the Beneficiary cannot perform itself, due to insufficient technical know-how, knowledge or expertise, may be contracted out to subcontractors. Contracting out tasks to subcontractors must be rational and cost effective.

6. REPORTING

The Beneficiary shall be responsible for timely submission of partial and final reports to NAWA.

Partial and final reports shall be submitted in an electronic form via NAWA's ICT system. In addition, regarding personal data of project participants, the Beneficiary shall provide NAWA with original documents, i.e. Declaration from a Project participant and the minimal scope of the Project participant's personal data. Templates of the aforementioned documents constitute attachments to the Agreement.

The reports have to include the costs that were incurred and the Beneficiary can substantiate with relevant accounting documents. If a document was paid for in parts, the report shall only cover the part that was paid and which the Beneficiary can substantiate with relevant accounting documents. The report should include all dates of payment (whether made in full or in part) for a given document. A document, which was paid for in full, shall not be included in the report.

6.1. Partial Report

The Beneficiary shall be obligated to file partial reports on the course of Project implementation.

The Beneficiary's first partial report shall be submitted after the period dedicated to the performance of tasks related to the acquisition of foreign doctoral students provided for in the Regulations.

In its first partial report the Beneficiary:

- 1) shall be obligated to settle the costs of activities related to the acquisition of foreign doctoral students, and
- 2) shall apply for the transfer of funds allocated to scholarship payments based on best results / scientific achievements to max. 50% of foreign doctoral students receiving their doctoral education under the Project, who will receive scholarships during the academic year 2019/2020 (the 50% will be calculated based on the number of acquired foreign doctoral students, using the "rounding up" principle).

Subsequent partial reports shall be submitted following the end of each academic year. There the Beneficiary shall apply for the transfer of funds allocated to scholarship payments in subsequent years.

The partial report shall consist of:

- 1) a substantive part, including a report on the progress of work envisaged in the application for Project financing;
- 2) a financial part, including a list of expenditure incurred and the Project's financial progress.

Template of the partial report constitutes an annex to the Agreement.

The partial report shall not be accompanied by source documents proving that the expenditure was incurred. At the request of NAWA, the Beneficiary shall be obligated to provide all required documents.

The partial report shall be filed within 10 working days from the end of the reporting period, to which it pertains. The report shall be filed via NAWA's ICT system and drafted with the use of forms prepared and made available by NAWA.

A correctly drafted report is subject to verification conducted by NAWA's employees and approval in terms of Project implementation being compliant with the Agreement. NAWA

may decide to submit the report for evaluation by external experts appointed by the NAWA Director.

6.2. Final Report

The Beneficiary shall be obligated to file the final report on Project implementation covering the entire period of Project implementation specified in the Agreement. In particularly justified cases the Beneficiary shall be allowed to request for submitting the final report early, provided that Project implementation was completed early.

The final report will be evaluated in the scope of its formal correctness, substantive compliance of conducted activities with the activities planned in the Application and being the subject of the Agreement.

The final report shall consist of:

- 1) a substantive part, including a description of completed works envisaged in the application for Project financing;
- 2) a financial part, including a list of expenditure incurred and the Project's financial progress.

The template of the final report constitutes an annex to the Agreement.

The final report shall be submitted within 30 calendar days following the end of Project implementation.

The report shall be filed via NAWA's ICT system and drafted with the use of forms prepared and made available by NAWA.

The final report will not be accompanied by source documents proving that the expenditure was incurred. At the request of NAWA, the Beneficiary shall be obligated to provide required documents.

A correctly drafted report is subject to verification conducted by NAWA's employees and approval in terms of Project implementation being compliant with the Agreement. NAWA may decide to submit the report for evaluation by external experts appointed by the NAWA Director.

The final report shall be approved by NAWA if by the end of Project implementation:

- 1) the number of foreign doctoral students **constitutes no less than 70%** of the number assumed in the Application
- and
- 2) **no less than 50%** of foreign doctoral students completed a full cycle of education.

The final report not being approved results in the suspension of the balancing payment amounting up to 10% of the total financing amount. In addition, if this condition is not met, the NAWA Director may issue a decision to return the entire granted financing or its part.

If the Beneficiary is requested to return the entire financing or its part, the Beneficiary shall not in any way charge foreign doctoral students with costs related to the return of said financing granted for Project implementation.

Suspension of the balancing payment shall be independent of the provisions for the suspension of financing provided for in the Agreement.

6.3. Verification of the Beneficiary's reports

All communication pertaining to the Beneficiary's reports shall be conducted via NAWA's ICT system or e-mail.

Within 30 working days from the report being submitted, NAWA shall verify and approve it or provide comments on it in writing, which the Beneficiary shall respond to via written clarifications and/or correction of the report contents within the period indicated by NAWA.

Should it be necessary to supplement subsequent versions of the submitted report with clarifications or corrections, the procedure of submitting comments may be repeated three times.

If the Beneficiary does not respond within the time limit set by NAWA or if, despite three submissions by NAWA, the Beneficiary's report does not meet NAWA's requirements and thus cannot be approved, NAWA may decide to deem the Agreement as not executed in full or in part and demand the funds be repaid in full or in part, respectively.

In the course of verifying the Beneficiary's report, NAWA may request the submission of additional documents related to Project implementation for an in-depth inspection, in

particular documents concerning the proceedings related to the purchase of goods and services or financial documents.

7. EVALUATION

The Beneficiary shall be obligated to participate in the Programme evaluation by NAWA. Participation in the evaluation shall entail:

- 1) submitting an evaluation questionnaire to NAWA upon Project completion. The list of questions included in the questionnaire constitutes an annex to the Agreement. The questionnaire must be sent to NAWA within 30 calendar days from Project completion;
- 2) participation of the Beneficiary in separate evaluation studies commissioned by NAWA. It is assumed that the Beneficiary may be invited to participate in the study once during the period of the Project implementation and once in the period of up to 3 years after the Project completion.

NAWA guarantees full confidentiality of opinions and information submitted under Programme evaluation and guarantees that the data obtained from the Beneficiary in the course of evaluation shall have no effect on the payment terms of granted funds.

8. INSPECTION OF BENEFICIARIES IN THE NAWA PROGRAMMES

Each of the Beneficiaries (or Partners) in the NAWA Programmes may be subjected to inspections and audits. Inspections and audits aim to verify the Beneficiary's appropriate management of financing received, which is in line with the provisions of the Agreement, and to determine the final amount of funds granted, to which the Beneficiary shall be entitled.

Furthermore, NAWA may carry out an interim or final impact assessment for the Project, in order to establish the degree to which implementation of specific actions contributed to achieving the Project's specified objective.

Inspection of the final report shall be carried out for all Projects. Inspection may also apply to partial reports.

In addition, each Project may be subject to a further "desk-based" control or on-the-spot check at the Beneficiary's registered office, if the Agreement was included in the statistical

sample used for the control required by NAWA or if NAWA selected it for a targeted control of documents in connection with its risk assessment policy.

For the purpose of inspecting the final or partial report for the “desk-based” control of documents, the Beneficiary must provide NAWA with copies of documents proving the spending of the funds received (for categories settled based on actual costs), unless NAWA requests the original documents. Following the analysis of such documents, NAWA shall return them to the Beneficiary. If the Beneficiary shall not be allowed by law to send original documents for the purpose of the final or partial report inspection and “desk-based” inspection of documents, it will be allowed to send copies of supporting documents.

The Beneficiary must bear in mind that with each inspection NAWA may additionally request supporting documents or evidence envisaged for other types of inspections.

Individual inspections shall include the following components:

1) Inspection of the final report

Inspection of the final report shall be carried out after it is submitted via NAWA’s ICT system and shall aim to establish the final amount of financing, to which the Beneficiary shall be entitled.

The Beneficiary shall send the final report to NAWA, via NAWA’s ICT system, which shall contain information on the appropriate use of granted financing.

2) “Desk-based” inspection of documents

“Desk-based” inspection of documents is an in-depth inspection of additional supporting documents, carried out at NAWA’s registered office, which can be carried out at the stage of submitting the final report or after.

At NAWA’s request, the Beneficiary shall submit additional supporting documents related to specific budget categories.

3) Inspections at the Beneficiary’s registered office

NAWA shall carry out such inspections at the Beneficiary’s registered office or any other sites relevant to Project implementation. During the inspection, the Beneficiary

must enable NAWA to verify the original supporting documents foreseen for the final or partial report control and desk-based control.

There are two types of on-site inspections of Project implementation:

- 1) Inspection at the Beneficiary's registered office in the course of Project implementation

Such inspection shall be carried out in the course of Project implementation, so that NAWA can directly verify the feasibility and eligibility of all activities and Project participants.

- 2) Inspection at the Beneficiary's registered office following Project completion

Such inspection shall be carried out following Project completion and usually following the final report verification.

In addition to presenting all supporting documents, the Beneficiary must provide NAWA with access to the registry of Project costs incurred under the Project included in the Beneficiary's accounting records.

NAWA also reserves the right to carry out a special inspection using each of the aforementioned methods. A special inspection shall mean an ad-hoc inspection in case of serious reservations about the way in which the Project is implemented, or in case of receiving information on irregularities occurring during Project implementation.

A Beneficiary may be subject to inspections and audits by administrative bodies.

An inspection or audit may result in the Beneficiary being requested to carry out specific activities, within a time limit specified by NAWA, aimed at restoring the condition that ensures the proper implementation of the Project.

NAWA shall supervise appropriate execution of the Agreement. The supervision shall cover in particular:

- 1) ad-hoc supervision, in particular the NAWA's right to request from the Beneficiary explanations, information, requests for any documentation related to the Project, on the date set by the NAWA;

- 2) evaluation of the reports;
- 3) authorisation of the NAWA Director to suspend the Project financing, in accordance with §10 of the Agreement.
- 4) authorisation of the NAWA Director to terminate the agreement, in accordance with §11 of the Agreement.

9. SUSPENSION OF FINANCING AND TERMINATION OF THE AGREEMENT

9.1. Suspension of financing

The NAWA Director may suspend Project financing (until such time as doubts in this respect have been clarified) in the event of any irregularities in its implementation, failure to submit a partial or final report, disbursement of funds in breach of the Agreement, untimely submission of documents requested by NAWA, clarifications, or failure to submit to control activities.

If the clarifications are accepted or if Agreement breaches declared by NAWA cease to exist, the NAWA Director shall resume Project financing and inform the Beneficiary about it via NAWA's ICT system.

9.2. Termination of the Agreement and return of funds

Should the Applicant fail to acquire at least 5 foreign doctoral students, all or part of the costs related to acquiring doctoral students may be declared ineligible. NAWA stipulates that, should the number of acquired foreign doctoral students be less than 5, the feasibility and amount of financing allocated to activities related to acquiring foreign doctoral students will be decided individually for each Beneficiary, whereby the amount of funds paid to the Beneficiary for acquiring 1 foreign doctoral student cannot exceed PLN 20,000.00.

The Agreement may be terminated by NAWA to immediate effect, in the following cases:

- 1) gross breach of the Agreement provisions,
- 2) failure to submit a report(s) within a prescribed time limit,
- 3) failure to eliminate irregularities found as a result of the control by the set deadline;
- 4) delays in project implementation caused by the Beneficiary,

- 5) The Beneficiary giving false information or a false statement in the Application or in the reports.

In the event of Agreement termination to immediate effect, the Beneficiary shall be obligated to return the received funds along with interest.

10. INFORMATION AND PROMOTION

The Beneficiary shall be obligated to mark all prepared materials and documents related to Project implementation, which are made publicly available or intended for the target group, with the European Funds sign featuring the name of the Programme, sign of the European Union with the name of the European Social Fund and NAWA logotype. The set of logotypes shall be available for download from the website www.nawa.gov.pl. All of the Beneficiary's informational and promotional activities and each document, which is made publicly available or is used by Project participants, including all certificates of participation or other certificates, should contain information on the receipt of financing from the European Union, including the European Social Fund. In audio products, information about financing by NAWA must be read during the playtime of the recording.

At the request of NAWA, the Beneficiary shall be obligated to conclude a separate agreement with NAWA for the transfer of economic copyrights, including the exclusive right to grant permits for the performance of derivative copyrights to the works produced under the Project. Specific principles shall be defined in the Agreement.

11. PERSONAL DATA PROTECTION

Personal data of Project participants, external experts and representatives of Beneficiaries and Applicants (or Partners) will be used in accordance with these Regulations for the purpose of:

- 1) carrying out the call for proposals procedure and evaluating applications in the Programme;
- 2) selecting applications eligible for financing;
- 3) executing agreements related to Project implementation;
- 4) cooperation of NAWA with Project participants following its implementation, including the cooperation for the purpose of Programme evaluation, inspection and monitoring.

NAWA shall be the administrator of personal data.

Personal data used for the purposes specified in point 3-4 above is also administered by the Minister of Development, acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, with its registered office at pl. Trzech Krzyży 3/5, 00-507 Warsaw.

With each report the Beneficiary shall be obligated to submit information on all Project participants, in line with the scope defined in the annex to the Agreement and conditions set out in the Guidelines for monitoring and declarations of Project participants on acknowledging the fact that their personal data will be processed in connection with them participating in a project co-financed from OP KED.

Personal data of the aforementioned persons may be transferred to NAWA employees, persons preparing recommendations, external experts cooperating with NAWA or representatives of Applicants/Beneficiaries due to the execution of the aforementioned objectives.

The legal basis for the transfer of data is Article 6(1)(b) and (e) of the General Data Protection Regulation (GDPR). Transfer of data is voluntary, but necessary to take part in the implementation of a Project or Programme. Refusal to transfer the data shall make it impossible for a specific person to take part in the implementation of a Project or Programme.

Personal data of the aforementioned persons involved in Project implementation shall be used at the stage of processing applications, for the period of Project implementation and for 5 years following Project completion, for settlement purposes.

Personal data of persons, whose applications were rejected, shall be kept for the period of processing applications or until the time they are removed from NAWA's ICT system, via which applications were submitted by persons submitting the application.

Each data subject, shall be entitled to:

- 1) demand access to his or her personal data from NAWA or the Minister of Development;
- 2) correct, remove or limit the use of their personal data;
- 3) object to the use of their personal data;

- 4) file a complaint with the supervision authority (General Inspector for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).

- in line with the rules specified in the GDPR.

Contact details of NAWA's Data Protection Officer: Adam Klimowski, e-mail: odo@nawa.gov.pl

12. INVESTIGATING THE APPLICANT'S FINANCIAL CAPACITY

NAWA reserves the right to investigate the financial capacity of the Applicant. Financial capacity means that the Applicant has stable and sufficient sources of financing in order to continue with its activities in the course of Project implementation or in the year, for the duration of which financing was granted, and to participate in Project financing. Signing the Agreement shall depend on the result of the investigation.

Verification of financial capacity shall apply to **non-public entities**.

In case of applications for financing with value not exceeding EUR 100,000, the Applicants shall submit statements of having financial capacity for the implementation of a given Project. Such statement is a part of the application form.

In case of applications for financing with value exceeding EUR 100,000, before the Agreement is signed, at the request of NAWA and in a manner indicated by it, the Applicant, in addition to the statement of having financial capacity, shall file its financial statement and the balance sheet for the period covering the most recent budgetary year, on which the accounting books were closed. Entities, which cannot provide the documents listed above, because they are newly established entities, may instead submit a financial declaration or a statement of being holders of an insurance policy, which states the risk taken by the Applicant in its operations.

If, having analysed the aforementioned documents, NAWA decides that financial capacity was not confirmed or is insufficient, it can proceed with the following actions:

- 1) request further information;
- 2) propose to conclude the Agreement or issue a decision on granting financing with pre-financing covered by a financial guarantee;
- 3) propose to conclude the Agreement or issue a decision on granting financing without pre-financing or it being included in a limited capacity;

- 4) propose to conclude the Agreement or issue a decision on granting financing with pre-financing paid in several instalments;
- 5) reject the application.

13. AMENDMENTS TO THE PROGRAMME REGULATIONS

NAWA reserves the right to introduce amendments to these Regulations in the course of a call for proposals, with the exclusion of amendments resulting in unequal treatment of Applicants, unless the introduction of such amendments follows from the provisions of generally applicable law. Introduced amendments shall apply from the moment of their publication, effected in the way analogous to the announcement of the call for proposals. Applications submitted before the amendments to the Regulations became public, shall be resubmitted by the Applicant, if their provisions are not compliant with amendments introduced. All Applicants who submitted applications before the publication of amendments to the Regulations, shall be notified of their introduction by NAWA via an ICT system message containing all relevant information. Concurrently, NAWA reserves the right to introduce amendments to the Regulations, which are of organising and clarifying nature, as well as aimed at rectifying clear mistakes in the Regulations, without separately informing about the amendments introduced, subject to publication of the Regulations contents featuring the introduced amendments, which is also the moment they shall become effective.

NAWA reserves the right to cancel a call for proposals, 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 to properly carry out a call for proposals shall be published by NAWA at www.nawa.gov.pl. Entities interested in applying for funds under this call for proposals are recommended to keep themselves apprised of the information published there.

14. CONTACT WITH NAWA

The person to contact regarding issues related to the Programme is:

Monika Miedzik PhD

monika.miedzik@nawa.gov.pl

phone + 48 22 390 35 63



Annexes:

- 1) Annex 1 – Template of a power of attorney
- 2) Annex 2 – Template of a letter of intent
- 3) Annex 3 – Template of an agreement