



POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE

THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE PROGRAMMES REGULATIONS

Programmes for individuals

Warsaw, December 19th, 2024



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I. GLOSSARY OF TERMS AND ABBREVIATIONS

- 1) **Agency** – the Polish National Agency for Academic Exchange;
- 2) **Agency's IT system** – the system referred to in Art. 14 of the Act on the Polish National Agency for Academic Exchange;
- 3) **Agreement** – an agreement concluded between the Fellow and the Agency, referred to in art. 26 of the Act on the Polish National Agency for Academic Exchange;
- 4) **Announcement** – announcement of the call for applications for participation in the Programme referred to in Art. 19 of the Act on the Polish National Agency for Academic Exchange;
- 5) **Applicant** – a person who intends to apply or has submitted an Application under the Recruitment;
- 6) **Application** – a form completed by the Applicant and submitted as part of the Recruitment via the Agency's IT System;
- 7) **Director** – Director of the Agency;
- 8) **Expert** – a person referred to in Article 22 and Article 26a of the Act on the Polish National Agency for Academic Exchange;
- 9) **Evaluation Team** – a team consisting of Experts, appointed by the Director to conduct a substantive evaluation of applications within the scope indicated in the Announcement
- 10) **Fellow** – a person who was awarded the Scholarship and with whom a Scholarship Agreement was concluded;
- 11) **Financial resources** – resources referred to in Art. 18 sec. 2 item 2 of the Act on the Polish National Agency for Academic Exchange;
- 12) **Guardian of a person with a disability** – in the case of a Fellow with a recognized significant or moderate disability – a person who takes care of the Fellow during their stay at the Host Institution;
- 13) **Host institution, Centre** – a foreign or domestic scientific or academic centre to which the Applicant plans to travel;
- 14) **NAWA Lecturer** – a Fellow teaching Polish as a foreign language at a foreign Host centre;
- 15) **Programme** – a given programme specified in the Announcement serving to implement the Agency's tasks;
- 16) **Project** – a set of activities carried out within the Programme;
- 17) **Recruitment** – recruitment of applications for participation in the Programme;
- 18) **Regulations** – the regulations of the Programmes for individuals;
- 19) **u.n.a.w.a.** – Act of 7 July 2017 on the Polish National Agency for Academic Exchange.

II. GENERAL INFORMATION – ELIGIBLE ENTITIES

The applicant may be a natural person who meets the requirements specified in the Announcement for a given Programme, including:

- 1) PhD students;
- 2) employees of entities referred to in Art. 7 sec. 1 of the Law on Higher Education and Science, as well as foreign universities and scientific institutions;
- 3) people with at least a doctoral degree or an equivalent degree obtained abroad;
- 4) people delegated abroad to teach Polish as a foreign language.

Detailed information about eligible Applicants under a given Programme can be found in the Announcement.

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

At the justified request of a person with a documented disability, the Director of the Agency may waive the application of selected programme rules to such person if their compliance would be excessively difficult for him or her due to the type of his or her disability, and waiving a given rule will contribute to ensuring such person equal conditions of participation in the competition or implementation of the project in comparison with other beneficiaries of the programme.

III. SUBMITTING AN APPLICATION FOR FUNDING AND RESOLUTION OF THE CALL

1. Registration and use of the Agency's IT system

Pursuant to art. 14 of the Act on the Polish National Agency for Academic Exchange the Agency operates an IT system in which data necessary for issuing decisions on the allocation of financial resources under the Agency's Programmes is processed. The scope, principles and conditions of using the system are described in the "Regulations for using the Agency's IT System".¹

Correspondence with the Applicant will be conducted via the Agency's IT System or in another manner indicated by the Agency in the Announcement.

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

2. Submitting an application in the Agency's IT system

To submit an application to participate in the call for applications, you must:

¹ Regulations available at: <https://evaluation.nawa.gov.pl/regulations>

- 1) register an account in the Agency's IT system available on the website <https://programs.nawa.gov.pl>;
- 2) submit a completed application along with the necessary attachments electronically via the Agency's IT System.

It is the Applicant's responsibility to check whether the application submission has been completed correctly.

3. General rules for submitting applications

Submitting an application means that the Applicant accepts the principles described in the Announcement and in the accompanying appendices.

The Agency reserves the right to cancel the recruitment process, in particular in the event of significant changes in legal regulations affecting the conditions for conducting the recruitment process, force majeure events or in other justified cases.

The Agency places all information necessary for the proper conduct of recruitment on the website www.nawa.gov.pl. It is recommended that Applicants regularly familiarize themselves with the information posted on the above website.

The Applicant is required to correctly complete the application in accordance with the instructions contained in the Agency's IT System, which specify in detail the scope of information necessary to be presented in each of the required fields of the application. Substantive information entered into the Application by the Applicant must be placed in the fields designated for the purpose. Placing descriptions in parts other than those designated or dividing them between different parts may be grounds for lowering the substantive evaluation of the application or not awarding points in terms of the relevant substantive evaluation criterion.

If more applications are submitted than the number specified in the regulations of a given Programme, the applications submitted last according to the time of submission in the Agency's IT system will be subject for evaluation, unless the Announcement states otherwise.

4. Application evaluation

Detailed rules for assessing applications are described for each Programme in the Announcement.

4.1. Formal evaluation of the application

The subject of the formal evaluation is the verification of the Application in terms of meeting the formal criteria specified in the Announcement, taking into account Art. 24 of the Act on the Polish National Agency for Academic Exchange.

Only complete applications, i.e. those containing all required content and appendices, are submitted for consideration. In the event of an incomplete application, the applicant is requested to correct it

within 14 days of receiving the request, with the instruction that failure to do so will result in the application not being considered.

The following applications are also left without consideration:

- 1) submitted after the deadline specified in the announcement of the call for applications for participation in the programme;
- 2) not meeting the formal requirements specified in the Announcement.

4.2. Substantive evaluation of the application (if applicable)

The purpose of the substantive evaluation is to verify whether the applications meet the quality criteria specified in the Announcement.

Only applications that meet the formal criteria are submitted for substantive evaluation. The evaluation criteria are specified in the Announcement.

At the substantive evaluation stage, an application can receive a maximum of 100 points. An application that receives less than 60 points in total will be deemed as not meeting quality requirements, which means a negative substantive evaluation. In such a situation, the application cannot receive funding, even if there are sufficient funds in the Programme.

The substantive evaluation is carried out according to the principles specified in the Announcement. If the substantive evaluation is conducted by more than one evaluator, in the event of a discrepancy in the scoring exceeding 30% of the points that can be awarded, the Agency reserves the right to appoint additional Experts to conduct the evaluation.

5. Recruitment decision

As a result of the substantive evaluation, a list of applications recommended for financing is prepared and a threshold for applications recommended for financing is set, which may not be lower than 60 points.

The Director decides to grant or refuse granting financial resources under the Programme, taking into account the list of applications recommended for financing, the Programme's objective and the effective use of financial resources allocated for its implementation.

The grounds for refusing financing include in particular:

- 1) the Applicant is in arrears with its obligations to the Agency;
- 2) the Agency obtains information influencing the process of allocating funds for the implementation of the Project;
- 3) lack of financial resources;
- 4) other justified circumstances.

The decision to grant or refuse to grant funds under the Programme is sent to the Applicant via the Agency's IT system.

6. Appeal procedure

In the event of formal violations in the granting of funds, the Applicant may apply to the Director for a reconsideration. The application for a reconsideration of the case may include reservations only as to formal issues in the process of granting funds, and not to the validity of the substantive evaluation.

An application for reconsideration should be submitted to the Director within 14 days of receipt of the decision, in writing to the following address: Narodowa Agencja Wymiany Akademickiej, Polna, 40 00-635 Warszawa (Poland) or electronically to the address of the Agency's Electronic Mailbox (ePUAP mailbox: /NAWA/SkrytkaESP) in the form of an electronic document with a qualified electronic signature (trusted signature or personal signature or authenticated in a way that ensures the possibility of confirming the origin and integrity of the verified data in electronic form).

During the proceedings, the Director examines:

- admissibility of an appeal (possibility of filing an appeal),
- filing an appeal in time.

The Director shall determine inadmissibility of an appeal and the failure to meet the appeal deadline by means of a decision, which is final in the matter.

If the appeal is admissible, i.e. it concerns formal violations in the allocation of funds, the Director will review the decision issued in the first instance, i.e. will re-examine and decide the case on its merits. A person who previously participated in issuing the contested decision cannot participate in the course of the proceedings related to the consideration of the application for re-examination of the case.

The Applicant may file a complaint against a decision stating inadmissibility of filing a request to reconsider a case or a decision of the Director issued as a result of reconsideration of the case to the Provincial Administrative Court in Warsaw, to the following address: Wojewódzki Sąd Administracyjny w Warszawie, Jasna 2/4 00-013 Warsaw. The complaint shall be filed through the Director within 30 days of the date of service of the aforementioned decision or ruling.

IV. AGREEMENTS

In the decision granting funds, the Agency specifies the activities to be performed by the Applicant and the deadline for completion.

The conclusion of an Agreement with the Applicant takes place on the basis of the decision of the Director to grant financial resources under the Programme, after positive completion of the application evaluation procedure.

The Agreement template constitutes an appendix to the Announcement.

The Agreement shall be made available to the Applicant in the Agency's IT System, about which the Applicant shall be informed in an e-mail message sent to the e-mail address provided during registration in the Agency's IT System.

After receiving information about the availability of the Agreement, the Applicant's obligations include:

- 1) completing and checking the correctness of the data contained in the Agreement, including the address and the bank details, and in the event of any irregularities being found, reporting them to the Agency;
- 2) conclusion of the Agreement within the time and on the terms specified in the Announcement.

If the Applicant selected in the call fails to sign the Agreement with the Agency on time, financing may be granted to another Applicant who received a positive substantive evaluation.

Funds awarded under the Programme are expressed in Polish currency and are settled in Polish currency. In the event that funds are transferred to an account indicated by the Fellow other than one kept in Polish currency, all costs related to it, including currency conversion costs, are borne by the Fellow.

1. Payment Schemes under the Programmes

Advance payment scheme	Advance payment	I partial payment	II partial payment	Balancing payment
A	100%	Not applicable	Not applicable	Not applicable
B	90%	Not applicable	Not applicable	10%
C	60%	30%	Not applicable	10%

The Agency reserves the right to indicate a different payment scheme in justified cases.

2. Termination of the Agreement

The Agreement may be terminated in justified cases by mutual agreement of the parties or in cases specified in the agreement on the allocation of funds, including gross failure to comply with the provisions of the agreement on the allocation of funds, ignoring signals calling for improvement of the activities on the part of the Agency or the Host institution, the Beneficiary providing false information in the Application, the false information of which the Agency becomes aware during the term of the Agreement, or behaviour that goes beyond the legal and cultural standards of a given country, as a result of information from the Host Institution or diplomatic mission, or when the Fellow has been subject to disciplinary punishment or convicted by a final court judgment for an intentional crime or an intentional tax crime - also with immediate effect.

V. REPORTING AND PROJECT SETTLEMENT RULES

1. General principles of project settlement

The Fellow is responsible for timely settlement of the Project implementation by submitting to the Agency interim reports (if applicable), final reports and other settlement documents indicated in the Announcement.

Reports will be submitted electronically via the Agency's IT System using electronic forms prepared and made available by the Agency, unless the Agency indicates another form of submitting a report. Interim reports are submitted within 14 days of the end of the reporting period, final reports within 30 days of the Project completion date specified in the Agreement, and other documents within the deadlines specified in the Announcement.

All amounts given in the Project implementation reports must be expressed in PLN. Templates for reports and other settlement documents are part of the Announcement.

The information presented in the report is subject to verification and accepted in terms of compliance with the Announcement, Agreement and appendices. The report is assessed in accordance with the principles indicated in the Announcement or the Agreement.

In the event of submitting an incorrectly prepared report or submitting an incomplete report, the Fellow is obliged to correct or complete the report within 14 days from the date of receiving information in the Agency's IT system about the need to correct or complete the report.

Failure to submit the report within the specified deadline or failure to complete or correct it within the specified deadline constitutes grounds for withholding further financing and may constitute grounds for requesting the Fellow to return the funds received.

Failure to submit the final report within the specified deadline or submitting a report that does not meet the requirements specified in its template may constitute grounds for not admitting the Fellow to the next recruitment announced by the Agency and for requesting the return of the funds received.

The beneficiary has 14 days to file an appeal against the result of the verification of the Project implementation report, counting from the date of its receipt via the Agency's IT system. The Agency reserves the right not to consider an appeal submitted after the deadline. An appeal may be lodged only once. The appeal should include, in addition to the request for re-evaluation of the report, a justification, together with documents that may affect the change of the Agency's evaluation. The signed appeal should be sent by post (the date of the postmark is decisive), by e-mail (to the Agency's address or the e-mail address of the project supervisor at NAWA), by e-mail to the Agency's Electronic Mailbox (ePUAP mailbox: /NAWA/SkrytkaESP) or delivered in person to NAWA's headquarters (the date of receipt is decisive). In the case of sending by post, courier or delivering in person, the appeal against the evaluation of the report should be addressed to the address: Narodowa Agencja Wymiany

Akademickiej at NAWA's headquarters, i.e. Polna 40, 00-635 Warsaw, with the note "appeal against the settlement of Project no. ...".

2. Eligible costs

Details regarding individual Programmes are described in the Announcement.

Within the programmes it is possible to settle costs based on:

- lump sums,
- expenses actually incurred.

2.1. Costs settled as lump sums

The rates may only be applied to costs specified in the Announcement as lump sums.

The use of lump sums in the project means that they will not be settled on the basis of actual expenses incurred. The Fellow is not obliged to collect and present accounting documents to confirm the expenses.

Lump sums may apply to the following types of costs:

- 1) Scholarship and lump sums for living and accommodation costs - total amount is calculated by multiplying the number of months for which the scholarship and lump sum for living costs are granted according to the rates specified in the Announcement,
- 2) Lump sum for travel costs - the rate includes a return journey and costs related to getting to the mobility location by various means of transport. The amount of the lump sum is specified in the Announcement.

The full monthly rate of the scholarship, a lump sum for living and accommodation costs is due if the Fellow's stay according to the final report is 15 days or more. In the case of a stay shorter than 15 days, half the rate applies. Sample calculation of the amount of funding due calculated as part of the verification of the final report:

- 1) if the Fellow planned a 7-month stay in the application and the actual stay lasted 6 months and 14 days, (s)he will receive the amount for 6.5 months,
- 2) if in the application the Applicant planned a 7-month stay and the actual stay lasted 6 months and 17 days, (s)he will receive the amount for 7 full months of stay,
- 3) if the Applicant planned a 7-month stay in the application and the actual stay lasted 7 months and 2 days, (s)he will receive the amount for 7 full months of stay – i.e. the maximum amount indicated in the application.

A full month is defined in accordance with Article 112 of the Civil Code: "A period expressed in weeks, months or years ends with the expiry of the day which corresponds in name or date to the initial day of the period, and if there is no such day in the last month – on the last day of that month. [...]" For example, 1 full month is considered to be the period from March 1st to April 1st of a given year or from August 15th to September 15th.

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

- 1) the Project implementation period,
- 2) the mobility period of the Fellow (and accompanying people, if applicable),

- 3) verification whether the planned results have been achieved and the declared activities have been implemented.

2.2. Costs settled on the basis of actual expenses incurred

- 1) Costs incurred as part of the Project may be considered eligible provided they are incurred during the Project implementation period:
 - a. starting date of eligibility – the starting date of the Project implementation specified in the Agreement;
 - b. final date of eligibility - the final date of the Project implementation specified in the Agreement (it is possible to incur expenses up to 30 days from the date of completion of the Project implementation, provided that the expenses were incurred during the Project implementation period and are included in the final report).
- 2) An appropriate accounting document (invoice or equivalent document) and confirmation of payment (e.g. transfer) is a confirmation of the actually incurred expenses (actual costs).
- 3) Settlement of costs takes place at the stage of submitting a Report containing a list of source documents confirming the incurred cost.
- 4) Additionally, if indicated in the Announcement, the Fellow shall attach scans of accounting documents to the settlement, e.g. invoices, bills, tickets, a copy of the passport visa, etc. issued to the Fellow.
- 5) If documents confirming that the cost was incurred are not presented, NAWA will consider the cost ineligible.

3. Ineligible costs

3.1. Costs settled as lump sums

Costs settled on the basis of lump sum rates may be deemed ineligible if the Fellow fails to achieve the Project assumptions, i.e. the planned results are not achieved and the declared activities are not implemented.

3.2. Costs settled on the basis of the actual expenses incurred

Ineligible costs in the Programme include:

- 1) costs incurred outside the period indicated in point 2.2 above;
- 2) the same costs financed from two different sources (double financing);
- 3) undocumented costs;
- 4) costs exceeding the limits specified in the Announcement;
- 5) costs inconsistent with the project budget.

4. Documentation storage

Documentation related to the implementation of the Programme should be kept by the Fellow for a period of 5 years from the last day of the year in which the agreement on the granting of funds was settled. Within the period indicated above, the Agency reserves the right to conduct checks and audits regarding the implementation of the agreement on the granting of funds.

VI. EVALUATION

A Fellow is obliged to participate in evaluation studies conducted by the Agency or other authorized entities in the period from the date of signing the Agreement to 5 years from the completion of the Beneficiary's Project.

As part of the evaluation studies conducted by the Agency:

- 1) A Fellow is obliged to complete the evaluation questionnaire within the deadline applicable to the final report, i.e. 30 days from the deadline for completing the Project specified in the Agreement;
- 2) A Fellow who is a NAWA Lecturer is additionally obliged to provide a link to the evaluation survey prepared by the Agency to all participants of the classes conducted by him/her in the second (last) semester of the academic year.

Information on any additional obligations of the Fellow regarding participation in the evaluation conducted by the Agency is published in the Announcement.

VII. INFORMATION AND PROMOTION

A Fellow is obliged to include information on all materials, publications, presentations, etc. resulting from the implementation of the Project that it was financed by the Agency under the Programme (full name in Polish or English).

The Agency encourages providing open access to scientific articles created under the Project by publishing them in an open journal or making their final author's version (the so-called Author's Accepted Manuscript) or the publisher's published version (the so-called Version of Record) available in an open repository. The recommended method of providing open access to the publication is to make it available under the Creative Commons Attribution (CC BY) license, Creative Commons Attribution-ShareAlike (CC BY-SA).

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

In order to indicate the source of funding, please use the Agency's guidelines available at (rules for using the Agency's logo):

[Polish version](#)

[English version](#)

VIII. CHANGES TO THE REGULATIONS

The Agency reserves the right to introduce changes to the Regulations during the application period. The changes introduced are effective from the moment of their publication.

Applications submitted before the publication of amendments to the Regulations require re-submission by the Applicant if their provisions are inconsistent with the amendments introduced. The Agency will notify all Applicants who submitted applications before the publication of amendments to the Regulations about the introduced changes by sending information in the Agency's IT System or by e-mail to the Applicants' address.

Changes that are of an ordering or clarifying nature, or are intended to correct obvious errors in the Regulations, do not require separate notification of their introduction, subject to the publication of the content of such changes.

IX. AGENCY CONTACT

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<https://nawa.gov.pl/kontakt>